

RESOLUTION NO. 1954

A RESOLUTION ESTABLISHING AND REVISING SPECIFIC FEES AND CHARGES AND RESCINDING RESOLUTION NO. 1821.

THE TROUTDALE CITY COUNCIL FINDS AS FOLLOWS:

1. An evaluation has been conducted as to the costs of providing services compared to revenues generated from supporting fees and charges.
2. Certain current fees and charges are not in line with the cost of providing the services, and need to be adjusted.
3. The Troutdale City Council has found that adopting a fees and charges schedule by Resolution to be the most efficient means to delineate those fees and charges.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TROUTDALE

Section 1. That the attached Fees and Charges Schedule is hereby adopted by the City Council.


Section 2. Resolution No. 1821 is rescinded effective upon adoption of this resolution.

Section 3. The Resolution shall take effect July 1, 2008.

YEAS: 6

NAYS: 1 Councilor Thomas

ABSTAINED: 0


Paul Thalhofer, Mayor
June 25, 2008
Date


Debbie Stickney, City Recorder

Adopted: June 24, 2008

CITY OF TROUTDALE FEES AND CHARGES SCHEDULE

SECTION 1 - GENERAL

- 1.a. **Lien Check Fee** shall be \$25.00 for each lien search.
- 1.b. **Records Requests** shall be charged at \$.25 per page for standard letter or legal sized copies and \$.50 per page for 11"x 17" size copies. Staff time will be billed at the hourly rate plus the wage benefit factor of the staff person providing the service. Overhead will be billed at 50% of the total wage and benefit rate. There will be no charge for staff time if it takes less than 30 minutes to provide the requested record. Other media will be charged at cost.
- 1.c. **Document Copies** shall be available at the following charges:
- | | |
|--|---------|
| Annual Financial Report | \$15.00 |
| Budget | \$35.00 |
| Comprehensive Land Use Inventory | \$20.00 |
| Comprehensive Land Use Plan | \$10.00 |
| Development Code | \$30.00 |
| Parks Plan | \$20.00 |
| Transportation System Plan | \$25.00 |
| Transportation System Plan (Executive Summary) | \$10.00 |
| Town Center Plan | \$15.00 |
| Above Listed Documents on CD (if available) | \$ 5.00 |
- 1.d. **NSF Check Fee** shall be \$25.00 for each check returned due to insufficient funds in the payor's account.
- 1.e. **New Resident Lists** shall be provided at a fee of \$12.50 per month.
- 1.f. **Liquor License Application Fee** shall be \$25.00 per application, either initial application or renewal of application.
- 1.g. **Business License Listings** shall be \$25.00 per request for any Troutdale business license listings.
- 1.h. **Business License Application Fee** shall be \$65.00 per year for non-home occupation businesses. The Business License Application Fee for home occupation businesses shall be \$50.00 per year.
- 1.i. **Business License Change of Address Application Fee** shall be \$15.00.

- 1.j. **Request to Reprint a Business License** due to change of name, lost license or other similar requests shall be provided at \$5.00 per copy.
- 1.k. **Peddlers License Application Fee** shall be \$5.00 for each person employed as a canvasser/peddler by the business in addition to the business license fee as specified in 1.h.
- 1.l. **Amusement Device Fee** shall be \$55.00 per amusement device. Amusement device includes, but is not limited to: pool table, pinball machine, video games, (see fee under 1.m. for lottery devices), juke box, shuffle board, dart board, digger/crane machines and any game of skill or chance.
- 1.m. **Lottery Device Fee** shall be \$100.00 per device. Lottery device includes: state owned video poker machines, keno, pull tab or other lottery devices.
- 1.n. **Audio and Video Tapes**: Copies of audio and video tapes shall be provided for the cost of reproduction plus a fee of no more than \$25.00 to cover staff time.
- 1.o. **Prosecution Discovery Fee**: Any person requesting discovery in a criminal case shall pay \$15.00 for copies of written documents that are discoverable. Copies of audio or video tapes are subject to the charges in Section 1.n.
- 1.p. **Yard Debris Exemption Application Fee** shall be \$15.00.
- 1.q. **Payday Lending Permit Fee** shall be \$1,500 annually per location. The annual permit will run from January 1st through December 31st. (This fee shall be paid in addition to the required city business license fee.) (Resolution 1802 dated 3/28/06).
- 1.r. **Utility Bill Late Fee** shall be \$5.00 per month whenever an account is not brought current within forty-five (45) days following the end of the billing month.

SECTION 2 - PUBLIC SAFETY

- 2.a. **Police Reports** Reports from 1-10 pages in length shall be \$9.00 and \$.25 for each additional page. Victims may be provided a copy of the police report without charge. Prosecution Discovery is included in Section 1.o.
- 2.b. **Citations** Copies shall be \$3.00 per citation.
- 2.c. **Officers Notes** \$5.00 for the first 5 pages and \$.25 for each additional page.
- 2.d. **Radar Certification** \$2.00 for the first page and \$.25 for each additional page.

- 2.e. **Background Letters** \$5.00 per name for police records database search and letter of findings.
- 2.f. **Color Photographs** \$5.00 for the first print and \$1.00 for each additional print. Images available in hard copy format or on a CD.
- 2.g. **Police Car Videos** \$7.00 per event, in CD format.
- 2.h. **Audio and Video Tapes** Copies of audio and video tapes is \$25.00 plus reproduction costs.
- 2.i. **Records Research** \$5.00 per 15 minutes (\$5.00 minimum) plus copy and material charges to produce report or findings.
- 2.j. **Police Officer Charges for Special Events** 4 hour minimum. Hourly charge to be calculated by City at time of request.
- 2.k. **Ordinance Violation Tow Release** shall be \$75.00 per release.
- 2.l. **Photo and Video Tapes:** Copies of scanned pictures shall be \$5.00 each. Copies of photos and video tapes will be the reproduction costs, plus \$25.00.
- 2.m. **Parking and Traffic Violation Fines shall be as follows:**

Over Time Limit	\$8.00
Over Space Line	\$8.00
No Parking Any Time	\$25.00
Storage of Vehicle on Street	\$25.00
Hotel Zone	\$8.00
Abandoned Vehicle	\$25.00
Double Parking	\$25.00
During Prohibited Time	\$25.00
Traffic Hazard	\$25.00
Tow-Away Zone	\$75.00
Disabled Zone	\$190.00
Wrong Side of Street	\$25.00
Loading/Bus/Taxi Zone	\$25.00
In Crosswalk/Safety Zone	\$25.00
Emergency/Safety Zone	\$25.00
Within Ten Feet From Fire Hydrant	\$25.00
Block Driveway	\$25.00
Angle Parking	\$25.00
Over Crosswalk/Sidewalk	\$25.00
Mail Zone	\$25.00
In Intersection	\$25.00

In Bike Lane/Path \$25.00
Within Fifty Feet and obstructing a Traffic Calming Device \$25.00
Parking oversized vehicle on residential street \$25.00

- 2.n. **Noise Variance Application Fee** shall be \$50.00 per application.
- 2.o. **Traffic Violation Surcharge** shall be \$5.00 per citation. The Municipal Court shall impose and collect this surcharge on all citations that contain a traffic violation.

