



CITYWIDE FEE SCHEDULE

Fees are separated by service area to facilitate the identification of a particular fee within the document.
However, fees as adopted on this schedule may be assessed citywide.

DEPARTMENT	FEE	AMOUNT	UNIT OF MEASURE
CITY CLERK	Public Records Requests		
	Cassettes, CDs, DVDs, and Videotapes	\$10.00	Per Item
	Public Record Hard Copying	\$5.00	Per Request (up to 20 pages)
	Archived Records Copying (older than 3 years)	\$20.00	Per Request (up to 20 pages)
	Copying of Additional Pages	\$0.20	Per Page (after 20 pages)
	CDs	\$10.00	Per CD
	Equipment and Personnel	\$35.30 for producing copies of the records or for converting the records into read-only electronic format, but not for the cost of searching records.	Per Hour (after the first hour)
	Digital Records	Free	
	Arrest Warrant Processing	\$50.00	Per Warrant
	Case Default Fee (Warrants & Suspension)	\$50.00	Per Case
CITY COURT	Certified Copies	\$17.00	Per Record
	Compliance Monitoring	N/A	Per Case
	Copy of Hearing/CD	\$17.00	Per Case
	Deferred Prosecution	TBD by Prosecutor/State	Per Case
	Diversion Program	\$25.00	Per Case
	Driver's License Suspension	\$15.00	Per Case (Fee no longer imposed after September 2022)
	Indigent Administrative Assessment (Determined by the Judge based on financial affidavit)	\$0.00	Per Charge
	Jury Cancellation	N/A	Per Case
	Municipal Court Enhancement	\$5.00	Per Case (included in court fine)
	Probation Program	\$0.00	Per Case
	Public Defender (Determined by the Judge based on financial affidavit)	TBD by Judge	Per Case
	Research Fee	\$17.00	Per Search

Administrative Fee	\$20.00	Per Case
Prosecution Fee	\$10.00; \$35.00 for violation of A.R.S. Title 28, Chpt 4; or TBD by Judge	Per Citation
Order to Show Cause	\$50.00	Per Order
Abstract Fee	\$10.00	Per Request
Community Service Monitoring	\$10.00	Per Case

DEVELOPMENT SERVICES

Building Permits (based on project valuation)		
\$0.00 to \$500.00	\$24.00	Flat
\$501.00 to \$2,000.00	\$24.00 for the first \$501.00 of Value plus \$3.00 for each \$100.00, or fraction thereof , to and including \$2,000.00	Increment
\$2,001.00 to \$40,000.00	\$69.00 for the first \$2,001.00 plus \$11.00 for each additional \$1,000.00 or fraction thereof, to and including \$40,000.00	Increment
\$40,001.00 to \$100,000.00	\$487.00 for the rest \$40,001.00 plus \$9.00 for each additional \$1,000.00 or fraction thereof to and including \$100,000.00	Increment
\$100,001.00 to \$500,000.00	\$1,027.00 for the first \$100,001.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof to and including \$500,000.00	Increment
\$500,001.00 to \$1,000,000.00	\$3,827.00 for the first \$500,001.00 plus \$5.00 for each additional \$1,000.00 or fraction thereof to and including \$1,000,000.00	Increment
Over \$1,000,000.00	\$6,327.00 for the first \$1,000,001.00 plus \$3.00 for each additional \$1,000.00 or fraction thereof	Increment
Building Plan Review Fee	65% of Building Permit Fee	Flat
Afterhours Inspections	\$70.50	Per Hour (4-hour minimum)
New Certificate of Occupancy	\$47.00	Flat
Reinstitute Electrical Service	\$47.00	Flat
Planning and Zoning		
Variance	\$250.00 + \$200.00	Per Page
Use Permit	\$300.00 + \$200.00	Per Page
Zoning Ordinance Amendment	\$600.00 + \$300.00	Per Page
Zoning Change	\$1,500.00 + \$350.00	Per Page

