

TOWN OF OAK GROVE

Resolution 2024-01

Schedule of Fees

WHEREAS fees shall be determined by resolution of the Town Board in accordance with Oak Grove code, and WHEREAS such fees may be updated from time to time, NOW, THEREFORE, be it resolved that the Town Board hereby adopts the following Schedule, which shall supersede and replace the preceding schedule of fees, Resolution 2015-01, and all other preceding schedules.

I. BUILDING PERMITS & INSPECTIONS		See Oak Grove Building & Driveway Code (Ch. 14) and info at www.allcroix.com . Fees reflect town contract with the building inspector.
c/o Town Building Inspector <i>(Pierce Co. issues pre-requisite sanitary and land-use permits.)</i>		
<i>Item</i>	<i>Fee</i>	<i>Notes/Description</i>
Administrative Fee	\$25	Added to overall permit cost. Exceptions: driveway permits (flat fee).
Plan Review Fee		Added to overall permit cost. Review fee reflects project complexity and the type of inspections required by state code.
a) Inspections fee (base permit fee) is \$60 to \$300	\$50	
b) Inspections fee (base permit fee) >\$300 to \$600	\$75	
c) Inspections fee (base permit fee) > \$600	\$150	
Driveway Permit	\$225	No admin. fee. Permit fee includes plan review and 2 site visits (pre-construction, final). Permit is required for driveway construction, alteration, and converting old field-access. Town board must review all code waiver (variance) requests. Note: Oak Grove roadway code, Ch. 13, governs driveways serving (or deemed likely to serve) 3 or more homes. Address & “fire” signs are issued by the Pierce Co. Land Management Dept.
Erosion Control	\$125	
<u>New Home Construction – Summary of Fees:</u>		
a) Driveway permit	\$225	
b) Administrative fee	\$25	
c) Plan Review fee	\$150	
d) Inspections fee (base Permit fee). Includes inspections required by WI Uniform Dwelling Code, which shall be listed on the permit by TYPE* (e.g., footing, foundation, framing, electrical, etc.). See <i>footnotes</i> .	<u>\$850 base fee plus \$0.12 per sq. ft.</u>	Sq. footage includes finished & unfinished space (e.g., attached garage, deck, porch).
e) Erosion Control	\$125	
f) WI “Uniform Dwelling Code” Seal	\$35	State seal is affixed to permit (state reg).
g) Damage/Occupancy Bond (Deposit)**	\$5,000	Bond is refundable to payee/signer, less any fines and/or road-damage costs.
h) Impact Fees	\$3,190	Per residential unit or equivalent. See “Impact Fees” under Sec. VII below.
New Manufactured/Home. “Manufactured” is defined by HUD. Aka a single- or double-wide mobile home.	\$600 base (inspections fee) plus \$0.12 per sq. ft.	Additional fees apply as per new home construction (see above). Note: A previously owned, relocated manufactured home also requires a permit; contact the building inspector.

