

CITY OF ST. JOSEPH  
2024 FEE SCHEDULE

Fee Type	Fee
<b>Business &amp; Documentation (Clerk and Finance Offices)</b>	
<b>Permits</b>	
Carnival, Circus or Fair	annual \$500.00
Dance Hall	annual \$500.00
Going Out of Business License	30 day period up to 90 days total \$50.00
Pawn Broker	annual \$500.00
Pool or Billiard Hall	per table/per year \$20.00
Precious Gems Dealer	annual \$50.00
Sexually Oriented Businesses Application Fee	annual \$250.00
Sexually Oriented Businesses Employee License Fee	annual \$25.00
Garage Sale Permit	1 per calendar year, maximum three days No charge
<b>Vending</b>	
Vending Application	per application \$50.00
<i>\$10.00 per employee fee for background check</i>	
Vending Daily (private property)	per day \$25.00
Vending Daily (public property)	per day \$50.00
Vending Seasonal (private property)	per season \$500.00
Vending Seasonal (public property)	per season \$1,000.00
<b>Copies and Documentation</b>	
Code of Ordinances - Contents Only	per copy \$35.00
Freedom of Information Act (F.O.I.A) Request	per policy
Photocopy - Letter (8.5 x 11), Legal (8.5 x 14), & Ledger (11x17)	per page \$1.00
Photocopy - Greater than Ledger size	per page \$2.00
Voter Registration List (emailed)	no charge
Voter Registration List or Labels (printed/mailed)	per page \$1.00
Duplicate Tax Document	no charge
<b>Other Miscellaneous Items</b>	
Non-sufficient funds (NSF)	each occurrence \$25.00
<b>City Cemetery/Riverview Cemetery - (Fees set by Cemetery Board and collected by Clerk's Office)</b>	
<b>Lot Fees</b>	
City Resident - Adult	per lot \$1,100.00
City Resident - Cremation	per lot \$450.00
City Resident - Infant	per lot \$250.00
Non-Resident - Adult	per lot \$1,550.00
Non-Resident - Cremation	per lot \$650.00
Non-Resident - Infant	per lot \$350.00
<b>Columbarium - Niche (Includes plaque)</b>	
City Resident	per niche \$1,500.00
Non-Resident	per niche \$2,000.00
<b>Family Columbarium</b>	
City Resident	per niche \$2,750.00
Non-Resident	per niche \$3,550.00
<b>Burial Services (Includes Vault Setting)</b>	
City Resident - Adult	per burial \$900.00
City Resident - Infant	per burial \$600.00
City Resident - Cremation	per burial \$450.00
City Resident - Columbarium	per burial \$375.00
City Resident - Mausoleum	per burial \$650.00
City Resident - Disinterment/Reinterment from/in Cemetery	per disinterment/reinterment Current Burial Cost
Non-Resident - Adult	per burial \$1,350.00
Non-Resident - Infant	per burial \$700.00
Non-Resident - Cremation	per burial \$700.00
Non-Resident - Columbarium	per burial \$450.00
Non-Resident - Mausoleum	per burial \$750.00
Non-Resident - Disinterment/Reinterment from/in Cemetery	per disinterment/reinterment Current Burial Cost
Overtime Charges - Saturday and Holidays (flat fee)	per service \$450.00
<b>Foundations for Markers and Monuments</b>	
Foundation/stones 299 square inches or less/or Removal of	per foundation \$135.00
Foundation/stones 300 square inches or more/or Removal of	per foundation \$.45/sq.in
Foundation and setting of Veteran surface markers/or removal of	per foundation \$150.00
Setting of surface markers	per foundation \$50.00
<b>Cremation Vaults</b>	
Compact Vault	per vault \$40.00
Single Vault (white or golden)	per vault \$45.00
Single Vault (sky blue, midnight navy, heavenly pink, royal purple)	per vault \$55.00
Double Vault	per vault \$70.00
<b>Other Miscellaneous Items</b>	
Columbarium bud vase	per vase \$215.00
Veteran Flag Holder	per holder \$30.00
Additional Tent	per tent \$100.00
Transfer Fee	per transfer \$75.00
