

**CITY OF HIGHLAND PARK  
WAYNE COUNTY, MICHIGAN**

**DETAILS AND POLICIES REGARDING THE FEE SCHEDULE ADOPTED BY CITY COUNCIL  
FOR COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT SERVICES**

**CITY OF HIGHLAND PARK  
BUILDING DEPARTMENT  
12050 WOODWARD AVE.  
HIGHLAND PARK, MI 48203  
(313) 252-0050 EXT. 209**

**SCHEDULE OF FEES FOR PERMITS AND SERVICES  
Effective July 1, 2016**

**BUILDING FEES AND INSPECTION SCHEDULE**

Notice for all permits: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if; 1) the authorized work is not commenced within one hundred eighty (180) days after issuance of the permit or; 2) if the authorized work is suspended or abandoned for a period of one hundred eighty (180) days after the time of commencing the work or; 3) if no inspections are requested and conducted within one hundred eighty (180) days of the date of issuance or the date of a previous inspection. Closed permits cannot be refunded. Closed permits may be reopened within thirty (30) days of the closure date. The charge to re-open a closed permit is \$75.00. Permits may be renewed, *prior to their expiration*, one time for a period of one hundred eighty (180) days. Building permit fees for public schools that delegate their building authority to the City shall be fifty percent (50%) of adopted fee schedule.

**1.0 ELECTRICAL, MECHANICAL & PLUMBING PERMIT FEE SCHEDULE**

- 1.1 All permits shall be assessed a non-refundable application fee of \$50.00.
- 1.2 The permit fees for any electrical, mechanical or plumbing permit shall be \$75.00 per inspection. A minimum of one inspection and the application fee are required on all permits. Permit renewals shall be \$35.00. Permit fees are non-refundable after work has started and non-transferable.
- 1.3 Contractor registration fee shall be \$15.00 for all categories of electrical, mechanical and plumbing contractors. Registrations shall be yearly unless required otherwise by law.
- 1.4 Permits shall be for the minimum number of inspections required in Section 3.
- 1.5 An investigative fee equal to the amount provided for in Section 1.2, shall be assessed if a permit was not obtained prior to commencement of work.
- 1.6 A fee of \$40.00 per inspection shall be charged for the re-inspection of all failed inspections.

**2.0 BUILDING, MOVING, DEMOLITION AND SIGN PERMIT FEE SCHEDULE**

- 2.1 All permits shall be assessed a non-refundable application fee of \$50.00.
- 2.2 The permit fees for building permits shall be an application fee plus the applicable permit fee. One inspection and the application fee are required on all permits. Permit renewals shall be \$35.00. Permit fees are non-refundable after work has started and non-transferable.

- 2.3 Contractor registration fee shall be \$15.00 annually for building, moving, demolition, concrete and sign contractors.
- 2.4 A fee of \$40.00 per inspection shall be charged for the re-inspection of all failed inspections.
- 2.5 FEE SCHEDULE

**Building Permit and Plan Review Permit Fees**

Building fees:

\$50.00 non-refundable application fee plus permit fees as follows:

<u>Improvement Cost</u>	<u>Fee</u>
\$0.00 to \$2,000.00	= \$93.00
\$2001.00 up	= \$93.00 plus an additional \$13.00 per thousand, or fraction thereof over \$2000.00

Plan review fees:

Residential alteration or accessory structure	= \$75.00
New residential construction	= \$200.00
Multi-family, Commercial and Industrial	= .005 x cost, minimum \$250.00, maximum \$5,000.00 In the event that the Department requires review by outside consultants as part of the plan review, all costs for required outside architectural or engineering reviews shall be paid by the applicant in addition to the standard plan review fees.

**Certificates of Occupancy**

**Residential (One and Two-family)**

Certificate of Occupancy including replacement certificates = \$25.00

**Multiple-Family, Commercial, Industrial**

Additions/New Construction/Change in use, owner or occupant: = \$200.00.

Replacement certificates: = \$25.00

**Temporary Certificate of Occupancy**

One and Two Family residential - \$250.00 plus bond of \$500.00 per incomplete item or 100% of cost, whichever is greater. Bondable items are concrete, sod and final grade in the winter months only. Bond for an as-built plot plan shall be \$1000.00.

All other construction - \$250.00 plus bond for 100% of incomplete work.

All temporary certificates are 90 days maximum with one renewal.

**Signs**

All permits shall be assessed a non-refundable application fee of \$50.00.