SECTION 3 - COMMUNITY DEVELOPMENT - PLANNING

- 3.a. **Expedited Land Division Fee** shall be \$500.00 plus \$25.00 for each lot.
- 3.b. **Appeal Fee of an Expedited Land Division Decision** shall be \$400.00 to the City plus an additional \$300.00 deposit for the referee's costs pertaining to the appeal. Pursuant to ORS, the referee shall assess costs of the appeal in excess of the deposit, up to a maximum of \$600.00.
- 3.c. **Tentative Plat Fee** shall be \$1,400.00 plus \$60.00 for each lot. Any special engineering review costs will be charged separately in addition to the filing fee.
- 3.d. **Final Plat Fee** shall be one-half of the Tentative Plat Fee and shall be paid when the final plat is filed.
- 3.e. **Residential Subdivision Street Tree Assessment** shall be \$150.00 for each tree.
- 3.f. **Special Engineering Report Evaluation** Consultant review and evaluation of special engineering studies and reports required of a development because of conditions specific to the site or because of unique construction methods will be billed to the applicant based on actual costs.
- 3.g. **Zoning Map Amendment Application Fee** shall be \$850.00 for five acres or less; \$125.00 per acre up to a maximum of \$3,000.00 for over five (5) acres. The fee shall be per zone requested.
- 3.h. **Comprehensive Land Use Map Amendment Fee** shall be \$850.00 for five acres or less; \$125.00 per acre up to a maximum of \$3,000.00 for over five acres. The fee shall be per map designation requested.
- 3.i. **Annexation Fee** shall be 1% of the assessed value of the property to be annexed. The minimum fee shall be \$850.00 and the maximum shall be \$3,000.00. In addition, the Metro processing fee shall be paid upon approval of the annexation application.

- 3.j. **Vacation of Streets, Rights-of-Way or Plat Fee** shall be \$750.00.
- 3.k. **Partition Fee** shall be based on the type of review, Type II \$500.00, Type III \$600.00.
- 3.l. **Lot Line Adjustment Fee** shall be \$150.00.
- 3.m. **Minor Variance Fee** shall be based on the type of review, Type I \$125.00, Type II \$250.00, and \$125.00 for each additional variance request beyond the first one on the same land use application.
- 3.n. **Major Variance Fee - Type III** shall be \$350.00 for residential setback or height standards and \$600.00 for all others. \$125.00 for each additional variance request beyond the first one on the same land use application.
- 3.o. **Non-Structural Development Permit Fee** (including erosion control permit and flood hazard permit) shall be \$50.00. Erosion control reinspection fee shall be \$25.00 each time a return inspection is necessary.
- 3.p. **Accessory Structure Development Permit Fee** shall be \$25.00.
- 3.q. **Temporary Use Permit Fee** shall be based on the type of review, Type I \$100.00, Type II \$200.00.
- 3.r. **Non-Conforming Use Change Fee** shall be based on the type of review, Type I \$150.00, Type II \$300.00, Type III \$600.00.
- 3.s. **Conditional Use Permit Fee** shall be \$600.00.
- 3.t. **Public Hearing Fee** for all items requiring a public hearing not specifically listed above shall be \$600.00.
- 3.u. **Site and Design Review Fee** for commercial, industrial, and multi-family (including duplex, triplex and attached dwellings) projects shall be equal to 1/10th of 1% (.001) of the project value as determined by the Building Official. The minimum fee shall be \$300.00.
- 3.v. **Sign Site and Design Review Fee** shall be based on the sign value as follows:

<u>Value of Sign</u>	<u>Fee</u>
Under \$2,500	\$ 40.00
\$2,500 - \$5,000	\$ 75.00
\$5,001 - \$100,000	\$150.00
Over \$100,000	\$300.00

- 3.w. **Appeals Fee - Planning Commission** shall be \$600.00 for appeals from staff decisions to the Planning Commission.
- 3.x. **Appeals Fee - City Council** shall be one-half of the land use application fee that is the subject of the appeal plus \$600.00 for appeals from Planning Commission decisions to the City Council.
- 3.y. **NPDES General Storm Water Permit Fee** shall be as set by the Oregon Department of Environmental Quality.
- 3.z. **Pre-Application Conference Fee** shall be \$200.00. The fee will be applied toward a land use application filed on the same subject within one year of the date the pre-application conference was held.
- 3.aa. **Administrative Adjustment Fee** shall be \$50.00 when the adjustment is processed as part of another land use application. When an administrative adjustment is not part of another land use application, the fee shall be \$125.00. The fee shall be \$50.00 for each additional administrative adjustment requested beyond the first one in either instance.
- 3.bb. **Measure 37 Application Fee** shall be \$2,300.00.

SECTION 4 - COMMUNITY DEVELOPMENT - BUILDING

- 4.a. **Building Permit Fee (Commercial, Multi-Family & Residential)** shall be determined by use of the current issue, current year, of the International Code Council Building Valuation Table.
- 4.b. **Mechanical Permit Fee (Residential)** shall be as set forth in the attached permit form. (Attachment D)
- 4.c. **Mechanical Permit Fee (non-residential)** shall be computed from the attached Building Fee Table based on actual valuation of the project. (Attachment G)
- 4.d. **Single-Family Residential Plan Checking Fee** shall be calculated at 65% of the building permit fee. A deposit of \$500.00 shall be paid at time of submission of application.
- 4.e. **Commercial/Industrial Structural, Fire Prevention, Sign, and Grading Plan Checking Fee** shall be calculated at 65% of the building permit fee. A plan review deposit of 80% of the estimated plan review fee shall be paid at the time of plan submission.

