

CITY OF CLAWSON  
2017-2018  
DEPARTMENT FEE SCHEDULES



APPROVED BY CITY COUNCIL ON JUNE 6, 2017  
EFFECTIVE JULY 1, 2017 - JUNE 30, 2018

425 N. MAIN STREET CLAWSON, MI 48017  
[WWW.CITYOFCLAWSON.COM](http://WWW.CITYOFCLAWSON.COM)

2017 - 2018  
CITY OF CLAWSON  
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# BUILDING DEPARTMENT FEE SCHEDULE

Effective  
July 1, 2017

## BONDS

HOUSE MOVING	Site to site	\$	5,000
	Finishing	\$	1,500
NOTE: Upon request, bonds may be obtained thirty (30) days after final inspection approval			

## BUILDING PERMITS

		Building / Sign / Wrecking Permits Base Fee (Plus, any additional items needed) Construction cost \$500 or Below	\$	40
CONSTRUCTION COST	\$501 - \$1,000		\$	15
	\$1,001 - \$2,000		\$	30
	\$2,001 - \$3,000		\$	45
	\$3,001 - \$4,000		\$	60
	\$4,001 - \$5,000		\$	75
	\$5,001 - \$6,000		\$	90
	\$6,001 - \$7,000		\$	105
	\$7,001 - \$8,000		\$	120
	\$8,001 - \$9,000		\$	135
	\$9,001 - \$10,000		\$	150
	\$10,001 and over		\$	165
	(Plus 1.75% of valuation balance)			

		NOTE: Additional Plan Review fees for NEW residents	\$	150
		New Multi-Family	\$	300
Commercial	(Additions & New)		\$	200
Residential	(Additions / Garages)		\$	100

ZONING PERMITS		\$	35
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HOUSE MOVING PERMITS	House moving permit	\$	1,000
	Inspection (In City before moving)	\$	200
	Inspection (Out of City before moving)	\$	500

FIRE CONNECTION TO WATER SYSTEM PERMITS / COMMERCIAL ONLY:			
	Inspection Fee	\$	330

FIRE CONNECTION (plus inspection fee)	4 - inch	\$	550
	6 - inch	\$	1,000
	8 - inch	\$	1,600
	10 - inch	\$	2,300
	12 - inch	\$	5,800

FIRE SUPPRESSION PERMITS	Suppression System Inspection	\$	250
	System Plan Review	\$	250
	Re-inspection Fee	\$	35

# BUILDING DEPARTMENT FEE SCHEDULE

Effective  
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## ELECTRICAL PERMITS

	Base Fee (Plus, any additional items needed)	\$ 40
	Base Fee includes one inspection only (Additional Insp. \$35 each)	
FIXTURES	First 25 fixtures or fraction thereof	\$ 30
	Each additional 25 fixtures or fraction thereof	\$ 10
CIRCUITS	First circuit	\$ 30
	Each additional circuit	\$ 10
	Underground (open trench) inspection	\$ 40

COMMERCIAL MOTOR, GENERATOR, HEATING UNIT, FURNACE, TRANSFORMER, WELDER & CENTRAL AC OUTLET		
	Power plug outlet	\$ 30
	First 10 HP or less	\$ 35
	11 through 30 HP	\$ 40
	31 through 50 HP	\$ 45
	51 HP and over	\$ 50
	Generator	\$ 50
	Pools	\$ 100
	Hot Tubs/Spas	\$ 40

FEEDER MAIN, BUS DUCT, FLOOR RACEWAY, HEADER, ETC.		
	One sum for first 100 feet	\$ 50
	Each additional 100 feet	\$ 15

FIRE ALARM SYSTEM DRILL AND PULL STATION		
	One sum if (10) or fewer stations	\$ 50
	Each additional (5) station	\$ 10

FIRE ALARM SIGNAL DEVICE: (Bell, Horn)	One sum if 5 or fewer devices	\$ 50
	Each additional device	\$ 10

HEAT OR SMOKE DETECTOR	5 detectors or less (120-volt)	\$ 50
	Each additional detector	\$ 10

SPRINKLER SYSTEM	(Includes alterations to existing system)	\$ 200
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RESIDENTIAL ELECTRIC SPACE HEATING	First room	\$ 30
	Each additional room	\$ 10

