

RESOLUTION NO. 184-2024

**UPDATING THE SCHEDULE FOR FEES, LICENSES, FINES AND CHARGES
FOR THE CITY OF OWOSSO**

WHEREAS, the *City of Owosso Code of Ordinances* provides for the establishment of many fees, licenses, fines and charges to be established by resolution; and

WHEREAS, on August 5, 2013 the City Council adopted Resolution No. 90-2013 creating a schedule of fees, licenses, fines and charges; and

WHEREAS, said schedule must be annually reexamined and updated; and

WHEREAS, the City Council has reviewed the charges and determined that the November 4, 2024 fees, licenses, fines and charges shall be in accordance with this resolution and the attached schedule.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

- FIRST: the attached schedule for fees, licenses, fines and charges is hereby adopted effective November 4, 2024.
- SECOND: any parts of resolutions and memoranda in conflict with this resolution are hereby repealed.
- THIRD: this resolution is intended to preserve all existing charges and fees set forth in any resolution, ordinance, or law which are not in conflict with this resolution and attached schedule and to fulfill the requirements of any ordinance authorizing the City Council to establish fees by resolution.
- FOURTH: fees for public records not set forth in this resolution and attached schedule, or in any other resolution, ordinance, or law, shall be set by the City manager in accordance with Act 442 of the Public Acts of 1976, as amended.
- FIFTH: Fees for public services not specifically set forth in this resolution and the attached schedule or in any other resolution, ordinance, or law may be established by the City manager, who shall promptly notify the City Council in writing of each of them. The City manager shall establish fees for public services based upon the cost of providing the public service.

**CITY OF OWOSSO
2024 FEE SCHEDULE
Effective November 4, 2024**

1. ASSESSING	
• Application fee for IFEC extension	\$550
Application fee for IFT tax abatement – Not to exceed limits of Statute MCL 207.555(3) in which the lesser of the actual cost of processing the application or 2% of total property taxes abated during the term that the exemption certificate is in effect can be charged	
➤ Establishing	\$1,500
➤ Exemption certificate	\$1,500
• Application fee for industrial development district	\$1,500
• Application fee for industrial facilities	
➤ Exemption certificate	\$1,500
➤ Exemption certificate transfer	\$500

• Application fee for project cost revision	\$500
• Application fee for project extension	\$500
• Application fee for tax abatement projects	\$800
2. BUILDING DEPARTMENT	
<i>Income limit - fee waiver – Building permits and inspections will be required. However, permit fees will be waived for owner occupied residential buildings for households that have annual incomes less than 30% of the Michigan State Housing Development Authority (MSHDA) area Minimum Income (AMI). The waiver will cover permits for bringing a structure into code compliance and for replacement of roofs, windows, and siding. To qualify, the applicant must submit Michigan or Federal 1040 tax returns for the last three years along with any other financial and ownership information required for determination.</i>	
• Accessory structure-zoning compliance-200 sq. ft. and under	\$75
• Accessory structure-zoning compliance-over 200 sq. ft.	same as building permit fees
• Base fee (non-refundable)	\$40
• Adult entertainment license fee	\$1,500
Note: If application denied, ½ fee returned	
• Adult entertainment license fee renewal	\$1,500
Note: a late penalty of \$100 if renewal filed less than 60 days before license exp. If application denied, ½ of total fees collected returned.	
• License renewal	
➢ Late fee first 15 days	License fee + 25%
➢ Late fee beyond 15 days	License fee + 50% adult entertainment penalties
➢ Adult entertainment penalties	\$500
• Building board of appeals application fee	\$200
• Building permit	
➢ Up to \$1,000-includes base fee and 1 inspection	\$110
➢ \$1,001 to \$2,000-includes base fee and 1 inspection	\$150
ADD \$40 base fee and \$80 per inspection to the following:	
➢ \$2,001 to \$50,000	\$65 + \$10 per \$1,000 over \$2,000
➢ \$50,001 to \$500,000	\$545 + \$10 per \$1,000 over \$50,000
➢ \$500,001 and above	\$5,000 + \$6 per \$1,000 over \$500,000
• Businesses-NEW-(existing building)	\$75
• Demolition-Commercial-based on size of building	\$185 + \$1 per sq. ft. over 2,000 sq. ft.
• Demolition-Garage-includes base fee and 1 inspection	\$115
• Demolition-House-includes base fee and 1 inspection	\$185
• Fence-zoning-residential	\$85
• Fence-commercial	same as building permit fees
• Home occupation-type B home permit	\$55
• Inspections-each	\$80
• License/registration fee	\$0
• Marihuana fees	
➢ Medical Marihuana Facilities (at time of application and annual renewal)	\$5,000
➢ Adult Use Recreational Establishments (at time of application and annual renewal)	\$5,000
➢ Marihuana Transfer Fee	\$5,000
• Mobile/Modular Home	\$250
• Moving building	\$200
• Penalty for work prior to obtaining permit	cost of permit + \$180
• Plan review	55% of permit fee
• Plan review-plans are returned to application for modifications	\$55 + \$60/hour
• Roofing permit-residential	