- 4.f. Commercial/Industrial Mechanical Plan Checking Fee shall be calculated at 25% of the mechanical permit fee. A plan review deposit of 80% of the estimated plan review fee shall be paid at the time of plan submission.
- 4.g. Deferred Plan Submittal Fee shall be \$300.00 for each permit application and plan submittal not included with the original application. Applicable permit and plan review fees will apply.
- 4.h. Fire and Life Safety Plan Review Fee as applicable shall be calculated at 40% of the building permit fee.
- 4.i. Demolition Permit Fee shall be as set forth in the attached permit form. (Attachment A)
- 4.j. Plumbing Permit Fee shall be as set forth in the attached permit form (Attachment B).
- 4.k. Electrical Permit Fee shall be as set forth in the attached permit form (Attachment C).
- 4.l. Sign Permit Fee shall be computed from the attached Building Fee Table based on actual valuation of the project. (Attachment G).
- 4.m. Master Permit Fee shall be calculated at the rate of \$105.00 per hour with a one-time setup fee of \$500.00.
- 4.n. Grading Permit Fee shall be computed from the attached Building Fee Table based on actual valuation of the project. (Attachment G)
- 4.o. Fire Prevention Permit Fee shall be computed from the attached Building Fee Table based on actual valuation of the project. (Attachment G)
- 4.p. Manufactured Dwelling Permit Fee shall be as set forth in the attached permit form. (Attachment E)
- 4.q. Construction Trailer/Temporary Structure Permit Fee shall be set forth in the attached permit form. (Attachment F)
- 4.r. Reinspection Fee shall be \$65.00 for all permits.

- 4.s. **Expired Permit Fee** shall be 50% of the original permit fee if submitted within 60 days of the expiration date for reinstatement of the permit. Permits expired more than 60 days will require a new permit at the regular permit fee.
- 4.t. **Hourly Fee** shall be \$105.00 per hour for inspections, plan reviews, and meetings outside the normal scope of work,
- 4.u. **Investigation Fee** shall be double the permit fee. No state surcharge or plan review fees are collected on investigation fees.

SECTION 5 - NUISANCE ABATEMENT

If a violation is not abated within thirty (30) days of the initial written notice for abatement, as provided in Section 8.28.090, the City shall impose enforcement penalties for non-compliance in accordance with the following:

- 5.a. **Assessing a monthly enforcement penalty in the following amounts:**
 - For properties with 1 to 4 dwelling units: \$50.00
 - For properties with 5 to 20 dwelling units: \$100.00
 - For properties with more than 20 dwelling units: \$150.00
 - For nonresidential development or uses: \$200.00
- 5.b. **The monthly enforcement penalty** shall be doubled if the violation is not corrected within six (6) months from the initial written notice of abatement.
- 5.c. **An additional penalty** of \$150.00 shall be assessed against any property for which a code enforcement proceeding is initiated in Troutdale Municipal Court and if the decision is made in favor of the City.
- 5.d. **The City shall file notice of possible lien** against the property with the Multnomah County Records office if the violation is not corrected within sixty (60) days of the initial notice of violation.
- 5.e. **The City shall collect an administrative fee** of \$70.00 for a release of lien issued to the property owner after the violation is corrected.
- 5.f. **Hearing Fee** to appeal a nuisance abatement notice shall be \$100.

SECTION 6 - PUBLIC WORKS

- 6.a. **Public Works Permit Fee** shall be \$50.00 and is required for any work performed in the public way, including pavement cuts, borings/pushes, curb cuts, sidewalk construction or repair, and connections to a City water, sewer or storm water line. This fee is not applicable if the work is included within the scope of a Project Inspection Fee or if the work is performed by or on behalf of a utility franchised by the City of Troutdale.
- 6.b. **Project Inspection Fee** shall be charged for the inspection of all privately constructed improvements to be dedicated to the public. The amount of the fee shall be the costs actually incurred by the City for the inspection and testing service provided and is payable by the applicant within thirty (30) days after invoice.
- 6.c. **Plan Review Fee** for review of construction drawings shall be \$300 plus \$30 for each additional lot up to a maximum of \$2,000 for new residential subdivisions and \$150 for all other new construction, payable at the time the drawings are submitted for review.
- 6.d. **Other Special Services** will be charged at cost (time and materials or cost billed to the City).
- 6.e. **Water Service Re-Connection Charge** shall be \$20.00. This charge shall be applied if an account is not brought current and monies receipted by the close of business on the day prior to the day established for turn off of water service for non payment, regardless of whether or not the water service is actually turned off.
- 6.f. **Waste Water Discharge Permit Application Fee** shall be \$350.00.
- 6.g. **Copying Charges (Maps and Documents):**
- | | |
|------------------------------|---------------|
| 8 1/2" x 11" (Black & White) | \$.25 each |
| 8 1/2" x 14" (Black & White) | \$.25 each |
| 11" x 17" (Black & White) | \$.50 each |
| 18" x 24" (Black & White) | \$ 2.00 each |
| 24" x 36" (Black & White) | \$ 2.50 each |
| 36" x 48" (Black & White) | \$ 3.00 each |
| Mylar (Black & White) | \$ 7.00 each |
| Color (Line) Map 11" x 17" | \$ 2.00 each |
| Color (Line) Map 24" x 36" | \$ 5.00 each |
| Color (Line) Map 36" x 44" | \$ 7.00 each |
| Color (Fill) Map 11" x 17" | \$ 3.00 each |
| Color (Fill) Map 18" x 24" | \$ 7.00 each |
| Color (Fill) Map 24" x 36" | \$ 10.00 each |

Color (Fill) Map 36" x 44"+	\$20.00 each
Standards on CD (Narrative & Drawings)	\$5.00 each
Standards Book	\$10.00 each
Aerial Photo 11" x 17"	\$10.00 each
Aerial Photo 18" x 24"	\$25.00 each
Aerial Photo 24" x 36"	\$50.00 each
Aerial Photo 36" x 45"	\$90.00 each

6.h. **SDC Refund Processing Fee** shall be \$150.00, which is non-refundable and must accompany all requests for system development charge refunds submitted in accordance with Section 12.02.085 of the Troutdale Municipal Code.

6.i. **Pavement Disturbance Fee** Whenever the pavement (including street, bikeway, curb, gutter, sidewalk, or other paved area) in a public right-of-way is cut, removed, or otherwise disturbed by an entity other than the City, such entity shall pay a fee of \$0.53 per square foot of disturbed pavement. This fee is not applicable if the work is performed by or on behalf of a utility franchised by the City of Troutdale.