Residential Alteration or Addition, cost less than \$100,000 *** Projects such as electrical and plumbing upgrades, deck, porch, swimming pool, solar, EV charger, basement remodel, etc. are also considered “residential alteration/addition.”	\$65 per Inspection Type* required (see footnote)	Admin. fee and Plan Review fee will be added (see above). The inspector must review plans submitted to determine the Types of inspections that will be required under state code before issuing a permit.
Residential Alteration/Addition, cost \$100,000 or greater ***	Same as new construction	Admin. & Plan Review fees will be added (see above).
New Commercial Building: inspections (base permit) fee	\$975 base fee plus \$0.27 per sq. ft. first 10,000 sq. ft; \$0.12 per sq. ft. above 10,000	Total sq. footage includes both finished & unfinished space. Additional fees apply as listed under “New Home Construction” above. (See also: “Impact Fees”, Sec. VII, below.)
Commercial Building: Alterations/Additions	\$145 per Type* of inspection	Inspection Types required are determined upon Plan Review. Admin. and plan review fees also apply (see above).
Permit to Start Footing & Foundation Only	\$250	Entire fee schedule shall be charged to continue work beyond this stage. (Admin. and Plan Review fees are additional.)
Reinspection or “not ready for inspection” fee, partial inspection requiring additional site visit	\$110 per extra site visit or extra inspection required	Applies to inspections exceeding the base number required by SPS 320.10(3) state code. The term “inspection” includes a site visit, viewing of media, and/or review of data submitted by external source (e.g., engineer) to determine compliance. “Not ready” fee examples: Permit holder fails to cancel a scheduled/requested site visit at least 1 hour beforehand, or impedes inspection (e.g., through limited access, stored items), fails to have plans on-site, or fails to correct a defect previously noted by the inspector.
Work begun without a required permit	Double the standard fee	
Renewal permit (of an existing building permit)	Half the original fee or minimum \$50, max. \$250	Renewal is allowed once per project if requested by the permit expiration date. A 12-month extension beyond the original expiration date may be granted. Admin fee (\$25) applies.
Razing Permit		Contact the building inspector. “Residential Alteration/Addition” rates apply for site-clearing without an associated rebuild.
Moving Permit for Structures		Contact the building inspector. Bond and permit required purs. Oak Grove code Ch 14.

* **“TYPES” of INSPECTIONS REQUIRED** vary according to the scope of the building project. Inspection Types required are defined by the WI Uniform Dwelling Code/Admin. Code SPS 320.10(3) and will be listed on the permit issued. Examples include but are not limited to these Types: footing inspection (pre-pour), foundation, framing, underground plumbing, above-ground plumbing, electrical, HVAC, insulation. See www.allcroix.com and UDC/SPS 320 for further information.

** **CERTIFIED CHECK requirement:** For projects that entail damage/occupancy bonds (e.g., new homes or commercial buildings), the total fees due shall be paid by Certified Check to the Town of Oak Grove before a permit is issued.

*** **ESTIMATED COST** of a project refers to the fair-market value of materials and labor. The RS Means Standard shall be used where applicable.

II. SPECIAL EVENT Permit	\$200	Sec. 12.11-12.25, Oak Grove Code (enacted as Ord. 2009-05).
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III. ALCOHOL & TOBACCO LICENSES		Licenses and fees are regulated by Wis. Stat. Ch. 125. See also Oak Grove code Ch. 12 (sec. 12.01 and 12.03).
<i>Item</i>	<i>Annual Fee</i>	<i>Notes</i>
Retail Licenses for Sale of Alcohol Beverages		Valid WI Sellers Permit issued by Dept. of Revenue is prerequisite. All retail licenses expire June 30 annually under Wis. Stat. Prorated licenses are permitted.
Class "B" – Beer (Malt Beverage) License	\$100	
"Class B" – Intoxicating Liquor (includes wine)	\$500	Includes off-premises consumption for up to 4L if sold in original package/container. A Class "B" license (beer/malt beverage) is a prerequisite to "Class B" (intoxicating liquor).
Class B Combination: Beer & Liquor	\$600	"Full bar" – beer, intoxicating liquor, wine.
"Class C" (Wine)	\$100	May be purchased in combination with Class "B" for malt beverages and wine.
Special "Class B" Retail License for Winery	\$500	
Publication Fee	\$30	125.04(3)(g) Wis. Stat.; newspaper notice is required prior to issuance of retail license.
Operator's License (supervising bartender)	\$20	Max. one-year term pursuant OG code Sec. 12.03(3)(f).
Retail Tobacco Products	\$50	May be issued for over-counter and/or vending machine.
Temporary "Picnic License" (Beer/Wine) for Church or Nonprofit Event	\$10	Temporary/single event. OG Sec. 12.03 (5)(k). For churches, bona fide clubs; fair/ag associations; societies in existence at least 6 months prior to application; posts of veterans' organizations; chambers of commerce or similar civic/trade organizations organized (see Ch. 181, Wis. Stats).
Reserve "Class B" License	\$20,000	See OG Code Sec. 12.03 (5)(g).

