

Village of Baxter Estates Fee Schedule

Table of Contents

A. Buildings Department Fees.....	1
A.1. Construction Permit Fees.....	1
A.1.a. Construction Valuation.....	1
A.1.b. Plan Review Fee.....	1
Basic Plan Review.....	1
Additional Plan Review.....	1
A.1.c. Construction Permit Fee Schedule.....	1
Full Plan Review.....	1
Other than Full Plan Review i.....	1
A.1.d. Construction Permit Amendment.....	2
A.1.e. Construction Permit Extension or Renewal.....	2
A.1.f. Legalization of Non-permitted Construction.....	2
A.1.g. Additional Stand Alone Permits.....	2
A.2. Annual Inspection Fees.....	2
A.3. Certificate of Occupancy, Certificate of Completion Fees.....	2
A.4. Letters in Lieu of a Certificate of Occupancy.....	3
A.5. Document Search and Copy Fees.....	3
B. Board of Zoning Appeals (BZA) Fees.....	3
B.1. BZA Permit Application Fees.....	3
B.2. BZA Application Deposits.....	3
C. Planning Board Fees.....	4
Endnotes.....	5

A. Buildings Department Fees

A.1. Construction Permit Fees

A.1.a. Construction Valuation

The value to be used shall be the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air-conditioning, elevators, fire-extinguishing systems, and any other permanent equipment.

A.1.b. Plan Review Fee

Basic Plan Review

Upon submittal of a plan for plan review, a plan review fee (60% of the total construction permit fee, as calculated in the Construction Permit Fee Schedule) shall be collected. When the permit is issued, the balance of the total permit fee will be due.

Additional Plan Review

Where plans are incomplete or changed so as to require additional plan review, an additional plan review fee shall be charged at the Building Inspector's hourly rate.

A.1.c. Construction Permit Fee Schedule

Full Plan Review ⁱ

Structures requiring a full plan review, including new buildings, additions, alterations, remodels, fire repairs, and other structures:

<i>Total Valuation ⁱⁱ</i>	<i>Fee</i>
\$1 to 1000	\$325.00
\$1,001 to 2,000	\$400.00
\$2,001 to 250,000	\$400.00 + (.0125 x valuation over \$2000)
\$250,001 and greater	\$3500.00 + (.0100 x valuation over \$250,000)

Other than Full Plan Review ⁱ

Plumbing, electrical, mechanical, and structures not requiring a full plan review, including sidewalks, structural replacement of windows and doors, re-roofing, hot tubs, air conditioners, fireplaces, fire sprinklers, elevators, cesspool replacement, septic tank replacement, oil tank replacement, oil/gas conversions, boilers, and demolition:

<i>Total Valuation ⁱⁱ</i>	<i>Fee</i>
\$1 to 1,000	\$150.00
\$1,001 to 20,000	\$150.00 + (.0125 x valuation over \$1000)
\$20,000 and greater	\$387.50 + (.0075 x valuation over \$20,000)

A.1.d. Construction Permit Amendment

An approved building permit may be amended for a time based fee of \$120/hour multiplied by the number of hours or fraction thereof required by the Building Inspector to review and make a determination on the proposed amendment.

A.1.e. Construction Permit Extension or Renewal

Construction permits expire one year from date of issuance. A construction permit for work in process may be extended upon application at least 30 days prior to expiration, at a fee equivalent to 50% of the original issue fee. Only one extension of nine months duration is allowed, after which a new construction permit is required. An expired construction permit for work not started may be renewed within one year of expiration at a fee equivalent to 50% of the original issue fee.

A.1.f. Legalization of Non-permitted Construction

When construction without a permit is discovered, a fee of \$600 plus current construction permit fees based on current valuation is required to determine building code compliance. The structure must be made compliant with the current building code. New construction needed to achieve building code compliance will require an additional construction permit and fee based on the valuation of new construction.

