

RESOLUTION NO. 58-2022

**AUTHORIZING CHANGES TO
THE CITY OF OWOSSO FEE SCHEDULE
EFFECTIVE APRIL 11, 2022**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, adopted Ordinance No. 830 adding Chapter 16.8, Mobile Food Vending, to the Code of Ordinances of the City of Owosso; and

WHEREAS, in addition to governing the location and hours of operation of said food trucks, the ordinance also provides that fees for the required permits be established by resolution; and

WHEREAS, staff proposes the following items be added to the City's Fee Schedule:

FEE SCHEDULE (non-refundable AND permits are valid for six (6) months)		
Location	May-October Fee	November-April Fee
• City-controlled property	\$300	\$200
• Non-city property	\$150	\$100
• Year-round city food service establishments on city-controlled property	\$250/year	
• Year-round city food service establishments not on city-controlled property	\$0/year	

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

FIRST: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to adopt the following fees for Mobile Food Vending Units, and said fees shall be added to the current fee schedule, effective April 11, 2022:

FEE SCHEDULE (non-refundable AND permits are valid for six (6) months)		
Location	May-October Fee	November-April Fee
• City-controlled property	\$300	\$200
• Non-city property	\$150	\$100
• Year-round city food service establishments on city-controlled property	\$250/year	
• Year-round city food service establishments not on city-controlled property	\$0/year	

I hereby certify that the foregoing document is a true and complete copy of a resolution authorized by the Owosso City Council at the regular meeting of April 4, 2022.



Amy K. Kirkland, City Clerk

Please note: Ordinance No. 830 states that no permit fee shall be charged to either of the following:

1. any honorably discharged veteran of the United State Military who is a resident of the State of Michigan
2. a business which is on the city's tax rolls whose normal business includes the sale of food and/or beverages, if operating on non-city property

**CITY OF OWOSSO
2021 FEE SCHEDULE
Effective June 1, 2021**

ASSESSING

• Application fee for IFEC extension	\$500.00
• 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	\$1,500.00
Exemption certificate	\$1,500.00
• Application fee for industrial development district	\$1,500.00
• Application fee for industrial facilities	
Exemption certificate	\$1,500.00
Exemption certificate transfer	\$500.00
• Application fee for project cost revision	\$500.00
• Application fee for project extension	\$500.00

BUILDING DEPARTMENT

***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.*

• Accessory structure - zoning compliance - 200 sq. feet and under	\$50.00
• Accessory structure – zoning compliance – over 200 sq. feet	\$50.00 + building permit fee
• Base fee (non-refundable)	\$30.00
• Building board of appeals application fee	\$200.00
• Building permit	
Up to \$1000 – includes base fee and 1 inspection	\$105.00
\$1,001 to \$2,000 – includes base fee and 1 inspection	\$145.00
Add \$30.00 base fee and \$75.00 per inspection to the following:	
\$2,001 to \$50,000	\$60.00 + \$10.00 per \$1,000 over \$2,000
\$50,001 to \$500,00	\$540.00 + \$10.00 per \$1,000 over \$50,000
\$500,001 and above	\$5,000 + \$6.00 per \$1,000 over \$500,000
• Demolition (add \$30.00 base fee and \$75.00 per inspection)	
Commercial - based on size of building	\$180.00 + \$1.00 per sq. ft. over 2,000 sq. feet
Garage – includes base fee + 1 inspection	\$110.00
House – includes base fee and 1 inspection	\$180.00
• Fence zoning – residential	\$80.00
• Fence – commercial	same as building permit fees
• Home occupation – type B home permit	\$50.00
• Inspections - each	\$75.00
• License/registration fee	\$0.00
• 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	\$250.00
• Moving building	\$200.00
• Penalty for work prior to obtaining permit	cost of permit + \$175.00
• Plan review	55% of permit fee
Plan review special	\$100.00 + cost
Plan review-plans are returned to applicant for modifications	\$50.00 + 60.00/hour
• Roofing permit – residential	

Up to \$5,000 (includes base fee and 1 inspection)	\$80.00
\$5,001 to 10,000 (includes base fee and 1 inspection)	\$130.00
Over \$10,000	same as building permit fees
• Roofing permit – commercial	same as building permit fees
• Siding	\$80.00
• Sign	\$0.40/sq. foot
Temporary sign (90 days)	\$50.00
• Swimming pool permit – above ground (zoning compliance)	\$50.00
• Swimming pool permit – in ground	same as building permit fees
• Tank removal	\$100.00
• Temporary structures (tents, contractor's mobile offices, etc.)	\$60.00
• Wheel chair ramp/door modification (residential – permit required)	no fee
• Windows – residential	\$80.00
• Windows – all commercial properties	same as building permit fees