➤ Up to \$5,000 (includes base fee and 1 inspection)	\$90
➤ \$5,001 to \$10,000 (includes base fee and 1 inspection)	\$120
➤ Over \$10,000	same as building permit fees
• Roofing permit-commercial	same as building permit fees
• Siding	\$90
• Sign	\$0.60/sq. foot
➤ Temporary sign (60 days)	\$75
• Swimming pools permit-above ground (zoning compliance)	\$75
• Swimming pool permit-in ground	same as building permit fees
• Tank removal	\$100
• Vacant property registration	\$150
• Wheel chair ramp/door modification (residential-permit and inspections required)	no fee
• Windows-residential	\$90
• Windows-commercial	same as building permit fees
3. ELECTRICAL	
• Base fee (non-refundable)	\$40
• Branch circuits	\$20
• Feeders-bus duct (per 50 ft. or fraction thereof)	\$20
• Electric baseboard heater	\$20
• Fire alarm system	\$155
➤ Fire alarm system-each additional pull station	\$20
• Furnace-unit heater	\$20
• Garage	\$55
• Generator-residential	\$30
• Generator-commercial	\$55
• Inspections-each (including Safety inspections)	\$80
• License/registration fee	\$0
• Low voltage/data/telecom outlets	
➤ 1-19 devices, each	\$10
➤ 20-300 devices	\$100
➤ Over 300 devices	\$300
• Mobile/modular home	\$150
• Motors	
➤ Up to 20 KVA or HP, 1-25 units (each)	\$20
➤ Up to 20 KVA or HP (each additional unit after 25)	\$10
➤ Over 20 KVA or HP, 1-25 units (each)	\$20
➤ Over 20 KVA or HP (each additional unit after 25)	\$12
• Outlets/receptacles/fixtures/other (per 25 or fraction thereof)	\$20
• Penalty for work prior to obtaining permit	cost of permit + \$180
• Plan review	\$100/hr. (minimum 1 hour)
• Power outlets (a/c/range/dryer/dishwasher/disposal) each	\$20
• Service	
➤ 0-200 amps	\$30
➤ 201-600 amps	\$35
➤ 601-800 amps	\$40
➤ 801-1200 amps	\$45
➤ Over 1200 amps	\$50
• Sub-panels	
➤ 0-200 amps	\$30
➤ 201-600 amps	\$35
➤ 601-800 amps	\$40

➤ 801-1200 amps	\$45
➤ Over 1200 amps	\$50
• Signs	\$80
• Whole house permit	\$150
4. MECHANICAL-COMMERCIAL/INDUSTRIAL	
• Base fee (non-refundable)	\$40
• Air conditioning and refrigeration	
➤ Absorption units/chiller	\$95
➤ Centrifugal units/chiller	\$95
➤ Compressor – ½ - 15 HP	\$40
➤ Compressor-15 to 50 HP	\$50
➤ Compressor-over 50 HP	\$75
➤ Heat pumps – 1.5-15 HP	\$40
• Air handlers (self-contained units, ventilation & exhaust fans) (piping fee included)	
➤ Under 1,500 cfm	\$40
➤ 1,501-10,000 cfm	\$50
➤ Over 10,000 cfm	\$105
➤ Thru-the-wall fan coil vents	\$20
• Breeching & combustion to appliance	\$65
• Chimney – factory built	\$65
• Cooling towers with reservoirs	
➤ Capacity under 500 gal	\$55
➤ Capacity over 500 gal	\$90
• Crematories	\$55
• Ducts, insulation and fire suppression systems (based on bid price)	
➤ Under \$3,000	\$45
➤ \$3,000 to \$7,000	\$55
➤ \$7,000 to \$15,000	\$90
➤ Over \$15,000	\$15 per each \$3,000 over \$15,000 + \$90
• Electronic air cleaner with washer	\$55
• Evaporator coils	
➤ 180,000 BTU and under	\$45
➤ Over 180,000 BTU	\$50
• Fire suppression systems (based on bid prices)	
➤ Under \$2,000	\$80
➤ \$2,000 to \$8,000	\$95
➤ Over \$8,000	\$20 per each \$3,000 over \$8,000 + \$95
• Gas burning equipment (piping fee included)	
➤ 400,000 BTU and under	\$55
➤ Over 400,000 BTU	\$65
• Humidifiers	\$30
• Incinerators – each	\$45
• Inspections – each	\$80
• Insulation – duct, piping, tanks (based on bid price)	
➤ Under \$2,000	\$45
➤ \$2,000 to \$8,000	\$55
➤ Over \$8,000	\$20 per each \$3,000 over \$8,000 + \$55
• License/registration fee	\$0
• LPG & fuel oil tanks (underground add \$10 additional) (piping fee included)	
➤ 276 to 550 gal	\$65
➤ 551 to 2,000 gal	\$105
➤ Each additional tank	Add 50% of fee based on largest tank size

