



CHARTER TOWNSHIP OF PORT HURON

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Port Huron Twp., Michigan 48060

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Resolution of Fees for Building, Planning, Engineering and Zoning (Adopted 2014-06-16)

This resolution shall govern and change only those fees covered herein and shall not affect or change those previously approved unless specifically addressed in this resolution.

All requests for permits shall be required to be submitted on application forms approved for use by the department along with all required information listed on the application and required in the Ordinance. The costs for all permits, and Building/Planning/Engineering reviews etc... must be paid at the time of the issuance of the Permit.

Charter Township Of Port Huron Building Permit Fee Charges	
\$1 to \$1000	\$50.00 which includes one inspection
\$1001 to \$5000	\$100.00 which includes 2 inspections
\$5001 to \$25,000	\$100.00 for the first \$5,000.00 plus \$15.00 for each additional \$1,000.00, or fraction thereof , to and including \$25,000.00
\$25,000 to \$50,000	\$400.00 for the first \$25,000.00 plus \$10.00 for each additional \$1000.00, or fraction thereof , to and including \$50,000.00
\$50001 to \$100,000	\$650.00 for the first \$50,000.00 plus \$8.00 for each additional \$1000.00, or fraction thereof , to and including \$100,000.00
\$100,001 to \$500,000	\$1050.00 for the first \$100,000.00 plus \$7.00 for each additional \$1000.00, or fraction thereof, to and including \$500,000.00
\$500,001 to \$1,000,000	\$3,850.00 for the first \$500,000.00 plus \$5.00 for each additional \$1000.00, or fraction thereof , to and including \$1,000,000.00
\$1,000,001 and up	\$6350.00 for the first \$1,000,000.00 plus \$5.00 for each additional \$1000.00, or fraction thereof
Charter Township Of Port Huron Building Plan Review Fee Charges	
Residential Building Plans	For all New Single Family, Duplex, or Multi Family Dwellings..... \$30.00 per unit
Commercial Building Plan Reviews of \$1 to \$500,000	Total Construction value of the permit (including Electric, Plumbing & Heating, times(x) .0015, or a minimum charge of \$100.00, whichever is greater.
\$500,000 and over	\$750.00 for the First \$500,000 plus an additional .0005 x the remaining construction value
Commercial Plan Review for Electrical, Plumbing, Mechanical & Sprinkler Systems individually	A minimum charge of \$100.00 or the actual costs of the Equipment and Labor charged for each specific installation times (x) .005 for the 1 st \$100,000.00 and .0005 times the remaining valuation. Reviews required by the Township to be performed by outside sources will be charged the actual costs for all services. *
Additional Plan Review	Plan Review for changes, additions, or revisions to plans are charged \$50.00 per hour with a minimum ½ hour charge.
See Other Inspections & Fees , listed below, for special conditions, charges and calculations:	

Other Inspections & Fees

- A. Re-inspection fees assessed under provisions of the building Code are a minimum of\$50.00
- B. Inspections specifically requested outside of normal business hours require a minimum charge of..... \$75.00
- C. Inspections for which no fee is specifically indicated is per hour with a min. charge of 1hour.....\$50.00
- D. For use of outside Consultants for plan checking and inspections, the Actual Costs of the consultant plus a 2% Administrative fee will be assessed. *
- E. Pre-manufactured and Mobile Homes installed in Mobile Home Parks are \$220.00 total cost per Unit for Building, Plumbing and Heating, with an additional Electrical permit required at the cost of \$50.00 per Unit.
- F. A separate permit will be required for all Swimming Pools & are to be separate from deck or fence permits. The costs for pool permits will be based on the number of inspections required at \$50.00 per inspection.
- G. The determination for the value of the construction cost of the permit shall be approved by the Building Official, based on *documentation* of the actual costs of construction, including the full value of all material and labor, or the value of the square foot construction costs as set forth in the “Building Valuation Data – August 2010” Chart as published by the International Code Council or as otherwise adopted by resolution of the Township Board.
- H. The cost valuation for the construction of Decks will be calculated for permit costs at \$10.00 per square foot.