Fees for **Class A** licenses (take-away, e.g., liquor/convenience store) shall be established in accordance with Wis. Stat Ch. 125.

IV. DOG & KENNEL LICENSE FEES		Sec. 12.04 (Oak Grove general code) Wis. Stat. § 174.07
<i>Item</i>	<i>Annual Fee</i>	<i>Notes</i>
Individual dog license – not spayed or neutered	\$10	Issued by town treasurer.
Individual dog license – spayed or neutered	\$5	Issued by town treasurer.
Private Kennel License	\$100	Required if keeping 4 or 5 dogs over the age of 5 months. Town Board reviews.
Commercial Kennel License	\$500	Required if keeping 6 or more dogs over age of 5 months. Shall not be within 1,500 ft. of neighboring residence or business. Board review, public hearing. OG code § 12.04(6)(c).
Humane Officer transport (stray), impound fees.		Fees as per Animal Control contract.

V. REVIEWING FEES: PLANNING, PROPOSED ANNEXATION, ZONING, MAP AMENDMENT, VARIANCES/WAIVERS & APPEALS		See also Oak Grove Code Sec. 18.12.
<i>Item</i>	<i>Fee</i>	<i>Notes</i>
Amendment to Ordinance (Map or Text)	\$125	CSM review included.
Planned Unit Development Overlay	\$150 base (see notes)	18.12(B): "Subdivider pays all professional fees and expenses related to developer's agreement or proposed subdivision or certified survey map , including but not limited to surveying, engineering, inspection, and attorney's fees in review of the proposed subdivision and preparation and enforcement of the developer's agreement."
Variance or Appeal Request	\$150	
Conditional Use Permit application review	\$150	
Site Plan Review	\$115	
Rezoning Request	\$175	
Annexation Request	\$175	
Zoning/Land Division Bond (refundable)	\$175	

VI: IMPACT FEES	\$3,190 per new home or per Residential Equivalent Unit (REU)	Purs. Ord. 2008-02 (Ch. 19, general code), fees per REU are \$2,590 Road Improvement, \$380 Fire Protection Facilities, \$220 Fire Wells. Impact fees for industrial or commercial developments are "one REU per acre" purs. Sec. 19.03(1), but not to exceed the rational equivalent impact (Sec. 19.05).
VII: SPECIAL ASSESSMENT		By separate ordinance or resolution.
VIII: NONMETALLIC MINING LICENSE	\$500 application fee.	See Ord. 2013-01. Application fee, additional deposit and financial assurances required; by ordinance or separate resolution.

IX. RECORDS SEARCH, OFFICE EXPENSE		Purs. OG Code Sec. 3(4)(e): "Cost shall be estimated by the records custodian"; records fee may be waived at the custodian's discretion.
Photocopies/scans	\$0.25-\$1.00 per copy or actual cost.	
Records request/archive search	\$30/hour or actual cost if higher.	Cost of providing records in the manner requested. Private/nonpublic data redacted.

X. MISCELLANEOUS PERMITS		.
Burn Permit	No fee.	Permit required. Contact designated supervisor or town chair purs. Ord. 2015-04; also notify Sheriff's Dept.
Fireworks Permit	N/A	Town chair does not issue firework permits.
Occupation of RV or Camper	N/A	Purs. Sec. 12.05 (b)(5)(a): Overnight habitation in parked RV/camper restricted to max. 30 days per calendar year; permit required.

This Schedule of Fees was adopted on the 18th day of March, 2024, by the Oak Grove Town Board of Supervisors to be effective April 1, 2024. *Gerald Kosin*, Town Chair. Attest: *Andria Hayday*, Clerk.