

# CLINTON COUNTY BOARD OF COMMISSIONERS

**Chairperson**

Kam Washburn

**Vice-Chairperson**

Bruce DeLong

**Members**

Ken Mitchell

David Pohl

Robert Showers

Adam Stacey

Dwight Washington

**COURTHOUSE  
100 E. STATE STREET  
ST. JOHNS, MICHIGAN 48879-1571  
989-224-5120**



**Administrator**  
Craig Longnecker  
**Clerk of the Board**  
Debra A. Sutherland

## **RESOLUTION 2022-19 ADOPTING FEES TO BE ASSESSED BY THE CLINTON COUNTY**

**WHEREAS**, the County of Clinton has established fees for a variety of services and products and,

**WHEREAS**, the County has consulted with a qualified firm regarding the cost of providing services, which costs are or could be assessed.

**AND WHEREAS**, the following fees for the named departments have been deemed to be fair and equitable by the County;

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## COUNTY CLERK

Service	Fee
Photocopies	\$2.00 – per page for 1 <sup>st</sup> 10 pages \$.50 – each additional page *Except for copies of documents specifically governed by statute
Incoming Faxes/Emails (Court documents)	\$5.00/page
Notarial Certification	\$5.00/document
Clerk authority to notary	\$5.00/document
Documents/Data <ul style="list-style-type: none"><li>Digital Format</li></ul>	\$15.00 plus postage
Documents/Data <ul style="list-style-type: none"><li>Outgoing Email Format</li></ul>	\$5.00/document
QVF List <ul style="list-style-type: none"><li>Digital Format</li></ul>	New: Flat Rate Fee of \$10 for electronic format
Divorce Packets	\$50.00
Other Court Packets (Name Change and Set Aside Conviction)	\$15.00
Certified Copies – Vital Records	\$15.00/first copy \$5.00/additional copies purchased at the same time
Search of Genealogy Records	\$15.00/name for 3-year search (copy of record provided, if found)
Waive 3-Day waiting period for Marriage License	\$20.00

**Pursuant to RESOLUTION #2022-19, ADOPTING FEES TO BE ASSESSED BY CLINTON COUNTY, adopted by the Clinton County Board of Commissioner, October 25, 2022, the preceding fee schedule shall be effective January 1, 2023.**

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## ANIMAL CONTROL

Miscellaneous Fees:

Service	Fee
Adoption – Dog	\$30.00
Adoption – Cat	\$20.00
Board (per day)	\$20.00
Kennel License 10 dogs & under	\$40.00
Kennel License unlimited dogs	\$80.00
Euthanasia and Body Care	\$30.00
Owner Surrender	\$30.00
Rabies Test	\$30.00
Redemption – Dog	\$30.00
Redemption – Cat	\$20.00
Trap Rental	\$10.00

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## SHERIFF'S OFFICE

### Miscellaneous Fees:

Service	Fee
Notary	\$5.00
Crash/Police Report Request	\$5.00
Local Records Check	\$5.00
Fingerprints	\$15.00
Preliminary Breath Test	\$5.00

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## COUNTY EQUALIZATION

### **County Assessment Role Database Acquisition:**

*Database acquisition – County assessment role database digital media*

*Base Fee: \$0.15 per parcel/per request, inclusive of Legals, Names, Permits, Sales, Values, Building attributes (Agricultural, Commercial, Industrial and Residential buildings)*

### **Address Assignment Fee**

*Address assignment:*

*Individual address: \$30.00 per single address request*

*Apartments/Condominiums/Subdivisions: \$125.00 for 4 to 25 Units/Lots*

*Apartments/Condominiums/Subdivisions: \$250.00 for 26 to 100 Units/Lots*

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## DRAIN COMMISSIONER

### Subdivisions/Plats

#### Preliminary Plat Approval

Flat Fee: \$500 for 2-Year initial approval

Extension: \$100 for 1-Year extension to initial approval

#### Construction Plan Review

Flat Fee: \$750

#### Construction Administration

Base Fee: \$1,500 plus additional charges for mileage, equipment, and any materials.

