

**City of Brillion  
Administrative Fees and Charges**

**2016**

Permit / License or Action	2016 Fee	Comments / Notes	Date of Last Update or Reviewed
<b>Administration / Legislative</b>			
<b>Public Access to Records per City Code 2-269</b>			
Copying Records	\$ 0.25	per page	1983
Locating Records / Records Search		Actual cost of time/material if over \$50.00	
Copy of Records Not in Printed Paper Form		Actual full cost of providing a copy/\$5.00 deposit may be required	
Mailing or Shipping of Records		Actual full cost /\$5.00 deposit may be required	
Fax (Outgoing)	\$ 1.00	per page	1983
Fax (Incoming)	\$ 1.00	per page	1983
Special Assessment Title Search Letter	\$ 35.00		2014
Special Assessment Title Search Letter (Rush Within 24 hrs)	\$ 10.00	In addition to \$35.00 Fee	2014
<b>Collection</b>			
NSF Check Fee	\$ 25.00	plus Worthless Check Fee if applicable	
<b>Peddlers/Transient/Sellers/Canvasser per City Code 18-51 through 18-59</b>			
Transient Merchant/Solicitor Permit	\$ 25.00	Per person, Requires Background Check	2001
<b>Animal Licenses / Facilities</b>			
<b>Licensing Fees per City Code 10-31 through 10-35</b>			
Dog / Cat License (Spayed Female / Neutered Male)	\$ 3.00		1997
Dog / Cat License (Non Spayed/Neutered)	\$ 8.00		1997
Dog / Cat License Late Fee (After April 1st unless new dog)	\$ 5.00		1997
<b>Animal Impoundment per City Code Sec. 10-58</b>			
Animal Impoundment	various	cost and charges incurred in apprehending, keeping and caring of animal	
Animal Bail	\$ 5.00	First offense within 1 calendar year	1997
Animal Bail	\$ 10.00	Second offense within 1 calendar year	1997
Animal Bail	\$ 15.00	Third offense within 1 calendar year	1997
Animal Bail	\$ 25.00	Forth or more offenses within 1 calendar year	1997
<b>Kennel License per City Code 10-110 through 10-113</b>			
Private Kennel Permit - Initial	\$ 25.00	For more than 2 dogs or 3 cats/year	2013
Private Kennel Permit - Renewal	\$ 10.00	For more than 2 dogs or 3 cats/year	2013
Commercial Kennel	\$ 25.00	per year	2013
Pet Shop	\$ 25.00	per year	2013
Grooming Shop	\$ 25.00	per year	2013
Replacement of Lost Kennel Tag	\$ 5.00		2013

<b>Mobile Home Park per City Code 54-12</b>			
Original Application Fee	\$ 200.00	\$200.00/each original appl. \$100.00/each appl for extension of existing	2005
Annual License Fee	\$ 2.00	per lot/minimum of \$100.00	2005
Transfer of License Fee	\$ 10.00		2005
<b>Liquor Licensing per City Code 6-34</b>			
Class "A" Fermented Malt Beverages Retailer's License	\$ 75.00	Store or Beer Depot/Off premise consumption	2011
Class "B" Fermented Malt Beverage License	\$ 100.00	Restaurant or Bar	2011
Class "B" Fermented Malt Beverage License/Six Month License	\$ 50.00	Any time for 6 months/non-renewal during the calendar year	2011
Temporary Class "B" Fermented Malt Beverage License	\$ 20.00	Per event (Picnic License)	2011
Temporary "Class B" Wine License	\$ 20.00	Per event/No charge is issued with Temp Class "B" License	2011
Fermented Malt Beverage Wholesaler's License	\$ 50.00		2011
"Class A" Intoxicating Liquor Retailer's License	\$ 75.00	Store or Beer Depot/Off premise consumption	2011
"Class B" Intoxicating Liquor Retailer's License	\$ 175.00	Restaurant or Bar	2011
"Class B" Intoxicating Liquor Retailer's License/Six Month License	\$ 87.50	Any time for 6 months/non-renewal during the calendar year	2011
Class C Wine License	\$ 100.00	Restaurants that qualify/On site	2011
Wholesale Beer	\$ 50.00	Distributor	2011
Publication Fee (Individual Listing)	\$ 15.00	to publish in newspaper	2011
<b>Operator's License per City Code 6-61 through 6-72</b>			
Operator's / Bartender License (New and Renewal)	\$ 30.00	Requires Background Check/Term Year License expires June 30th	2011
Provisional Operator's License	\$ 5.00	Good for 14 days	2011
Temporary Operator's License	\$ 10.00	Good for 14 days	2011
Duplication of Operator's License	\$ 5.00		2011
<b>Cigarette Licenses per City Code 18-31</b>			
Cigarette and Tobacco	\$ 10.00		2011

