



**CITY OF GROSSE POINTE PARK ADMINISTRATIVE FEE  
SCHEDULE  
FISCAL YEAR 2024/2025**

**Adopted: 06/10/2024**

**Effective: 07/01/2024**

## City Hall Fees

<b>Notary Fee - per document</b>	\$0.00 Resident \$5.00 Non-Resident
<b>Photocopy Fees - All Departments</b>	
Assessment Card	\$2.00/page
11 x 17	\$1.50/page
Legal Size	\$1.00/page
Letter Size	\$1.00/page
Duplicate Tax/Special Assessment/Utility Bill	\$1.00 account <sup>1</sup>
<b>Public Documents - specific documents</b>	
<b>Paper Copies</b>	
City Annual Audit	\$15.00
City Budget Document	\$25.00
City Budget Book	\$30.00
City Charter	\$5.00
City Code	\$45.00
Zoning Ordinance w/map	\$25.00
Zoning Map (11 x 17)	\$8.00
<b>Voter Registration</b>	
Voter Registration/Electronic Media	\$50.00
Voter Registration/Paper	\$200.00
Voter Registration/Labels	\$250.00
<b>Freedom of Information Act (FOIA) Requests</b>	Labor and Reproduction Costs as allowed under FOIA Law
<b>Non-Sufficient Funds (bounced check, etc.)</b>	\$30.00
<b>Electronic Payment Chargeback</b>	\$15.00
<b>Tax Roll Electronic File</b>	\$250.00
Per Roll, Per Season	
<b>Property Transfer Affidavit (PTA) Late Filing Fee - more than 45 days late</b>	\$5.00/day, up to a maximum of \$200.00 as required under MCL 211.27b
<b>Park Passes</b>	
Residential Park Pass	No Charge
Replacement Park Pass	\$20.00
Caregiver Park Pass	\$25.00
Temporary Non-Resident/Guest	\$10.00/person
<b>Civil Marriage Ceremony</b>	\$100.00
<b>Rubbish and Recycling Toter Prices</b>	
Rubbish/Garbage Toter	\$100.00
Recycling Toter	\$75.00
Recycling Bin	\$15.00
<b>Toter Repairs/Replacement Parts</b>	
Lids	\$25.00
Bar	\$5.00
Wheels	\$10.00 per wheel
<b>Delinquent Utility Bills</b>	10%
<b>Delinquent Miscellaneous Receivable</b>	1% per month, compounding

<sup>1</sup> Taxpayers/Utility customers who request a copy of their **current bills** will have the photocopy fee waived. Fees are the same whether documents are picked up, mailed, emailed, or faxed.

## Public Safety Fees and Charges

<b>Background Check</b>	\$15.00
<b>Breathalyzer</b>	\$15.00
<b>Fingerprinting</b>	\$15.00
<b>Salvage Vehicle Inspection</b>	\$100.00
<b>Dog License</b>	\$10.00/dog annually
<b>Dog Park Key Fobs (Original, Renewal, or Replacement)</b>	\$40.00 - covers 4 dogs, valid through calendar year \$50.00 if purchased after November 1 <sup>st</sup> , good through end of <i>next</i> calendar year.
<b>Bicycle Registration</b>	\$5.00
<b>Solicitation/Peddler Permit</b>	\$25.00/month \$200.00/year
<b>Animal Control</b>	\$20.00/day + applicable service provider fees
<b>Impound Vehicle</b>	\$50.00 admin fee+ Independent Towing Company Fees
<b>Freedom of Information Act (FOIA) Requests</b>	Labor and Reproduction Costs as allowed under FOIA Law
<b>Parking Rates</b> Street Meter Surface Lot	\$0.75/hour \$0.50/hour
<b>Parking Permits - Designated Residential Areas</b> Replacement Permit	\$25.00/annual \$10.00
<b>Parking Permits - Municipal Lots</b> Replacement Permit	\$30.00/month \$10.00

## Parks and Recreation Fees and Charges

<b>Facility Rentals</b>	
<b>Tompkins Community Center</b> Refundable Security Deposit Monday-Thursday Friday, Saturday, Sunday Weddings & Wedding Receptions *Additional hour to enter facility *Additional 2 hours to enter facility	\$275.00 \$500.00 \$750.00 (Memorial - Labor Days) \$1,200.00 (Memorial - Labor Days) \$100.00 \$200.00
<b>Lindell Lodge</b> Monday-Thursday (All Day) Friday, Saturday, Sunday, Holidays Refundable Security Deposit 3-hour block	\$200.00 \$300.00 \$100.00 \$150.00
<b>Theatre Rental</b>	\$275.00 + \$200.00 refundable security deposit
<b>Golden Family Gymnasium</b> Half Court Full Court	\$25.00/hour \$50.00/hour
<b>Dog Park</b> Dog Park Passes Renewing Pass Replacement Dog Park Pass Dog Walking Pass Windmill	\$40.00 \$40.00 \$40.00 \$20.00
<b>Picnic Permit</b> Monday-Thursday Friday, Saturday, Sunday Shelter at Patterson	\$30.00 \$50.00 \$75.00
<b>Fitness Membership</b> Day Pass Two Weeks One Month Students Age 16-18 or College Students 25 and Under Adults 19-59 Couple Seniors 60 and Over Senior Couple	\$10.00 \$30.00 \$50.00 Quarterly \$100.00/Annual \$300.00 Quarterly \$135.00/Annual \$400.00 Quarterly \$200.00/Annual \$650.00 Quarterly \$100.00/Annual \$300.00 Quarterly \$155.00/Annual \$450.00
<b>Mckeever Lounge</b> Sunday-Saturday	\$150.00 (3-hour block)
<b>Boat Well Rentals</b>	Please See Boat Well Rental Rates Sheet on Marina Information of City Website