6.j. **Reimbursement District Processing Fee** shall be \$2,500.00, which is non-refundable and must accompany all applications to establish a reimbursement district.

6.k. **Permit Violations:** The Public Works Director may assess penalties to violators for performing work requiring a Public Works Permit without applying for and receiving such permit or for failure to comply with the terms and conditions of a Public Works Permit that is issued, as follows:

- First Violation in 12-month period: \$100.00 fine
- Second violation in 12-month period: \$500.00 fine
- Third and subsequent violations in a 12-month period: \$1,000.00 fine and denial of issuance of future Public Works Permits for one year following the most recent violation.

(No Public Works Permit will be issued until all outstanding fines are paid.)

6.l. **Wastewater Discharge Pretreatment Program Development Fee** shall be the actual cost of such program development assessed on the user creating the need.

6.m. **Wastewater Discharge Permit Fee** shall be the actual cost of implementing and maintaining the pretreatment program divided by the number of permit holders, or such other amount as may be contained in an agreement between a user and the City, assessed on every user required to obtain a discharge permit.

SECTION 7 - CITY BUILDINGS AND PARK FACILITIES

- 7a. Fees and charges for rental and use of city buildings are as shown on the attached fee tables. (Attachment F-1 & 2)
- 7b. Fees for reserving the covered areas at Columbia Park and Glenn Otto Park, and the 4-table grouping at Columbia Park, shall be as follows:

Under 50 people - \$25 for the first four hours; \$10 for each hour thereafter.
50-100 people - \$50 for the first four hours; \$10 for each hour thereafter.
Over 100 people - \$100 for the first four hours; \$10 for each hour thereafter.

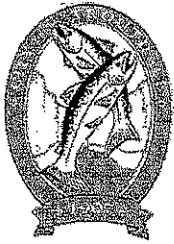
- 7c. **Athletic Field Use Fees** for organized sporting events shall be as specified below. Athletic fields that are subject to use fees include baseball fields, softball fields, soccer fields, tennis courts and basketball courts. No user fees are charged for City of Troutdale Recreation Division activities. Fees to user groups may be waived in lieu of donated labor or materials subject to approval by the Parks and Facilities Supervisor or designee. User groups are responsible for lining fields and supplying goal nets and corner flags.

2 hours	\$20.00
1 day tournament	\$50.00
2 day tournament	\$75.00
Season - 5 or more non-tournament games	\$100.00
Refundable deposit for breakaway bases	\$100.00

The City of Troutdale's recreation division has first priority to field use if reserved on or before April 15th of each year, except for activities covered by preexisting use agreements. After April 15th, fields are available to groups or individuals on a first come-first serve basis.

SECTION 8 - OTHER

Materials and services not specifically addressed in the City's ordinances and resolutions may be provided upon the City Administrator's approval. The charge shall be based upon direct cost of labor and materials plus appropriate, but not less than 30%, overhead charges. The City Administrator may waive the City overhead charges partially or in total upon determination of benefit to both parties.



Demolition Permit Application

City of Troutdale

104 SE Kibling Ave., Troutdale Or 97060

City Hall 503 665-5175

Inspection requests may be made by:

Phone: 503 674-7204

Fax: 503 667-0524

E-mail: inspection@ci.troutdale.or.us

Application No.	Permit No.
Date Received	Date Issued
Received By	Issued By
Receipt No. CD	Receipt No. CD

CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> Multi-family	<input type="checkbox"/> Commercial/Industrial
<input type="checkbox"/> Single-Family	<input type="checkbox"/> Other
JOB SITE INFORMATION AND LOCATION	
Job site address:	
Project name:	
Subdivision:	
DESCRIPTION OF WORK	
PROPERTY OWNER	
Name:	
Address:	
City/State/Zip:	
Phone:	
Property Owners signature - <i>required</i>	
CONTRACTOR	
Name:	
Address:	
City/State/Zip:	
Phone:	Fax:
CCB license No.:	City or Metro license No.:

PERMIT FEES ARE BASED ON THE VALUE OF THE JOB	
Value \$	
\$ 1,000 or less	\$75.00
\$ 1,001 - \$ 10,000	\$250.00
\$ 10,001 - \$ 50,000	\$500.00
\$ 50,001 - \$ 100,000	\$1,000.00
\$ 100,001 - \$ 1,000,000	\$5,000.00
\$ 1,000,001 - \$ 10,000,000	\$10,000.00
\$ 10,000,001 or more	\$20,000.00
Permit Fee (01.00-7303)	\$
12% State Surcharge	\$
Total Due	\$
Water (Pull Meter) (03.00-7899)	\$ 50.00
Sewer (Cap Sewer) (04.00-7899)	\$ 50.00
Subtotal	\$
Grand Total Due	\$
DEPARTMENT APPROVAL - INITIAL & DATE	
Building Dept.:	
Planning Dept.:	
Other:	

The owner of record is responsible for the removal & disconnection of the sewer & water supply or private sewage system.	<input type="checkbox"/>
Private sewage disposal systems must be abandoned in accordance with the requirements of DEQ and the City of Portland.	<input type="checkbox"/>
All debris from this demolition must be disposed of at an appropriate disposal site within five (5) days of the demolition.	<input type="checkbox"/>
All private well systems must be disconnected, marked and made safe from any potential hazardous conditions.	<input type="checkbox"/>
The Wastewater Division of the City of Troutdale must inspect sewer disconnections.	<input type="checkbox"/>
The Contractor must request a pre-demo and then post-demo inspection(s).	<input type="checkbox"/>
The Water Division of the City of Troutdale must remove water meters.	<input type="checkbox"/>
This permit application expires if a permit is not obtained within 180-days after it has been accepted as complete. Permits are non-transferable and expire 180-days from issuance or last inspection. Authorized signature:	
Print name:	Date



Plumbing Permit Application

City of Troutdale

104 SE Kibling Ave., Troutdale Or 97060

Permit Specialist 503 674-7229

Inspection requests may be made by: Phone: 503 674-7204

Fax: 503 667-0524

E-mail: inspection@ci.troutdale.or.us

Application No.	Permit No.
Date Received	Date Issued
Received By	Issued By
Receipt No.	Receipt No.