• Oil burner (piping fee included)	
➢ New/conversion, under 5 gal/hour	\$65
➢ New/conversion, over 5 gal/hour	\$95
• Penalty for work prior to obtaining permit	Cost of permit + \$180
• Piping (bid separately) (based on bid price)	
➢ Under \$2,000	\$45
➢ \$2,000 to \$8,000	\$55
➢ Over \$8,000	\$15 per each \$3,000 over \$8,000 + \$55
• Plan review	\$100/hour – minimum 1 hour
• Refrigeration systems	
➢ Under 5 HP (split system)	\$40
➢ 5 HP to 50 HP (split system)	\$50
➢ Over 50 HP (split system)	\$80
➢ Self-contained units	\$55
• Solar equipment/each panel (piping fee included)	\$35
• Unit heaters-hot water, gas or steam (piping fee included)	
➢ 200,000 BTU and under	\$35
➢ Over 200,000 BTU	\$45
5. MECHANICAL – RESIDENTIAL	
• Base fee (non-refundable)	\$40
• Boiler (piping fee included)	
➢ 200,000 BTU and under	\$45
➢ Over 200,000 BTU	\$60
• Central air	\$40
• Dampers (all kinds)	\$20
• Duct system	
➢ Under \$3,000	\$35
➢ \$3,000 to \$7,000	\$40
➢ \$7,000 to \$15,000	\$45
➢ Over \$15,000	\$12 per each \$1,000 over \$15,000 + \$45
• Exhaust fan	\$20
• Gas burning equipment (new and/or conversion) (piping fee included)	
➢ 400,000 BTU and under	\$45
➢ Over 400,000 BTU	\$60
• Gas piping (each outlet)	\$20
• Hotel or motel (per unit)	\$55
• Inspection – each	\$80
• License/registration fee	\$0
• LPG & fuel oil tanks (underground add \$10) (piping fee included)	\$35
• Modular home	\$150
• Oil burner (new and/or conversion) (piping fee included)	\$45
• Penalty for work prior to obtaining permit	Cost of permit + \$180
• Plan review	\$100/hour – 1 hour minimum
• Solar equipment (each panel) (piping fee included)	\$35
• Solid fuel equipment (wood stove, prefab fireplaces, stoves)	\$50
• Two-family dwelling	\$180
• Water heater	\$20
• Whole house permit	\$125
6. PLUMBING	
• Base fee (non-refundable)	\$40
• Fixtures, floor drains, water connected appliances	\$20
• Hotel or motel (per unit)	\$50