## Public Service/Building/Planning & Zoning Fees

<b>Certification of Occupancy Fees (includes initial and one re-inspection)</b> Single Family Two Family Three Family Four Family Five or more Commercial	\$200.00 \$300.00 \$350.00 \$400.00 \$400.00 + \$50.00 each additional unit \$350.00
<b>Failure to Renew/Obtain Certificate of Occupancy</b>	\$150.00
<b>Lockout/Reinspection Fee - all C of O, Fire, and Trade Permits</b>	\$60.00
<b>Building Plan Review Fees</b>	\$125.00 for the first \$1,000.00 of estimated construction value + \$1.00 for each additional \$1,000.00
<b>Building Permit Fees</b>	\$125.00 for the first \$1,000.00 of estimated construction value + 10.00 for each additional \$1,000.00
<b>Sign Permits</b>	Follow Building Plan Review Fee Schedule
<b>A-Frame Sign</b>	\$50.00
<b>Concrete Permit</b>	\$50.00 + \$10.00 for each additional item
<b>Demolition Permit</b> Residential Structure Commercial Structure	\$300.00 per structure \$600.00 per structure
<b>Fence Permit</b>	\$100.00
<b>Business Licenses (Landlord and Others)</b> <b>Annual License Fee – must be issued before January 1st</b> Prorated fee for new business first year Renewal Fee between January 1 <sup>st</sup> and January 31 <sup>st</sup> Renewal Fee after February 1st	\$75.00 1/12 of license fee – monthly \$100.00 \$125.00
<b>Fees for all Trade Permits</b> Base Fee (includes application fee and final inspection) Additional Inspections Underground Inspections Contractor Registration Mechanical/Plumbing Permit Plan Review Fees Permit After-the-Fact	\$150.00 \$75.00 \$40.00 \$15.00 As charged by contracted inspector Double Normal Cost
<b>Right of Way</b>	\$75.00 + required bond
<b>Garage Sale</b>	\$10.00
<b>Outdoor Vending/Seating</b> Base Fee Use of Public Right-Of-Way Use of parking space	\$50.00 \$25.00 + Base Fee \$30.00 per month per space
<b>Lot/Split Combination</b>	\$300.00 per parcel

<b>Refundable Deposits/Bonds</b>	
Mechanical, Plumbing, and Electric Permits	\$25.00
All Remodeling, Alterations, Additions, and Garages	\$250.00
New Buildings with an estimated construction value up to \$50,000	\$250.00
New Buildings with an estimated construction value over \$50,000	\$500.00
Utility Work within Public Right-of-Way	\$3,000.00
Hydrant Use	\$500.00
Demolition	\$500.00
<b>Vacant Property Registration</b>	\$250.00
<b>Fire Inspections</b>	
Per Hour or Fraction thereof	\$100.00
2 <sup>nd</sup> reinspection	\$120.00
3 <sup>rd</sup> reinspection	\$170.00
4 <sup>th</sup> and subsequent	\$230.00
<b>Code Abatements</b>	\$75.00 admin + actual costs
<b>Enforcement Administrative Fee (Ticket Issuance)</b>	\$50.00 per ticket issued
<b>Planning &amp; Zoning Applications</b>	
Special Land Use Permit	\$250.00 + Escrow*
Site Plan Review	\$500.00 + Escrow*
Rezoning Request and Text Amendments	\$500.00 + Escrow*
Zoning Board of Appeals Requests	\$500.00 + Escrow*

*\*In review of applications, the City may require the services of the City Attorney, City Planner, and/or City Engineer. The cost of said services is passed on to the applicant in the form of review fees and associated escrow accounts. For more information on the City's escrow fee policy, please contact the Department of Public Services.*

## Electrical Permit Fees

<b>Circuits</b>	\$7.00 per circuit
<b>Electrical Power Units (Dishwashers, disposals, heating units, motors, transformers, etc.):</b>	
Up to 20 HP, per unit	\$6.00
21 to 50 HP, per unit	\$10.00
Over 50 HP, per unit	\$12.00
<b>Dishwasher</b>	\$5.00
<b>Electrical Heating Units (baseboard)</b>	\$4.00
<b>Low Voltage</b>	\$75.00
<b>Residential Furnace Units (New Only)</b>	\$5.00
<b>Residential A/C Units (New Only)</b>	\$5.00
<b>Power Outlets</b>	\$10.00 per outlet
<b>Feeders, per 50 ft. or fraction thereof</b>	\$10.00