Cancellation of a Permit:

If a permit is cancelled, all fees shall be refunded except a \$25.00 application handling fee, the costs of any inspections performed, and any plan review fees charged for work already completed.

The total costs of all Zoning Permits shall be \$25.00 and shall include the following:

- A. One story detached accessory buildings used as tool and storage shed, playhouses, and similar uses, provided the floor area does not exceed 200 square feet.
- B. Fences not exceeding 6 feet high.
- C. Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge,
- D. Platforms, walks and driveways not more than 30” (762mm) above grade and not over any basement or story below.
- E. Permits for the review and approval of proposed Grade Changes shall be assessed as a Zoning permit but will be required to submit a survey per the ordinance and will be charged an additional inspection fee. If the Building Inspector determines that it does not comply with the ordinance requirements or the proposed survey an additional engineering review fee will be required to verify the grade height.

License Registration Fees

- A. Residential Contractor.....\$20.00
- B. Mechanical Contractor\$15.00
- C. Electrical Contractor\$20.00
- D. Plumbing Contractor\$15.00
- E. Manufactured Housing Installer/Service.....\$20.00

Demolition Fee: Demolition permits will require written or visual verification, if possible, of the disconnection of all utilities prior to issuance of a permit.

- A. Demolition Permits will be calculated at the regular costs listed for Building permits
- B. Additional inspections per visit for items such as a sewer cap inspection will be\$50.00

Property Maintenance Code (PMC) Inspection Fees: There shall be no fees charged for an inspection performed under the PMC, by the Building Inspector, with the exception of a request by the owner and/or occupant, to be paid for by the requesting party. The inspection will include a site visitation with pictorial documentation and a written report of all noted violations to be provided to the requesting party at a cost for each inspector requested to inspect, of.... \$50.00 (Where repairs are required for correction of any violations, additional permits will be required to be applied for by licensed contractors in their respective trades, at regular permit costs.)

Construction Board of Appeals:

Appeals to the Construction Board of Appeals.....\$825.00

Certificate of Occupancy:

- A. Temporary Certificate of Occupancy, each request or extension which includes an inspection\$75.00
- B. The Re-issuance of a Certificate of Occupancy shall be subject to an inspection and approval by the Building Inspector. (Other inspections, if deemed necessary for approval, will require additional fees).....\$75.00
- C. Change of Use Request, which includes an inspection\$75.00

Planning, Zoning, Engineering and Building Department Bonds:

All approvals by the above listed departments that are conditional in nature shall require a deposit of cash or a letter of credit in an amount sufficient to cover 110% of the remaining cost of completion of any unfinished requirement of approval by any Department. The waiver of all such bonds shall be subject to the Township Board.

- A. All permits for new Single Family Residential homes shall require the applicant to post a bond of...\$500.00
- B. Bond Interest: Upon cancellation, return or refund of building, construction or demolition bonds, the applicant/depositor shall NOT be entitled to interest.

Lot Split Application

- A. 1-4 New Applications or Units from One (1) parent parcel.....\$50.00
This will include condominium of all types.
- B. 5+New descriptions or Units from parent parcel.....\$75.00
This will include condominiums of all types
- C. Each parcel number that a split or condominium is requested on would require a separate application.

Zoning Board of Appeals

A. Variance Request.....\$825.00

Escrow Deposits

In addition to the basic application fee, applicants for Planning, Engineering, Building and Zoning and other approvals, shall pay escrow deposits to cover the costs of any additional expenses incurred in the review and approval process. Such escrow fees shall be in addition to the basic administrative fees, and the total amount paid shall be equal to the Township’s actual expenses incurred plus an administrative fee of 2%. The additional expenses shall include, but not limited to the items listed below.

