



**City of Palm Beach Gardens**  
**FYE 2010 Master Fees & Charges Schedule**  
**Effective Date October 1, 2009**  
**Adopted by Resolution 69, 2009**

**BUILDING DIVISION**

Building Permit Fee*	Based on current fair market value of proposed improvement, executed contract, or cost of construction using nationally-recognized sources such as ICC Building Valuation data, RS Means Cost Data, Marshall Swift or similar publications. A copy of the contract may be required.
Building Permits with Fire Department , CPTED and Engineering Review and Inspections	Building Permit Fees plus applicable Fire Department , CPTED, and Engineering Fees
Minimum Permit Fee	\$50
Percentage of Valuation:	Unit Value:
1.5	The first \$100,000 plus
1	The remainder (over \$100,000)
Plan Review Surcharge (due upon submittal, based upon estimated construction) not applicable to over-the-counter permits Reference: FS 553.80(2)(b)	10% of Building Permit Fee, \$25 minimum. Penalty fee of 3 times the base plan fee will be assessed on the 3rd and subsequent plan reviews.
Training Surcharge	1% of the Building Permit Fee and/or Revision fee,\$1 minimum
Sub-Permit Administrative Fee (applicable to all sub-permits that are issued over the counter and do not require an independent review)	\$10
Right-of-Way Permit Fee	7% of Project Valuation, \$50 minimum
Temporary Construction Storage Container	\$50
Expedited or out-of-sequence review fee	10% of Building Permit Fee, \$50 minimum
Re-inspection Fee	\$50 for first re-inspection, \$100 for second re-inspection, and \$200 for third re-inspection and any subsequent re-inspections
Penalty for commencing work without first securing a permit or written approval	Regular fee plus up to three (3) times the normal Building Permit Fee (at the discretion of the Building Official)
Revision fees: (as stated, but not to exceed original permit fee; additional incremental value charges may apply)	
Major Revision (i.e., changes in square footage, model, layout)	Prior to plan review being completed: no charge; After plan review is complete: \$75 plus \$10 per sheet reviewed
Minor Revision (i.e., minor changes to electrical, plumbing, windows, product approvals, etc.)	Prior to plan review being completed: no charge; After plan review is complete: \$25 plus \$10 per sheet reviewed
Inspections by special request, same day, after hours, or weekend (subject to staffing availability and as subject to review by the Building Official)	\$75/hour, 2-hour minimum

Change of contractor after permit issuance (same location)	\$75 regardless of permit type
Other Professional Services (i.e., permit research, due diligence reports, insurance affidavits, etc.)	\$50/hour, or portion thereof
Address Correction after permit issuance	\$50 per permit issued with incorrect address
Contractor Registration	\$10
Special Foundation Permit ( Phased Construction)	Residential: \$250 plus surety Commercial: \$1,000 plus surety
Application Extension Fee (prior to original expiration date)	\$25
Application Renewal Fee (after, but within, 90 days of original expiration date)	\$50
Permit Extension Fee (prior to expiration)	\$25
Permit Renewal Fee (within 180 days after original date)	\$50
Permit Reissuance Fee (after 180 days of original expiration date) (Must meet current code and may require new submittal)	30% of original Building Permit Fee, \$50 minimum plus Plan Review Fee
Open Permit Status Request	\$40
Annual No-fee Sub-Permit Fax Program	\$200 annually (not pro-rated)
Stocking Permit	<5,000 SF = \$250 >5,000 SF = \$750
Phased Occupancy, Conditional Certificate of Occupancy, or Completion Agreement (non-refundable and at Building Official discretion; original issuance valid for 90 days/extension renewals for 45 days)	Residential: \$250/\$125 Commercial <5,000 SF: \$750/\$750 Commercial >5,000 SF: \$1,500/\$1,500
Radon and Building Certification	Per State of Florida Statutes
Land Clearing:	
- 25 acres or less	\$250
- Greater than 25 acres	\$250 + \$5 per acre for cleared land
Temporary Tents	\$50 per trade inspected, plus Plan Review and Fire Department Fees
Temporary Signs Commercial (per City code)	\$75 + \$25 Code Inspection Fee
Temporary Signs – Residential and Not-for-profit (excludes garage sale, residential open house, and residential real estate signs, up to six square feet, per City code)	\$25 Code Inspection Fee

