

**City of Portage  
Fee Schedule**

Revised September, 2021

**Administration**

2-2	Annexations.....	\$250 plus state fees and equivalent town taxes
2-140	Special Meeting (If not called by the City) ...	\$50.00
2-442	NSF Checks .....	\$30.00
2-455	Publication Fee.....	\$25.00
2-458	Hazardous Waste Reimbursement.....	Actual Cost
2-460	Special Assessment Letter .....	\$25.00
2-534	Public Records .....	\$0.25/page or actual search costs \$5.00 per CD

**Animals**

6-53(a)	Dog and Cat License.....	\$10.00 spayed or neutered per license year \$15.00 not spayed or neutered per license year Includes use of Dog Park
6-54(a)	Kennel.....	\$35.00/kennel of twelve (12) or fewer dogs and an additional \$3.00 for each dog in excess of 12.
6-55	Late Fee .....	\$5.00
6-102(c)(1)b	Dangerous Animal License .....	\$180 annually, 1 <sup>st</sup> year is prorated
6-122(b)	Keeping of Chickens.....	\$50.00 (one-time fee)

**Buildings and Building Regulations**

10-37(d)(2)	Transfer, place or dump soil fill within the City.....	\$20.00 + \$10.00/truck
10-39	Preliminary Inspection for Relocating Structure.....	\$363 + Bond + Insurance
10-39	Commercial Remodel (Excludes Mechanicals).....	\$0.13/sq. ft. – Min. \$188
10-39	Commercial New, Additions, Remodel for Storage or Shell Buildings(>144) (Excludes Mechanicals) .....	\$0.11/sq. ft. – Min \$188 + Erosion Control
10-41	Residential: New Construction (Includes: decks, garages, basements & Mechanicals) .....	\$0.31/sq. ft. (\$875 min.) + San Sew Connection fee + Erosion Control
10-41	Residential, Remodel & Addition.....	\$0.31/sq. ft. (\$165 min.) + \$50 zoning review + Erosion Control (Addition only)
10-41	Foundation - Residential .....	\$188 + Erosion Control
10-41	Garage (Detached) .....	\$0.19/sq. ft. + \$50 zoning review
10-41	Deck .....	\$0.73/sf (min. \$145)
10-41	Commercial New construction, Addition, Commercial Multi-Family (3 Family or More) Restaurants, Motels, Offices, CBRF, Taverns, Mercantile, Assembly Halls, Manufacturing & Industrial, Schools, Hospitals, Schools, Institutional, and Vehicle Repair and Storage, etc. .....	\$0.19/sq. ft. (\$103 min) + Erosion Control
10-41	Foundation – Commercial (Early Start).....	\$219 + Erosion Control
10-41	Re-inspections .....	\$85/hr
10-76,116,191	Work Begun Without a Permit Plumbing, HVAC, Building & Electrical .....	Double permit fees
10-76(2)	Plumbing permit .....	\$119 – Residential \$0.08/sq. ft. (\$110 min) – Commercial

10-116	Heating, Ventilating, Air Conditioning.....	\$37.50 – Residential \$0.06/sq. ft. (\$125 min) – Commercial
10-154	Electrical permit.....	\$157 - Residential \$0.08/sq. ft. (\$200 min) – Commercial
	Miscellaneous (Furnace, AC, Windows & Roof)	\$37.50 – Residential only
	Signs .....	\$132/Ground Sign + Elec. Permit if required
10-228	Erosion Control .....	\$119 - New One & Two Family \$75 - Residential Additions \$219 for 1 <sup>st</sup> Acre + \$75/Addln Acre Commercial
10-272(f)	Storm water land disturbing .....	Actual costs
10-272(d)	Storm water land disturbing .....	\$425.00
10-272(a)(1)	Storm water land disturbing .....	\$150.00
10-303	Driveway .....	\$100.00
	Manufacturing and HUD Dwellings .....	\$438.00 + \$0.31/sq. ft. + San Sew Conn. Plus State Seal (New One and Two Family) Cost of seal + \$2.00
	Raze/Demolition.....	\$75
30-83	Wood-Fired Furnace Permit Fee.....	\$75.00