<b>Brillion Community Center</b>			
<b>City Resident Fees - Day Pass</b>			
2 and Under		Free	2015
Youth - 3-17	\$	2.00	2015
Adult 18-59	\$	4.00	2015
Senior 60 +	\$	3.50	2015
Family	\$	8.00	2015
<b>City Resident Fees - Monthly Pass</b>			
2 and Under		Free	2015
Youth - 3-17	\$	15.00	2015
Adult 18-59	\$	25.00	2015
Senior 60 +	\$	22.00	2015
Family	\$	55.00	2015
<b>Non-Resident Fees - Day Pass</b>			
2 and Under		Free	2015
Youth - 3-17	\$	3.50	2015
Adult 18-59	\$	5.50	2015
Senior 60 +	\$	5.00	2015
Family	\$	12.00	2015
<b>Non-Resident Fees - Monthly Pass</b>			
2 and Under		Free	2015
Youth - 3-17	\$	20.00	2015
Adult 18-59	\$	30.00	2015
Senior 60 +	\$	27.00	2015
Family	\$	70.00	2015
<b>10x Pass</b>			
Resident	\$	40.00	2015
Resident - Senior 60 +	\$	35.00	2015
Non-Resident	\$	50.00	2015
Non-Resident - Senior 60 +	\$	45.00	2015
<b>Shower and Gym Pass</b>			
Resident	\$	1.00	2015
Non-Resident	\$	1.50	2015
<b>Hourly Room Rentals</b>			
Resident - During regular business hours	\$	20.00	2015
Non-Resident - During regular business hours	\$	30.00	2015
Resident - After regular business hours	\$	30.00	2015
Non-Resident - After regular business hours	\$	40.00	2015

<b>Private Pool Rentals</b>			
<i>During Regular Business Hours</i>			
Resident	\$	60.00	2015
Non-Resident	\$	75.00	2015
<i>School Affiliated Groups - During Regular Hours</i>			
Resident	\$	38.00	2015
Non-Resident	\$	45.00	2015
<i>After Regular Business Hours</i>			
Resident	\$	90.00	2015
Non-Resident	\$	115.00	2015
<i>School Affiliated Groups - After Regular Hours</i>			
Resident	\$	45.00	2015
Non-Resident	\$	52.00	2015
<b>Park and Park Shelter Rental</b>			
Park Rental (Entire Park and Facilities)	\$	100.00	per day, requires council approval 2015
Security Deposit for Park Shelter Rental (Resident and Non-Resident)	\$	50.00	excludes Kiwanis, School District and Chamber 2015
American Bank Pavilion Rental (City Resident)	\$	100.00	+ \$100.00 security deposit, excludes Chamber 2015
American Bank Pavilion Rental (Non-City Resident)	\$	115.00	+ \$100.00 security deposit, excludes Chamber 2015
American Bank Pavilion Staging Equipment Rental (Daily)(Event)	\$	100.00	+ \$50.00 security deposit, excludes Chamber 2015
Park Shelter Rental (City Resident)	\$	50.00	+ security, excludes Kiwanis, School District and Chamber 2015
Park Shelter Rental (Non-City Resident)	\$	65.00	+security 2015
Delivery or Relocation of Picnic Tables	\$	10.00	per table, excludes city sponsored events 2015
Picnic Table Security Deposit	\$	10.00	per table, when tables are moved by individual. Deposit refunded when picnic tables have been returned to original location 2015

<b>Cemetery/Perpetual Care per City Code 22-3</b>			
<b>Cemetery Lots</b>			
One-Half Lot (4 graves)	\$	170.00	10 feet x 20 feet
One-Quarter Lot (2 graves)	\$	110.00	10 feet x 20 feet
One Grave	\$	80.00	5 feet x 10 feet
<b>Perpetual Care</b>			
One-Half Lot (4 graves)	\$	480.00	
One-Quarter Lot (2 graves)	\$	240.00	
One Grave	\$	120.00	
<b>Police Department</b>			
<b>Services</b>			
Records Request (Mailed)	\$	0.25	per page for photocopies or any written report/records/documents
Digital Photographs	\$	10.00	per page for printed photographs on standard office paper
Electronic CD	\$	20.00	for each electronic CD with photographs and or each DVD recording
Printed Photographs	\$	25.00	per page for photographs printed on photograph paper
Pre payment	\$	25.00	The Brillion Police will require payment in advance for any request where the final costs are estimated to exceed \$25.00 or whenever the Chief deems appropriate based on all factors considered in request
Bicycle Registration	\$	3.00	no expiration date, life of the bicycle /\$1.00 for duplication of tag or plate
Parking Tickets	\$	25.00	Additional \$25.00 for nonpayment over 10 days/\$50 over 20 days/\$75 over 30 days
<b>Registration</b>			
ATV Permit	\$	25.00	New and Renewal - May 1st through April 31st
Golf Cart	\$	25.00	New and Renewal - May 1st through April 31st
Neighborhood Electric Vehicle Permit	\$	25.00	New and Renewal - May 1st through April 31st
<b>Public Works</b>			
Mowing and Weed Removal	\$	75.00	per hour, plus hourly equipment fee per DOT hourly rate
Snow Removal	\$	120.00	per hour, plus administration fee
Drive Way Approach Permit	\$	25.00	plus any actual City costs
Excavation in Public Right of Way (Street Excavation Permit)	\$	25.00	plus any actual City costs
Sidewalk Construction Permit	\$	25.00	plus any actual City costs
Compost Material	\$	7.00	per yard