TYPE OF WORK	
<input type="checkbox"/> New construction	<input type="checkbox"/> Addition/alteration/replacement
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other:
CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> 1- and 2-family dwelling	<input type="checkbox"/> Commercial/industrial
<input type="checkbox"/> Accessory building	<input type="checkbox"/> Multi-family
<input type="checkbox"/> Master builder	<input type="checkbox"/> Other:
JOB SITE INFORMATION AND LOCATION	
Job site address:	
City/State/Zip:	
Suite/bldg./apt. no.:	Project name:
Cross street/directions to job site:	
Subdivision:	Lot no.:
Tax map/parcel no.:	
DESCRIPTION OF WORK	
PROPERTY OWNER	
Name:	
Address:	
City/State/Zip:	
Phone:	Fax:
APPLICANT	
Business name:	
Contact name:	
Address:	
City/State/Zip:	
Phone:	Fax:
E-mail:	
CONTACT PERSON	
Business name:	
Contact name:	
Address:	
City/State/Zip:	
Phone:	Fax:
CCB license no.:	
State license no.:	
City or Metro license no.:	
Authorized signature:	
Print name:	Date:
DEPARTMENT APPROVAL	
Initial & Date:	

This permit application expires if a permit is not obtained within 180-days after it has been accepted as complete. Permits are non-transferable and expire 180-days from issuance or last inspection.

FEE SCHEDULE			
For special information use checklist			
Description	Qty	Fee	Total
New 1-2 family dwellings (includes 100 ft. for each utility connection):			
New single-family 1 bath		396.00	
New single-family 2 bath		515.00	
New single-family 3 bath		658.00	
Each add'l bath/kitchen		108.00	
Fire sprinkler (sq. ft.)			
Site utilities			
Catch basin or area drain		60.00	
Drywell, leach line or trench drain		60.00	
Manufactured home utilities		70.00	
Footing drain 1st 100 ft. ea. add'l ft. 60¢		92.00	
Manholes		60.00	
Rain drain connector		60.00	
Sanitary sewer 1st 100 ft. ea. add'l ft. 60¢		92.00	
Storm sewer 1st 100 ft. ea. add'l ft. 60¢		92.00	
Water line 1st 100 ft. ea. add'l ft. 60¢		92.00	
Fixture or item			
Backwater valve		66.00	
Backflow preventer		60.00	
Cloths washer		26.00	
Dishwasher		26.00	
Drinking fountain		26.00	
Ejector/sump		26.00	
Expansion tank		26.00	
Fixture/sewer cap		26.00	
Floor drain/floor sink/hub		26.00	
Garbage disposal		26.00	
Hose bib		26.00	
Ice maker		26.00	
Interceptor/grease trap		26.00	
Medical gas (value \$)			
Primer		26.00	
Roof drain (commercial)		26.00	
Sink/basin/lavatory		26.00	
Tub/shower/shower pan		26.00	
Urinal		26.00	
Water closet		26.00	
Water heater		26.00	
Other:		26.00	
Plumbing Permit Fees			
Plumbing Permit Fee	\$		
Minimum Permit Fee	\$	97.00	
12% State Surcharge	\$		
30% Plan Review Fee	\$		
Deposit	\$		
Total Due	\$		



Electrical Permit Application

City of Troutdale

104 SE Kibling Avenue Troutdale Or 97060

Permit Specialist 503 674-7229

Inspection requests may be made by: Phone: 503 674-7204

TYPE OF WORK	
<input type="checkbox"/> New construction	<input type="checkbox"/> Addition/alteration/replacement
<input type="checkbox"/> Other:	
CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> 1- and 2-family dwelling	<input type="checkbox"/> Commercial/Industrial
<input type="checkbox"/> Multi-family	<input type="checkbox"/> Accessory building
<input type="checkbox"/> Master builder	<input type="checkbox"/> Other:
JOB SITE INFORMATION AND LOCATION	
Job no.	Job site address:
City/State/Zip:	
Suite/bldg./apt. no.:	Project name:
Cross street/directions to job site:	
Subdivision:	Lot no.:
Tax map/parcel no.:	
DESCRIPTION OF WORK	
PROPERTY OWNER	
Name:	
Address:	
City/State/Zip:	
Phone:	Fax:
Owner Installation: This installation is being made on property that I own, which is not intended for sale, lease, rent or exchange. Owner signature: _____ Date: _____	
APPLICANT	
Business name:	
Contact name:	
Address:	
City/State/Zip:	
Phone:	Fax:
E-mail:	
CONTACT PERSON	
Business name:	
Address:	
City/State/Zip:	
Phone:	Fax:
E-mail:	
CONTRACTOR	
Business name:	
Address:	
City/State/Zip:	
Phone:	Fax:
CCB license no.:	City or Metro license no.:
State license no.:	E-mail:
Supervising electrician	Supervising electrician's
Signature, required:	License no.:
Authorized	
Signature:	
Print name:	Date:
Department Approval	
Initial & Date:	
This permit application expires if a permit is not obtained within 180-days after it has been accepted as complete. Permits are non-transferable and expire 180-days from issuance or last inspection.	
* Number of inspections allowed per permit	

Application No.	Permit No.
Date Received	Date Issued
Received By	Issued By
Receipt No.	Receipt No.

Fax: 503 667-0524 E-mail: inspection@ci.troutdale.or.us

PLEASE REVIEW	
Please check all that apply:	
<input type="checkbox"/> Service/feeder 400 amps or more	<input type="checkbox"/> Service/feeder over 601 amps
<input type="checkbox"/> Fire pump	<input type="checkbox"/> Building over three stories
<input type="checkbox"/> Emergency system	<input type="checkbox"/> Marinas and boatyards
<input type="checkbox"/> Addition of new motor load of 100 HP or more	<input type="checkbox"/> Floating buildings
<input type="checkbox"/> Six or more residential units	<input type="checkbox"/> Commercial-use agricultural buildings
<input type="checkbox"/> Health-care facilities	<input type="checkbox"/> Installation of 75 KVA or larger separately derived system
<input type="checkbox"/> Hazardous locations	<input type="checkbox"/> "A," "E," "I-2," "I-3" occupancy
	<input type="checkbox"/> Recreational vehicle parks