\* After a permit has been issued, no inspections have been performed, and the permit is not in an expired status, permits that are withdrawn or cancelled shall be refunded at 50% of the Building Permit Fee above \$100. Building Permit Fees less than \$100 will not be refunded. All other fees associated with the reviews or issuances of permits, aside from impact fees, are non-refundable. Building Permit fees on any permits with inspections completed, regardless of their status, will not be refunded. Requests for impact fee refunds may require a separate request to be filed with Palm Beach County. All requests for refund must be made in writing at the time the withdrawal or cancellation is submitted. All fees are subject to review at the discretion of the Building Official or authorized agents to ensure fees assessed are consistent with the legislative intent of FS 553.80.

## **ENGINEERING**

<b>RESIDENTIAL/NON-RESIDENTIAL SECURITY DEPOSIT</b>	
Single Lot, Single Family Residential	\$1,000
Small: Generally a small, single user, single structure, out-parcel project	\$3,000
Medium: Less than 25 acres; generally a mid-range, single owner PUD project that may have small out-parcels; a single user with multiple structures or multi- phase project	\$5,000

Large: 25 acres or greater and/or multiple users, multiple owners, multiple structures	\$10,000
Development of Regional Impact (DRI)	To be determined following completeness review
Pre-Application Infrastructure Review*	\$5,000, plus \$10,000 security deposit

Preliminary conceptual review <sup>6</sup>		First page \$100 Second page \$75 Third page forward \$50 per page
Plat Review		Hourly rates based on current City's Engineering hourly rates
Inspections for the enforcement of the National Pollutant Discharge Elimination System (NPDES) will be performed hourly based on current City's Engineering hourly rates, unless the developer/builder applies for separate inspections as listed below		
NPDES	Single-family and multi-family building permits larger than 1 acre (up to 10 acres) or discharging into a storm water treatment serving a larger development that is greater than 1 acre	\$460 plus \$300 for every month of construction <sup>7</sup>
NPDES	All developments greater than 1 acre and up to 10 acres	\$460 plus \$375/month of construction <sup>7</sup>
NPDES	All developments greater than 10 acres and up to 50 acres	\$600 plus \$500 for every month of construction <sup>7</sup>
NPDES	All developments greater than 50 acres	\$750 plus \$600 for every month of construction <sup>7</sup>
Code Enforcement		Hourly rates based on current City's Engineering hourly rates
Informal research request		Hourly rates based on current City's Engineering hourly rates
Work without permit		Triple permit fee <sup>2</sup>
Maintenance of traffic (MOT) plan review, not associated with any other engineering permit		Hourly rates based on current City's Engineering hourly rates

Engineering Department hourly rates	Director of Engineering - \$150/Hr.
	Engineering Associate - \$105/Hr.
	Engineering Inspector - \$75/Hr.
	Eng. Admin. Support - \$50/Hr.
Other engineering service requests will be charged at the hourly rates established above	
Overtime, weekend or holiday inspections will be charged a minimum of 2 hours at the rate of one and a half (1.5) times the City's Engineering Department hourly rates. This service is subject to staffing availability and subject to review and approval by the Director of Engineering.	
<b>ENGINEERING PERMIT FEES</b>	
Infrastructure permit or amendments to infrastructure permits (Private or Public)	See Schedule A or Schedule B <sup>1,4</sup>
Site plan review during the development review process	Hourly rates based on current City's Engineering hourly rates
Site lighting/photometric permit	Hourly rates based on current City's Engineering hourly rates
Comprehensive Plan Amendment or rezoning engineering review (if required)	Hourly rates based on current City's Engineering hourly rates
Planned Community Development (PCD), Planned Unit Development (PUD), or amendments to PCD/PUD	Hourly rates based on current City's Engineering hourly rates
Expedited permit review <sup>5</sup>	One and a half (1.5) permit fee <sup>3</sup>
Driveway permit (non-residential)	See Schedule A or Schedule B <sup>1,4</sup>
Resurfacing permit (non-residential)	See Schedule A or Schedule B <sup>1,4</sup>
Restriping modification permit (non-residential)	See Schedule A or Schedule B <sup>1,4</sup>
Single-family or multi-family lot grading plan	\$450 includes as-built review and inspections <sup>1</sup>
Surety reductions, releases, and any other changes in surety (each request or submittal)	Hourly rates based on current City's Engineering hourly rates