<b>Fixtures/Lights, per set of 25 or fraction thereof</b>	\$6.00
<b>Low Voltage</b>	\$75.00
<b>Residential Furnace or A/C - New, Replacement, and Reconnects</b>	\$10.00
<b>Generator - Emergency or Standby (underground not included)</b>	\$25.00
<b>Service (New, Change, Relocation, Temporary)</b>	
200 amps or less	\$20.00
200-600 amps	\$25.00
600-800 amps	\$30.00
800-1200amps	\$35.00
1200 amps or higher	\$70.00
Interruptible A/C Service (only)	\$15.00
<b>Sign Connection Only, per sign</b>	\$25.00
<b>Smoke Detectors (per unit)</b>	\$5.00
<b>Swimming Pool (Four inspections: steel, grounding, mesh/fixture bonding, final)</b> <b>Does not include motors, fixtures, or extra panels</b>	\$250.00
<b>Fire Alarm Systems</b>	
Up to 10 devices	\$55.00
11-20 devices	\$100.00
Over 20 devices	\$5.00 each additional
<b>Conduit/grounding only</b>	\$50.00
<b>Subpanel</b>	\$15.00
<b>Roof Top Reconnect</b>	\$20.00
<b>Data Communication Devices</b>	
Up to 19	\$5.00 each
Over 19	\$100.00
<b>Electric Vehicle Charger</b>	\$25.00

### **Mechanical Permit Fees**

<b>Air Conditioner 1-50 Ton Capacity - includes split systems</b>	\$40.00
<b>Air Handlers</b>	
Under 10,000 CFM	\$20.00
Over 10,000 CFM	\$60.00
<b>Boiler</b>	\$30.00
<b>Chimney/flue liner</b>	\$25.00
<b>Duct Work (per 100 ft. or fraction of)</b>	\$25.00 minimum \$0.10/foot
<b>Electric reconnect AC/Furnace (replacement)</b>	\$10.00
<b>Exhaust Fan</b>	\$15.00
<b>Fire Suppression</b>	\$0.75/head, minimum \$20.00

<b>Fireplace (prefab)</b>	\$75.00 - gas burning
<b>Flue/vent Damper</b>	\$5.00
<b>Furnace</b>	
Less than 500,000 BTU	\$40.00
More than 500,000 BTU	\$45.00
<b>Gas Piping</b>	\$25.00 minimum \$0.05/foot
<b>Gas Piping new installation</b>	\$10.00
<b>Humidifier</b>	\$25.00
<b>Water Heater</b>	\$5.00
<b>Solar, Set of 3 panels (includes piping)</b>	\$25.00
<b>Heat Pumps (Complete Residential)</b>	\$30.00
<b>Heat Pumps (Commercial, pipe not included)</b>	\$20.00
<b>Baseboard Heating</b>	\$25.00
<b>Generator</b>	\$25.00
<b>Above Ground Connection</b>	\$30.00
<b>Heat Recovery Units</b>	\$10.00
<b>Commercial Hoods</b>	\$15.00
<b>V.A.V. Boxes</b>	\$10.00
<b>Unit Ventilators</b>	\$10.00
<b>Unit Heaters (terminal units)</b>	\$15.00
<b>Evaporator Coils</b>	\$30.00
<b>Refrigeration (split system)</b>	\$30.00
<b>Chiller</b>	\$30.00
<b>Cooling Towers</b>	\$30.00
<b>Compressor</b>	\$30.00
<b>Roof Top Unit</b>	\$50.00

### Plumbing and Utility Permit Fees

<b>All Fixtures</b>	\$10.00 each
<b>Backflow Preventor</b>	\$10.00
<b>Back Water Valve</b>	\$10.00
<b>Re-Circulation System (pools, spas, etc.)</b>	\$10.00
<b>Sewer Tap</b>	\$50.00
<b>Stacks</b>	\$15.00 each
<b>Vacuum Breaker</b>	\$10.00
<b>Water Distribution</b>	
$\frac{3}{4}$ -2" Pipe	\$25.00
Over 2" Pipe	\$30.00
<b>Water Heater</b>	\$15.00
<b>Humidifier</b>	\$30.00
<b>Sewage Ejectors, Sumps</b>	\$5.00 each
<b>Sub-soil drains</b>	\$5.00 each
<b>Water Service - 2" or less</b>	\$25.00
<b>Bathtub</b>	\$15.00
<b>Dishwasher</b>	\$15.00

<b>Excavation License Registration</b>	\$15.00
<b>Sewers – 6” or Less</b>	\$30.00
<b>Shower Trap/Pan</b>	\$25.00
<b>Water Meters</b>	Actual Cost
<b>Water Tap</b>	
1 Inch	\$1,186.00
1.5 Inch	\$1,286.00
2 Inch	\$1,386.00
<b>Meter Accuracy Test</b>	\$25.00 if meter not found to be in error. No charge if error found.
<b>Meter Conversion</b>	Actual Cost/Time & Materials
<b>Hydrant Use</b>	\$50.00 + \$5.00/1,000 gallons used.