

**Town of Pacific  
Fee Schedule  
(Effective April 1, 2023)**

CATEGORY	BASE FEE
<b>BEVERAGE LICENSES</b>	
Class A Beer (term ends June 30 <sup>th</sup> )	\$300.00
Class B Beer (term ends June 30 <sup>th</sup> )	\$100.00
Class A Liquor (term ends June 30 <sup>th</sup> )	\$300.00
Class B Liquor (term ends June 30 <sup>th</sup> )	\$500.00
Class C Wine (term ends June 30 <sup>th</sup> )	\$100.00
Provisional Retail License	\$ 15.00
Temporary Class B – Beer (picnic)	\$ 10.00
Temporary Class B - Wine (picnic)	\$ 10.00
Operator (Bartender) License (term ends June 30 <sup>th</sup> )	\$ 25.00
Provisional Operator License	\$ 15.00
Background Check	\$ 10.00
Transfer of Alcohol Beverage License or Permit from place to place	\$ 10.00
<b>BUILDING INSPECTION FEES</b>	
• Residential	
Residential Early Start	\$150.00
New Residential (includes garage, decks, & basements (mechanicals included))	\$0.25 per sq. ft., min. \$700.00
Manufactured and HUD Dwellings (plus mechanical costs, if needed)	\$350.00, plus \$0.25 per sq. ft. for basements, attached garage and decks
Camping Units (plus mechanical costs)	\$250.00 (includes state insignia)
State Seal	\$ 35.00
Residential Additions (plus mechanical costs)	\$0.25 per sq. ft, min. \$175.00
Residential Remodels and Alterations (plus mechanical costs)	\$0.25 per sq. ft., min. \$116.00
Residential Electrical (including service upgrade)	\$125.00
Residential Plumbing	\$ 95.00
Residential HVAC	\$ 95.00
In-Ground Pools	\$250.00
Detached Garage or Sheds/Accessory Buildings (>100 sq. ft.)	\$0.15 per sq. ft., min. \$150.00
Sheds/Accessory Buildings (<100 sq. ft.) (plus mechanical costs)	\$ 50.00
Fences	\$ 75.00
Decks	\$0.58 per sq. ft., min. \$116.00
New One & Two Family Erosion Control	\$ 95.00
Residential Additions Erosion Control	\$ 60.00
Raze/Demolition	\$ 60.00

Preliminary Inspection for Relocation of Structure	\$290.00
Windows and/or Doors – Same Size Replacement (where applicable)	\$ 50.00
<ul style="list-style-type: none"> <li>Commercial</li> </ul>	
Commercial Early Start	\$175.00
Commercial New Construction and Additions: Includes Multi-Family (3 family or more), Restaurants, Motels, Offices, CBRFs, Taverns, Mercantile, Assembly Halls, Manufacturing and Industrial, Schools, Hospitals, Institutional, Vehicle Repair and Storage, etc.	Construction: \$0.15 per sq. ft., min. \$150.00 Electrical: \$0.06 per sq. ft., min. \$160.00 Plumbing: \$0.06 per sq. ft., min. \$100.00 HVAC: \$0.05 per sq. ft., min. \$100.00
Commercial Remodel (plus mechanical costs)	\$0.10 per sq. ft., min. \$150.00
Commercial New Construction/Additions/Remodel for Storage Buildings or Shell Buildings (plus mechanical costs)	\$0.09 per sq. ft., min. \$150.00
Commercial Erosion Control	\$175.00 for the first acre and \$60.00 per acre thereafter
Signs	\$ 50.00
Re-Inspection for Corrective Actions Ordered	\$ 85.00 each additional inspection
<ul style="list-style-type: none"> <li>Fees beyond base Residential and Commercial Inspection Fees</li> </ul>	
For all re-inspections or additional inspections, beyond the inspection work covered by the base inspection fee, there shall be an additional charge equal to the fee charged to the Town, at the inspector's hourly rate.	
<b>CEMETERY FEES AND CHARGES</b>	
Cemetery lots	\$ 300.00
Cremation burial	\$ 200.00 (base charge)
Casket burial	\$ 400.00 (base charge)
Weekends and Holidays surcharge	\$ 100.00
Winter surcharge (Dec. 1- March 31)	\$ 100.00
Disinterment of cremation burial	\$ 200.00
Disinterment of casket burial	\$1,175.00 (base charge)
Disinterment per hour surcharge >4 hours	\$ 150.00 per hour
Deed transfer or reissue	\$ 75.00
<b>DOG AND KENNEL LICENSES</b>	
Male Dog License (term ends Dec. 31 <sup>st</sup> )	\$ 10.00
Female Dog License (term ends Dec. 31 <sup>st</sup> )	\$ 10.00
Neutered Male Dog (term ends Dec. 31 <sup>st</sup> )	\$ 5.00
Spayed Female Dog (term ends Dec. 31 <sup>st</sup> )	\$ 5.00