- Schedule A Projects with a construction cost estimate less than \$100,000 will be charged hourly rates based on current City's Engineering Department hourly rates. For purposes of estimating a permit fee, the certified construction cost estimate does not need to include items related to utilities or landscaping.
- Schedule B Projects with a construction cost estimate equal to or greater than \$100,000 will be charged 2% of the certified construction cost estimate. For purposes of estimating a permit fee, the certified construction cost estimate does not need to include items related to utilities or landscaping.

- 1 Includes project review and construction site inspections (does not include NPDES inspections if required). Projects requiring more than two (2) project reviews and/or more than two (2) failed inspections will require additional hourly fees based on the current City's Engineering hourly rates.
- 2 Included but not limited to all applicable permits and all past present and future associated inspections. If the project is being charged at hourly, the hourly rates will automatically triple. This fee can be lowered at the discretion of the Director of Engineering.
- 3 Double fee for only the review portion of the project, not the inspection portion, thus the fee being 1.5 of the normal fee. If the project is being charged hourly, the current City's Engineering hourly rates will be multiplied by 1.5.
- 4 At the discretion of the Director of Engineering, in lieu of a certified construction cost estimate, a signed contract with a general contractor can be acceptable.
- 5 This fee applies only for non Targeted Expedited Permitting Program (TEPP) certified projects. The expedited review will have a five (5) day turnaround time.
- 6 Conceptual review is non-binding and simply an informal review by staff prior to submitting an application.
- 7 Construction starts at the time of site clearing and ends at the time of complete stabilization of the site and submittal of the Notice of Termination (NOT) to FDEP.

\*Security deposits for Engineering will only apply to permits with hourly rates. Applicants submitting for an Engineering permit with fixed rates will not need to provide a security deposit. Security deposit, as required above, will be returned only after all related outstanding invoice items have been billed and outstanding invoice monies received. Request for return of security deposit must be made in writing. Fees can be adjusted at the discretion of the Director of Engineering.

## LEGAL DEPARTMENT

Legal Review Security Deposit for Development Applications	\$1,000
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## PLANNING & ZONING DIVISION

Abandonment of right-of-way	\$825
Abandonment of easement	\$330
Administrative application	\$550
Administrative approval minor revision to current application	\$50
Administrative approval re-submittal	\$175
Administrative Pre-application Meeting	\$75
Administrative Variance	\$150