Extenuating Situation: \$150/hour for more involved projects, additional fee based on actual effort expended.

#### Drain Dedication Document Preparation

Base Fee: \$500 per document plus Register of Deeds recording fee

Extenuating Situation: \$150/hour for more involved projects, additional fee based on actual effort expended.

#### Final Plat Approval

Flat Fee: \$250

### Condominiums

#### Site Condominium Review

Flat Fee: \$750

#### Construction Plan Review

Flat Fee: \$750

#### Construction Administration

Base Fee: \$1,500 plus additional charges for mileage, equipment, and any materials.

Extenuating Situation: \$150/hour for more involved projects, additional fee based on actual effort expended.

#### Drain Dedication Document Preparation

Base Fee: \$500 per document plus Register of Deeds recording fee

Extenuating Situation: \$150/hour for more involved projects, additional fee based on actual effort expended.

#### **Minor Site Plan (less than 2 acres) or Special Use Permit**

##### Plan Review

Flat Fee: \$300

##### Construction Administration

Base Fee: \$300 plus additional charges for mileage, equipment, and any materials.

#### **Major Site Plan (2 acres and larger)**

##### Plan Review

Base Fee: \$450

Extenuating Situation: \$150/hour for more involved projects, additional fee based on actual effort expended.

##### Construction Administration

Base Fee: \$600 plus additional charges for mileage, equipment, and any materials.

Extenuating Situation: \$150/hour for more involved projects, additional fee based on actual effort expended.

#### Drain Dedication Document Preparation

Base Fee: \$500 per document plus Register of Deeds recording fee

Extenuating Situation: \$150/hour for more involved projects, additional fee based on actual effort expended.

#### **Municipal or Inter-Agency Projects**

##### Plan Review

Flat Fee: \$500 includes mileage and equipment

##### Construction Administration

Base Fee: \$600

Extenuating Situation: \$150/hour for more involved projects, additional fee based on actual effort expended.

#### **Drain Use Permits**

##### Crossing Permit

###### Commercial and Utility

Base Fee: \$500 includes up to 10 drain interactions

Additional Fee: \$50 per interaction after initial 10 interactions

Extenuating Situation: \$150/hour for more involved projects, additional fee based on actual effort expended.

###### Residential and Agricultural

Flat Fee: \$50

Easement Occupation Permit

Base Fee: \$450

Extenuating Situation: \$150/hour for more involved projects, additional fee based on actual effort expended.

Culvert Siting Approval

Flat Fee: \$500

**Special Situations**

Emergency Response

Base Fee: \$500 includes up to 3 hours of staff time

Extenuating Situation: \$150/hour for more involved projects, additional fee based on actual effort expended.

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## PLANNING AND ZONING

<b><u>Residential Rezoning:</u></b>	\$750	First acre, plus \$25 per acre up to a maximum of \$1000
<b><u>Non-Residential Rezoning:</u></b>	\$750	First acre, plus \$50 per acre up to a maximum of \$1000
<b><u>Special Use Permit:</u></b>	\$200	Application/Preliminary Review Fee
	\$750	First acre, plus \$50 per acre up to a maximum of \$1000
	\$11,000	Large Acreage Fee – Over 100 acres (new) (i.e., regional impact/review projects – solar/wind farms)
	\$300	Minor Change to Special Use Permit
	\$750	Major Change to Special Use Permit, plus \$25 per additional acre up to maximum of \$500
	\$200	Transfer of Special Use Permit
	\$100	Special Use Permit Compliance Inspection

## **Residential Site Plan**

### **Reviews:**

(Including Multi-family Apts.,  
Condominiums, Plats & Site  
Condominiums, etc.)

