

| Department and Item Description | Duration/Unit | 2012 Fee | Ordinance Ref. | Notes |
|--|---|-------------|-----------------------|-------|
| ADMINISTRATION DEPARTMENT | | | | |
| Adult Entertainment Licenses | | | Chapter 62 | |
| New or Renewal License | Annual | \$500.00 | | |
| <i>Late fee after July 1</i> | | \$200.00 | | |
| Animal Licenses | | | Chapter 56 | |
| Cat License | Annual | \$7.00 | 56-26 through 56-29 | |
| <i>Neutered or Spayed</i> | Annual | \$5.00 | | |
| Dog License | Annual | \$20.00 | 56-25, 56-27 to 56-30 | |
| <i>Neutered or Spayed</i> | Annual | \$15.00 | | |
| <i>Late fee after March 31</i> | Each | \$5.00 | | |
| Multiple Dog License | Annual | \$43.00 | 56-30 | |
| Assessment Searches | Each | \$25.00 | | |
| <i>(all requests are replied to in writing)</i> | | | | |
| Bartender's License <i>(see liquor license)</i> | | | | |
| Basketball Hoop Permits | Yearly | \$30.00 | | |
| Business Licenses - Permanent Merchants | | | | |
| Cigarette License | Annual | \$100.00 | Chapter 58 | |
| Fireworks License <i>(for small temporary stands)</i> | Each Season | \$25/season | 44-759 to 44-764 | |
| Hotel/Motel License | | | Chapter 10 | |
| <i>Hotel/Motel Room License</i> | Initial | \$50.00 | 10-274 | |
| <i>(Renewal or Issuance of suspended or revoked License)</i> | As needed | \$50.00 | 10-277 | |
| <i>(Quarterly Tax Return late filing fee)</i> | Quarterly (if late) | \$25.00 | 10-255 | |
| <i>(Room tax not paid within 30 days)</i> | A forfeiture of 25% of the room tax due for the previous year, or \$5,000, whichever is less, of the tax imposed, is due and owing if room tax is not paid within 30 days after due date of return. In addition to this forfeiture, unpaid taxes bear interest at 1% per month from the due date of the return until the first day of the month following the month in which tax is paid or deposited with the City (Ord. 2.17(13)) | | | |
| Hotel/Motel Room Tax Rate 6% | The 5% room tax rate established in 2001 is allocated 30% to the Fitchburg Chamber of Commerce, 7% to GMCVB, 10% to City of Fitchburg for Administration, and 53% by the Fitchburg Community & Economic Development Authority. The additional 1% room tax rate established in 2010 is allocated 70% to a Sports Development Fund, 10% to the City of Fitchburg for Administration, and 20% to the Fitchburg Community & Economic Development Authority. | | | |
| Massage License | | | | |
| Massage Establishment License | Initial Application Fee | \$250.00 | Chapter 62 | |
| Massage Technician or Manager License | Each | \$50.00 | | |

| Department and Item Description | Duration/Unit | 2012 Fee | Ordinance Ref. | Notes |
|--|---|---------------------------------------|---------------------|--|
| ADMINISTRATION DEPARTMENT | | | | |
| Mobile Home License | | | | |
| Mobile Home Court Annual License | Annual for each 50 lots or fraction thereof | \$250.00 | Chapter 32 | |
| Initial Application Fee for New Mobile Home Park | Initial Application Fee | \$500.00 | | |
| Transfer Fee of Park License to Another Owner | Whenever Sold | \$250.00 | | |
| Temporary Mobile Home Permit(Seasonal, Emergency, etc.) | As Needed | \$25.00 | | |
| Monthly Parking Fees | See Ordinance for Collection Procedures | | | |
| Second Hand Dealer/Pawn Brokers | | | | |
| Second-Hand Article Dealer | Annual | \$100.00 | | |
| Second-Hand Jewelry Dealer | Annual | \$500.00 | | |
| Flea Market License Fee | Annual | \$250.00 | | |
| Special Event Second-Hand Dealer Flea Market License | No More Than 3 Consecutive Days | \$75.00 | | |
| Pawnbroker License | Annual | \$500.00 | | |
| Sales on Public Streets | | | | |
| Chapter 67 | | | | |
| Street Vendor License, yearly | Annual | \$150.00 | | |
| Street Vendor License, monthly | Monthly | \$50.00 | | |
| Liquor License | | | | |
| Chapter 60 | | | | |
| Retail "Class A" Liquor | Annual | \$500.00 | 60-27 through 60-40 | |
| Retail "Class B" Liquor | Annual | \$500.00 | 60-27 through 60-40 | |
| Retail "Class B" Liquor Reserve | Initial Application Fee/Annual | \$10,000 initial fee and \$500/yearly | 60-27 through 60-40 | Pays \$10,000 for each New Owner of License, plus \$500 per Year |
| Reserve "Class B" Economic Grant | After Six Months Business Operation | \$10,000.00 | 60-27 through 60-40 | |
| Class "C" Wine | Annual | \$100.00 | 60-27 through 60-40 | |
| Class "A" Beer | Annual | \$200.00 | 60-27 through 60-40 | |
| Class "B" Beer | Annual | \$100.00 | 60-27 through 60-40 | |
| Pro-Rating for Above Licenses | | | | |
| <i>All the above license fees EXCEPT FOR THE INTITIAL \$10,000 ISSUANCE FEE FOR "CLASS B" RESERVE LIQUOR shall be prorated according to the number of months or faction thereof for which the license is issued.</i> | | | | |
| Special (Picnic) Class "B" | Per Event | \$10.00 | | |
| Temporary Class "B" | Any 6 Month Period | \$50.00 | 60-72 | |
| | | | 60-72 | |