Advertising	Actual Costs to City
Advertising Security Deposit	\$1,000
Appeal of an Administrative Determination	Single-Family Residence (non-commercial) \$400 All Other Uses \$1,000
Build Out Time Extensions	\$1,100
Build Out Determinations	\$2,750
Comprehensive Plan Land Use Map Amendment	\$3,500
Comprehensive Plan "Small Scale" Land Use Map Amendment	\$2,750
Comprehensive Plan Text Amendment	\$3,500
Concurrency Certificate (1)	\$550
Concurrent Processing	\$550
Conditional Use – Major	\$3,300
Conditional Use – Minor	\$550
Consultants/Other Security Deposit	\$1,000
Development of Regional Impact (DRI)*minimum fee for first 6 months	\$5,500
DRI Monthly fee after minimum (2)	\$825
DRI Amendment	\$3,300
DRI Re-Submittal Fee	\$825
*Additional costs for Developments of Regional Impact will be billed to the applicant	
DRC No Show Fee	\$170
Environmental Review	\$1,100
Environmental Review Security Deposit	\$1,000
Landscape CO Inspection for development projects	\$170
Landscape CO Re-Inspections	\$170 x number of re-inspections
Liquor License Review	\$170
Miscellaneous Petitions	\$1,650
Non-binding conceptual review by Planning & Zoning	\$1000
Non-binding conceptual review by City Council	\$2,500
Planned Community District (PCD)	\$3,850
Planned Unit Development (PUD)	\$3,300
PCD or PUD Amendment	\$2,475
PCD or PUD Re-Submittal	\$825
Plat Recordation	\$30 first page; \$15 each additional page
Plat Application	\$550
Pre- Application Meeting- (prior to submittal)	\$200
Rezoning Fee (PUD/PCD/Zoning District)	\$2,475
Site Plan Review (Major) & Site Plan Amendment	\$2,475
Site Plan Review (Minor)	\$1,650
Site Plan Re-submittal Fees	\$825
Applicant Postponement Fee (each occurrence)	\$250
Special Event Permits that require Council Approval	\$550 + \$50 Code Inspection Fee
Special Event Permit Application (Non-Profit Organizations Exempt except for Code Inspection fee)	\$110 + \$50 Code Inspection Fee
Special Events Appeal (non-refundable)	\$55
Subdivision	\$1,650
Text Amendment of Land Development Regulations	\$1,650
Variance- Single-family residences	\$440
Variance- All other land uses	\$1,100
Waiver for Residential Mixed-Use Requirements	\$1,100
Compliance:	
Compliance Review-Building Permit	\$42 Single Residence (non-commercial)

	\$170 All Others
Compliance Status Meetings (per meeting)	\$200
CO Inspections- First	\$170
CO Re-Inspections	\$170 x number of re-inspections
Surety Bond Review and Release	\$170
Review Fee of Required Reports	\$170
Non-Compliance Stop Work Review and Action	\$500
Administrative Fees:	
Code of Ordinances (binder included)	\$150
Zoning Book (binder included)	\$65
Colored maps available for purchase: Zoning Map/Future Land Use Map/ Major Project Map/Street Map:	
8.5 x 11	\$4
11 x 17	\$7
17 x 24	\$10
24x 36	\$13
Black and White Engineering Prints (24x36)	\$5 per page
Comprehensive Plan (maps included)(Transparency map +\$10.00)	\$39 / \$49
Confirmation Letters (Additional \$25 per research hour if research exceeds two (2) hours..)	\$150
Address Change	\$50 per address change * other fees may apply
Street Name Change/Subdivision Change	\$50
Review of Residential Addressing Plan	\$200
Review of Commercial Addressing Plan	\$200
Open Space CAD Review * Minimum 3-hour review, over 3 hours of review, an additional \$300.00 will be charged for continuance of review of the Open Space CAD.	\$300

(1)Required with project approval if concurrency request is included

(2)Payable for the start of each month that the DRI is in process

### NEIGHBORHOOD SERVICES

Rehearing	\$100
Release of Lien	\$100
Estoppels Letter	\$100
Filing Fee	\$10
Boat/RV Decals	\$25
Fine Reduction/Mitigation Hearing	\$80
Lien Searches and Title Search for Code Enforcement Activity	\$40 per property control number
Advertising, Recording, & Other Costs	Actual Costs to City
Certificate of Occupancy Inspection	\$50
Certificate of Occupancy Re-Inspection	\$75
Same Day Certificate of Occupancy Inspection	\$100
Off Duty Code Officer Rate	\$35/hour
Business Tax Application and Administrative fees	
Residential/Occupational License	\$25
Commercial/Occupational License	\$35
Professional/Occupational License	\$15
Research Fee License	\$10
Renewal Administrative Fee	\$5 per license
Retail Affidavit	\$10 each

Expedited License Approval (Approval within 2 days of application intake)	\$75
Building Occupancy Inspection (if required)	\$75