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Kennel License	\$ 50.00 (up to 12 dogs), additional dogs (more than 12) \$4.00 per dog
Dog/Kennel License Late Fee (assessed after April 1 <sup>st</sup> )	\$ 5.00 per dog
<b>GENERAL LICENSES AND PERMITS</b>	
Cigarette License (term ends June 30 <sup>th</sup> )	\$100.00
Campground License (term ends June 30 <sup>th</sup> )	\$250.00, plus reimbursement for review and/or inspection
Direct Sellers' Registration/License Fee	\$ 5.00/day \$ 20.00/week \$ 50.00/month \$200.00/year* *After July 1 <sup>st</sup> fee is \$100.00
Mobile Home License (term ends Dec. 31 <sup>st</sup> )	\$150.00, plus \$2.00 for every site over fifty (50); plus, reimbursement for review and/or inspection
Mobile Home License Transfer Fee	\$ 10.00
Waste Hauler Permit (term ends Dec. 31 <sup>st</sup> )	\$100.00
Waste Disposal Permit (term ends Dec. 31 <sup>st</sup> )	\$100.00 (per site)
Special Event Permit Application	\$ 35.00
Pawnbroker License Fee	\$210.00
Secondhand Article License Fee	\$ 27.50
Secondhand Jewelry License Fee	\$ 30.00
<b>LAND DIVISION AND LAND USE FEES</b>	
<ul style="list-style-type: none"> <li>Pre-application Consultation/Review</li> </ul>	Town Engineer's time involved in the pre- application process, beyond the initial hour shall be reimbursed to the Town
<ul style="list-style-type: none"> <li>Land Division Filing Fees</li> </ul>	
First Submission of Preliminary Plat	\$500.00, plus \$40.00 for each lot or dwelling unit*
Re-Submission of Preliminary Plat	\$ 40.00 for each lot or dwelling unit*
First Submission of Final Plat	\$500.00, plus \$40.00 for each lot or dwelling unit.*
Re-Submission of Final Plat	\$ 40.00 for each lot or dwelling unit*
Condominium Development	\$500.00, plus \$40.00 for each dwelling unit*
Certified Survey Map	\$200.00, plus \$25.00 for each lot provided for in the CSM*
*Applicant is also responsible for reimbursable engineering, legal and administrative fees in addition to other listed fees. See the Town's <i>Land Division and Subdivision Ordinance</i> for terms regarding fees to be reimbursed to the Town and the amounts to be paid into an escrow account toward covering those	