FEE SCHEDULE				
Description	Qty	Fee	Total	*
Residential single or multi-family dwelling unit. Includes attached garage.				
1,000 sq. ft. or less		175.00		4
Ea. add'l 500 sq.ft. or portion		35.00		
Limited energy, residential (with above sq.ft.)		50.00		2
Limited energy, multi-family residential (with above sq.ft.)				2
Service or feeder installation, alteration or relocation				
200 amps or less		95.00		2
201 to 400 amps		120.00		2
401 to 600 amps		180.00		2
601 to 1000 amps		240.00		2
Over 1000 amps/volts		480.00		2
Temporary service or feeder installation, alteration and/or relocation				
200 amps or less		95.00		2
201 to 400 amps		120.00		2
401 to 599 amps		180.00		2
Branch circuits - new, alteration, or extension, per panel				
A. Fee for branch circuits with above service or feeder fee, each branch circuit		10.00		2
B. Fee for branch circuits without service or feeder fee, each branch circuit		75.00		2
Each add'l branch circuit		10.00		
Miscellaneous (service or feeder not included)				
Each manufactured or modular dwelling, service, and/or feeder		80.00		2
Reconnect only		60.00		1
Pump or irrigation circle		75.00		2
Sign or outline lighting		90.00		2
Signal circuit(s) or limited-energy panel, alteration, or extension.		75.00		2
Each additional inspection over allowable in any of the above				
Per inspection		85.00		1
Investigation fee 2 x's permit fee				
Electrical Permit Fees				
Electrical Permit Fee	\$			
12% State Surcharge Fee	\$			
25% Plan Review Fee	\$			
Deposit	\$			
Total Due	\$			

Permit Specialist 503 674-7229

E-mail: inspection@ci.troutdale.or.us

Application No.	Permit No.
Date Received	Date Issued
Received By	Issued By
Receipt No.	Receipt No.

TYPE OF WORK		
<input type="checkbox"/> New construction		<input type="checkbox"/> Addition/alteration/replacement
<input type="checkbox"/> Demolition		<input type="checkbox"/> Other:
CATEGORY OF CONSTRUCTION		
<input type="checkbox"/> 1-and 2-family dwelling	<input type="checkbox"/> Commercial/industrial	<input type="checkbox"/> Accessory building
<input type="checkbox"/> Multi-family	<input type="checkbox"/> Master builder	<input type="checkbox"/> Other:
JOB SITE INFORMATION AND LOCATION		
Job site address:		
City/State/Zip:		
Suite/bldg./apt. no.:	Project name:	
Cross street/directions to job site:		
Subdivision:		Lot no.:
Tax map/parcel no.:		
DESCRIPTION OF WORK		
<input type="checkbox"/> PROPERTY OWNER		<input type="checkbox"/> TENANT
Name:		
Address:		
City/State/Zip:		
Phone:	Fax:	
<input type="checkbox"/> APPLICANT		
Business name:		
Contact name:		
Address:		
City/State/Zip:		
Phone:	Fax:	
E-mail:		
CONTRACTOR		
Business name:		
Address:		
City/State/Zip:		
CCB license no.:	City or Metro license no.:	
Phone:	Fax:	
E-mail:		
Authorized signature:		
Print name:	Date	
DEPARTMENT APPROVAL		
Initial & Date:		
<p>This permit application expires if a permit is not obtained within 180-days after it has been accepted as complete. Permits are non-transferable and expire 180-days from issuance or last inspection.</p> <p>* Site plan required for an outdoor unit</p> <p>** State Building Codes Division's approval required</p>		

COMMERCIAL PERMIT SCHEDULE - USE CHECKLIST			
Mechanical permit fees* are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all mechanical materials, equipment, labor, overhead, and profit. Valuation \$			
RESIDENTIAL EQUIPMENT/SYSTEM FEES			
For special information use checklist			
Description	Qty	Fee	Total
Heating/cooling			
Furnace, incl. ductwork, vent and liner		18.00	
Air conditioner (site plan required)		36.00	
Heat pump (site plan required)		8.00	
Duct work, alteration and additions		22.00	
Hydronic piping system		22.00	
Boiler, incl. vent**		36.00	
Gas heaters/unit in-wall, in-duct, suspended, etc. not incl. vent		18.00	
Other:			
Other fuel appliances			
Water heater		16.00	
Gas fireplace/insert/stove		18.00	
Gas log/log lighter		16.00	
Pool or spa heater, kiln*		22.00	
Wood/pellet stove/insert		40.00	
Wood fireplace		40.00	
Chimney/liner/flue/vent w/o appliance		14.00	
Oil tanks/gas/diesel generators		36.00	
Other:		22.00	
Environmental exhaust and ventilation			
Range hood/other kitchen equipment		8.00	
Clothes dryer exhaust		8.00	
Single-duct exhaust (bathrooms, toilet compartments, utility rooms)		8.00	
Attic/crawlspace fans		8.00	
Whole house ventilation or radon mitigation			
Other:		22.00	
Gas piping \$8.00 for the first four, \$2.00 for each additional			
Furnace, etc.			
Wall/suspended/unit heater			
Water heater			
Fireplace/log lighter/gas log			
Range/ Barbeque/ Cloths dryer (circle)			
Other:			
Mechanical Permit Fees			
Mechanical Permit Fee	\$		
Minimum Permit Fee	\$	50.00	
12% State Surcharge	\$		
25% Commercial Plan Review Fee	\$		
Deposit	\$		
Total Due	\$		



Manufactured Dwelling Permit Application

City of Troutdale
104 SE Kibling Ave., Troutdale Or 97060
Permit Specialist 503 674-7229

Application No.	Permit No.
Date Received	Date Issued
Received By	Issued By
Receipt No.	Receipt No.

Inspection requests may be made by: Phone: 503 674-7204 Fax: 503 667-0524 E-mail: inspection@ci.troutdale.or.us