### COMMUNITY SERVICES

Sign Shop: Sign Production	\$100 per Street/Regulatory Sign \$150 per Stop/Warning Sign Cost Recovery plus \$2 per sign: Other Signs \$25 per hour labor rate for design development \$50 per hour labor rate for sign installation plus materials
Fleet Services (Intergovernmental emergency assistance only, based upon resource availability, open only to other governmental jurisdictions)	\$110 per hour shop rate (4 hour minimum, plus parts)
Emergency Labor Assistance	\$45 per hour (2 hour minimum during working day, 3 hour minimum call-back) \$50 per hour equipment charge (paired with duration of operator) \$4 per hour vehicle charge
Special Event Traffic Assistance (2 staff with vehicle /MOT Equipment)	\$90 per hour, 2 hour minimum \$45 per hour for each additional staff member
Street Sweeping Fee: Includes labor and equipment	\$135.00/hr. – 2 hour minimum after hours
Mosquito Spraying Fee: Includes labor, equipment and chemicals	\$95.00/hr. – 2 hours minimum after hours

### FINANCE DEPARTMENT

Franchise Filing Fee*	\$1,000
Franchise Renewal Fee*	\$1,000
Transfer or Assignment of Franchise	\$500
Copy of Budget or Proposed Budget	\$40
Copy of Comprehensive Annual Financial Report	\$25
Returned Check Fee	\$25
Amendments to Code	\$1650

\*This fee is set by Ordinance. If a conflict exists between this document and said Ordinance, the Ordinance shall prevail.

### CITY CLERK'S OFFICE

Photocopies	15 cents for one-sided copy no larger than 8.5 x 14
	20 cents for two-sided copy
	30 cents for 11 x 17
	1.50 for 24x36 (normal quality)
	2.25 for 24x36 (best/photo quality)
Certified photocopies	\$1 per page
Audio tapes/Video tapes	\$5 per tape
Compact Discs	\$1 per disc
For all other copies	Actual cost of duplication of the public record

### INFORMATION TECHNOLOGY

Hot-link to City's website	\$50 per link
Company logo posting	\$25 per impression

### POLICE DEPARTMENT

Off-duty hourly rates are subject to the prevailing rates as approved by the City Council through the current Police Department's collective bargaining agreement. The City's administrative fee of five dollars an hour	
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is included in the following hourly rates for the purpose of determining total billable charges:	
Personnel:	
Police Officer	\$42/hour
Supervisor	\$47/hour
Lieutenant (A Lieutenant is required when 2 or more Sergeants are working)	\$52/hour
5-9 Officers – Requires one (1) Supervisor	
10-14 Officers – Requires two (2) Supervisors	
15-20 Officers – Requires three (3) Supervisors (2 Sergeants and 1 Lieutenant)	
Equipment:	
Vehicle	\$4/hour
Off-duty details scheduled on the following days will include an additional fee per hour: Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Years Eve, Super Bowl Sunday, Easter, Memorial Day and Independence Day.	\$5.00/hour
New Construction	
CPTED (Crime Prevention Through Environmental Design) Inspection & Plans Review Fee	\$2.25 per \$1,000 improvement cost (\$50 minimum)
*Alarm Registration Fees: Commercial	
New Construction	\$35
Renewals	\$10
*False Alarm Fees: Residential	
Four – Six False Alarms (per occurrence)	\$25
Seven – Nine False Alarms (per occurrence)	\$35
Ten + False Alarms (per occurrence)	\$40
*False Alarm Fees: Commercial	
Four – Six False Alarms (per occurrence)	\$25
Seven – Nine False Alarms (per occurrence)	\$35
Ten + False Alarms (per occurrence)	\$50
*Misuse of 911 or Emergency Call System	\$250
Additional Fees	
Fingerprinting	
Resident	\$5
Non-Resident	\$10
(Maximum of \$30 charged per person regardless of how many cards)	

\*Subject to approval of Ordinance 27, 2009

**FIRE RESCUE DEPARTMENT**

New Construction	
Inspection & Plans Review Fee	\$2.25 per \$1,000 improvement cost (\$50 minimum)
Civil Drawing Review Fee	\$50
Re-inspections / Extra Inspections	