<b>Parks &amp; Recreation Facilities and Programs - (All fees collected by Finance Department)</b>	
<b>Baseball Fields</b>	
Practice	per practice \$15.00
Game - weekday (field groomed/bases set)	per day \$50.00
Game - weekday (field groomed/bases set/lights)	per day \$70.00
Game - weekend (field groomed/bases set)	per day \$115.00

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Game - weekend (field groomed/bases set/lights)	per day \$135.00
Special Event - weekday reserved/extended time/no prep	per day \$105.00
Special Event - weekend reserved/extended time/no prep	per day \$135.00
<b>Howard Ice Arena</b>	
Ice Season	
Admission for 5 and under	FREE
Admission for Open Skate	per person/per day \$5.00
Admission for Stick & Puck	per person/per day \$8.00
Admission for Stick & Puck for Adult w/child under 12	per person/per day \$5.00
Admission for Drop-In Hockey (Player)	per person/per day \$10.00
Admission for Drop-In Hockey (Goalie)	per person/per day \$5.00
Ice Rental: St. Joseph Public Schools	per hour \$50.00
Ice Rental, private groups and hockey:	
Reservation made on or before Dec. 1 of that winter season	per hour \$220.00
Reservation made after Dec. 1 of that winter season	per hour \$235.00
Party Room (package 1)	2 hrs/15 people/unlimited skating \$195.00
Party Room (package 2)	1 hr/15 people/unlimited skating \$160.00
Party Room (package 3)	2 hrs/skating extra \$75.00
Party Room (package 4)	1 hr/skating extra \$40.00
Party Room (private M-F only)	2 hrs/skate rental/unlimited skating/photo \$300.00
Season Pass: Single - City Resident	per person/season \$75.00
Season Pass: Single - Non-resident	per person/season \$100.00
Season Pass: Family - City Resident	per family/season \$150.00
Season Pass: Family - Non-resident	per family/season \$200.00
Season Pass: Stick & Puck	per person/season \$120.00
Season Pass: Family - Stick & Puck (4 skaters)	\$360.00
Season Pass: Family - Stick & Puck (2 skaters)	\$180.00
Skate Rental	per pair \$3.00
<b>Off Season Rental - No Ice</b>	
Facility Rental (summer only)	per event \$250.00
Non-profit rental	per event \$75.00
<b>Pavilion Rentals</b>	
*City residents and organizations based within the City will receive a 20% discount off normal daily rates	
Band Shell: - capacity 500	Monday - Thursday \$400.00
Band Shell: - capacity 500	Friday - Sunday \$500.00
Kiwanis Park: - capacity 80	Monday - Thursday \$125.00
Kiwanis Park: - capacity 80	Friday - Sunday \$150.00
Lions Beach: Shelter #1 (north) - capacity 48	Monday - Thursday \$100.00
Lions Beach: Shelter #1 (north) - capacity 48	Friday - Sunday \$125.00
Lions Beach: Shelter #2 (center) - capacity 48	Monday - Thursday \$100.00
Lions Beach: Shelter #2 (center) - capacity 48	Friday - Sunday \$125.00
Lions Beach: Shelter #3 (south) - capacity 80	Monday - Thursday \$125.00
Lions Beach: Shelter #3 (south) - capacity 80	Friday - Sunday \$150.00
Riverview Park: Briarwood Lodge - capacity 400	Monday - Thursday \$350.00
Riverview Park: Briarwood Lodge - capacity 400	Friday - Sunday \$400.00
Riverview Park: Woodbine Lodge - capacity 100	Monday - Thursday \$250.00
Riverview Park: Woodbine Lodge - capacity 100	Friday - Sunday \$310.00
Riverview Park: Lions Shelter - capacity 80	Monday - Thursday \$125.00
Riverview Park: Lions Shelter - capacity 80	Friday - Sunday \$150.00
Tiscornia Beach - Shelter - capacity 40	Monday - Thursday \$100.00
Tiscornia Beach - Shelter - capacity 40	Friday - Sunday \$125.00
<b>Recreation Programming</b>	
Basketball, Youth (2nd-3rd grade), One Child	per 8-game season \$50.00