RESIDENTIAL appliances, dryers, water heaters, disposals, dishwashers, fans, air conditioners, furnaces, etc.		
	First unit	\$ 30
	Each additional unit	\$ 10

GREEN TECHNOLOGIES	Solar Panel	\$ 200
	Wind Turbine	\$ 200
	Battery Storage or EVC Station	\$ 200

# BUILDING DEPARTMENT FEE SCHEDULE

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SERVICE	Temporary	\$	35
	100 AMP or less	\$	35
	101 - 200 AMP	\$	60
SERVICE	201 - 400 AMP	\$	100
	401 - 600 AMP	\$	150
	601 AMP or more	\$	200
	Interrupt power supply (Air conditioner)	\$	35

SPECIAL INSPECTION	Circus, carnival, or road show	\$	500
	Temporary light display area	\$	55

Fixtures NOT included above	\$	35
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PAVEMENT BREAK (If doing underground electrical)			
NOTE: Pavement breaks (in the street - must be 16' x 10")		\$1,500 plus \$5,000	
Surety or Cash Bond. Contractor does back fill & cold patch - the city does the concrete			
DPW does pavement break inspections      NEED 48 HOUR NOTICE			
Contractor is required to inform Police Department of pavement break before starting.			
	Re-inspection Fee	\$	35
	Starting work WITHOUT PERMIT, plus regular permit fees; or double permit fee (whichever is greater) FOR ALL PERMITS	\$	100

## HEATING & COOLING PERMITS

BASE PERMIT FEE	Heating & Cooling (Plus, any additional items needed)	\$	40
	Base Fee includes one inspection only		

BOILER / FURNACE (oil or gas fired)	75,000 BTU or under	\$	25
	75,001 BTU to 150,000 BTU	\$	35
	150,001 BTU and over	\$	75
	Each additional unit in the same building	\$	50

GAS LINE OR PIPING	Gas line piping (under 8 ft.)	\$	35
	Pressure test	\$	35
	Gas Line over 8 ft with Pressure Test	\$	50

DUCT SYSTEM  Commercial	Alterations	\$	30
	New	\$	50
	Alterations	\$	75
	New	\$	150

GREEN TECHNOLOGIES	Each solar panel	\$	200
	Geo Thermal Wells	\$	500

STORAGE TANKS	Capacity of up to 10,000 gallons	\$	75
	Each additional 1,000 gallons	\$	15

COMMERCIAL COOKING HOODS	\$	110

# BUILDING DEPARTMENT FEE SCHEDULE

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AIR CONDITIONERS (Self-contained systems)	Under 2 HP (Tons)	\$	20
	2 to 5 HP (Tons)	\$	25
	5.1 to 50 HP (Tons)	\$	35
	Over 50 HP (Tons)	\$	45
	Air Conditioning Unit (Chiller)	\$	45
	Additional / Re-inspection fee	\$	35

OTHERS	Conversion of furnace	\$	25
	Damper	\$	25
	Electronic Air Cleaner	\$	25
	Fireplace (Gas/Wood)	\$	35
	Gas Dryer	\$	25
	Gas Range	\$	25
	Humidifier	\$	25
	Space Heating	\$	25
	Wood Burner Stove	\$	35
	Chimney Liner	\$	30
	Residential Appliance	\$	30
	Each Additional Residential Appliance Unit	\$	10
	Fixtures not included above	\$	35

NOTE: Furnace & A/C re-connects can be performed by the Mechanical Inspector per State Recommendation

## PLUMBING & SEWER PERMITS

Base Fee (Plus, any additional items needed)	\$	40
Backflow Preventer/(Interior/Exterior Back Water Valve)	\$	25
Bath tub or shower	\$	20
Dental Chair	\$	35
Dishwasher	\$	20
Drinking Fountain	\$	35
Floor Drain	\$	10
Garbage Disposal	\$	20
Hose Bib	\$	10
Humidifier	\$	20
Inside Drain	\$	25
Laundry Tray	\$	15
Laundry Washer	\$	15
Outside Footing Drains	\$	75
Sump pump or Waste Lift	\$	15
Sink (any description )	\$	15
Soda Fountain Bar	\$	75
Stack	\$	15
Sump or Interceptor basket for Sump	\$	15
Surgical Cuspidor	\$	35
Water Closet	\$	15
Water Heater	\$	35
Water Treatment Device	\$	15
Fixtures Not Included Above	\$	15

NOTES: For commercial plumbing work a State of Michigan licensed plumbing contractor can only pull a permit.