First	No additional charge
Second	\$100
Third	\$ 150
Fourth and subsequent	\$200
Any unproductive inspector trip (Work not ready, locked out, plans absent, etc.)	\$75
Hood (Excluding fire suppression system)	\$100
New and Existing Occupancies, Buildings and Structures (To be paid annually with the issuance of a City Occupational License)	
Assembly	
Occupancy of:	
50-299	\$50
300-999	\$75
1,000-4,999	\$150
5,000 persons or greater	\$250
Educational	
Day Care Nursery/Preschool	\$50
All Others	\$100
Healthcare/Institutional	
5,000 sq. ft. and under	\$50
5,001 – 15,000 sq. ft.	\$100
15,001 – 30,000 sq. ft.	\$150
30,001 – 100,000 sq. ft.	\$200
100,001 – 200,000 sq. ft.	\$250
200,001 – 500,000 sq. ft.	\$300
500,001 sq. ft. and greater	\$350
Transient Lodging, Apartments, Residential Board & Care, and Adult Living Facilities	
24 units and under	\$50
25 – 100 units	\$75
101-500 units	\$150
501 units and greater	\$250
Mercantile, Office, Storage, Industrial and Manufacturing	
5,000 sq. ft. and under	\$50
5,001 – 15,000 sq. ft.	\$100
15,001 – 30,000 sq. ft.	\$150
30,001 – 100,000 sq. ft.	\$200
100,001 – 200,000 sq. ft.	\$250
200,001 – 500,000 sq. ft.	\$300
500,001 sq. ft. and greater	\$350
Marinas and Boat Storage Buildings	
50 boat slips and under	\$50
51 – 100 boat slips	\$150
101 – 250 boat slips	\$200
251 boat slips and greater	\$300
Temporary Structures	
All	\$50
Other	
All other occupancies not listed subject to Fire Safety Inspection	\$50
Special Details	
Personnel	
Special event hourly rates are subject to the prevailing rates as approved by the City Council through the current Fire Rescue Department's collective bargaining agreement. The City's fee per hour will be added for the purpose of total compensation.	\$5/hour
Firefighter, Driver, Fire Medic	\$30/hour

Lieutenants	\$35/hour
Captains	\$40/hour
Equipment	
Equipment rates apply to hourly rates only for the specified equipment and do not include personnel costs, which are in addition to the equipment rates.	
Fire Engine	\$75/hour
Ladder Truck	\$100/hour
Brush Truck	\$45/hour
Utility Truck (Generator/Breathing Air Supply)	\$48/hour
Rescue Truck	\$32/hour
Specialty EMS Vehicle	\$25/hour
EMS Transport Fees	
Basic Life Support Emergency Transport	\$550
Advanced Life Support Emergency Transport Level 1	\$600
Advanced Life Support Emergency Transport Level 2	\$650
Specialty Care Emergency Transport	\$700
Oxygen	\$30
Mileage	\$10/transport mile
*Motor Vehicle Accident and Fire Fees	
Level I – Scene safety & Investigation	\$435
Level II – Light Extrication/Clean up of Materials	\$650
Level III – Heavy Extrication/Situation Stabilization	\$1,800
Level IV – Aero-medical Transportation	\$2,100
Level V – Vehicle Fires	\$500
**Alarm Registration Fees: Commercial	
New Construction	\$35
Renewals	\$10
**False Alarm Fees : Residential	
Four – Six False Alarms (per occurrence)	\$100
Seven – Nine False Alarms (per occurrence)	\$200
Ten + False Alarms (per occurrence)	\$300
**False Alarm Fees: Commercial	
Four – Six False Alarms (per occurrence)	\$250
Seven – Nine False Alarms (per occurrence)	\$500
Ten + False Alarms (per occurrence)	\$1,000
Additional Fees	
Emergency/Safety Plan Review	\$50
Water Flow Test	\$150
Community Room Rental: Min. 2 hour rental Certificate of Insurance must be provided naming the City of Palm Beach Gardens as Additional Insured with respect to Liability with a min. limit of \$500,000	\$30.00 per hour \$100.00 Cleaning Deposit
Pyrotechnics Permit	\$100
Outdoor Fireworks Display Permit	\$300
All applicable fees do not include tax	