• Inspections – each	\$80
• License/registration fee	\$0
• Manholes – catch basins (each)	\$20
• Modular home	\$150
• Penalty for work prior to obtaining permit	Cost of permit + \$180
• Plan review	\$100/hour – 1 hour minimum
• Reduced pressure zone back-flow preventer	\$20
• Sewage ejectors, sumps	\$20
• Sewers	
➢ Connection building drain	\$20
➢ Sanitary, storm or combined (less than 6")	\$20
➢ Sanitary, storm or combined (6" and over)	\$25
• Stacks (soil, waste, vent and conductor)	\$15
• Sub-soil drains	\$20
• Two-family	\$180
• Water distributing pipe	
➢ ¾" – 1"	\$20
➢ 1 ¼"	\$25
➢ 1 ½"	\$35
➢ Over 2"	\$50
• Water service	
➢ Less than 2"	\$20
➢ 2" to 6"	\$30
➢ Over 6"	\$35
• Whole house permit	\$120
7. CITY CLERK	
• Cable television franchise fee	3%
• Marriage fee/presided by Mayor	\$50
8. CITY TREASURER	
• Collection fee tax – administrative fee	1% admin fee on tax bills per Ordinance No. 838
• Property tax late collection fee	
➢ Summer	1% per month September 1 through February 1
➢ Winter and any summer balance	3% additional February 15 th –28 th
• Return check	As allowed by MCL 600.2952
9. COMMUNITY DEVELOPMENT	
• Credit reports (if not partnered with bank or finance group)	Cost + 25%
• Escrow Fee - Hourly rate of Staff/Consultant involved	\$1,500
• Historic district permit application fee	\$0
• Lot splits	
➢ Single	\$250
➢ Multiple	\$250 each + \$50/resulting lot
• Parking Lease – Downtown	\$20 per month per space (includes signage)
• Parks	
➢ Pavilion reservations	City resident \$25 Non-City resident \$50
• Amphitheater Rental	Tax exempt entity \$50 All other entities \$150
• Mobile Food Vending License	
➢ City-controlled property (May - October)	\$300

➤ City-controlled property (November - April)	\$200
➤ Non-city property (May – October)	\$150
➤ Non-city property (November – April)	\$100
➤ Year-round city food service establishments on city-controlled property (per year)	\$250
➤ Year-round city food service establishments not on city-controlled property (per year)	\$0
• Rental property registration (per unit)	\$50
➤ Non-compliance fee (1 st occurrence)	\$200
➤ Non-compliance fee (each additional occurrence)	\$400
• Rezoning request	\$575 + \$10/acre
• Site Plans	
➤ Apartment/townhouse	\$575 + \$5/unit
➤ Commercial/industrial	\$525 + \$50/acre
➤ Institutional (schools, public services, hospitals)	\$500 + \$40/acre
➤ Mobile home park	\$600 + \$5/unit
➤ Planned Unit Development/mixed use development	\$575 + \$50/acre
➤ Preliminary site plan review	75% of site plan review fee
➤ Single family site condo (prelim or final)	\$700 + \$5/lot
➤ Site plan revision/review	75% of site plan review fee + any needed consulting fees determined by administration
➤ Special meeting with planner	All cost by owner/applicant via escrow
• Special land use	\$400 + \$6/acre
• Subdivision	
➤ Preliminary – tentative	\$700 + \$5/lot
➤ Preliminary – final	\$350 + \$2.50/lot
➤ Final plat	\$500 + \$4/lot
• Temporary land use (ZBA review)	\$500
• Use variance	\$700
• Wireless communications equipment and support structures	
➤ Zoning application fee	Administrative costs to review and process application or \$1,000 (whichever is less)
➤ Non-exempt co-locating small cell wireless facilities and support structures	
❖ New wireless support structure or modification of an existing wireless support structure	\$1,000
❖ New small cell wireless support structure or modification of an existing small cell wireless	\$500
➤ Co-locate a small cell wireless facility and/or associated support structure application fee shall not exceed and shall be set as follows:	
❖ Each small cell wireless facility alone	\$200
❖ Each small cell wireless facility and a new utility pole or wireless support to which it will be attached	\$300
➤ Annual permit fee for each utility pole or wireless support structure in ROW on which a wireless provider has approval to co-locate a small cell wireless facility shall not exceed and shall be set as follows:	
❖ Annually, unless the following applies	\$20
❖ If the utility pole or wireless support structure was erected by or on behalf of the wireless provider on or after March 12, 2019	\$125
• Zoning variance	
➤ Commercial	\$425
➤ Residential	\$200