ELECTRICAL

• Base fee (non-refundable)	\$30.00
• Baseboard heater	\$15.00
• Branch circuits	\$15.00
• Feeders – bus duct (per 50 ft. or fraction thereof)	\$15.00
• Fire alarm system	\$150.00
Fire alarm system – each additional pull station	\$15.00
• Furnace – unit heater	\$15.00
• Garage	\$50.00
• Generator – residential	\$25.00
• Generator – commercial	\$50.00
• Inspections - each	\$50.00
Safety inspections	\$75.00
• License/registration fee	\$0.00
• Low Voltage/Data/Telecom Outlets	
1-19 devices, each	\$5.00
20-300 devices	\$100.00
Over 300 devices	\$300.00
• Mobile/modular home	\$100.00
• Motors	
Up to 20 KVA or HP, 1-25 units (each)	\$15.00
Up to 20 KVA or HP, (each additional unit after 25)	\$5.00
Over 20 KVA or HP, 1-25 units (each)	\$15.00
Over 20 KVA or HP, (each additional unit after 25)	\$7.00
• Penalty for work prior to obtaining permit	cost of permit + \$175.00
• Plan review	\$100.00/hr. (minimum 1 hour)
• Outlets/receptacles/fixtures/other (per 25 or fraction thereof)	\$10.00
• Power outlets (a/c/range/dryer/dishwasher/disposal) each	\$15.00
• Service	
0-200 amps	\$25.00
201-600 amps	\$30.00
601-800 amps	\$35.00
801-1200 amps	\$40.00
Over 1200 amps	\$45.00
• Sub-panels	
0-200 amps	\$25.00
201-600 amps	\$30.00
601-800 amps	\$35.00
801-1200 amps	\$40.00
Over 1200 amps	\$45.00
• Signs	\$75.00

• Whole house permit	\$150.00
MECHANICAL – COMMERCIAL/INDUSTRIAL	
• Base fee (non-refundable)	\$30.00
• Air conditioning and refrigeration	
Absorption units/chiller	\$90.00
Centrifugal units/chiller	\$90.00
Compressor – 15-50 hp	\$45.00
Compressor – over 50 hp	\$70.00
Heat pumps – 1.5-15 hp	\$35.00
• Air handlers (self-contained units ventilation & exhaust fans)	
Under 1,500 cfm (piping fee included)	\$35.00
1,500- 10,000 cfm	\$45.00
Over 10,000 cfm	\$100.00
• Air handlers (thru-the-wall fan coil vents)	\$15.00
• Breeching & combustion to appliance – when required	\$60.00
• Chimney – factory built	\$60.00
• Cooling towers w/ reservoirs	
Capacity under 500 gal	\$50.00
Capacity over 500 gal	\$85.00
• Crematories	\$50.00
• Ducts, insulation and fire suppression systems – duct system based on bid price	
Under \$3,000	\$40.00
\$3,000 to \$6,999	\$50.00
\$7,000 to \$14,999	\$85.00
Over \$15,000	\$10.00 fee per each \$3,000 + \$85.00
• Electronic air cleaner with washer	\$50.00
• Evaporator coils	
180,000 BTU and under	\$40.00
180,000 BTU and over	\$45.00
• Fire suppression systems – based on bid price	
Under \$2,000	\$75.00
\$2,000 to \$7,999	\$90.00
Over \$8,000	\$15.00 fee + \$90.00
• Gas burning equipment – new and/or conversion	
400,000 BTU and under (piping fee included)	\$50.00
Over 400,000 BTU (piping fee included)	\$60.00
• Humidifiers	\$25.00
• Incinerators – each	\$40.00
• Inspections – each	\$75.00
• Insulation – duct, piping, and/ tanks – based on bid price	
Under \$2,000	\$40.00
\$2,000 to \$7,999	\$50.00
Over \$8,000	\$15.00 fee per each \$3,000 + \$50.00
• License/registration fee	\$0.00
• LPG & fuel oil tanks (underground add \$5.00 additional) (piping fee included)	
276 to 550 gal	\$60.00
551 to 2,000 gal	\$100.00
Each additional tank	add 50% of fee based on largest tank size
• Oil burner	
New/conversion, under 5 gal/hour (piping fee included)	\$60.00
New/conversion, over 5 gal/hour (piping fee included)	\$90.00
• Penalty for work prior to obtaining permit	cost of permit + \$175.00
• Plan review	\$100.00/hour – minimum 1 hour
• Refrigeration systems	
Under 5 hp (split system)	\$35.00