\$200	Application/Preliminary Review Fee
\$500	Plus \$10 per residential unit/dwelling
\$200	Minor Change to Site Plan
\$500	Major Change to Site Plan, plus \$10 per additional unit
\$300	Extension of Site Plan Approval
\$100	Site Plan Compliance Inspection

**Commercial Site Plan**

**Reviews:**

\$200	Application/Preliminary Review Fee
\$500	First acre, plus \$50 per additional acre
\$200	Minor Change to Site Plan
\$500	Major Change to Site Plan
	First Acre, plus \$50 per additional acre
\$300	Extension of Site Plan Approval
	<i>*Covered under Site Plan Review Fees</i>

**Zoning Board of Appeals:**

\$500	Variance Request (Existing Single-Family Residential)
\$600	Variance Request (New Single-Family Residential)
\$600	Variance Request (Non-Residential)
\$400	Appeal of Administrative Decision
\$600	Appeal of Planning Commission Decision
\$400	Request for Interpretation of Zoning Map or Zoning Ordinance

**Administrative Procedures:**

\$200	Administrative Site Plan Review (includes minor non-residential additions, sign permits, and others as defined by the Zoning Ordinance)
\$75	Single-family zoning permit (including agricultural building, fence, sign, etc.)
\$75	Review of Land Division Application
\$100	Certification of Zoning or Land Use Compliance – Non-Residential
\$50	Certification of Zoning or Land Use Compliance - Residential/Agricultural

**Special Meeting of the Planning Commission or Zoning Board of Appeals: \$500**

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## CODE ENFORCEMENT

### **Residential/Agricultural Building Permit:**

#### *Residential (One & Two Family)*

*Base Fee:* \$63.00 per \$1,000 of value or valuation up to and including \$1,000 and \$7.20 per \$1,000 of valuation or fraction thereof over \$1,000

#### *Residential Accessory Structures (Detached Garage, Pole Barn, etc.)*

*Base Fee:* \$63.00 per \$1,000 of value or valuation up to and including \$1,000 and \$7.20 per \$1,000 of valuation or fraction thereof over \$1,000

#### *Agriculture Building*

\$75.00 Zoning Permit

*Pursuant to the Michigan Right to Farm Act, a building permit is not required for an agricultural building. A zoning permit is required to verify and substantiate use, setback, and other applicable dimensional requirements.*

*Residential Plan Review Fee* for all single-family structures exceeding 3,000-sf. in livable floor area is required.

*Base Fee:* 0.0016 of the estimated valuation utilized for calculation of building permit fees, but not less than \$100. For valuations over \$500,000, \$820 plus 0.0004 of building valuation over \$500,000.

### **Commercial/Multi-Family/Industrial Building Permit:**

#### *Commercial/Industrial*

*Base Fee:* \$63.00 per \$1,000 of value or valuation up to and including \$1,000 and \$7.20 per \$1,000 of valuation or fraction thereof over \$1,000.

#### *Multi-Family*

*Base Fee:* \$63.00 per \$1,000 of value or valuation up to and including \$1,000 and \$7.20 per \$1,000 of valuation or fraction thereof over \$1,000.

#### *Plan Review Required*

*Base Fee:* 0.0016 of the estimated valuation utilized for calculation of building permit fees, but not less than \$100. For valuations over \$500,000, \$820 plus 0.0004 of building valuation over \$500,000.

*Valuation is based on Building Valuation Data Report provided by the ICC.*

### **Demolition Permit:**

*Residential Home*  
 \$150.00  
*Accessory Building*  
 \$100.00  
*Commercial Building*  
 \$300.00