10. GENERAL

• Notary (maximum of 3 signatures per fee)	
➢ Non-resident	\$10
➢ Resident	\$5
• Rental conference room between 8:00 am and 5:00 pm	
➢ ½ day up to four hours	\$30
➢ Full day	\$60
➢ Organization of which the city is a member	\$0
• Rental council chambers between 8:00 am and 5:00 pm	
➢ ½ day up to four hours	\$30
➢ Full day	\$60
➢ Organization of which the city is a member	\$0
11. HISTORICAL COMMISSION – Funds go to Historical Commission	
• Admission Curwood Castle	
➢ Adult	Donation request \$5
➢ Child	Donation request \$2
• Rental Curwood Castle	
➢ First hour	(\$50 refundable) \$250
➢ Each additional hour	\$55
12. PUBLIC SAFETY	
• Ambulance fees – adjusted to the screen rates approved by commercial insurance companies	
➢ In-facility transports	\$250.80
• False alarm fee – fee may be waived by authority of Public Safety Director. First two fire and police alarms are not fined. The occupant will be notified of the 1 st or 2 nd violation by letter	
➢ False alarm FIRE: 3 rd call	\$250
➢ False alarm FIRE: 4 th and subsequent fire alarms	\$500
➢ False alarm POLICE: 3 rd call	\$50
➢ False alarm POLICE: 4 th and subsequent police alarms	\$100
• Fire Inspection Fees	
➢ Annual fire inspection	\$0
➢ Fire alarm field test	\$100
➢ Certificate of occupancy	\$100
➢ Change in liquor license site inspection	\$150
➢ Sprinkler system hydrostatic test (per riser)	\$100
➢ Observe fire flow test	\$100
➢ Tent Permit	\$125
• Fire Plan Review, Permit and Inspection schedule	\$100
➢ Plan review for fire alarm system (fee based on square footage)	
❖ 0 – 2,500 sq. ft.	\$100
❖ 2,500 – 10,000 sq. ft.	\$200
❖ 10,001 – 50,000 sq. ft.	\$250
❖ Over 50,000 sq. ft.	\$500
• Fire run	\$500
• Gun registration	\$10
• Peddler's permit	
➢ Per month	\$50
➢ Per year (expiring December 31 st)	\$200
• Portable breath test (PBT)	
➢ ½ month	\$15

➤ Full month	\$30
• Sex offender initial registration	\$35
• Traffic Control Order	
➤ Traffic Control Order Application	\$30
➤ MDOT Closure Application	\$50
➤ Expedited Application Fee (if submitted 14-29 days prior to first day of event)	\$15 additional
➤ Fire truck	\$150 per event
13. PARKING FINES – DEFINED IN SECTION 33 OF THE OWOSSO MUNICIPAL CODE	
• Abandoned car	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Across parking line	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Blocking alley	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Blocking driveway	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Blocking traffic	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Double parking	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Electric Vehicle Parking: Public use charging stations shall be reserved for parking and charging electric vehicles only	
➤ Paid within 7 days	\$30
➤ Paid within 14 days	\$45
➤ Paid within 30 days	\$60
• Fifth violation of any above violations within a 30-day period	
➤ Paid within 7 days	\$100
➤ Paid within 14 days	\$100
➤ Paid within 30 days	\$100
• Moving to evade time limitations	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Other parking violation	
➤ Paid within 7 days	\$15

➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Overnight parking in 3:00 am to 6:00 am zone	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Parked facing wrong way	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Parking in prohibited zone	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Parking in loading zone	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Parking on sidewalk or crosswalk	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Parked at yellow curb	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Parked in handicap zone	
➤ Paid within 7 days	\$50
➤ Paid within 14 days	\$100
➤ Paid within 30 days	\$100
• Parked within 15 feet of fire hydrant	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Parking over 12 inches from curb	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Parked over legal limit in areas other than business districts defined in sec. 33-37	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Parked over legal limit in business districts defined in sec. 33-37 – 3 rd & subsequent violations in each calendar year	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45

• Parking of a truck or commercial vehicle with a gross weight in excess of 5 tons or in excess of 22 feet in length in violation of the provisions of section 5.61 of the Uniform Traffic Code		
➤ Paid within 7 days		\$25
➤ Paid within 14 days		\$50
➤ Paid within 30 days		\$75
14. VIOLATIONS/FINES		
• Bonfire permit		\$0
• Misdemeanor “see ordinance/code under (b)”		\$500 + other stipulations
• Municipal civil infraction		
➤ First offense		\$50
➤ Second offense		\$250
➤ Third or subsequent repeat offenses		\$500
• Municipal civil infraction – loose dogs		
Code states: If the dog was impounded by any police officer or other authorized employee of the city, the owner shall pay the additional sum to the city to reimburse for said expense as prescribed by resolution of the council		\$50 + pound fees
15. PUBLIC SERVICES		
• Copies of building plans/blueprints		Per page \$10
• Mowing		Cost + \$100
• Right of way permit		
➤ Inspection fee		\$50
• Snow removal		Cost + \$100
• METRO Act permit application fee		Per statute

I hereby certify that the foregoing document is a true and complete copy of a resolution passed by the Owosso City Council as a part of the Consent Agenda at the regular meeting of November 4, 2024.


 Amy K. Kirkland, City Clerk