When a permit is pulled for basement water proofing - a plumbing permit is also required if they hook up a sump pump per Jim Albus 8/18/04. Underground sprinkler system needs permit for vacuum breaker & water distribution.

Drain layers can pull sewer permit. NOTE #2: (Exterior Back Water Valve to be inspected by DPW or Building Inspector)

# BUILDING DEPARTMENT FEE SCHEDULE

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NEW DRAIN OR SEWER REPAIR	Line Not Exceeding:	
	4-inch diameter	\$ 40
	6-inch diameter	\$ 45
	8-inch diameter	\$ 55
	10-inch diameter	\$ 65
	12-inch diameter	\$ 75
	15-inch diameter	\$ 85
	18-inch diameter	\$ 95
	Lines Exceeding:	
	18-inches in diameter	\$ 100
Clean out (additional to sewer repair fee)		\$ 35

SEWER CATCH BASIN	\$ 60
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MANHOLE	\$ 60
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SEWER TAP (private property & sewer) only	\$ 100
Working <b>WITHOUT A PERMIT</b> , plus regular permit fees; or double permit fee (whichever is greater)	\$ 100
Re-inspection Fee	\$ 35
Underground plumbing inspection	\$ 75

WATER DISTRIBUTION	3/4-inch	\$ 50
	1-inch to 2-inch	\$ 50
	2 1/2-inch to 4-inch	\$ 75
	Exceeds 4-inches	\$ 85

## LICENSING & ADMINISTRATIVE

BUILDING CONTRACTOR	Residential Builder	\$ 30
	Alteration Contractor	\$ 30

ELECTRICIANS	Electrical Contractor	\$ 30
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FIRE ALARM TECHNICIANS	Fire Alarm Contractor	\$ 30
	Fire Alarm Specialist Technician	\$ 30
	Fire Alarm Apprentice	\$ 25

HOUSE MOVING CONTRACTOR	\$ 30
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MECHANICAL	Heating Contractor	\$ 15
	Refrigeration Contractor	\$ 15

NOTE: Mechanical Contractor can also pull electrical permits for replacement furnace & A/C only.  
Register as mechanical & electrical contractor if contractor doing both permits. If doing just electrical charge \$30 electrical administration fee. Flag contractor for furnace & A/C replacement only.

PLUMBING	Master Plumber	\$ 30
	Journeyman Plumber	\$ 30

NOTE: Mechanical Contractor can also pull plumbing permit for water heater only.  
Register as mechanical & electrical contractor if contractor doing both permits. If doing just plumbing (water htr) charge \$30 plumbing administration fee. Flag contractor & note contractor for water heater permit.

# BUILDING DEPARTMENT FEE SCHEDULE

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SIGN TECHNICIANS	Sign Specialty Contractor	\$	30
	Sign Specialty Technician	\$	30

WRECKING CONTRACTOR	\$	30
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## MISCELLANEOUS FEES

CERTIFICATE OF OCCUPANCY	Commercial	\$	200
	Residential	\$	175
	NOTE: Temporary Certificates of Occupancy NOTE: Issued with Cash Bonds double the value of the remaining work.	\$	100

INFORMATION PERMIT (Review of code violations)	Building inspection only	\$	75
	Electrical inspection only	\$	75
	Heating & Refrigeration inspections only	\$	75
	Plumbing & Sewer inspections only	\$	75

LANDLORD LICENSE FEES	Single Family / Duplex	\$	40
	Multiple Family (per Building Fee)	\$	40
	Re-Inspection Fee	\$	75
	Complaint Inspection	\$	100

FIRE / SAFETY INSPECTION FEES	Business (per address)	\$	40
	Commercial (per address)	\$	40
	Industrial (per address)	\$	40
	Re-Inspection Fee	\$	75
	Complaint Inspection	\$	100