<b>Library</b>			
Fax (Outgoing)	\$	1.00	2015
Fax (Incoming)	\$	1.00	2015
Photocopies	\$	0.15	per side black/white, \$.50 per side for colored 2015
Printer Copies	\$	0.10	per copy 2015
Scanning	\$	0.15	per page 2015
Laminating	\$	0.50	for an 8 1/2 x 11 size paper 2015
Equipment Rental	\$	5.00	per day (screens, overhead projector, slide projector, computer/video projector, dvd player) 2015
Library Room Rental - For Profit Groups	\$	15.00	per hour/no charge for non-profit groups 2015
Basement Room Rental - For Profit Groups	\$	25.00	per hour/no charge for non-profit groups 2015
Fines	\$	0.50	per day late for dvd/videos; \$.10 per day for books/magazines 2015
<b>Zoning / Planning per City Code 106-66</b>			
Rezoning Permit	\$	100.00	plus other agency fees (i.e., State, County) \$10.00 per parcel GIS Fee 1998
Conditional Use Permit	\$	100.00	plus other agency fees (i.e., State, County) \$10.00 per parcel GIS Fee 1998
Variance to Zoning Code	\$	100.00	plus other agency fees (i.e., State, County) \$10.00 per parcel GIS Fee 1998
Planned Unit Development (PUD) Review	\$	200.00	plus other agency fees (i.e., State, County) \$10.00 per parcel GIS Fee 1998
Land Excavation Permit		\$10.00/\$25.00	plus other agency fees (i.e., State, County) \$10.00 per parcel GIS Fee 1998
Certificate of Compliance	\$	25.00	plus other agency fees (i.e., State, County) \$10.00 per parcel GIS Fee 1998

<b>Plat Review per City Code 86-13</b>				
Preliminary Plat Review - CSM of 4 or less lots	\$	25.00	reapplication fee of \$25.00	1998
Preliminary Plat Review - CSM of 4 or more lots	\$	50.00	plus \$5.00 for each lot within the preliminary plat. \$25.00 reapplication fee	1998
Final Plat Review	\$	50.00	plus \$2.00 for each lot within the final plat/Paid wih first application	1998
Condominium Development Review	\$	25.00	plus \$2.00 for each unit shown on the plat.	1998
<b>Land Dedication / Developmental Impact Fees per City Code 86-225</b>				
Park Land Developmental Impact Fee (Single Family Unit)	\$	300.00	per unit, in lieu of land dedication	1998
Park Land Developmental Impact Fee (Multi Family)	\$	200.00	per each additional unit	1998
<b>Building Permit and Inspection Fees per City Code 14-123</b>				
<b>New Residential - One and two-family dwellings, additions, accessory buildings and remodeling building permit fees</b>				
Remodeling Minimum Fee	\$	110.00	or 2% of cost/maximum \$500.00	2011
Additions Minimum Fee	\$	210.00	or 2% of cost/maximum \$500.00	2011
Garages & Accessory Buildings (0-100 sq.ft)	\$	35.00	101-250 sq.ft. = \$45.00, over 250 sq.ft. = \$125.00	2011
State Seal	\$	35.00	new homes only	2011
Plan Examination	\$	125.00		2011
Living Area	\$	0.25	per square foot	2011
Basements, garages, decks	\$	0.12	per square foot	2011
Erosion Control	\$	110.00	per lot	2011
Manufactured Homes	\$	125.00		2011
Final Inspection Deposit (additions and new only)	\$	200.00	Refundable if inspections are called for on time and occupancy is not taken before inspection	2011
Re-inspection for Failure to Call for Inspections	\$	75.00	First time, double second time	2011
<b>Residential Replacements and Special Projects</b>				
Minimum Fee	\$	35.00	except were noted	2011
Roofing, Siding, Window Replacement, Fences, Decks	\$	35.00		2011
Electrical Service Change	\$	60.00		2011
Electrical Re-Wiring if not Part of Remodel	\$	35.00		2011
Foundation Repairs	\$	50.00		2011
Furnace, Air-Conditioner Replacement/Installation	\$	35.00	each unit	2011
Razing Building - Residential (Principal Building)	\$	40.00	plus \$.05/sq.ft. \$250.00 maximum permit fee per building	2016
Razing Building - Residential (Detached Garage or Out Bldg over 101 sq.ft. )	\$	40.00		2016
Razing Building - Commercial (includes Multi-family, Institutional)	\$	50.00	plus \$.05/sq.ft. \$1,000.00 maximum permit fee per building	2016
Razing Building - Industrial	\$	100.00	plus \$.10/sq.ft. \$2,000.00 maximum permit fee per building	2016
Moving Any Building	\$	40.00		2011
Plumbing Alterations	\$	50.00	plus \$2.50/opening	2011
Building Drian, Sewer, Water Laterals	\$	50.00		2011
Duct Additions	\$	35.00	if not par of a remodel	2011
<b>Multi-Family Dwelling - Apartments, Three-Family or more</b>				
Living Area	\$	0.25	per square foot	2011
Basements, garages, decks	\$	0.12	per square foot	2011
Erosion Control	\$	100.00	per building plus \$5.00 per 1,000 sq.ft./maximum \$1,000	2011
Plan Examination	\$	50.00	per unit/maximum \$600.00	2011