TYPE OF PERMIT	
<input type="checkbox"/> Owner installed	<input type="checkbox"/> Contractor installed
<input type="checkbox"/> New	<input type="checkbox"/> Addition/alteration
<input type="checkbox"/> Repair	
<input type="checkbox"/> Replacement: Same location <input type="checkbox"/> Yes <input type="checkbox"/> No	
JOB SITE INFORMATION	
Job address:	Space no.:
Manufactured dwelling park:	Address:
City:	State: Zip:
Tax map/tax lot no./account no.:	Lot: Block: Subdivision:
Base flood elevation:	Elevation certificate:
Description of work on premises:	
OWNER	
Name:	
Address:	
City:	State: Zip:
Phone:	Fax:
Owner representative:	
SETUP/INSTALLATION CONTRACTOR	
Name:	
Address:	
City:	State: Zip:
Phone:	Fax:
CCB License no.:	City/Metro license no.:
MDI license no.:	
SKIRTING CONTRACTOR	
Name:	
Address:	
City:	State: Zip:
Contact person:	Phone:
CCB License no.:	City/Metro license no.:
Skirting license no.:	MDI/LSI license no.:
APPLICANT	
Name:	
Address:	
City:	State: Zip:
Phone:	Fax:
Applicant's signature	Date
This permit application expires if a permit is not obtained within 180-days after it has been accepted as complete. Permits are non-transferable and expire 180-days from issuance or last inspection.	
Plan Submittal Requirements: A completed Manufactured Dwelling Placement permit application. Two 8 1/2 x 11 plot plans fully dimensional and drawn to scale, showing structures, and dimensions from property lines.	
The following inspections are required: Site Inspection Manufactured Dwelling Setup Final within 30-days within 30-days from Setup	
MANUFACTURED HOME INFORMATION	
Concrete stringers/slab under home:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Single	<input type="checkbox"/> Double <input type="checkbox"/> Triple
Valuation \$	Square Feet
(dwelling and set up only, does not include other permits)	
ADDITIONAL PERMITS (if required)	
<input type="checkbox"/> Mechanical	Permit no.:
<input type="checkbox"/> Plumbing	Permit no.:
<input type="checkbox"/> Electrical	Permit no.:
<input type="checkbox"/> Foundation	Permit no.:
<input type="checkbox"/> Garage	Permit no.:
<input type="checkbox"/> Carport	Permit no.:
<input type="checkbox"/> Cabana	Permit no.:
<input type="checkbox"/> Ramada	Permit no.:
<input type="checkbox"/> Awning	Permit no.:
<input type="checkbox"/> Alteration	Permit no.:
<input type="checkbox"/> Other	Permit no.:
DEPARTMENT APPROVAL INITIAL & DATE	
Building Dept.	
Planning Dept.	
Notice: Manufactured dwelling installers must have an Oregon MDI and Construction Contractors Board license under provisions of ORS 701 and may be required to be licensed in the jurisdiction where work is being performed, or the applicant is exempt from licensing for the following reason:	
Manufactured Home Permit Fees	
Set up fee	\$320.00
12% State surcharge	\$38.40
State fee	\$30.00
Deposit	\$
Total	\$388.40



Construction Trailer/Temporary Structure Permit Application

City of Troutdale

104 SE Kibling Ave.

Troutdale Or 97060

Permit Specialist 503 674-7229

Application No.	Permit No.
Date Received	Date Issued
Received By	Issued By
Receipt No.	Receipt No.

Estimated date of occupancy: _____ You are responsible for requesting all inspections. Do not occupy without approval.

Installation Address: _____

Legal Description: _____

Property Owner: _____

Phone: _____

Trailer Owner: _____

Phone: _____

Address: _____

City/State/Zip: _____

Trailer Tenant: _____

Phone: _____

Set-up Contractor: _____

Phone: _____

Address: _____

City/State/Zip: _____

State License No.: _____

City/Metro Business License No.: _____

Additional Information: _____

A SITE PLAN IS REQUIRED

A site plan, drawn to scale, must show streets, dimensions of property lines, driveways, set-backs, proposed location of unit(s) and toilet facilities, distance between all structures and location and distance from fire hydrant.

Utilities You Are Connecting To: ☐ Sewer ☐ Water ☐ Electrical

Other Required Permits: ☐ Electrical ☐ Plumbing ☐ Building

Plans shall be submitted showing OSHA approved stairs. Set-up and tie downs are required to conform with 110 MPH wind requirements.

Trailers / temporary structures used as meeting rooms shall have handicap access. This permit is null and void 180-days after issuance, but may be renewed with the approval of the Building Official for an additional 180-day period, at 50% of the established setup fee. All corrections shall be made within 10 days of the date of the inspection. A re-inspection fee of 50% of the established setup fee will be required if corrections from a previous inspection have not been completed or access to the trailer / temporary structure for a scheduled inspection is not provided.

I agree to install this unit according to the above requirements and all applicable codes and ordinances of the City of Troutdale.

Applicant Signature: _____

Date: _____

Fees: ☐ Setup: \$100.00 ☐ Renewal: \$ 50.00 ☐ Re-inspection \$50.00

Inspection Requests
Phone: 503 674-7204 Fax: 503 667-0524 E-mail: inspection@ci.troutdale.or.us

Planning Approval	
Bldg. Dept. Approval	
Fire Dept. Approval	
Permit Fee	\$
Renewal Fee	\$
TOTAL DUE	\$

THIS APPLICATION SERVES AS YOUR PERMIT AFTER ALL FEES ARE PAID

ADOPTED BUILDING PERMIT FEES

Total Valuation	Fee
\$1.00 to \$500.00	\$23.50.
501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00.
2,001.00 to 25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00.
25,001.00 to 50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.
50,001.00 to 100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.
100,001.00 to 500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.
500,001.00 to 1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.
1,000,001.00 & Up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof.

* Based on the Building permit fee from above calculate the fee by 12% to get the State Surcharge Fee.

* Based on the Building permit fee from above calculate the fee by 40% to get the Fire & Life Plan Review

Fee.

* Based on the Building permit fee from above calculate the fee by 65% to get the Building Plan Review Fee.

* There is a Metro Tax that is also imposed on all Building permits valued over \$100,000.00, that fee is calculated at 0.12% of the valuation of the Building permit .

RESOLUTION NO. 2040

A RESOLUTION AMENDING SECTION 7 OF THE FEES AND CHARGES SCHEDULE ADOPTED BY RESOLUTION 1954 AND AMENDED BY RESOLUTION 1973 AND ESTABLISHING A SAM COX BUILDING MAINTENANCE FUND

THE TROUTDALE CITY COUNCIL FINDS AS FOLLOWS:

1. Section 7 of the City's Fees and Charges Schedule sets those fees and charges pertaining to use of city buildings and park facilities.
2. These particular fees and charges have not been increased since June 2004.
3. The Parks Advisory Committee has evaluated the current fees and charges related to use of city buildings and park facilities and has recommended that they be increased to be more in line with comparable rental facilities in this area and to charge rental fees that better reflect the cost of care and maintenance of these facilities.
4. The Parks Advisory Committee also recommended that the revenue collected from the rental of city buildings and parks facilities be dedicated solely for maintenance and improvements of the Sam Cox Building.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TROUTDALE:

Section 1. Section 7 of the City's Fees and Charges Schedule, including Attachments F-1 and F-2 of that schedule, shall be amended as shown on the attached pages.