**Trades (Electrical, Mechanical, and Plumbing):**

*Electrical Permit:*

No.	Type of Equipment:	Per-Unit Fee	No. Units	Fee
1	Application Fee	\$65.00		
2	Service through 200 Amps.	\$15.00		
3	Over 200 through 600 Amps.	\$20.00		
4	Over 600 through 800 Amps.	\$25.00		
5	Over 800 through 1,000 Amps.	\$30.00		
6	Over 1,000 Amps.	\$35.00		
7	Circuits (excluding Items 9-13)	\$5.00		
8	Lighting Fixtures, per 25 or fraction thereof	\$10.00		
9	Dishwasher, Garbage Disposal, or Range Hood	\$10.00 ea.		
10	Furnace – Unit Heater	\$10.00		
11	Central Air Conditioning	\$15.00		
12	Electrical Heating Units (baseboard)	\$10.00		
13	Power Outlets (ranges, clothes dryers, well pumps, etc.)	\$15.00		
14	Feeders (Bus ducts, etc.) 50’ or fraction thereof	\$5.00		
15	Fire Alarms – Up to 10 Devices	\$50.00		
16	11 to 20 Devices	\$100.00		
17	Over 20 Devices	\$5.00 ea.		
18	Conduit Only or Grounding Only	\$45.00		
19	Mobile Home Site	\$5.00		
20	Recreational Vehicle Park Site	\$5.00		
21	Units up to 20 K.V.A. & H.P.	\$6.00		
22	Units 21 to 50 K.V.A. & H.P.	\$10.00		
23	Units 51 K.V.A. & H.P. and Over	\$15.00		
24	Signs – Unit	\$10.00		
25	Letter	\$15.00		
26	Neon (per 25’ or fraction thereof)	\$20.00		
27	Inspections	\$65.00		
28	Investigation Fee (Late Permit)	\$65.00		
29	Special Inspections: V.A., F.H.A., or Pertaining to Sale	\$80.00		

*Plan Review* – If plan review is required, the fee shall be 25% of the building plan review fee.

*Mechanical Permit:*

No.	Type of Equipment:	Per-Unit Fee	No. Units	Fee
1	Application Fee (inc. 1 inspection)	\$65.00		
2	Residential Heating System (includes vent, duct & pipe) NEW CONSTRUCTION ONLY – GAS PIPING (Item 10) & DUCT WORK (Item 11) INCLUDED IN FEE	\$50.00		
3	Gas/Oil Burning Equipment – New and/or Conversion (includes piping and vent)	\$30.00		
4	Solid Fuel Equipment (wood stoves, fireplace stoves, & add-on furnaces)	\$30.00		
5	Chimney, Factory Built (Class A)	\$25.00		
6	Residential Boiler	\$25.00		
7	Solar Equipment, per set of 3 panels (includes piping)	\$20.00		
8	Central Air/Heat Pump	\$30.00		
9	Gas Piping, per opening	\$5.00		
10	Gas Piping (minimum \$25.00)	\$0.05/ft.		
11	Ducts (minimum \$25.00)	\$0.10/ft.		
12	Exhaust Fans	\$5.00		
13	Water Heater	\$5.00		
14	Humidifiers, Heat Recovery Units, V.A.V. Boxes, & Unit Ventilators	\$10.00 ea.		
15	Flue Dampers/Vent Dampers	\$5.00		
16	LPG/Fuel Oil Tanks (includes piping) – Above Ground	\$20.00		
17	Under Ground	\$25.00		
18	Refrigeration Systems (split system)	\$30.00		
19	Compressors	\$30.00 ea.		
20	Evaporator Coils	\$30.00		
21	Chillers & Cooling Towers	\$30.00		
22	Air Handlers/Heat Wheels – Under 10,000 CFM	\$20.00		
23	Over 10,000 CFM	\$60.00		
24	Unit Heaters (terminal units)	\$15.00		
25	Commercial Hood	\$15.00		
26	Fire Suppression/Protection (minimum \$20.00)	\$0.75/head		
27	Inspections	\$65.00		
28	Investigation Fee (Late Permit)	\$65.00		
29	Special Inspections: V.A., F.H.A., or Pertaining to Sale	\$80.00		

*Plan Review* – If plan review is required, the fee shall be 25% of the building plan review fee.