**Businesses**

14-52	Reserve Class “B” Initial Fee .....	\$10,000 per license
14-53	Fermented Malt Beverage Wholesale .....	\$25.00 per license year
14-53	Class “A” Intoxicating Liquor .....	\$500.00 per license year
14-53	Class “B” Intoxicating Liquor .....	\$500.00 per license year (Renewal \$250.00 for 6/30/2020 only)
14-53	Class “A” Beer Retailers.....	\$50.00 per license year
14-53	Class “B” Beer Retailers.....	\$100.00 per license year (Renewal \$50.00 for 6/30/2020 only)
14-53	Class “C” Wine (restaurant) .....	\$100.0 per license year (Renewal \$50.00 for 6/30/2020 only)
14-53	Temporary Class “B” Beer & Wine Picnic ....	\$10.00 per license
14-53	Change of Agent.....	\$10.00
14-53	Change of Premises Description.....	\$20.00
14-53	Change of Trade Name.....	\$20.00
14-53	Late filing of alcohol license application .....	\$50.00
14-94(a)	Operator’s License .....	\$40.00 per license year (Renewal \$20.00 for 6/30/2020 only)
14-94(b)	Provisional License .....	\$15.00
14-132	Cigarette License .....	\$100.00 per license year
14-194(a)	Direct Seller.....	\$40.00 per month
14-303	Junk Dealer .....	\$50.00 per license year
14-306	Special Junk Dealer .....	\$10.00 per day
30-415	Sale of Fireworks Permit .....	\$300.00

**Emergency Services**

22-38(c)	False Fire Alarms involving system malfunctions	4 <sup>th</sup> – 7 <sup>th</sup> alarms in any year, not less than \$100 and no more than \$200 for each violation, plus applicable assessments, penalty surcharge and court costs. 8 <sup>th</sup> – 10 <sup>th</sup> alarms in any year, not less than \$200 and no more than \$400 for each violation, plus applicable assessments, penalty surcharge and court costs.
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11 or more alarms in any year, not less than \$400 and no more than \$800, plus applicable assessments, penalty surcharge and court costs

22-38(c)(2) False Fire Alarms Malicious ..... Not less than One Thousand Dollars (\$1,000.00) and no more than Two Thousand Dollars (\$2,000.00), plus applicable assessments, penalty surcharge and court costs

22-39(c)(1) False Burglar Alarms..... Third alarm for a location within a period of one year \$25.00  
 Fourth alarm for a location within a period of one year \$35.00  
 Fifth alarm for a location within a period of one year \$45.00  
 Sixth and subsequent alarms for a location within a period of one year \$65.00.

**Environment**

26-73(a) Natural Lawn ..... \$25.00  
 26-106 Lawn Mowing ..... \$55.00 plus time, material and equipment costs

**Equipment Rates**

Use Wisconsin DOT Classified Equipment Rates published annually

**Fire Prevention and Protection**

30-81 Burning Permits..... \$25.00  
 30-82 Occupancy Permit and Inspection ..... \$150.00  
 30-83(c)(1) Outdoor Furnace Permit..... \$75.00  
 30-416 Fireworks..... \$300.00  
 30-344 Fire and Smoke Detection Systems.....  
 Acceptance Testing ..... \$75/inspection

**Hunting**

46-31 Bow/Cross Bow Hunting Permit ..... \$5.00

**Motor Vehicles and Traffic**

50-88(a)(1) Short Term Parking ..... \$5.00  
 50-88(a)(2) Long Term Parking..... \$10.00  
 50-151(d) Parking Violations ..... \$15.00  
 Blocking Driveway ..... \$5.00  
 Official Sign ..... \$5.00  
 Yellow Line ..... \$5.00  
 Fire Lane ..... \$25.00  
 Fire Hydrant ..... \$50.00  
 Snow Emergency ..... \$50.00  
 Handicap Parking ..... \$50.00  
 Other ..... \$5.00  
 50-183(b)(2) Bicycle ..... \$5.00  
 50-374(c) Junked Vehicles and Appliances on Private Property  
 \$200.00  
 50-401(e) Horse Drawn Vehicle License..... \$125.00 per vehicle

**Parks Department**

54-42 Fees and Charges Cross Reference with 54-93  
 54-93 Park Shelter Reservation Fees:  
 Tiers assigned by Parks and Recreation Board

R – Resident ..... NR – Non-resident

Tier 1 Shelters ..... \$40 R/\$60 NR (Monday – Friday)  
..... \$50 R/\$70 NR (Saturday & Sunday)  
Tier 2 Shelters ..... \$30 R/\$50 NR (Monday – Friday)  
..... \$40 R/\$60 NR (Saturday & Sunday)  
Tier 3 Shelters ..... \$20 R/\$40 NR (Monday – Friday)  
..... \$30 R/\$50 NR (Saturday & Sunday)

Fairgrounds (Veterans’ Memorial Field Buildings)