Section 2. A Sam Cox Building Maintenance Fund shall be established and all building rental fees shall be deposited in this fund to be used to supplement for maintenance, repair and remodeling of the Sam Cox Building.

Section 3. This resolution shall take effect immediately.

YEAS: 6
NAYS: 0
ABSTAINED: 1 Councilor White


Jim Kight, Mayor

Date March 25, 2010


Debbie Stickney, City Recorder
Adopted: March 23, 2010

SECTION 7 – CITY BUILDINGS AND PARK FACILITIES

- 7a. Fees and charges for rental and use of city buildings are as shown on the attached fee tables (Attachments F-1 & 2).
- 7b. Fees for reserving the covered areas at Columbia Park and Glenn Otto Park shall be as follows:

Under 50 people - \$30 for the first four hours; \$10 for each hour thereafter.

50-100 people - \$60 for the first four hours; \$10 for each hour thereafter.

Over 100 people - \$120 for the first four hours; \$10 for each hour thereafter.

There are no further changes to Section 7.

City of Troutdale
BUILDING RENTAL FEES
CITY CONFERENCE BUILDING
223 S. Buxton

**TROUTDALE RESIDENT AND
LOCAL PUBLIC SERVICE/NON-PROFIT***

	2-Hr. Meeting		4-Hour Increment: 9:00 a.m. to 1:00 p.m. 1:30 p.m. to 5:30 p.m. 6:00 p.m. to 10 p.m.		Full Day 9:00 a.m. - 10:00 p.m.	
	Rent	Deposit	Rent	Deposit	Rent	Deposit
Activity Room	\$75	\$50	\$150	\$100	\$400	\$200
Conference Room	\$50	\$50	\$75	\$100	\$200	\$200

NON-RESIDENT

	2-Hr. Meeting		4-Hour Increment: 9:00 a.m. to 1:00 p.m. 1:30 p.m. to 5:30 p.m. 6:00 p.m. to 10 p.m.		Full Day 9:00 a.m. - 10:00 p.m.	
	Rent	Deposit	Rent	Deposit	Rent	Deposit
Activity Room	\$125	\$100	\$225	\$200	\$600	\$400
Conference Room	\$75	\$100	\$150	\$200	\$400	\$400

You may pay all the fees at the time you make the reservation, or make payments as follows:

1. Pay a \$20 application fee immediately to reserve the date.
2. The refundable security deposit is due 14 days after the date of the application.
3. The rent must be paid 30 days before your function.
4. If set-up time is needed, a fee of one-half the rental charge will be imposed.
5. There will be one half-hour between rentals.
6. Notice of cancellation must be given more than 60 days before the date of the function in order to receive a full refund.; if the cancellation notice is given less than 60 days before the function, no refund will be given.
7. All NSF checks will incur a \$25 fee. The check amount plus the \$25 fee must be paid with cash or money order.
8. Flammable material is not allowed in City Buildings per the Fire Marshal.
9. No alterations may be made to the building.

* Organizations that are exempt from payment or pay a reduced fee are addressed in a separate Council resolution.

**CITY OF TROUTDALE
BUILDING RENTAL FEES
SAM COX BUILDING
Great Room and Annex**

1106 E. Columbia River Hwy.

**TROUTDALE RESIDENT AND
LOCAL PUBLIC SERVICE / NON-PROFIT***

	2-Hr. Meeting		4-Hour Increment 9:00 a.m. to 1:00 p.m. 1:30 p.m. to 5:30 p.m. 6:00 p.m. to 10 p.m.		Full Day 9:00 a.m. - 10:00 p.m.	
	Rent	Deposit	Rent	Deposit	Rent	Deposit
Great Room	\$100	\$75	\$225	\$200	\$600	\$400
Annex	\$75	\$50	\$150	\$200	\$400	\$200

NON-RESIDENT

	2-Hr. Meeting		4-Hour Increment 9:00 a.m. to 1:00 p.m. 1:30 p.m. to 5:30 p.m. 6:00 p.m. to 10 p.m.		Full Day 9:00 a.m. - 10:00 p.m.	
	Rent	Deposit	Rent	Deposit	Rent	Deposit
Great Room	\$200	\$150	\$300	\$200	\$800	\$600
Annex	\$125	\$100	\$225	\$200	\$600	\$400

1. If set-up time is needed, a fee of one-half the rental charge will be imposed.
2. If the Annex is reserved in conjunction with an event held in the Great Room, the full rental fee for the Annex will be charged in addition to that of the Great Room.
3. There will be one half-hour between rentals.
4. Notice of cancellation must be given more than 60 days before the date of the function in order to receive a full refund; if the cancellation notice is given less than 60 days before the function, no refund will be given.
5. There will be no refund of shelter rental fees due to cancellation because of inclement weather.

Fees for reserving the covered areas at Glenn Otto Park and Columbia Park shall be as follows:

Under 50 people - \$30 for the first four hours; \$10 for each hour thereafter.
 50-100 people - \$60 for the first four hours; \$10 for each hour thereafter.
 Over 100 people - \$120 for the first four hours; \$10 for each hour thereafter.

You may pay all the fees at the time you make the reservation, or make payments as follows:

1. Pay a \$20 application fee immediately to reserve the date.
2. The refundable security deposit is due 14 days after the date of the application.
3. The rent must be paid 30 days before your function.
4. Notice of cancellation must be given more than 60 days before the date of the function in order to receive a full refund; if the cancellation notice is given less than 60 days before the function, no refund will be given.
5. All NSF checks will incur a \$25 fee. The check amount plus the \$25 fee must be paid with cash or money order.
6. Flammable material is not allowed in City buildings per the Fire Marshal.
7. No alterations may be made to the buildings.

* Organizations that are exempt from payment or pay a reduced fee are addressed in a separate Council resolution.

SECTION 7 – CITY BUILDINGS AND PARK FACILITIES

- 7a. Fees and charges for rental and use of city buildings are as shown on the attached fee tables (Attachments F-1 & 2).
- 7b. Fees for reserving the covered areas at Columbia Park and Glenn Otto Park shall be as follows:

Under 50 people - \$30 for the first four hours; \$10 for each hour thereafter.
50-100 people - \$60 for the first four hours; \$10 for each hour thereafter.
Over 100 people - \$120 for the first four hours; \$10 for each hour thereafter.

There are no further changes to Section 7.