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<p>fees. For minor subdivision, to apply toward reimbursable costs, applicant shall submitted \$2,500.00 which is to be held by the Town in an escrow account. For other subdivisions, to apply toward reimbursable costs, applicant shall submit \$3,000.00 for every five lots (up to a maximum of \$10,000.00) which is to be held by the Town in an escrow account. If the escrow account is fully expended during the application process, the Town may require that it be replenished before the Town proceeds further with the application process.</p>	
<p>• Erosion Control and Storm Water Management</p>	
Erosion Control Filing Fee	\$ 75.00, plus escrow for reimbursable fees **
Storm Water Management Filing Fee	\$ 75.00, plus escrow for reimbursable fees. **
<p>• Zoning Change Request, Conditional Use Permit, Variance Request and Comprehensive Plan Amendment</p>	
Conditional Use Permit Application Fee	\$100.00, plus reimbursable engineering fees, legal fees consulting fees and other direct costs**
Rezoning Application Fee	\$100.00, plus reimbursable engineering fees, legal fees consulting fees and other direct costs**
Variance Application Filing Fees	\$500.00, plus actual review fees in excess of Application fee
Comprehensive Plan Amendment Application Fee	\$100.00, plus reimbursable engineering fees, consulting fees and other direct costs**
<p>• Site Plan Review</p>	
Site Plan Review Filing Fee	\$250.00, plus escrow for reimbursable review fees
<p>• Solar Energy Systems</p>	
Small-Scale Application Fee	\$100.00
Large-Scale Application Fee	\$100.00, plus initial escrow of \$500.00 for reimbursable fees.
<p>• Additional Fees</p>	
Public Hearing before Plan Commission (applies to any Land Division or Land Use Matter).	\$300.00
Special Meeting Fee (Plan Commission)	\$400.00
<p>**Applicant is responsible for reimbursable engineering, legal and administrative fees in addition to the other listed fees. See the Town's <i>Land Use and Zoning Review Procedures Ordinance</i> for terms regarding fees to be reimbursed to the Town and the amounts to be paid into an escrow account toward covering those fees. Applicants for a Conditional Use Permit, Rezoning or Comprehensive Plan Amendment, with each application, shall submit \$1,000.00 to apply toward reimbursable costs, which sum is to be held by the Town in an escrow account. Applicants for a Site Plan Review, an Erosion Control Permit or Stormwater Permit shall submit an escrow amount based on the Town Engineer's estimate of review and inspection fees. If an applicant submits more than one of these applications covering the same project, then the Town Engineer may reduce the total amount of the initial escrow based upon the scope and complexity of the project. If the initial escrow amount is fully expended during the application process, the Town may request that it be replenished before the Town proceeds further with the application process. Separate escrow deposits shall be required for each plat, certified survey map and other land division to be considered by the Town.</p>	

<b>MISCELLANEOUS FEES</b>	
Publishing Fee	Actual Cost (\$25.00 minimum)
Open Records Request	\$ 0.25 per page, plus hourly cost of Clerk's time for location and copying per Statute.
Photocopying Charge	\$ 0.25 per page (standard sheet)
Special Assessment Request	\$ 25.00
<b>ROADWAY AND DRIVEWAY PERMITS</b>	
Work in Right of Way Permit - Major	\$ 300.00, plus reimbursable engineering fees, consulting fees and other direct costs**
Work in Right of Way Permit - Minor	\$100.00, plus reimbursable engineering fees, consulting fees and other direct costs***
Access Permit	\$ 250.00, plus reimbursable engineering fees, consulting fees and other direct costs**
Driveway Modification Permit	\$ 75.00
Qualified Contractor Certificate	\$ 50.00
<p>** Applicant is responsible for reimbursable engineering, legal and administrative fees in addition to the other listed fees. Applications for a Major Work in Right of Way Permit or Access Permit shall submit an escrow amount based upon the Town Engineer's estimate of review and inspection fees. If an applicant submits more than one application, covering the same project, then the Town Engineer may reduce the total amount of the initial escrow based on upon the scope and complexity of the project. If the initial escrow amount is fully expended during the application process, the Town may request that it be replenished before the Town proceeds further with the application process.</p>	
<p>*** Applicant is responsible for reimbursable engineering, legal and administrative fees in addition to the application fee, if incurred during the permit application process. Such fees shall be totaled and paid prior to permit issuance.</p>	