*Plumbing Permit:*

No.	Type of Equipment:	Per-Unit Fee	No. Units	Fee
1	Application Fee	\$65.00		
2	Fixtures, Water Connected Appliances/Devices, & Drains	\$5.00 ea.		
3	Stacks (soil, waste, vent, and conductor)	\$5.00 ea.		
4	Sewage Ejectors & Sumps	\$5.00 ea.		
5	Sewer (storm, sanitary connection at building)	\$5.00 ea.		
6	Water Service – 2” or less	\$5.00		
7	More than 2”, Less than 6”	\$25.00		
8	Over 6”	\$45.00		
9	Water Distribution Piping System – 1” or less	\$10.00		

10	More than 1”	\$20.00		
11	Reduced Pressure Back Flow Preventer	\$5.00 ea.		
12	Sub-Soil Drains	\$5.00 ea.		
13	Inspections	\$65.00		
14	Investigation Fee (Late Permit)	\$65.00		
15	Special Inspections: V.A., F.H.A., or Pertaining to Sale	\$80.00		

*Plan Review* – If plan review is required, the fee shall be 25% of the building plan review fee.

**Miscellaneous Fees:**

Application Fee (roof-mount solar panels and above-ground pools)  
\$100

Application Fee (ground-mount solar panels, in-ground pools, and cell tower modifications)  
\$200

Commercial Sign  
\$200

Contractor Registration  
\$20

New Occupancy (residential or commercial)  
\$70

Single Inspection (roofing, siding, and window replacement)  
\$70

*Building Permit Re-Inspection Fee*

A fee of \$65.00 shall be charged upon need for additional inspections if initial and follow-up re-inspections fail. The fee shall be charged in the following situations:

- (1) Second follow-up inspection fails, and it is necessary for the Building Inspector to perform a third inspection to verify compliance;
- (2) Cannot access property and/or gain entry to building to perform inspection resulting in a third inspection;
- (3) Work not completed as specified in second follow-up inspection;
- (4) Repeated code violations;
- (5) Failure to cancel any inspections if the work is not completed.

*\*The Building Official shall be the only person authorized to waive such fees. Applicability of waiver shall be based upon documentation of unique circumstances from the applicant.*

*Late Permit/Investigation Fee*

An investigative/administrative fee of \$100.00 shall be charged to a person who commences construction or replacement of a structure requiring a construction permit prior to obtaining a construction permit. Once submitted, the necessary construction permit will not be issued until receipt of the investigative/administrative fee by the Building Department.

*\*Failure to obtain required permits on or before the specified date for compliance contained in a formal notice of violation will result in the County pursuing legal action.*

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## SOIL EROSION & SEDIMENTATION CONTROL

### Residential:

(Permit Duration: 12 months)

\$300	New Home
\$180	Addition
\$90	Accessory Building,
\$90	In-Ground Pool
\$90	Pond
\$90	Seawall
varies	Miscellaneous/Other (determined by Plan Reviewer)
\$60	Permit Extension (2 months)
varies	Permit Renewal (12 months) – Initial Permit Fee

### Commercial:

Site Development Projects  
Permit Duration: 12 months

\$300	Plan Review
\$300	Permit Base Fee (first acre)
\$150	Incremental Adjustment (each additional acre)
\$900	Surety Bond (per acre)
varies	Permit Renewal (12 months) – Plan Review Fee plus Incremental Adjustment of remaining acreage

Mining Operations (coordinated with Special Land Use Permit)

Permit Duration: 60 months

\$1,500	Permit Fee
\$1,500	Permit Renewal (12 months)



Utilities (permit fee may be waived for plowed-in utilities)

Permit Duration: 12 months

\$120	Plan Review
\$180	Permit Base Fee (first mile acre)
\$60	Incremental Adjustment (each additional acre)
\$1,200	Surety Required Bond (per acre)

**Enforcement:**

Permitted Activity

\$0	(A) Notice of Violation Warning
\$100	(B) First Follow-Up Inspection
\$200	(C) Second Follow-Up Inspection

Non-Permitted Activity

\$500	(A) Cease and Desist Order
\$2,500	(B) Flagrant Violation (per day)
not to exceed \$10,000	(C) Compelling Performance

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**STATE OF MICHIGAN**

**COUNTY OF CLINTON**

I, DEBRA A. SUTHERLAND, Clerk of the County of Clinton do hereby certify that the foregoing resolution was duly adopted by the Clinton County Board of Commissioners at the regular meeting held October 25, 2022 and is on file in the records of this office.

  
\_\_\_\_\_  
Debra A. Sutherland, Clinton County Clerk