5 hp to 50 hp (split system)	\$45.00
Over 50 hp (split system)	\$75.00
Self-contained units	\$50.00
• Solar equipment/each panel (piping fee included)	\$30.00
• Unit heaters – hot water, gas, or steam	
200,000 BTU and under (piping fee included)	\$30.00
Over 200,000 BTU (piping fee included)	\$40.00

MECHANICAL-RESIDENTIAL

• Base fee (non-refundable)	\$30.00
• Boiler	
200,000 BTU's and under (piping fee included)	\$40.00
Over 200,000 BTU's (piping fee included)	\$55.00
• Central air	\$35.00
• Dampers (all kinds)	\$15.00
• Duct system	
Under \$3,000	\$30.00
\$3,000 to \$6,999	\$35.00
\$7,000 to \$15,000	\$40.00
Over \$15,000	\$7.00 per each \$1,000 + \$40.00
• Exhaust fan	\$15.00
• Gas burning equipment - new and/or conversion	
400,000 BTU's and under (piping fee included)	\$40.00
Over 400,000 BTU's (piping fee included)	\$55.00
• Gas piping/each outlet	\$15.00
• Hotel or motel/per unit	\$50.00
• Inspections - each	\$75.00
• License/registration fee	\$0.00
• LPG & fuel oil tanks (underground add additional \$10) (piping fee included)	\$30.00
• Modular home	\$150.00
• Oil burner - new and/or conversion (piping fee included)	\$45.00
• Penalty for work prior to obtaining permit	cost of permit + \$175.00
• Plan review	\$100.00/hour – 1 hour minimum
• Solar equipment/each panel (piping fee included)	\$100.00
• Solid fuel equipment (complete) - wood stove, prefab fireplaces, stoves, add-on	\$45.00
• Two-family dwelling	\$150.00
• Water heater	\$15.00
• Whole house permit	\$125.00

PLUMBING

• Base fee (non-refundable)	\$30.00
• Fixtures, floor drains, water connected appliances	\$15.00
• Hotel, motel/per unit	\$45.00
• Inspections - each	\$75.00
• License/registration fee	\$0.00
• Manholes – catch basins/each	\$15.00
• Modular home	\$150.00
• Penalty for work prior to obtaining permit	cost of permit + \$175.00
• Plan review	\$100.00/hour – minimum 1 hour
• Reduced pressure zone back-flow preventer	\$15.00
• Sewage ejectors, sumps	\$15.00
• Sewers (sanitary, storm, or combined)	\$15.00
• Sewers (connection building drain-building sewer)	\$15.00
• Stacks (soil, waste, vent and conductor)	\$10.00

• Sub-soil drains	\$15.00
• Two-family	\$180.00
• Water distributing pipe	
3/4"	\$15.00
1"	\$15.00
1 1/4"	\$20.00
1 1/2"	\$30.00
Over 2"	\$45.00
• Water service	
Less than 2"	\$15.00
2" to 6"	\$25.00
over 6"	\$30.00
• Whole house permit	\$120.00

CITY CLERK

• Cable television franchise fee	3%
• Marriage fee/presided by Mayor	\$10.00

CITY TREASURER

• Adult entertainment license fee:	
Note: If application denied, 1/2 fee returned	\$1,500.00
• Adult entertainment license renewal fee	\$1,500.00
Note: a late penalty of \$100 if renewal filed less than 60 days before license exp. If application denied, 1/2 of total fees collected returned	\$1,500.00
• License renewal	
Late fee first 15 days	License fee + 25%
Late fee beyond 15 days	License fee + 50% adult entertainment penalties
• Adult entertainment penalties	\$500.00
• Collection fee tax – administrative fee	
1% on all advalorem taxes (on the amounts collected for other units – not City) Potential to collect Admin. Fee on our own (City) taxes	
• Property tax late collection fee	
Summer	2% additional September
Summer	3% additional October
Summer	4% additional November
Winter & any summer balance	3% additional Feb 15 th – 28 th
• Return check – as allowed by MCL 600.2952	