Preliminary Plat/Final Plat/MLD	\$1,500.00 + \$200.00	Per Page
Site Plan (Single Family)	\$750.00 + \$350.00	Per Page
Site Plan (Residential Other)	\$1,200.00 + \$450.00	Per Page
Site Plan (Commercial & Industrial)	\$2,000.00 + \$600.00	Per Page
Zoning Permit (Fence)	\$47.00	Flat
Zoning Verification Letter	\$100.00	Per Letter
Appeal	\$200.00	Per Case
Business Licenses		
Business License	\$60.00	Annually
Amusement Device/Gaming Centers (1-5 machines)	\$60.00 + \$50.00 per machine	Annually
Gaming Centers (6 or more machines)	\$60.00 + \$350.00 per machine	Annually
Carnival Company	\$100.00	Per Day
Circus (Seating 3,000 or less)	\$150.00	Per Day
Circus (Seating 4,000 or less)	\$175.00	Per Day
Circus (Seating 5,000 or less)	\$200.00	Per Day
Circus (Seating over 5,000)	\$250.00	Per Day
Construction Contractor	\$60.00	Annually
Distributor of Handbills	\$5.00 (up to \$25.00 maximum)	Per Day
Licensed Liquor Sales: Distiller/Brewer/Winery	\$300.00	Annually
On-sale Retailer (Spirituos Liquor)	\$400.00	Annually
On-sale Retailer (Wine and Beer)	\$240.00	Annually
On-sale Retailer (Beer)	\$160.00	Annually
Off-sale Retailer (Spirituos Liquor)	\$300.00	Annually
Off-sale Retailer (Wine and Beer)	\$160.00	Annually
Off-sale Retailer (Beer)	\$120.00	Annually
Club	\$300.00	Annually
Hotel-Motel (Spirituos Liquor)	\$300.00	Annually
Restaurant (Spirituos Liquor)	\$300.00	Annually
Massage Parlors/Businesses employing Licensed Massage Therapists	\$60.00	Annually
Movie Theaters (showing obscene/X-rated films)	\$200.00	Per Day
Palmistry/Fortune Telling	\$200.00	Per Month
Salespersons/Canvassers without a Fixed Business	\$120.00	Annually
Street Merchant or Fakir	\$35.00	Per Day

Street Stands or Sales	\$35.00	Per Day
Street Ballyhoos	\$35.00	Per Day
Sexually-oriented Business	\$500.00 + \$500.00	Per Application + Annually
Adult Service Provider Permit	\$100.00	Per Application
Sexually-oriented Business Manager Permit	\$150.00	Per Application
Adult Book Store	\$500.00 + \$500.00	Per Application + Annually
Escort	\$85.00	Annually
Escort Service Bureau	\$195.00 + \$50.00	Per application + Annually
Special Permit Fee		
Auction House	\$3,000.00	Annually
Pawnshop	\$3,000.00	Annually
Secondhand Dealer	\$3,000.00	Annually
Junk Dealer	\$3,000.00	Annually
Junk Collectors	\$3,000.00	Annually
Dealer of Precious Items	\$3,000.00	Annually
Transaction Convenience Fees		
Credit Card	3.25%	Per Transaction
Echeck	\$1.05	Per Transaction
Engineering		
Commercial		
Permit application requires a non-refundable deposit due at submittal - For Commercial Only	\$200.00	Per Submittal
Plan Review	\$300.00	Per Sheet
Report Review	\$600.00	Each
At Risk Grading/Drainage Permit	Actual Grading/Drainage Permit	Each
Haul Permit	\$300.00	Each
Minor Land Division	\$600.00	Per Request
Permit	3.5% of Construction Cost	Each
Revision to Approved Plan	\$300.00	Per Sheet
Revision to Approved Report	\$600.00	Per Report
Re-Inspection Fee (after 2 failures)	\$150.00	Each
Permit Extension	10% of Permit Fee	Per Request
Permit Reactivation of Expired Permit	50% of Permit Fee	Per Request
Residential		
Application Review	\$25.00	Each
Permit	\$50.00	Each
Pavement Less Than 3 Years Old:		
Less than 5 Square Yard	\$330.00	Per Square Yard