MISCELLANEOUS PLAN REVIEW AND INSPECTION	\$	150
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ADDITIONAL INSPECTIONS NECESSARY	\$	35
When more than two duplicate/identical inspections are necessary on any given permit		

PERMIT REFUND	If the work completed precedes fifty percent (50%), the permit fee will then be prorated and the balance refunded. If the work completed exceeds fifty percent (50%), then the entire permit fee is retained by the City.
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PERMIT TRANSFER	Permit transfers from contractor to contractor require a revised permit obtained by the new contractor along with written authorization from the owner. Permit transfers from owner to contractor require a revised permit obtained by the new contractor.
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HOMEOWNER AFFIDAVIT	Signed affidavits are required prior to issuing electrical, heating, plumbing and sewer permits to homeowners.
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# BUILDING DEPARTMENT FEE SCHEDULE

Effective  
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EXPIRED PERMITS	A permit remains valid for 180 days as long as work is progressing & inspections are requested & conducted. Permits will be closed 180 days after issuance or the last inspection. Closed permits cannot be refunded. (Fee to re-open a closed permit)	\$	75
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INFRACTION CITATION	1st Infraction	\$	75
	2nd Infraction	\$	130
	3rd Infraction	\$	180
MUNICIPAL CIVIL INFRACTION VIOLATION NOTICE (Court Appearance)		\$	500

## PLANNING ACTIVITY FEES

Preliminary Plat Review (tentative approval)	\$1,100 plus \$11 per lot
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Preliminary Plat Review (final approval)	\$800 plus \$10 per lot
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Final Plat Review	\$650 plus \$10 per lot
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Commercial Development Site Plan Review	\$1,000 plus \$100 per acre
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Industrial Development Site Plan Review	\$1,000 plus \$100 per acre
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Multiple Family Development Site Plan Review	\$1,000 plus \$20 per unit
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Planned Unit Development (PUD) Review	\$1,500 plus \$30 per unit/acre
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Public/Semi-Public Users Site Plan Review	\$900 plus \$100 per acre
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Engineering Review of a Site Plan (new construction or addition)	\$ 500
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Special Land Use Approval (in addition to site plan fees)	\$ 1,000
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Regulated Land Use Appeal	(includes adult bookstores, adult motion picture theatres, pawnshops, pool or billiard halls, dance halls and tattoo parlors)	\$	1,080
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Rezoning Application Review	\$ 1,050
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Zoning Board of Appeals Review	Single Family Residential	\$	565
	Dimensional Variances	\$520 plus \$305 per variance	
	Use Variances	\$1,100 plus \$30 per acre	
	Temporary Use (including X-Mas trees)	\$300 + \$200 clean up bond	

Special Board of Appeals Meeting	Single Family Residential (plus review fees)	\$	585
	Commercial (plus review fees) <small>(can be scheduled with a reasonable amount of time allowing for advertising requirements)</small>	\$	585

# BUILDING DEPARTMENT FEE SCHEDULE

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Outdoor Café Licenses	(New) Serving Alcohol	\$	50
	(New) Not Serving Alcohol	\$	50
	(Renewal) Serving Alcohol	\$	30
	(Renewal) Not Serving Alcohol	\$	30

Vacation of Alley / Street	\$715 + \$105 / abutting lot
Lot Split / Combination	\$750 + \$50 / resulting lot

Precious Metal License	\$	75
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Meeting with City Planner / Staff at City Hall	1st Free
(2nd meeting fee can be transferred to the Site Plan Review Fee)	2nd and on \$200 each

## THE FOLLOWING ITEMS APPROVED AT THE REGULAR CITY COUNCIL MEETING - NOVEMBER 3, 2009

### ARSON

PERSONNEL COST*	Firefighter per hour per person	\$	58.6200
	Lieutenants rate of pay	\$	35.0979
	Sgt. rate of pay	\$	33.3430
	Officers rate of pay	\$	29.2482
*Personnel cost subject to change depending on current labor agreement			

APPARATUS	Equipment used for firefighting response at the hourly rate in force at the time of the incident.*
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### ABANDONED - VACANT BUILDINGS