Permit Fees: Permit fees are non-transferable.

Permanent signs

Signs:                   Up to 20 square feet       = \$125.00  
                              Over 20 square feet        = \$250.00

Temporary signs

General information       = \$100.00  
Non-commercial signs    No fee, must be on private property

**Demolition**

All permits shall be assessed a non-refundable application fee of \$50.00.

Permit Fees:

Residential = \$225.00 (Includes pre-inspection, open hole and final inspection)

Non-residential = \$100.00 + \$0.07 per square foot

**Dumpster in Right-of-Way**

\$5.00 per day, \$25.00 minimum

**Code Inspections**

\$75.00 per inspector/per hour, or fraction thereof.

**Overtime Inspections**

\$115.00 per hour.

**Additional/Add-on Inspections, All Permits**

\$75.00 per inspection.

2.6       An investigation fee equal to the amounts provided in Section 2.1, 2.2 and 2.5, shall be assessed if a permit was not obtained prior to commencement of work.

**3.0       INSPECTIONS: MINIMUM NUMBER AND WHEN REQUIRED**

3.1       Electrical: One and Two Family Residential

For new construction a minimum of three inspections are required for each dwelling unit, a service, rough and final inspection. An additional inspection shall be required if temporary service is provided.

Remodels shall require a minimum of two inspections per unit, a rough and a final. For all other types of work of this class, inspections shall be required for each visit required from the electrical inspector.

### 3.2 Electrical: Multiple-Family, Commercial and Industrial

For a multiple-family structure or multi-tenant commercial or industrial building, a minimum of two inspections, a rough and a final, shall be required for each living or work unit. An inspection shall also be required for each service.

For all other buildings of this class, inspections shall be required for each visit required from the electrical inspector. The inspector shall estimate the number of visits required.

A separate inspection shall be required for temporary service.

### 3.3 Mechanical: One and Two Family Residential

1. For new construction a minimum of three inspections, a rough, final, and gas line inspection shall be required for each heating system. A separate inspection shall be required for each cooling system. A heating or cooling unit without a distribution system shall require one inspection.

Remodels shall require a minimum of a rough and final inspection. For all other types of work of this class, inspections shall be required for each visit required from the mechanical inspector.

2. Pre-fab fireplaces shall require a minimum of one inspection per dwelling unit. Multiple fireplaces in the same dwelling unit and inspected on the same visit shall require one inspection. Units may also require a separate gas line pressure test and inspection.

### 3.4 Mechanical: Multiple-Family, Commercial and Industrial

Each heating and/or cooling unit shall require one inspection. Each multi-family dwelling unit shall require a rough and final per dwelling unit. Installation or modification of any distribution system not involving the associated heating/cooling unit shall require one inspection. Where an underground inspection(s) is required, an additional inspection shall be charged per visit. Gas lines require an additional pressure test and inspection per system.

Refrigeration units of one horse-power or greater shall require one inspection per unit.

Concealed piping shall require an additional inspection per system.

### 3.5 Plumbing: One and Two Family Residential

For new construction an underground, rough and final plumbing inspection shall be required for each dwelling unit.

Remodels shall require a minimum of two inspections, a rough and final. For all other types of work of this class, inspections shall be required for each visit required from the plumbing inspector.

### 3.6 Plumbing: Multiple-Family, Commercial and Industrial

Each unit in a multiple-family structure or in a multi-tenant structure shall require a rough and a final inspection. An additional inspection for underground plumbing shall be required for each unit in a strip center. A multiple-family structure or other multi-tenant building shall require an additional inspection for underground plumbing at the rate of one inspection per building. An additional inspection shall be required for sewer and water service.

All other commercial and industrial buildings shall be charged at the rate of one inspection for each visit required from the plumbing inspector. The inspector shall estimate the number of visits required.

### 3.7 Building – Required Inspections: All Construction

Building inspections shall follow the schedule below to the extent applicable:

- a. Footing - before footing is poured. Property lines must be identified for the inspection.
- b. Backfill - before foundation wall is backfilled and before slab floors and with sill plate and foundation drain in place and anchor bolts and bracing installed.
- c. Brick Ledge - after first course of brick, flashing, weep holes, and pea stone are installed.
- d. Rough - before any framing is covered and after rough electrical, mechanical and plumbing inspections are approved.
- e. Insulation - prior to covering insulation.
- f. Slab - prior to pouring concrete slab with sub-base, forms and any reinforcement and insulation installed.
- g. Fireplace - Masonry - when damper and first flue liner are in place.
- h. Drywall - fastener inspection before drywall is taped.
- i. Final - after final electrical, plumbing, and mechanical inspections are approved.
- j. Final Site/Certificate of Occupancy - when all inspections are approved and prior to Occupancy. It is illegal to occupy a building before a Certificate of Occupancy is issued. As built drawings including the approved, existing, final grade elevations must be received before an occupancy certificate can be issued.