- Planning Commission subcommittee meetings;
- Special meetings;
- Notice of additional hearings; and Additional notices of public hearing;
- Review by Township attorney and preparation of appropriate approving resolutions or ordinances;
- Review by Township planner;
- Review by Township engineer;
- Review by Fire Department;
- Review by Police Department;
- Review by Building Department;
- Review by Assessing Department;
- Review by Water Department;
- Review by Environmental Specialist;
- Impact studies for: Environmental Issues, Existing Utility Issues, or Traffic and Transportation Issues
- Other intergovernmental reviews;
- Other Similar services and expenses.

If the Planning Department determines that the application is one for which such costs for review are likely to exceed the fees set forth in this Ordinance, the Planning Department shall require the applicant to pay into escrow, in advance, an amount over and above the stated escrow fee estimated to be sufficient to cover the expected costs. No application(s) shall be processed and no Certificate of Occupancy(s) or permit(s) shall be issued prior to the required escrow fee having been deposited with the Township.

When 50% of the fund in the escrow account is depleted, the applicant shall make an additional deposit sufficient to cover any expected deficit and to reestablish its original balance, or such greater amount as is determined by the Planning Department to be reasonably necessary, in order to cover the anticipated or remaining future expenses. No further action shall be taken on an application until the escrow account has been reestablished to such appropriate level, as determined by the Planning Department.

The Planning Department shall maintain accurate records regarding the expenditures made on behalf of each applicant from the escrow account. Such escrow funds (from one or more applicants) shall be kept in a separate bank account or bank account category.

Any excess funds remaining in the escrow account after the application has been fully processed, reviewed, and the final decision has been rendered regarding the project, will be refunded to the applicant with no interest to be paid on those funds. If the balance of the expenses for the application for any reason exceeds the amount remaining in escrow following final action by the Township, the Township shall send the applicant a statement for such additional fees. Until the applicant pays such fees for the expense of the review, no further building permit(s) or certificate of occupancy(s) or other permit(s) for the project shall be issued or actions approved. If such expenses remain unpaid for a period of 14 days, the Township Planning Department or Building Official may issue appropriate stop work orders or take other action to halt work on the project. In addition, the Township may take legal action to collect unpaid fees.

The applications for review and approval covered by this Ordinance shall indicate and require a signature of the applicant and/or owner of the property that they agree to pay the Township’s expenses for the reviews and/or items listed herein. Should it be determined by any department that the impact of any proposed development will result in additional fees and an applicant objects to the amount of the escrow funds required to be deposited, it may appeal that determination to the Township Board within 30 days after the initial decision. All reviews, investigations, reports and/or public meetings, hearing and/or approvals will be suspended until a decision is rendered by the Township Board.

Planning Commission

- A. Site Plan Application Submittal as required in the ordinance for all Business, Industrial and Multiples uses also require the submission of an initial “Site Plan Review Costs” fee and subsequent “Engineering Review Costs” and “Engineering Inspection Costs” fees as necessary upon approval to continue. Site Plans presented at a regular monthly Planning Commission Meeting.....\$450.00
- B. Any required fourth (4th) meeting and each subsequent meeting thereafter, unless waived by the Township Board, will cost the actual staff, and engineers review time plus an additional.....\$150.00
 - i. Sketch Plan Review-for Minor Modifications to an Existing Site including similar Changes in Use, Additions and Accessory Structures and Uses such as Fences and Landscaping review, etc.....\$150.00
- C. Public Hearing Request
 - i. Rezoning Request: The standard Site Plan review fee as well as an additional\$600.00
 - ii. Special Approval The standard Site Plan review fee as well as an additional\$500.00
- D. A request for an additional unscheduled Planning Commission Meeting includes the regular fees plus an additional\$250.00