A.1.g. Additional Stand Alone Permits

<i>Permit</i>	<i>Fee</i>
Tree Removal Permit ⁱⁱⁱ	One or two: \$50.00; each additional is \$25.00.
Fence Permit	\$150.00 for new; \$125.00 for replacement.
Sign Permit	\$100.00 plus \$2.50 per square foot
Dumpster Permit	\$75.00 for duration of construction project
Curb Cut Permit	\$250.00
Street Opening Permit	\$350.00 plus surety bond of \$5000.00
Sewer Connection Permit	\$175.00
Swimming Pool Permit	Construction Permit plus \$5000.00 surety bond.
Non-Structural Replacement of Windows	\$75.00 for any number of windows during one project

A.2. Annual Inspection Fees

Outdoor Pool and/or Hot Tub \$100.00 – valid through December 31st

A.3. Certificate of Occupancy, Certificate of Completion Fees

<i>Certificate</i>	<i>Fee</i>
Pool	\$150.00
New dwelling	\$225.00

<i>Certificate</i>	<i>Fee</i>
Addition/alteration to dwelling or property	\$175.00
New commercial building	\$375.00
Commercial addition, alteration, or change of occupancy	\$275.00

A.4. Letters in Lieu of a Certificate of Occupancy

Structures built prior to 1953 may be inspected, and if found to be conforming structures a Letter in Lieu of a Certificate of Occupancy will be issued. Any additions or alterations made to the structure after 1953 require certificates, and may be legalized as described above to have certificates issued. The inspection fee is \$250.00 for residential structures and \$375.00 for commercial structures.

A.5. Document Search and Copy Fees

<i>Documents</i>	<i>Search and Copy Fee</i>
All contents of a property folder (including documents such as Certificate of Occupancy, Property Title, Surveys, Permits, Applications, Notice of Disapprovals, Orders to Remedy, Building Plans)	\$75.00 plus actual reproduction cost of oversized documents (larger than 8.5”x11”)
Copy of Ordnance Book	\$65.00

B. Board of Zoning Appeals (BZA) Fees

B.1. BZA Permit Application Fees

<i>Application</i>	<i>Fee</i>
Residential / Commercial Variance	\$270.00

B.2. BZA Application Deposits

In addition to the non-refundable BZA Application Fee, an initial deposit to cover stenographic, legal, administrative, and other related services is required and must be replenished as needed. Any monies not expended will be refunded to the applicant. Notwithstanding the foregoing, with respect to each application for which a public hearing is required, in the event that said public hearing is adjourned to a second or subsequent session, the applicant shall make an additional deposit, which must be received prior to the re-opening of the adjourned public hearing, in an amount equal to the sum of (i) all amounts incurred by the Village with respect to such application for which the applicant is responsible that exceed all deposits previously made by such applicant for such application, plus (ii) \$1,000; provided, however, that the BZA Chairperson may waive the requirement for the additional \$1,000, in the Chairperson’s reasonable discretion

<i>Property Type</i>	<i>Deposit</i>
Residential	\$1,000.00
Commercial	\$2,000.00

C. Planning Board Fees

Planning Board applications for a subdivision of property require a \$500 application fee and a \$2,000 deposit to cover stenographic, legal, administrative, and other related services is required. Any monies not expended will be refunded to the applicant. Notwithstanding the foregoing, with respect to each application for which a public hearing is required, in the event that said public hearing is adjourned to a second or subsequent session, the applicant shall make an additional deposit, which must be received prior to the re-opening of the adjourned public hearing, in an amount equal to the sum of (i) all amounts incurred by the Village with respect to such application for which the applicant is responsible that exceed all deposits previously made by such applicant for such application, plus (ii) \$1,000; provided, however, that the Planning Board Chairperson may waive the requirement for the additional \$1,000, in the Chairperson's reasonable discretion.

- i Determined by the Building Inspector.
- ii Rounded up to the next multiple of \$1,000.
- iii Trees over 20 inches in circumference require a removal permit.