| Department and Item Description | Duration/Unit | 2012 Fee | Ordinance Ref. | Notes |
|---|----------------------------------|--|---------------------|-----------------------------------|
| ADMINISTRATION DEPARTMENT | | | | |
| Liquor License (continued) | | | | |
| Temporary "Class A" or "Class B" | Any 6 Month Period | \$250.00 | 60-599 | |
| Provisional Retail (person has not completed beverage class) | 60 Days | \$15.00 | 60-600 | |
| Wholesalers | Annual | \$25.00 | | |
| Change of Agent | Each | \$10.00 | 60-250, 60-251 | |
| Renewal Liquor License Publication Fee | Yearly | \$30.00 | 60-69, 60-605, 606 | |
| Publication Cost for Late Filing Fee After April 15th | Each | \$50.00 | 60-73 | |
| New Liquor License Publication Fee | Each | \$75 or actual publication cost, whichever is greater | | |
| Operator's Licenses (Bartenders) | Annual | \$35.00 | 60-27 | |
| Provisional Operator's License | As Needed to Allow to Take Class | \$0.00 | 60-563 and 60-600 | included in operator's fee |
| Provision Operator's License Renewal (additional 60 days) | As Needed to Allow to Take Class | \$15.00 | | |
| Temporary Operator's License | As needed | \$10.00 | 60-599 | for picnics, special events, etc. |
| Transfer of Retail License to Another Premise (by Same Owner) | As needed | \$10 and \$50 for "new" publication fee, if for site not previously licensed | 60-98 through 60-99 | |
| Non-Sufficient Funds Check Handling Charge | | | | |
| | Per Check | \$25.00 | | |
| Public Records Search | | | | |
| Cost to Locate Record | As needed | Actual cost if exceeds \$50 | 12-24 through 12-26 | |
| Cost to Mail Records/Copies | As needed | Actual Cost | 12-24 through 12-26 | |
| Prepayment of Fees | As needed | Prepayment required if more than \$5. | 12-24 through 12-26 | |
| Copies | Per Page | \$0.25 | | |
| Labels | Per Sheet | n/a | | |
| Performatted GIS Maps | | | | |
| Comprehensive Plan | Plan on CD | \$10.00 | | |
| Laser Jet Printer 8 1/2 x 11 (black & white) | Per Page | \$0.30 | | |
| Laser Jet Printer 8 1/2 x 11 (color) | Per Page | \$1.00 | | |
| Laser Jet Printer 11 x 17 (black & white) | Per Page | \$0.50 | | |
| Laster Jet Printer 11 x 17 (color) | Per Page | \$2.00 | | |
| Plotter 18 x 18 | Per Page | \$1.00 | | |
| Plotter 36 x 36 | Per Page | \$30.00 | | |
| Plotter 36 x 43 | Per Page | \$35.00 | | |

| Department and Item Description | Duration/Unit | 2012 Fee | Ordinance Ref. | Notes |
|--|--------------------|--|-----------------------|-------|
| ADMINISTRATION DEPARTMENT | | | | |
| <i>All Pre-Formatted Plotter Maps are in Color</i> | | | | |
| Special Projects Billed on Time and Material | Per Project | 1 hour labor minimum \$35/hr plus cost of materials | | |
| Scan Fee if Not Electronically Submitted Documents | | \$50.00 | | |
| Recording Fees (Register of Deeds fees as of May 2010) | Per Document | \$30.00 | | |
| Sound Permits | Per Event | \$50.00 | 74-121 through 74-131 | |
| <i>If with Street Use Permit (Neighborhood Parties)</i> | Per Event | \$60 for both sound & street | | |
| Special Council Meeting for License, Permit or Other Action | Per Time | \$350.00 | | |
| Street Use Permit | Less Than 3 Blocks | \$20.00 | Chapter 27 | |
| <i>If with Sound Use Permit (Neighborhood Parties)</i> | Per Event | \$60 for both sound & street use | | |
| Special Bike Rate Permits - Large Scale Street Use Events | More Than 3 Blocks | \$50.00 | Chapter 27 | |
| Subscription Requests | | | | |
| <i>Full Council Packet</i> | Per Request | \$125/yr | | |
| <i>City Council Agendas Only</i> | Per Request | \$20/y | | |
| <i>All Committees/Commission Agendas (Includes City Council but not Plan Commission)</i> | Per Request | \$50/yr | | |
| <i>Plan Commission (Agendas & Minutes)</i> | Per Request | \$25/yr | | |
| <i>Specific Committee/Commission (Not Plan Commission)</i> | Per Request | \$15/yr | | |
| NOTE: All packets and agendas are now available through the City Webpage | | | | |