5 to 100 Square Yard	\$1,650.00 + \$18.00	Per Square Yard Over 5
Greater than 100 Square Yard	\$3,360.00 + \$14.00	Per Square Yard Over 100
Pavement 3-10 Years Old:		
Less than 5 Square Yard	\$165.00	Per Square Yard
5 to 100 Square Yard	\$825.00 + \$9.00	Per Square Yard Over 5
Greater than 100 Square Yard	\$1,680.00 + \$7.00	Per Square Yard Over 100
Temporary Traffic Control		
Minimum - No Restrictions Planned*	\$50.00	Each
Roadway Restriction*	\$75.00	Per Day
Left Turn Prohibition - Signalized Intersection*	\$50.00	Per Day/Direction
Bike Lane / Alley / Sidewalk Closure*	\$20.00	Per Day
Collector Road Closure*	\$1,000.00	Per Day
Arterial Road Closure*	\$2,500.00	Per Day
*Includes Plan Review / Fees are Non-Refundable		
TCP Extension	\$50.00	Each
"No Parking" Sign Installation	Actual cost of contractual labor and materials plus an additional 15% administrative fee	Per Request
Work Started without Permits	Double Permit Fee	Each
Afterhours Inspections	\$70.50	Per Hour (4-hour minimum)
EMERGENCY PREPAREDNESS	No Fees	N/A
EMPLOYEE RESOURCES	No Fees	N/A
FIELD OPERATIONS	Sanitation	
	Sanitation Monthly Fee: All Residential Customers (90-Gallon Container)	
	Basic Service (1 Trash and 1 Recycling Container)	\$15.00 Per Month
	Each Additional Container	\$7.50 Per Month
	Sanitation Monthly Fee: All Non- Residential Customers (90-Gallon Container)	
	First Container	\$30.00 Per Month
	Each Additional Container	\$30.00 Per Month

Sanitation Monthly Fee: All Non-Residential Customers (300-Gallon Container) or 2-4 yard container		
First Container	\$90.00	Per Month
Each Additional Container	\$90.00	Per Month
Non-residential rate is for 2 weekly pickups. 1 pickup per week is 1/2 the rate.		
FINANCE	Non-Sufficient Funds (NSF) Fee (Returned Checks)	Flat
	Penalty on Delinquent Balances	1.50% Per Month
FIRE	Annual Fire Inspections	No charge
	Annual Fire Reinspection: 2nd and 3rd (violations NOT cleared)	\$50.00 Per Reinspection
	Annual Fire Reinspection: 4th and on (violations NOT cleared)	\$250.00 Per Violation (Up to \$2,500 per violation)
	Violation of the Fire Code	\$250.00 Per Violation (Up to \$2,500 per violation)
	Fireworks /Public Events	
	Consumer Fireworks Retail Sales	\$400.00 Per Permit
	Pyrotechnics before a proximate audience	\$150.00 Per Permit
	Flame Effects before a proximate audience	\$75.00 Per Permit
	Membrane Structures and Tents (per Chapter 31)	\$125.00 Per Event
	Carnivals and Fairs 105.6.4	\$75.00 Per Inspection
	Annual Operational Permits	
	Annual Operational Permit authorized International Fire Code 105.1.6	\$100.00 Annual
	Operating without a permit (Applies to all permits)	300% of permit fee
	Temporary Operational Permit authorized International Fire Code 105.6	\$250.00 Per Permit
	Stop Work Order	\$500.00 Per Incident
	Public Safety Radio Amplification System - New	\$300.00 Per Permit