<b>New Commercial Permits</b>			
Construction - per square foot for first 20,000 sq.ft.	\$ 0.07	\$ .04 per square foot over 20,00 sq. ft. (min. fee \$225.00/max. fee \$1,000.00)	2011
Electrical	\$ 0.03	per square foot (min. fee \$60.00/max. fee \$1,000.00)	2011
Plumbing	\$ 40.00	plus \$2.75/opening	2011
Drain, Sewer, Water	\$ 50.00	plus \$50.00 per hour for inspection	2011
HVAC - per unit up to 150,000 BTU input	\$ 40.00	additional fee of \$15.00/each 50,000 BTU (\$800.00 maximum/unit)	2011
Exhaust Hoods and Exhaust Systems	\$ 75.00		2011
Signs - Plan Review	\$ 35.00	\$25.00 permit fee plus \$1.00 per sq.ft. (all sides)	2011
Early Start Permit	\$ 150.00	with plan approval	2011
Erosion Control	\$ 100.00	per building plus \$5.00 per 1,000 sq.ft./maximum \$2,000.00	2011
<b>Commercial Remodeling Permits</b>			
Construction	various	2% of construction cost (min. fee \$225.00/max. fee \$2,000.00)	2011
Electrical	various	2% of project cost (min. fee \$75.00/max. fee \$1,500.00)	2011
Plumbing	various	2% of project cost (min. fee \$75.00/max. fee \$1,500.00)	2011
<b>Industrial New Plant and Addition Permit</b>			
Construction - per square foot for first 30,000 sq.ft.	\$ 0.07	\$ .05 per square foot over 30,000 sq.ft. (min fee \$225.00/max. fee \$2,000.00)	2011
Electrical	\$ 0.04	per square fee (min. fee \$100.00/max. fee \$1,000.00)	2011
Plumbing	\$ 100.00	plus \$2.74 per opening with maximum \$1,000.00	2011
Sewer, Storm Sewer, Water Laterals	\$ 100.00	plus \$50.00 per hour for inspection	2011
HVAC - per unit up to 200,000 BTU input	\$ 200.00	with State approval. \$50.00 for each 50,000 BTU or fraction over 200,000	2011
Early Start Permit	\$ 200.00	with plan approval	2011
Erosion Control	\$ 100.00	NOI, plus \$5.00 per sq. ft. of disturbed area with maximum of \$3,000.00	2011
<b>Industrial Remodeling Permits</b>			
Construction	various	2% of construction cost (min. fee \$250.00/max. fee \$2,000.00)	2011
Electrical	various	2% with minimum \$100.00/maximum \$1,500.00	2011
Plumbing	various	2% of project cost (min. fee \$100.00/max. fee \$1,500.00)	2011
HVAC	\$ 100.00	replacement of units	2011
Inspections if necessary	\$ 50.00	per hour	2011
<b>Signs Permit per City Code 106-200</b>			
Sign Permit Fee	\$ 30.00	plus \$1.00 per square foot	2011
<b>Recreational Fire per City Code 34-97</b>			
Recreational Fire permit	\$ 25.00		2014
Revised by the Common Council on 10/24/2016			
Lori Gosz, Administrator / Clerk / Treasurer - Joy Buboltz, Deputy Clerk/ Treasurer			