Agriculture Bldg ..... \$100/day  
Ball Fields ..... \$75/day, \$125/day lights & lining/field prep  
Bidwell Bldg ..... \$100/day  
Building 6 ..... \$125/day (restrooms included)  
Building 7 ..... \$100/day  
Building 8 ..... \$125/day(5/1 – 9/31), \$200/day(10/1 – 4/31)  
Grandstand & Track ..... \$250/day  
Horse Arena ..... \$100/day

Dog Park (Effective 1/1/2021)

Residents ..... Included with Dog License  
Non-Residents ..... \$30/year

Flea Market

One booth (indoors) ..... \$25  
Two booths (indoors) ..... \$35  
54-49 Metal Detecting on City Property ..... \$20.00

**Police**

50-87 Short-Term Parking (72 hrs or less) ..... \$5.00  
Long-Term Parking (Max. 90 days) ..... \$10.00

**Recreation Program Fees**

All fees listed apply to city residents. Non-residents shall pay an additional \$10.00 per person, per program, unless the township pays a co-sponsorship fee of \$1,000 per year. A family can petition the Park and Recreation Board for a hardship waiver for the payment of fees.

Youth Programs:

Resident ..... \$15-\$100 per event per person

Adult Programs:

Basketball ..... \$325/team  
Softball ..... \$350/team  
Volleyball ..... \$175/team officiated

Swimming Program

Annual Passes ..... \$125  
Punch Card (13 sessions) 30 (Per Person)

Daily Rates ..... \$3.00 (Person)

Lessons

Student (Level 1-6)

Resident ..... \$37

Non-Resident ..... \$47

Student (Red/White/Blue)

Resident ..... \$27

Non-Resident ..... \$37

Parent/Child

Resident ..... \$15

Non-Resident ..... \$25

Storage Fees – Veterans Memorial Field Buildings (plus 5.5% Sales Tax)

Secure Buildings : (City residents receive \$1/foot discount)

All vehicles except as listed below ..... \$13.00/foot (measured bumper to bumper)

Boat/Pontoon/Jet-Ski & Trailer ..... \$13.00/foot (measured prop to trailer hitch)

Camping Trailer..... \$13.00//foot (bumper/spare tire to trailer hitch)

Motorcycle..... \$75.00 /winter storage

Recreational Vehicle ..... \$13.00/ (measured bumper/spare tire to bumper)

(Unsecured, Roof/Not Enclosed) (City residents received \$1/foot discount)

All vehicles except as listed below ..... \$8.00/foot (measured bumper to bumper)

Boat/Pontoons/Jet-Ski & Trailer ..... \$8.00/foot (measured prop to trailer hitch)

Camping Trailer..... \$8.00/foot (bumper/spare tire to trailer hitch)

Recreational Vehicle ..... \$8.00 /foot (bumper/spare tire to bumper)

Motorcycle..... \$45.00/winter storage

**All vehicles must be removed by April 30.**

46-31(e) Bow Hunting on City Property ..... \$5.00

**Solid Waste**

62-36(c)(1) Tax Exempt Properties ..... Annual contract cost for weekly pick up of approved container plus \$25.00 annual administration fee

**Streets**

66-5 Dumpster Permit ..... \$10.00

66-54 Street Opening Permit..... \$150.00 plus deposit/bond

66-92(c) Street Privilege Permit ..... \$25.00 plus bond

66-126 Snow & Ice Removal (sidewalks)..... \$55 plus actual cost for removal

66-265 Street Use Permit..... \$25.00

66-321 Special Event Permit Fees ..... \$30 plus reimbursement of actual staff costs

~1-10 hours: Actual hourly rates up to \$175

~11-20 hours: Actual hourly rates up to \$325

~21-40 hours: Actual hourly rates up to \$500.00

~41-60 hours: Actual hourly rates up to \$650

~>60 hours: Actual hourly rates up to \$750.00

Right of Way Discontinuance (66.1003 Wis. Stats.)..... \$250.00 + Exhibit + Recording Fees

**Subdivision**

70-4 Preliminary Plat ..... \$250 plus \$10/lot  
 70-5 Final Plat ..... \$100 plus \$5/lot  
 70-10(d) Fee in Lieu of Parkland dedication ..... \$600/dwelling unit  
 70-11 Certified Survey Map ..... \$100

**Taxation**

74-32(d) Hotel/Motel ..... \$40.00 per license year  
 Short Term Lodging..... \$20.00  
 Tax Exempt Property Filing ..... \$20.00

**Utilities**

78 Sewer Connection Charge..... New residential construction \$700 per Residential Equivalent Connection up to two (2); and \$600 per Residential Equivalent Connection thereafter the first two (2) Residential Equivalent Connections for multi-family. Commercial, industrial and other non-residential sanitary sewer hook-up fees shall be based on the City Engineer's estimate of the number of Residential Equivalent Connections based on the plumbing design submitted. The applicant shall have the opportunity to request a one time hook-up adjustment based on actual flows after (2) years have elapsed, but prior to (3) years elapsing from the actual hook-up.