Site Plan Review Costs

- A. Preliminary Site Plan review of civil engineering plans (includes 3 reviews).....\$1,000.00 plus \$80 per acre or fraction thereof over one acre. (This does not include un-developed/utilized areas)
- B. Additional reviews of preliminary plan..... 25% of original fee
- C. Pre Application Conference with Engineering hourly rate or minimum\$250.00
- D. Planning Department Reviews
 - i. Pre-application or pre-construction conf. with the Twp. Dept. Heads actual costs or min.....\$150.00
 - ii. Administrative Site Plan Review and/or Consultation Meetings per hourly cost.....\$50.00
- E. Site Condominium (incl. 2 reviews)\$660.00 (plus \$2/unit)
- F. Multi-family residential Development (incl.....\$750.00 (plus \$2/unit)
- G. PUD Reviews (incl. 2 reviews).....\$660.00 (plus \$14/1,000 sq. ft. GFA)
- H. Mobile Home Park (each review)\$330.00 (plus \$2/unit)
- I. Subdivision Plats
 - i. Pre-approval sketch plan\$250.00
 - ii. Tentative preliminary plat (incl. 2 reviews).....\$660.00 (plus \$4/unit)
 - iii. Final preliminary plat (includes 2 reviews).....\$460.00 (plus \$2/unit)
 - iv. Final plat (includes 2 reviews)\$460.00 (plus \$2/unit)
 - v. Re-review of revised plans within six months ... 75% of original fee

Engineering Review Costs

The Final Engineering review fee is based upon the percentage of the approved construction cost estimate as listed below and as approved by the Twp. Engineers:

Construction Costs & Engineer Review Fee	Document Review Fee	Total
Up to \$50,000 x 2.5% (\$500.00 min)	1.5% (\$500 min)	4.0% (\$1,000 min)
\$50,000 to \$100,000 x 2.0% (\$1,250 min)	1.0% (\$750 min)	3.0% (\$2,000 min)
\$100,000 to \$250,000 x 1.5% (\$2,000 min)	1.0% (\$1,000 min)	2.5% (\$3,000 min)
Over \$250,000 x 1.0% (\$3,750 min)	0.5% (\$2,500 min)	1.5% (\$6,250 min)

Note: A revised cost estimate and fee adjustment may be required as a result of design changes.

Engineering Inspection Costs

Inspection rates to be put in escrow shall be in accordance with the following schedule based upon proprietor’s total construction cost, as listed below:

Construction Cost Amount and/or Utility Construction Amount	Deposit for Inspection of Site
Up to \$10,000	\$1,000.00
\$10,000 to \$50,000	10% of construction cost
\$50,000 to \$100,000	8% but not less than \$5,000
\$101,000 to \$499,000	6% but not less than \$8,000
Over \$500,000	4% but not less than \$30,000

Outside Consultant Fees

A. Pre-application conference w/Eng. (at client’s office)	\$400.00
B. Pre-application conference (at the Twp. Eng/Planner’s office).....	\$275.00
C. Special land use/cluster option/planned develop (plus site plan fee).....	\$200.00
D. Development Agreement review(plus \$180.00 for each subsequent submittal).....	\$240.00
E. Conceptual review (prior to formal submittal)	\$300.00
F. Traffic Impact Study Reviews	
i. Rezoning Study (regardless of peak hour trips)	\$260.00
ii. Abbreviated Impact Assessment (i.e. Trip Generation Studies regardless of peak hour trips)	\$200.00
iii. Full Impact Study (under 500 peak hour trips)	\$520.00
iv. Full Impact Study (over 500 peak hour trips)	\$925.00
v. Revised Traffic Impact Studies	75% of original fee

Miscellaneous Fees

Other additional review fees or actual costs for services performed by the Township such as demolition or grass cutting costs, that need to be administrated by the Township are to be assessed based on the actual costs or quotes to the Township for those services, plus an additional administrative fee of 2%. The fees listed below are to serve as a minimum guideline for services rendered and may not reflect the exact cost.

If a Municipal Civil Infraction (MCI) is issued for failing to comply with the ordinance requirements, the responsible party is not alleviated from paying both the actual costs as listed above, and the fine assessed by the MCI.

Attorney Fees

Development Agreement	\$500.00
Easement Review	\$400.00
Master Deeds and Bylaws	\$750.00
Confirmation of Recording	\$100.00
Covenants and Restrictions	\$400.00
Hourly rate for additional reviews	\$215.00

* Items added for Clarification Purposes