## FIRE ALARM AND FIRE SUPPRESSION PERMITS

CED Administration Fee: \$50.00 (Required on all permits)

FD Administration Fee: \$100.00 (Required on all permits)

Electrical Inspection – CED: \$75.00 each (One required on all alarm permits)

Mechanical Inspection - CED: \$75.00 each (One required on all suppression permits)

Re-Inspection Fee: \$75.00 each inspection (Charged on all failed inspections by CED and FD. Must be paid prior to re-inspection.)

FD Plan Review Fees: Minimum Fee: \$200.00\*

\*Fire suppression and fire alarm plans are reviewed by outside consultants. The actual cost for the consultants review shall be paid by the applicant at the time of application. The current fee schedule for the consultant is available at the Department office.

### **CONCRETE PERMITS**

- 1.1 All permits shall be assessed a non-refundable application fee of \$50.00.
- 1.2 Permit Fees: Permit fees are non-refundable after work has started and non-transferable.  
  
Concrete flatwork = \$75.00 per inspection  
Restoration inspection = \$75.00
- 1.3 Contractor registration fee: = \$15.00
- 1.4 An investigative fee equal to the amount provided for in Section 1.2, shall be assessed if a permit was not obtained prior to commencement of work.

### **FENCE PERMITS**

- 1.1 All permits shall be assessed a non-refundable application fee of \$50.00.
- 1.2 Permit Fees: Permits and fees are non-refundable after work has started and non-transferable.  
  
Fences: Industrial/Commercial - First 100 feet - \$50.00  
Each additional 100 feet - \$100.00  
Residential - \$50.00
- 1.3 Contractor registration fee: = \$15.00
- 1.4 An investigative fee equal to the amount provided for in Section 1.2, shall be assessed if a permit was not obtained prior to commencement of work.

### **PRIVATE SEWER AND WATER SERVICE**

- 1.1 All permits shall be assessed a non-refundable application fee of \$50.00.
- 1.2 Permit Fees: Permit fees are non-refundable after work has started and non-transferable.  
Private sewer and water leads (from the building to the storm sewer, sanitary sewer or water main) including replacements:
  - Storm or sanitary sewer lead = \$75.00 each.
  - Water lead = \$75.00
  - Gate wells or structures = \$75.00 each.
- 1.3 Contractor registration fee: Registration = \$15.00
- 1.4 An investigative fee equal to the amount provided for in Section 1.2, shall be assessed if a permit was not obtained prior to commencement of work.

**RENTAL CERTIFICATES**

One-time Landlord Owner Registration fee: = \$75.00

<u>Certificate Fees:</u>	<u>New Registrations and Renewals Up to the Renewal Date*</u>	<u>Late Fees**</u>
One & Two Family and Multiple-family	= \$150.00 per dwelling unit	= \$75.00 per unit

The license period for all new and renewal certificates shall be twenty-four (24) months from the application date or the expiration date of the previous certificate for the same owner.

\*The application fee includes an initial inspection and one re-inspection, if required. An additional fee of \$75.00 per inspection shall be charged for all locked-out inspections, the second and subsequent re-inspection of all failed inspections and second and subsequent cancelled inspections with less than seventy-two hours notice.

\*\*Late fees are assessed if the application **and** fee are not received before the current expiration date; if the renewal is not completed within fifteen (15) days after the renewal date; or if a new application for an occupied property is not completed within thirty (30) days of the application date.

**VACANT PROPERTY REGISTRATION**

Residential:      Initial Registration fee:      = \$275.00\*      Annual renewal: = \$200.00

Commercial:      Initial Registration fee:      = \$375.00\*      Annual renewal: = \$300.00

Additional Inspections: = \$75.00 each      \* Includes one initial inspection and one re-inspection

**BUSINESS LICENSE INSPECTIONS**

Business License Inspection:      Commercial = \$175.00 (Includes one re-inspection. Additional re-inspections and lock-outs = \$75.00 each)  
Non-Owner Occupied = \$75.00