\*Contingent upon approved State of Florida legislation for cost recovery

\*\*Subject to approval of Ordinance 27, 2009

## PARKS & RECREATION

<p>All applicable fees do not include tax, and certain event permits require multiple fees to cover costs of the event to the City.            Facility Rental:            Certificate of Insurance must be provided naming the City of Palm Beach Gardens as Additional Insured with respect to General Liability-min. limit of \$500,000            NR = Non Resident            NC = No Charge</p>			
Outdoor Facility Permits: exclusive use of permitted space	Individual	Event: requires insurance; possibly multiple fees	
Pavilion – 4 hrs	\$25 Resident \$75 Non Resident	\$50 Resident \$100 Non Resident	
Single Athletic Field no prep, 2 hrs	\$20 Resident \$40 Non Resident	\$20 Resident \$40 Non Resident	
Single Athletic Field w/lights	\$40 Resident \$60 Non Resident	\$40 Resident \$60 Non Resident	
Single Basketball Court 2 hrs	\$10 Resident \$20 Non Resident	\$10 Resident \$20 Non Resident	
Single Basketball Court w/lights	\$40 Resident \$50 Non Resident	\$40 Resident \$50 Non Resident	
Single Roller Hockey Rink – 2 hrs	\$10 Resident \$20 Non Resident	\$10 Resident \$20 Non Resident	
Single Roller Hockey Rink – w/lights	\$40 Resident \$50 Non Resident	\$40 Resident \$50 Non Resident	
Batting Cage: 2 hr permit	\$10 Resident \$20 Non Resident		
Organized Tournament Play – per field, light fee applies does not include staffing	N/A	\$200 for 10 hrs	
Field Prep – per field	N/A	\$25 ball field \$75 multi-purpose field \$15 per bag drying agent	
Concession Stand: Tournament Only		\$250 for 8 hours \$100 cleaning fee \$250 damage deposit	
City Property Use	N/A	\$400 Resident \$800 Non Resident	
Skate Park Facility 4 hrs	N/A	\$250 Resident \$500 Non Resident	
Light Fee		\$20 per hour per field	
Indoor Facility Permits: Exclusive Use of Permitted Space	Individual	Event	
Room Rentals: 2 hr minimum Small Medium Large	\$50 /hr Res \$100/hr NR \$65 /hr Res \$130/hr NR \$75 /hr Res \$150/hr NR	\$50 /hr Res \$100/hr NR \$65 /hr Res \$130/hr NR \$75 /hr Res \$150/hr NR	

BRRC Kitchen Use	\$50	\$50	
BRRC Gymnasium Athletic Team  Event	\$40 /hr Resident \$80 /hr NR \$125/hr Resident \$250/hr Non Resident	\$125/hr Resident \$250/hr Non Resident	
Local Schools Wellness Initiative	N/A	\$50/hr- 1st hr within week \$25/hr each additional hr within week	
Set Up Fees	\$50 – over basic set	\$50 – over basic set	
Refundable Security Deposit	\$200	\$200	
Aquatic Facility Rates During Facility Open Hours			
Entry Fee – All Persons Entering the Pool	\$2.82 Resident \$9.39 Non Resident	N/A	
Summer Resident Card – per person	\$40 Resident \$80 Non Resident	N/A	
3-Month Lap Swimming Card	\$65 Resident \$130 Non Resident	N/A	
Youth Camp Rate per person on deck – 1 counselor free per 10 youth	NA	\$0.94 Resident \$5.61 Non Resident	
Private Lessons – ½ hr	\$40Resident \$52Non Resident	N/A	
Group Instruction – ½ hr, per person	\$6 Resident \$8 Non Resident	N/A	
Lane Rental – 1/2 hr, plus entry fee	\$10 Resident \$20 Non Resident	N/A	
Corral A – 2 hrs + pool admission	\$50 Resident \$100 Non Resident	N/A	
Corral B – 2 hrs + pool admission	\$75 Resident \$150 Non Resident	N/A	
Corral C & Pool Shelters – 2 hrs + pool admission	\$100 Resident \$200 Non Resident	N/A	
Corral D – 2 hrs + pool admission	\$75 Resident \$150 Non Resident	N/A	
Aquatic Facility Before/After hours			
Single Pool Rental Rate –2 hrs, includes guard staff/ 35 people	N/A	\$350 Resident \$700 Non Resident	
Additional 25 people per hour	N/A	\$50 Resident \$100 Non Resident	
Training lanes per lane per day (4 hr max per day)	\$20 Resident \$40 Non Resident	\$20 Resident \$40 Non Resident	
Deck Reception Rental	N/A	\$300 Resident \$600 Non Resident	

