

**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 November 18, 2024**

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 expired more than 30 days but less than 6 months may be renewed for 60% of the original fee. 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. An investigative fee equal to the permit cost shall be assessed if any permit was not obtained prior to the commencement of work or relevant activities.

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 \$75.00. 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 In addition to application and inspection fees, trade permit fixtures are itemized as listed at the end of this fee schedule. See "Trades Permit Fixtures."

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 \$75.00. 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

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 \$75.00.

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

\$95.00 per inspector/per hour, or fraction thereof.

Overtime Inspections

\$115.00 per hour.

Additional/Add-on Inspections, All Permits

\$75.00 per inspection.

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

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 permit cost 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 = \$95.00 each.
Water lead = \$95.00
Gate wells or structures = \$95.00 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 twelve (12) months from the application date or the expiration date of the previous certificate.

*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-inspections, and any 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*	Renewal: = \$200.00
Commercial:	Initial Registration fee:	= \$375.00*	Renewal: = \$300.00

Additional Inspections: = \$75.00 each * Includes one initial inspection and one re-inspection, renewal required every 6 months.

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

Trades Permit Fixtures

Plumbing

	Unit Fee	No.	Total Fee
Contractor Registration Fee	\$ 15.00		
Extra Inspection	\$ 75.00		
Special Inspection	\$ 90.00		
General Plumbing Permit Fees	Unit Fee	No.	Total Fee
Stacks/Conductors	\$ 20.00		
Sink	\$ 20.00		
Bathtub	\$ 20.00		
Water Closet	\$ 20.00		
Water Heater (New)	\$ 20.00		
Water Heater (Replacement)	\$ 50.00		
Laundry Stand Pipe	\$ 20.00		
Floor Drain, Water Receptor, Hub Drain	\$ 20.00		
Ejector Pump	\$ 20.00		
Drinking Fountain	\$ 20.00		
Grease Interceptor	\$ 20.00		
Urinal	\$ 20.00		
Shower	\$ 20.00		
Dishwashing Machine	\$ 20.00		
Humidifier	\$ 20.00		
Garbage Disposal	\$ 20.00		
Sump or Interceptor	\$ 20.00		
Hose Bibs	\$ 16.00		
Water Softener/Filter	\$ 20.00		
Dental Chair	\$ 20.00		
Inside Sub Soil Drain System	\$ 30.00		
Roof Sump	\$ 20.00		
Back Water Valve	\$ 20.00		
Backflow Prevention Device	\$ 20.00		
Medical Gas (Per Opening)	\$ 20.00		
Miscellaneous Fixtures	\$ 20.00		
Ice Maker	\$ 20.00		
Sump Pump	\$ 20.00		
AAV – Air Admittance Valve	\$ 20.00		
Rough Prep Per – Opening	\$ 10.00		
Water Distribution	Unit Fee	No.	Total Fee
3/4"	\$ 30.00		
1"	\$ 40.00		

1 – 1/4"	\$ 50.00		
1 – 1/2"	\$ 60.00		
2"	\$ 70.00		
2 – 1/2"	\$ 90.00		
3"	\$ 110.00		
4"	\$ 126.00		
Over 4"	\$ 150.00		
Total Due			\$

Electrical

	Unit Fee	No.	Total Fee
Extra Inspection	\$ 75.00		
Special Inspection	\$ 90.00		
Service – Sub Panel	Unit Fee	No.	Total Fee
Up to 100 Amps	\$ 32.00		
101-150 Amps	\$ 36.00		
151 – 200 Amps	\$ 40.00		
201 – 400 Amps	\$ 52.00		
401 – 800 Amps	\$ 66.00		
801 – 1500 Amps	\$ 80.00		
1501 – 2500 Amps	\$ 90.00		
Over 2500 Amps	\$ 110.00		
Meter Change	\$90.00		
Fixtures	Unit Fee	No.	Total Fee
Up to 10 Fixtures	\$ 20.00		
11-20 Fixtures	\$ 32.00		
21-30 Fixtures	\$ 40.00		
31-40 Fixtures	\$ 48.00		
40-50 Fixtures	\$ 56.00		
51-60 Fixtures	\$ 64.00		
61-70 Fixtures	\$ 72.00		
71-80 Fixtures	\$ 80.00		
81-90 Fixtures	\$ 88.00		
91-100 Fixtures	\$ 96.00		
Over 100 Fixtures	\$102.00		
Circuits 110 & 220 Volts	Unit Fee	No.	Total Fee
First 110V Circuit	\$ 30.00		
Each Additional 110V Circuit	\$ 8.00		
First 220V Circuit	\$ 30.00		
Each Additional 220V Circuit	\$ 10.00		
Sign Connections – Illumination	Unit Fee	No.	Total Fee
1 st Sign	\$ 30.00		
Each Additional Sign	\$ 14.00		
Outline Tubing (Neon) 1 st 50 feet of tubing	\$ 30.00		
Each additional 50 ft of tubing	\$ 14.00		
Power Plugs & Motors	Unit Fee	No.	Total Fee
First Power Plug Outlet	\$ 30.00		
Each additional Power Plug Outlet	\$ 14.00		