Basketball, Youth (4th-6th grade), One Child	per 8-game season \$60.00
Football, Flag (4-5 year old), One Child	per 8-game season \$50.00
Non-Resident: One Child	per week \$100.00
<b>Summer Tennis Camp</b>	
City Resident: Per Child = 4-6 years of age	per program \$55.00
Non-Resident: Per Child = 4-6 years of age	per program \$105.00
City Resident: Per Child = 7-10 years of age	per program \$90.00
Non-Resident: Per Child = 7-10 years of age	per program \$140.00
City Resident: Per Child = 11-18 years of age	per program \$100.00
Non-Resident: Per Child = 11-18 years of age	per program \$150.00
<b>Miscellaneous Park and Recreation</b>	
Park Benches (with honorary plaque)	per each \$2,200.00
<b>Youth Baseball &amp; Softball</b>	
T-Ball	per program \$80.00
8-U	per program \$130.00
10-U	per program \$130.00
12-U	per program \$130.00
14-U	per program \$140.00

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<b>Parking</b>	
<b>Beachfront and Fountain Parking (Lions Beach, Tiscornia, Whirlpool Centennial Park)</b>	
Annual Pass - nonresident	per vehicle/year \$40.00
Annual pass - nonresident owner of property in City	2 passes per property no charge
Annual Pass - City resident	2 passes per property or dwelling unit with no vehicle registration required, <u>or</u> every vehicle registered at that city address no charge
<u>Early Season Parking - April 1 - May 20:</u>	
Daily Parking - Monday thru Thursday excluding holidays	per day \$5.00
Daily Parking - Friday thru Sunday	per day \$7.00
Hourly Parking - All Days	per hour \$2.00
<u>Summer Season Parking, May 21 to September 10:</u>	
Daily Parking - Monday thru Thursday excluding holidays	per day \$7.00
Daily Parking - Friday thru Sunday and Holidays	per day \$10.00
Hourly Parking - All Days	per hour \$3.00
<u>Late Season Parking, September 11 to September 30:</u>	
Daily Parking - Monday thru Thursday excluding holidays	per day \$5.00
Daily Parking - Friday thru Sunday	per day \$7.00
Hourly Parking - All Days	per hour \$2.00
<u>October Parking, October 1 - October 31:</u>	
Daily Parking - All Days	per day \$5.00
Hourly Parking - All Days	per hour \$2.00
<b>Kiwanis Park (and Riverview Park 2022):</b>	
<u>All Season Parking, April 1 to October 31:</u>	
Daily Parking- All Days	per day \$5.00
Hourly Parking - All Days	per hour \$2.00
<b>Lions Park - Upper Road Parking</b>	
Daily Parking - Monday thru Thursday excluding holidays	per day no charge
Daily Parking - Friday thru Sunday and Holidays	per Beachfront Parking schedule above
Hourly Parking - All Days	per Beachfront Parking schedule above
<b>Public Safety</b>	
<b>Fingerprints</b>	
Fingerprints	each \$10.00
<b>Bicycle License</b>	
Bicycle License	each Free
<b>Parking Tickets (set by city ordinance)</b>	
- Two (2) Hour Limit	First 48 Hrs./See Schedule for + 48 Hrs. \$10.00
- Miscellaneous Violation	First 48 Hrs./See Schedule for + 48 Hrs. \$40.00
- Overnight Parking violation	First 48 Hrs./See Schedule for + 48 Hrs. \$5.00
- Handicapped parking violation	First 48 Hrs./See Schedule for + 48 Hrs. \$75.00
- Beach/Fountain/Boat Launch parking violation	First 48 Hrs./See Schedule for + 48 Hrs. \$40.00
Parking Tickets - 2 hr. Limit 1st or 2nd (within 14 days)	First 48 Hrs./See Schedule for + 48 Hrs. \$10.00
Parking Tickets - 2 hr. Limit 3rd (within 14 days)	First 48 Hrs./See Schedule for + 48 Hrs. \$50.00
Parking Tickets - 2 hr. Limit 4th (within 14 days)	First 48 Hrs./See Schedule for + 48 Hrs. \$75.00
<b>Public Works and Utilities (All fees collected by Finance Department)</b>	