COMMUNITY DEVELOPMENT

• Credit reports (if not partnered w/ bank or finance group)	cost + 25%
• Consultant Escrow fee	\$1,500.00
• Historic district permit application fee	\$0.00
• Lot splits	
Single	\$225.00
Multiple	\$225.00 each + \$35.00/resulting lot
• Off-street parking facility/lot application permit (see ordinance/code)	\$150.00
• Parks	
Pavilion Reservations	City Resident \$25.00 Non-City Resident \$75.00
Food Vendor License Fee (good for 1 calendar year)	\$100.00
• Permits ("new use of land" and "new use of building(s))" mentioned specifically in code	\$30.00
• Rental property registration/per unit	\$25.00
Non-compliance fee, 1 st occurrence	\$200.00
Non-compliance fee, each additional occurrence	\$400.00

• Residential entranceway permit (see ordinance/code)	\$150.00
• Rezoning request	\$550.00 + \$5.00/acre
• Site Plans	
Apartment/townhouse	\$550.00 + \$4.50/unit
Commercial/Industrial	\$500.00 + \$50.00/acre
Institutional (Schools, Public Services, Hospitals)	\$475.00 + \$40.00/acre
Mobile home park	\$575.00 + \$5.00/unit
Planned Unit Development/Mixed use development	\$550.00 + \$50.00/acre
Preliminary site plan review	75% of site plan review fee
Single family site condo (prelim or final)	\$700.00 + \$5.00/lot
Site plan revision/review	75% of site plan review fee + any needed consulting fees determined by administration
Special meetings with planner	all costs by owner/applicant via escrow
• Special exceptions application/permit, conditional use or temporary use permit by ZBA (see ordinance/code)	\$200.00
• Special land use	\$400.00 + \$6.00/acre
• Subdivision	
Preliminary – tentative	\$700.00 + \$5.00/lot
Preliminary - final	\$350.00 + \$2.50/lot
Final plat	\$500.00 + \$4.00/lot
• Temporary land use (ZBA review)	\$500.00
• Temporary uses for administrative approval	\$75.00
• Use variance	\$700.00
• 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	
Zoning application fee-new wireless support structure or modification of an existing wireless support structure	\$1,000
Zoning application fee-new small cell wireless support structure or modification of an existing small cell wireless facility	\$500
• Co-locate a small cell wireless facility and/or associated support structure application fee shall not exceed and shall be set as follows:	
Application fee for permit-each small cell wireless facility alone	\$200
Application fee for permit-each small cell wireless facility and a new utility pole or wireless support structure 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 subsection D. (2) applies.	\$20
Annual permit fee, 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	\$400.00
Residential	\$175.00
GENERAL	
• Notary	
Non-resident	\$10.00
Resident	\$5.00
• Rental conference room between 8:00 am to 5:00 pm	
½ day up to four hours	\$30.00
Full day	\$60.00
Organization of which the city is a member	\$0.00

• Rental council chambers between 8:00 am to 5:00 pm		
Up to four hours		\$30.00
Full day		\$60.00
Organization of which the city is a member		\$0.00
• Mobile Food Vending (please see the attached resolution)		

HISTORICAL COMMISSION - Funds go to Historical Commission

• Admission Curwood Castle		
Adult		Donation Request \$5.00
Child		Donation Request \$2.00
• Rental Curwood Castle		
First hour	(\$50.00 refundable)	\$250.00
Each additional hour		\$55.00
• Rental Gould House		
First hour	(\$50.00 refundable)	\$250.00
Each additional hour		\$55.00
• Rental Gould House apartment #2		
Per month		\$750.00
Note: reduction in rate if long term		\$700.00
• Rental Gould House apartment #3		
Per month		\$750.00
Note: reduction in rate if long term		\$700.00

PUBLIC SAFETY

• Ambulance fees – adjusted to the screen rates approved by commercial insurance companies		
In-facility transport		\$250.80
• Dog license		as per Shiawassee County
• False alarm fee – fee may be waived by authority of Public Safety Director		
First call in 12 months		\$0.00
Second false alarm in 12 months		\$10.00
Each additional false alarm in calendar year		\$25.00
Late fee(s) (in excess of 10 days)		10% of fee + 6% interest
• Fire house demonstrations		donation only
• Fire run		\$500.00
• Gun registration		\$10.00
• Liquor license application fee		\$10.00
• Liquor license changes		\$50.00
• Liquor license ownership transfer		\$150.00
• Portable breath test (PBT)		
1/2 month		\$15.00
Full month		\$30.00
• Sex offender initial registration		\$35.00