Additional Pool Hour	N/A	\$80 Resident \$160 Non Resident	
Tennis Facility Rates Hours of Regular Operation			
Daily Fee	\$6.57 Resident \$13.15 Non Resident	N/A	
Ball Machine Fee – 1 hr	\$12 Resident \$14 Non Resident	N/A	
Additional Player Fee	\$7.00 Resident \$10.00 Non Resident		
Single (prorated monthly)	\$330 Resident \$660 Non Resident	N/A	
Family, Spouses, Minor dependents (prorated monthly)	\$456 Resident \$912 Non Resident	N/A	
Junior (prorated monthly)	\$126 Resident \$252 Non Resident	N/A	
Senior Single (prorated monthly)	\$270 Resident \$540 Non Resident	N/A	
Senior Family (prorated monthly)	\$342 Resident \$684 Non Resident	N/A	
Seasonal Single (Jan-May no pro rate)	\$150 Resident \$300 Non Resident	N/A	
Group Membership – Per 10 People	\$3,500	N/A	
Additional Group Membership	\$350	N/A	
Tennis Facility Before/After Operation Hours –			
Court Rental per hr, minimum 2 court rental	N/A	\$25 Resident \$50 Non Resident	
Court Light Fee	N/A	\$10 Resident \$20 Non Resident	
Tournament – Per 4 courts, 8 hrs, includes court maintenance	N/A	\$500	
Event Fees-			
Parks Support Staff – as determined by the City	N/A	\$30 /hr \$5 /hour additional on City observed holidays	
Recreation Support Staff – as determined by the City	N/A	\$25 /hr \$5/hour additional on City observed holidays	
Event Permit Application – plus facility & staff charges/non refundable	N/A	\$100 Resident \$200 Non Resident NC for Recognized Youth Sport Providers	
BIG Program Fees			
Dedication Tree	\$125	N/A	
Bench	\$1,200		
Service Flag	\$150		

Brick	\$75		
Playground/Sports Equipment	\$250 - \$15,000		
Landscape Beautification	\$25 - \$100		

Program Fees	
NR Rate – Level One (General Programs)	20 %
NR Rate – Level Two (High Demand or Heavy Impact)	30%
NR Individual Rate Open Gym	\$4.70
Riverside Youth Enrichment Center	\$100 Non Refundable Registration Fee Pre-School \$50 Non Refundable Registration Fee After Care
NR Rate – Level Three (City Supported Programs)	Double
NR Rate – Level Four (Special Facilities)	Double/Market Trend
Non Peak Hours Low Impact Reduction Rate	50% Excluding Staffing Fee
Program Fees	Cost Recovery Formula
Golf Program Fees	Cost Recovery Formula
Non Profit Rental Fees	50% Reduction off related fee
Program/Rental Refund Processing Fee	\$10
Sport Instruction Registration (City business tax license required)	\$100 annually (plus permit fees)
Sport Tournament: Planning assistance (non recognized provider)	\$20 per meeting/conference call

### CITY DEPARTMENT TELEPHONE NUMBERS

City Hall – Main Number	799-4100
Building Division	799-4201
Planning & Zoning	799-4243
Engineering	799-4288
Code Enforcement	799-4245
Parks/Public Works	804-7000
Finance Department	799-4160
City Clerk’s Office	799-4122
Police Department	799-4400
Fire Rescue Department	799-4300
Recreation (Burns Road Community CTR)	630-1100