<b>Rubbish</b>	
Yard Waste Tags	1 Tag \$3.00
Special Pick-ups after 9 cubic yards	First Three (3) Free Per Year/Each (9 cubic yards) \$125.00
Special Pick-ups - violation of Chapter 14 of City Ordinance	Per Pickup \$100.00
<b>Water &amp; Sewer</b>	
Missed Appointment Fee	per occurrence \$50.00
Sewer City Connection Fee	per occurrence \$1,400.00
Sewer Inspection Fee	per inspection \$50.00
Shut off/Turn on (regular working hrs)	per occurrence \$50.00
Shut off/Turn on (non-regular working hrs)	per occurrence \$100.00
Tenant Deposit	per affidavit \$300.00
Water System Review Escrow	per development \$2,500.00
Water Tap and Meter	per schedule below
Water & Sewer connection and commodity charges	See separate rate schedule approved for 7/1/2024
<b>Water Connection</b>	
System Connection Fee: 5/8" meter	per unit \$210.00
System Connection Fee: 3/4" meter	per unit \$230.00
System Connection Fee: 1" meter	per unit \$290.00
System Connection Fee: 1 1/2" meter	per unit \$375.00
System Connection Fee: 2" meter	per unit \$600.00
System Connection Fee: 3" meter	per unit \$2,270.00
System Connection Fee: 4" meter	per unit \$2,885.00
System Connection Fee: 6" meter	per unit \$4,330.00
<b>Water Taps</b>	
Normal Tap - 1 inch	per unit \$2,387.00
Normal Tap - 1 inch (With BCRD R.O.W Permit)	per unit \$2,497.00
Normal Tap - 2 inch	per unit \$2,585.00
Normal Tap - 2 inch (With BCRD R.O.W Permit)	per unit \$2,695.00
Taps greater than 2 inch performed by City	per unit Cost + 20%
Taps greater than 2 inch to be completed by a City approved contractor and hired by applicant	per unit inspections fee \$200.00

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<b>Water Meters</b>	
Meter Charge: 5/8" meter	per unit \$223.00
Meter Charge: 3/4" meter	per unit \$234.00
Meter Charge: 1" meter	per unit \$350.00
Meter Charge: 1 1/2" meter - T-2	per unit \$1,406.00
Meter Charge: 1 1/2" meter - C-2	per unit \$2,055.00
Meter Charge: 2" meter - T-2	per unit \$1,667.00
Meter Charge: 2" meter - C-2	per unit \$2,366.00
Meter Charge: 3" meter - T-2	per unit \$2,074.00
Meter Charge: 3" meter - C-2	per unit \$3,002.00
Meter Charge: 4" meter - T-2	per unit \$4,039.00
Meter Charge: 4" meter - C-2	per unit \$5,209.00
Meter Charge: 6" meter - T-2	per unit \$7,271.00
Meter Charge: 6" meter - C-2	per unit \$8,993.00
MXU Meter Transceiver Unit - Single Port	per unit \$261.00
MXU Meter Transceiver Unit - Dual Port	per unit \$344.00
<b>Meter Pits</b>	
Meter Pit (subject to City authorization)	per unit Cost + 20%
<i>Meters must be installed as soon as structure provides protection from freezing</i>	
<b>Temporary Meters</b>	
Meter Rental Deposit - Fully Refundable upon return of undamaged equipment and paid water usage	per unit at time of application \$500.00
Backflow Device Test Fee - Non Refundable	per unit at time of application \$170.00
Meter Rental Fee Invoiced upon return of meter	per unit \$100.00
Water Usage - Invoiced upon return of meter	Current prorated RTS charge plus per unit water rate
<b>Community Planning and Development Fees - (Assessing, Code Enforcement, Engineering, Building, Planning and Zoning)</b>	
<b>Copies and Documentation:</b>	
Downtown Vision Master Plan: Printed copy	\$15.00 per document
Downtown Vision Master Plan: Downloaded from website	No Charge
2016 Master Plan: Printed copy	\$15.00 per document
2016 Master Plan: Downloaded from website and printed off-site	No Charge
Zoning Ordinance: Printed copy	\$15.00 per document
Zoning Ordinance: Downloaded from website and printed off-site	No Charge