Public Safety Radio Amplification System - Modification	\$150.00	Per Permit
Compliance Engine Fire Suppression report	\$15.00	Per report
Fire Access Gates, Knox Box, Knox Locks, Knox Key Switch or Opticom	\$100.00	Per report
Automatic Fire Sprinkler Systems and Fire Alarms		
Automatic Fire Sprinkler System - New Installation	\$400.00	Per Permit
Automatic Fire Sprinkler System - Modification	\$100.00	Per Permit
Fire Alarm Systems - New Manual/Automatic System Install	\$300.00	Per Permit
Fire Alarm System - Modification	\$100.00	Per Permit
Alarm System - Non-Compliance	\$75.00	Per Incident
False activation of an alarm within 12-month period: 1st - 2nd	N/A	
False/Nuisance Alarms - Third and subsequent occurrences	\$425.00	Per Event
Hazardous Materials		
Hazardous Materials Operations Permit	\$300.00	Annual
(a) More than 550 pounds of materials on site, annual fee	\$400.00	Annual
(b) HAZMAT materials management plan required; annual fee	\$100.00	Annual
Hazardous Materials Inventory Assessment Fee	\$100.00	Annual
Abandon, remove, place out-of-service or modify a Storage when hazardous materials are in use or stored in excess of the exempt area (Example: Ammonia)	\$250.00	Per Permit
Battery System - New Installation	\$200.00	Per Permit
Battery System - Modification	\$100.00	Per Permit
Capacitor Energy Storage Systems - New	\$200.00	Per Permit
Solar Photovoltaic Power Systems - New installation	\$200.00	Per Permit

Solar Photovoltaic Power Systems - Modification	\$100.00	Per Permit
Capacitor Energy Storage Systems - Modification	\$100.00	Per Permit
Special Hazard Stop Work violation	\$2,500.00	Per Incident
Other		
Lock Box Residential Device and Installation	\$85.00	Per Box
Education and Training		
Instructor Fee (required for all classes/training)	\$80.00	Per Hour
CPR/AED Digital Certification Card with Access to Digital Book (6 Student Minimum)	\$30.00	Materials per student
CPR/AED First Aid Digital Certification Card with Access to Digital Book (6 student Minimum)	\$50.00	Materials per student
Fire-Staffing		
After-hour inspection/Prevention standby (Firewatch) (2 hours minimum)	\$150.00	Per Hour
Fire-Staffing	\$80.00	Per Hour
Fire Operations		
Engine Company/Ladder Tender	\$500.00	Per Hour
Ladder Company	\$600.00	Per Hour
Command Vehicle	\$250.00	Per Hour
Brush Truck/Support Truck	\$230.00	Per Hour
Staff Vehicle	\$150.00	Per Hour
All Other Permits Not Listed, but Included in the Fire Code	\$40.00	
Fee Structure: All fire fees listed are flat fees unless otherwise indicated.		
GOVERNMENT AFFAIRS	No Fees	N/A
HUMAN SERVICES	No Fees	N/A
INFORMATION TECHNOLOGY	No Fees	N/A
LIBRARY	Passports	
	Passport Processing Fee	\$35.00 Per Application

**PARKS AND
RECREATION**

Passport Picture Fee	\$10.00	Per Applicant
Facility Rental Fees		
Facility Rental Fee - Residents	\$0.03 per square foot	Per Hour
Facility Rental Fee - Non-Residents	\$0.05 per square foot	Per Hour
Facility Rental Fee - Organizations	\$0.05 per square foot	Per Hour
Facility Rental Fee - Government Agency	No Charge	No Charge
Staffing Fee (Required beginning at 5 P.M.)	\$40	Per Hour (2 Hour Minimum)
Technology Support Fee (Required beginning at 5 P.M.)	\$50	Per Hour
AV Equipment Fee (Required beginning at 5 P.M.)	\$40	Flat
Review and Permit Fees for Special Events		
Review Fee	\$75.00	Per Event
Class 1 Permit	\$25.00; additional \$25.00 expedited fee if submitted less than 5 days before the event	Flat
Class 2 Permit	\$50.00; additional \$50.00 expedited fee if submitted less than 5 days before the event	Flat
Class 3 Permit	\$175.00; additional \$150.00 expedited fee if submitted less than 30 days before the event	Flat
Main Streets (Van Buren Street)	\$500 + parking with sidewalk open; \$500.00 downtown Van Buren directly in front of the business property lines with written consent of business affected by closure is required; \$250.00 for each additional business affected by closure; written consent of each business is required	Flat