78-127(c) Sewer Service Charge  
 Category A  
 Fixed Monthly Charge = \$11.55/equivalent 5/8 inch meter  
 Volume Charge = \$3.37/1,000 gallons

Category B  
 Fixed Monthly Charge = \$11.55/equivalent 5/8 inch meter  
     \$27.00/1" Meter  
     \$50.00/1.5" Meter  
     \$65.00/2" Meter  
     \$116.00/3" Meter  
     \$190.00/4" Meter  
 Volume Charge = \$3.08/1,000 gallons  
 Surcharge for BOD greater than 250 mg/l=\$0.44/lb.  
 Surcharge for Suspended Solids greater than 250 mg/l=\$0.43/lb.  
 Surcharge for Total Phosphorus greater than 7.0 mg/l=\$2.57/lb.

78-127(g)(1) Disposal of Septic Tank Sludge and Holding  
 Tank Sewage Permit..... \$50.00 per calendar year

78-127(g)(3)  
 (b) Sewer Charge for Disposal of Septic Tank ..... \$48.09/1,000 gallons  
 Sludge and Holding Tank Sewage ..... \$8.30/1,000 gallons  
     BODS/Suspended Solids <250 MG/L Total P <10 MG/L  
     High-strength Wastewater - \$48.09/1,000 gallons  
     BODS/Suspended Solids 250 – 1000 MG/L Total P  
     10 – 20MG/L

Portable Toilet Waste - \$60.00/1000 gallons

Extra-strength Waste – Not accepted.  
 BODS/Suspended Solids >1000 MG/L Total P> 20MG/L  
 Grease and Settling Basin Material – Not accepted  
 Administrative Fee: \$10.00 per load for non-permitted haulers.

Analytical Fees (if required by City):  
 BODs = \$28.85 per test  
 Suspended Solids = \$13.60 per test  
 Total Phosphorus = \$33.60 per test  
 PH = \$11.60 per test  
 Ammonia Nitrogen = \$32.25 per test

78-132(b) Sewer Permit Appeal ..... \$50.00

**Water Utility:**

Rates: See PSC Rate Tariff No. 4760-WR-104; Effective June 26, 2019  
<http://apps.psc.wi.gov/vs2010/tariffs/default.aspx>

**Temporary Metered Supply, Meter and Deposits:**

Service charge for setting the valve and furnishing meeting:  
 ..... \$35.00

Deposit for valve and meter ..... \$1,000.00

**Vehicles for Hire**

86-35(c) Taxi Driver's License ..... \$30.00 per license year  
 86-35(c) Provisional Taxi/Cab Operator License..... \$30.00

**Zoning**

90-34/90-476 Zoning and Occupancy Permit ..... \$150(Occupancy Permit included in construction permit for single & 2-famly homes)  
 90-36(2) Conditional Use Permit ..... \$200.00 plus recording fee  
 90-36(3) Variance ..... \$200.00 plus recording fee  
 90-74 Site Plan Review ..... \$100.00  
 90-93 Shoreland Zoning Code Amendment..... \$250.00 plus Consultant Expenses  
 90-171 PUD Planned Unit Development..... \$250.00 Admin Costs Plus Actual Review  
 90-633 Signs..... \$132 Sign + bldg. & elec. if required  
 90-62 Accessory structure (144 sf max)..... \$37.50 (residential only)  
 90-121 Fence ..... \$50.00  
 90-122 Above-Ground Pool..... \$50.00  
 90-470 Zoning Ordinance Amendment ..... \$250.00 plus Consultant Expenses  
 90-471 Zoning Map Amendment..... \$200.00  
 90-774 In-Ground Pool..... \$313.00  
 90-806 Mobile Home Park Developer's Permit ..... \$50.00

**Miscellaneous**

Municipal Building Meeting Room Rental (Basement) ..... \$25.00/\$50.00 with Kitchen + \$50 Deposit  
 Mileage Total miles (round trip) x ..... Current IRS Rate  
 Materials Actual invoice costs (including cellular devices at \$.75 per minute)