Zoning Map: Printed copy	\$1 per copy
Zoning Map: Downloaded from website and printed off-site	No Charge
<b>Fees Applicable to All Types of Projects</b>	
Un-permitted Work	2 times the permit fee
Un-permitted Work in the Right-of Way	\$100.00
Un-permitted Installation of Temporary Banner Signs	\$50.00
<b>Right-of-Way Permits</b>	
Right-of-way Permit: City of St. Joseph Right-of-Way - Bond and Insurance before work done	No charge
Un-permitted Right-of-way Permit: Work done without permit	\$100
<b>Nuisance Violations</b>	
Lot Mowing - Tall Grass Violation	\$35 + contractor charge
<b>Construction Plan Review</b>	
Plan Review- Construction Drawings: Improvements valued at \$50,000 or less	No Charge
Plan Review- Construction Drawings: Improvements valued at greater than \$50,000 are nonrefundable	65% of Building Permit Fee
<b>Engineering Review</b>	
Engineering Review	No Charge
Water Review Escrow	\$2,500.00
<b>Building and Sign Permit</b>	
Accessory Structure (i.e., shed) less than 200 square feet (Zoning Permit)	\$40.00
Building Moving	Actual cost of service + 10%
Demolition Permit	\$100.00
Un-permitted Work	2 times the cost of the permit
Fence Permit (Zoning Permit)	\$40.00
Swimming pool (installation)	\$1.00 per \$100 or fraction of estimated market value
Temporary Construction Dumpster (30 days)	\$30.00
Building and Individual Sign Permit Fees (includes all items not listed above) Based on value, all fees rounded to the next \$1.00	
*Construction Plan Review Fees are in addition to Building Permit Fee.	
\$1 to \$500	\$54.00
\$501 - \$2,000	\$54.00 for first \$500 + \$3.00 per \$100 or fraction thereof above
\$2,001 - \$25,000	\$99.00 for first \$2,000 + \$14.00 per \$1,000 or fraction thereof above
\$25,001 - \$50,000	\$421.00 for first \$25,000 + \$10.10 per \$1,000 or fraction thereof
\$50,001 - \$100,000	\$674.00 for first \$50,000 + \$7.00 per \$1,000 or fraction thereof
\$100,001 - \$500,000	\$1,024.00 for first \$100,000 + \$6.00 per \$1,000 or fraction thereof
\$500,001 - \$1,000,000	\$3,264.00 for first \$500,000 + \$5.00 per \$1,000 or fraction thereof
\$1,000,001 and up	\$5,639.00 for first \$1,000,000 + \$4.00 per \$1,000 or fraction thereof
Temporary Banner Signs (installed prior to permitted sign installation (maximum 4 per year)	No Charge
Temporary Banner Sign (installed prior to un-permitted sign installation)	\$50
<b>Electrical, Mechanical, and Plumbing Permits (Fees set by State of MI. See state website for additional information)</b>	
Electrical: <a href="https://www.michigan.gov/lara/bureau-list/bcc/sections/permit-section/permits/electrical-permit-information">https://www.michigan.gov/lara/bureau-list/bcc/sections/permit-section/permits/electrical-permit-information</a>	
Mechanical: <a href="https://www.michigan.gov/lara/bureau-list/bcc/sections/permit-section/permits/mechanical-permit-information">https://www.michigan.gov/lara/bureau-list/bcc/sections/permit-section/permits/mechanical-permit-information</a>	
Plumbing: <a href="https://www.michigan.gov/lara/bureau-list/bcc/sections/permit-section/permits/plumbing-permit-information">https://www.michigan.gov/lara/bureau-list/bcc/sections/permit-section/permits/plumbing-permit-information</a>	

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Fee Type	Fee
<b>Residential Rental Property Program</b>	
Long Term Rental Program (minimum one month stay): Initial Rental Registration Application Fee (one time)	\$30 per Owner/Structure
Long Term Rental Program: Biennial Inspection of each rental unit	\$60 for first unit + \$30 for each additional unit