Local Streets	\$250.00 up to first ¼ mile (includes both directions, street + parking with sidewalk open) for events that are free and open to the public with unrestricted access; \$175.00 each additional ¼ mile	Flat
Clean Up Deposit	250.00	Flat
Use of City Restrooms (If portable restrooms not provided)	250.00	Flat
Veterans Park Ramada Reservations		
Ramada 1 (Residents and Non-Profit Organizations - 35 max)	FREE	Flat
Ramada 1 (Non-Residents - 35 max)	\$15.00	Flat
Ramada 2 (Residents and Non-Profit Organizations - 35 max)	FREE	Flat
Ramada 2 (Non-Residents - 35 max)	\$15.00	Flat
Ramada 3 (Residents and Non-Profit Organizations - 65 max)	\$20.00	Flat
Ramada 3 (Non-Residents - 65 max)	\$30.00	Flat
Ramada 4 (Residents and Non-Profit Organizations - 65 max)	\$20.00	Flat
Ramada 4 (Non-Residents - 65 max)	\$30.00	Flat
Class 1 Beer Permit (Residents and Non-Profit Organizations - 15 max)	\$10.00	Flat
Class 1 Beer Permit (Non-Residents - 15 max)	\$20.00	Flat
Class 2 Beer Permit (Residents and Non-Profit Organizations - 35 max)	\$20.00	Flat
Class 2 Beer Permit Non-Residents - 35 max)	\$35.00	Flat
Veterans Park Ball Fields		
Baseball/Softball Fields (Residents and Non-Profit Organizations)	\$3.00	Per Hour
Baseball/Softball Fields (Non-Residents)	\$6.00	Per Hour
Baseball/Softball Field Lights (Residents and Non-Profit Organizations)	\$6.00	Per Hour

Baseball/Softball Field Lights (Non-Residents)	N/A	N/A
Veterans Park Special Events		
Rental Fees		
Park Festival Area (Non-Profit) - 6 hour maximum, stage and vending structures included)	\$400.00	Flat
Park Festival Area (Resident) - 6 hour maximum, stage and vending structures included)	\$500.00	Flat
Park Festival Area (Non-Resident) - 6 hour maximum, stage and vending structures included)	\$800.00	Flat
Exclusive Park Use (Non-Profit)	\$5,000.00	Flat
Exclusive Park Use (Resident)	\$3,000.00	Flat
Exclusive Park Use (Non-Resident)	\$7,000.00	Flat
Vending Booth Set-Up (both sides)	\$300.00	Flat
Vending Booth and Stage Set-Up	\$600.00	Flat
Vending Booth Set-Up (one side)	\$150.00	Flat
Special Use Event Liquor Permit	\$300.00	Flat
Police Services	\$55.00 (per officer as determined)	Per Hour (3 hour minimum)
Fire/EMS Services	\$45.00 (per staff, minimum of 2)	Per Hour (4 hour minimum)
Tent/Canopy Permit (tents above 400 sq. ft. & canopies above 900 sq ft)	\$47.00/tent	Flat
Business License (Fixed business)	\$60.00	Annually
Business License (No fixed business)	\$120.00	Annually
Date Hold Deposit	\$100.00 (Due with Special Event Application	Flat
Damage/Cleaning Deposit	\$500.00 (Due upon approval of event)	Flat
Traffic Operations	Use an approved City vendor	
Barricades	Use an approved City vendor	
Trash Container Drop Off/Pick Up	Proposal to Field Operations	
Park Maintenance	Determined on an individual event basis	