PARKING FINES – DEFINED IN SECTION 33 OF THE OWOSSO MUNICIPAL CODE

• Abandoned car		
Paid within 7 days		\$15.00
Paid within 14 days		\$30.00
Paid within 30 days		\$45.00
• Across parking line		
Paid within 7 days		\$15.00
Paid within 14 days		\$30.00
Paid within 30 days		\$45.00
• Blocking alley		
Paid within 7 days		\$15.00
Paid within 14 days		\$30.00
Paid within 30 days		\$45.00
• Blocking driveway		

Paid within 7 days	\$15.00
Paid within 14 days	\$30.00
Paid within 30 days	\$45.00
• Blocking traffic	
Paid within 7 days	\$15.00
Paid within 14 days	\$30.00
Paid within 30 days	\$45.00
• Double parking	
Paid within 7 days	\$15.00
Paid within 14 days	\$30.00
Paid within 30 days	\$45.00
• Fifth violation of any above violation within a 30-day period	
Paid within 7 days	\$100.00
Paid within 14 days	\$100.00
Paid within 30 days	\$100.00
• Moving to evade time limitations	
Paid within 7 days	\$15.00
Paid within 14 days	\$30.00
Paid within 30 days	\$45.00
• Other parking violation	
Paid within 7 days	\$15.00
Paid within 14 days	\$30.00
Paid within 30 days	\$45.00
• Overnight parking in 3:00 am to 6:00 am zone	
Paid within 7 days	\$15.00
Paid within 14 days	\$30.00
Paid within 30 days	\$45.00
• Parked facing wrong way	
Paid within 7 days	\$15.00
Paid within 14 days	\$30.00
Paid within 30 days	\$45.00
• Parking in prohibited zone	
Paid within 7 days	\$15.00
Paid within 14 days	\$30.00
Paid within 30 days	\$45.00
• Parking in loading zone	
Paid within 7 days	\$15.00
Paid within 14 days	\$30.00
Paid within 30 days	\$45.00
• Parking on sidewalk or crosswalk	
Paid within 7 days	\$15.00
Paid within 14 days	\$30.00
Paid within 30 days	\$45.00
• Parking at yellow curb	
Paid within 7 days	\$15.00
Paid within 14 days	\$30.00
Paid within 30 days	\$45.00
• Parking in handicap zone	
Paid within 7 days	\$50.00
Paid within 14 days	\$100.00
Paid within 30 days	\$100.00
• Parking within 15 feet of fire hydrant	
Paid within 7 days	\$15.00
Paid within 14 days	\$30.00
Paid within 30 days	\$45.00
• Parking over 12 inches from curb	
Paid within 7 days	\$15.00

Paid within 14 days	\$30.00
Paid within 30 days	\$45.00
• Parking over legal limit in areas other than business districts defined in sec 33-37	
Paid within 7 days	\$15.00
Paid within 14 days	\$30.00
Paid within 30 days	\$45.00
• Parking over legal limit in business districts defined in sec 33-37 – 3 rd & subsequent violations in each calendar year	
Paid within 7 days	\$15.00
Paid within 14 days	\$30.00
Paid within 30 days	\$45.00
• 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	\$25.00
Paid within 14 days	\$50.00
Paid within 30 days	\$75.00

VIOLATIONS/FINES

• Bonfire permit	\$0.00
• Misdemeanor **see ordinance/code under (b)**	\$500.00 + other stipulations
• Municipal civil infraction	
First offense	\$50.00
Second offense	\$250.00
Third or subsequent repeat offenses	\$500.00
• 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.	\$25.00 + Pound Fees

PUBLIC SERVICES

• Construction noise(s) permit	\$25.00
• Copies of building plans/blueprints	per page \$10.00
• Flood plain development permit application	\$100.00
• Mowing	cost + \$100.00
• Replacement line and grade stakes (see ordinance/code)	cost + \$100.00
• Right of way permit	
Inspection fee	\$20.00
Security deposit	\$50.00
• Snow removal	cost + \$100.00
• METRO Act Permit Application Fee	per statute

I hereby certify that the foregoing document is a true and complete copy of action taken by the Owosso City Council at the regular meeting of May 17, 2021.


 Amy K. Kirkland, City Clerk