Short Term Rental Program (less than one month stay - verify Zoning): Initial Rental Registration Fee (one time fee)	\$30 per Owner/Structure
Short Term Rental Program (less than one month stay - verify Zoning): Biennial Inspection of each rental unit on one property	\$70 for first unit + \$50 for each additional unit
Rental Reinspection Fee	\$60 for first unit + \$30 for each additional unit
Missed Inspection Appointment (Includes appointments canceled within 24 hours of scheduled inspection)	\$60 per appointment
Failure to Return Affidavit by Deadline	\$50 per affidavit
Renewal of Expired Long Term Rental Certificate < 30 days	\$50 + re-registration application fee
Renewal of Expired Long Term Rental Certificate 31 - 60 days	\$100 + re-registration application fee
Renewal of Expired Long Term Rental Certificate > 61 days	Citation issued for each unit
<b>Downtown Sidewalk Amenities</b>	
Sidewalk Amenities	No Charge with permit <u>or</u> \$50.00 Late Fee with unpermitted activity
<b>Planning and Zoning Applications (special approvals)</b>	
Conditional Use Permits - See Zoning Ordinance for additional information	\$100 per request
Home Occupation Registration Fee - See Zoning Ordinance for additional information	\$40 per request
Ordinance Interpretation	No Charge
Land Division, Boundary Adjustment or Combination Application	\$300 + \$100 for each additional parcel
Site Plan Review: Minor, Major, and Amendment	No Charge
Brownfield Redevelopment Application - BRA and City Commission	\$400 plus all direct expenses
<b>Items requiring action by appointed Board or Commission</b>	
Additional public hearings required - any request	\$400 for each additional public hearing required
Appeal of Administration Decision - Zoning Board of Appeals	\$400 per application
Appeal of Construction Decision - Construction Board of Appeals	\$100 per application
Appeal of Property Maintenance Violations - Property Maintenance Board of Appeals Hearing	\$50 per application
Appeal of Property Maintenance Violation - Request 75 day extension - Property Maintenance Board of Appeals	\$25 per application
Dimensional Variance - Zoning Board of Appeals	\$600 per application
Dimensional Variance for Fence Requests Only	\$300 per application
Land Division Appeal Application - before City Commission	\$250 per application
License Agreement - City Commission	\$50 per request
Map Amendment (Rezoning) - Planning Commission Process	\$800 per request
Planned Unit Development: Initial Request - Planning Commission Process	\$1,600 per application
Planned Unit Development: Amendment (requiring public hearing) Commission Process	\$1,200 per filing
Planned Unit Development: Minor Amendment (per Zoning Ordinance) - Staff Process and no notice required	\$350 per application
Planned Unit Development: Extension of Time Request - City Commission Process	\$400 per request
Planned Unit Development: Hardship - City Commission	\$1,600 per application
Sign Modification (Variance) - Planning Commission Process	\$100 + \$75 for each additional sign requiring a variance
Sign - Landmark Sign Designation	\$100
Sign Special Approval - greater than 32 square feet or Electronic Message Board - Planning Commission Process	\$50 + \$25 each additional sign requiring review
Special Use Permit (SUP)- Planning Commission Process	\$1,000 per request + \$400 for each additional SUP Requested
Text Amendment (change language in Zoning Ordinance) - Planning Commission Process	\$900 per application