POLICE

Inspection Fees	A separate Fire Department Permit may be required
Paseo de Luces Grass Area	Not available as a rental, only public use
McNeal Park	Not available as a rental, only public use

Reports		
DVD	\$15.00 (4.7 GB limit)	Per DVD
Email	\$10.00 (5 MB limit)	Per Email
Fax	\$10.00 (20-page limit)	Per Fax
Flash Drive	\$20.00 (16 GB limit)	Per Flash Drive
Paper Copies (First 9 pages)	\$10.00	Per Copy
Paper Copies (Additional pages)	\$0.10	Per Additional Page
Videos		
Videos (First 30 minutes)	\$20.00	Per 30 Minutes
Videos (Each additional 30 minutes)	\$20.00	Per 30 Minutes
DVD	\$15.00 (4.7 GB limit)	Per DVD
Email	\$10.00 (5 MB limit)	Per Email
Flash Drive	\$20.00 (16 GB limit)	Per Flash Drive
Animal Control		
Pound Fee	\$0	Per Animal

UTILITIES

Sewer		
Sewer Charges (Residential)		
Base Fee	\$10.00	Flat
Sewer Charges (Government, Commercial, & Industrial)		
Residential Water Deposit	120.00	Per Acct
Government, Commercial, and Industrial Water Deposit	150.00	Per Acct
Water Service Turn on-off	20.00	Per Request
Base Fee	\$8.00	Flat
Cost per thousand gallons used	\$1.25	Per 1,000 Gallons
Water (2)		
Basic Charge (All Customers)	\$16.35	Per Month
Minimum Water Charges (Residential) (1)(2)(4)	\$15.27	Per Month
Minimum Water Charges (Commercial & Governmental)	\$17.97	Per Month
Minimum Water Charges (Industrial) (5)	41.70	Per Month

Volume Charges (Residential - First 3,000 gallons)(2)	Monthly Minimum Charge	Flat
Volume Charges (Residential - Next 7,000 gallons)	\$4.41	Per 1,000 Gallons
Volume Charges (Residential - Next 20,000 gallons)	\$4.66	Per 1,000 Gallons
Volume Charges (Residential - Over 30,000 gallons)	\$5.12	Per 1,000 Gallons
Volume Charges (Multifamily - First 3,000 gallons)	Monthly Minimum Charge	Flat
Volume Charges (Multifamily - Next 7,000 gallons)	\$4.99	Per 1,000 Gallons
Volume Charges (Multifamily - Next 20,000 gallons)	\$4.99	Per 1,000 Gallons
Volume Charges (Multifamily - Over 30,000 gallons)	\$4.99	Per 1,000 Gallons
Volume Charges (Commercial & Government - First 3,000 gallons)	Monthly Minimum Charge	Flat
Volume Charges (Commercial & Government - Next 7,000 gallons)	\$4.99	Per 1,000 Gallons
Volume Charges (Commercial & Government - Next 20,000 gallons)	\$4.99	Per 1,000 Gallons
Volume Charges (Commercial & Government - Over 30,000 gallons)	\$4.99	Per 1,000 Gallons
Volume Charges (Industrial - First 3,000 gallons)	Monthly Minimum Charge	Flat
Volume Charges (Industrial - Over 3,000 gallons) (3)	\$6.37	Per 1,000 Gallons
Fee for Disconnection from Service for Delinquency	\$40.00	Flat

(1) Includes 1st 3,000 gallons

(2) Outside City service area 1.3X rate

(3) All usage after 3,000 gallons

(4) Includes multi family and residential trailer

(5) Includes construction water