Motors – Based on HPs, KWs, KVA	Unit Fee	No.	Total Fee
1/4 HP to 10 HP (0-15 KVA/KW)	\$ 28.00		
Over 10 HP to 30 HP (16 to 45 KVA/KW)	\$ 32.00		
Over 30 HP to 50 HP (46 to 75 KVA/KW)	\$ 52.00		
Over 50 HP to 100 HP (76 to 150 KVA/KW)	\$ 64.00		
Over 100 HP (Over 150 KVA/KW)	\$ 80.00		
Each additional KVA/KW transformer	\$ 20.00		
Furnaces – Space Heaters - Reconnects	Unit Fee	No.	Total Fee
First Unit	\$ 10.00		
Each Additional Unit	\$ 6.00		
Humidifiers	\$ 8.00		
Electrical Air Cleaners	\$ 8.00		
Electrical Space Heating	Unit Fee	No.	Total Fee
500 to 3,000 Watts	\$ 28.00		
Additional 3,000 Watts	\$ 14.00		
Feeders – Bus Ducts	Unit Fee	No.	Total Fee
Up to 100 Feet	\$ 28.00		
Over 100 feet up to 200 feet	\$ 42.00		
Each additional 50 feet over 200 feet	\$ 8.00		
Mobile Home Installation	\$ 50.00		
Special or Periodic Inspection including tent shows, temp lighting displays, conventions, alteration to existing electrical	\$ 75.00		
Alarm Systems	Unit Fee	No.	Total Fee
1 st Drill & Pull Station	\$ 20.00		
Each Additional Drill & Pull Station	\$ 4.00		
1st Fire Alarm Signal Device	\$ 16.00		
Each additional Signal Device	\$ 4.00		
Master Panel	\$ 28.00		
Low Voltage/Data/Telecom Outlets	Unit Fee	No.	Total Fee
1-19 Devices (each)	\$ 5.00		
20-300 Devices	\$ 100.00		
Over 300 Devices	\$ 300.00		
Total Due			\$

Mechanical

	Unit Fee	No.	Total Fee
Contractor Registration Fee	\$ 15.00		
Special Inspection	\$ 90.00		
Gas Burning Equipment - Heating Systems/Hot Water Tank	Unit Fee	No.	Total Fee
Up to 75,000 BTU	\$ 55.00		
75,001 to 150,000 BTU	\$ 75.00		
150,001 to 400,000 BTU	\$ 95.00		
400,001 to 2,500,000 BTU	\$ 115.00		
2,500,001 BTU & Over	\$ 135.00		
Oil Burners	Unit Fee	No.	Total Fee
.1 to .65 gal per hour	\$ 50.00		
.66 to 1.50 gal per hour	\$ 60.00		
1.51 to 5 gal per hour	\$ 153.00		
5.01 and over gal per hour	\$ 180.00		
Refrigeration - Cooling System - A/C Units	Unit Fee	No.	Total Fee
Under 2 HP (self contained)	\$ 55.00		
2 HP to 10 HP (Self Contained)	\$ 75.00		
10.5-50 HP (Self Contained)	\$ 95.00		
Over 50 HP (Self Contained)	\$ 115.00		
1-10 HP (Remote)	\$ 135.00		
10.5 – 50 HP (Remote)	\$ 155.00		
50.5 – 100 HP (Remote)	\$ 175.00		
Storage Tanks – Flammable Liquid	Unit Fee	No.	Total Fee
0-250 Gallons	\$ 40.00		
251 to 550 Gallons	\$ 50.00		
551 to 2,000 Gallons	\$ 60.00		
2,001 to 10,000 Gallons	\$ 70.00		
10,001 to 50,000 Gallons	\$ 80.00		
Over 50,000 Gallons	\$ 100.00		
Oil & Gas Piping (per tank)	\$ 40.00		
Multiple Installations	50% of fee		
Removal of Tanks (per tank)	\$ 90.00		
Exhaust Systems	Unit Fee	No.	Total Fee
Exhaust System	\$ 125.00		
Duct Work	\$ 104.00		
VAVs or FPBs @ 3 units	\$ 104.00		
Cooling Distribution System	\$ 104.00		
Hydronic Piping System	\$ 104.00		
Process Piping	\$ 104.00		

Solar Heating Attic Inspection	\$ 90.00		
Bath or Kitchen Exhaust Fan or Dryer Vent (each)	\$ 20.00		
Gas Line	Unit Fee	No.	Total Fee
Gas Line w/Pressure Test	\$ 90.00		
Miscellaneous	Unit Fee	No.	Total Fee
Pre Fab Fireplace	\$ 75.00		
Humidifiers	\$ 20.00		
Chimney Liner	\$ 35.00		
Wood Burning Stove	\$ 75.00		
Fire Damper/Fire & Smoke Damper/CRD – first 10 \$75.00 – Over 10 - \$40 each	\$ 75.00		
Special Inspection	\$ 90.00		
Duct Smoke Detector (each)	\$ 20.00		
Total Due			\$