	Registration of vacant or abandoned building	\$	100
	Administrative Fee (monthly inspections by CEO)	\$	40
	<b>FEES - AS NEEDED</b>		
	Additional Inspection of property (as required)	\$	40
	CEO contact with PD for inspection	\$	20
	CEO contact DPW/Contractor	\$	20
	DPW clean up or securing building	Work-time and materials*	
	Additional CEO processing and billing (if required)	\$	30
	Late fees	10% of original fee	
	Title Search	Cost plus 5%	

\*Based on prevailing rates for personnel cost and equipment cost based on MDOT equipment schedule on a per hour basis

<b>ORDINANCE &amp; GUIDELINES</b>	PP-16 Vacant and Abandoned Buildings Ordinance No. 674
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# CITY CLERK FEE SCHEDULE

Effective  
July 1, 2017

## CITY RECORDS

<b>Budget</b>	Without binder	\$ 15.00
	With binder	\$ 20.00
<b>City Charter</b>		\$ 10.00
<b>Code of Ordinances</b>	Bound	\$ 100.00
	Unbound	\$ 70.00
<b>Freedom of Information Act Request</b>		per policy
The actual cost of mailing, duplication, and labor will be charged. An appropriate deposit may be required.		
<b>Master Plan</b>		\$ 15.00
<b>Notary Fee</b>	Resident/Clawson Business owner	\$ 5.00
	Non-Resident	\$ 10.00
<b>Photocopy</b>	By the Clerk's Office / per page	\$ 1.00
<b>Precinct Map</b>		\$ 1.50
<b>Renshaw Senior Housing Application</b>	Non-refundable Fee	\$ 25.00
<b>Street Map</b>		\$ 1.50
<b>Voters List (QVF)</b>	Minimum Charge	\$ 25.00
	Additional Daily AV List Charge	\$ 10.00
	\$.01 per name plus labels @ \$2.50 / 1,000	
<b>Zoning Map</b>		\$ 1.50
<b>Zoning Ordinance</b>		\$ 20.00

## LICENSING & PERMITS

<b>Amusement Devices other than Coin-Operated Amusement Devices</b>	Each device or game	
	Annual fee	\$ 10.00
<b>Amusement Park</b>	Annual fee	\$ 100.00
<b>Bowling Alley</b>	Annual fee	\$ 25.00
	Each alley	\$ 10.00
<b>Business-Related License</b>	Cabaret License	
	Initial Inspection	\$ 50.00
	Plus Annual License Fee	\$ 35.00
<b>Carnivals</b>	First Day	\$ 100.00
	Each Additional Day	\$ 10.00

# CITY CLERK FEE SCHEDULE

Effective  
July 1, 2017

<b>Coin-Operated Amusement Device License</b>	Annual Distributor's License	\$	150.00
	Annual Exhibitor's License		
	Each of first 10 machines	\$	100.00
	Each of 11th - 20th machines	\$	75.00
	Each machine after 20th	\$	25.00
	Gaming Machine	\$	500.00
<b>Coin-Operated Jukebox/Phonograph Exhibitor's License</b>	Annual charge per machine	\$	50.00
<b>Dance/Entertainment License</b>	Annual fee	\$	35.00
<b>Dog License</b>	Per year (Spayed / Neutered)	\$	7.50
	<i>Senior Pricing Per year (Spayed / Neutered)</i>	\$	6.75
	Per year (Male / Female)	\$	15.00
	<i>Senior Pricing Per year (Male / Female)</i>	\$	13.50
	Late fee (renewed after June 1st for everyone)	\$	30.00
<i>All Oakland County Dog Licenses expire on Dec. 31st and need to be renewed by June 1st.          3 year licenses are available with a valid 3 year rabies vaccination (ex. \$7.50 x 3 = \$22.50 total fee)          Replacement tags for lost tags will be issued at no charge. Senior Citizen Prices (65 years or older)</i>			
<b>Fire Permit</b>	Five (5) year license	\$	10.00
<b>Liquor License</b>	Annual renewal fee	\$	250.00
<b>Massage Therapy License</b>	Annual renewal fee	\$	50.00
	Application/investigation fee per person*	\$	25.00
*Annual renewal fee is due 30 days prior to their State of Michigan License expiration*			
<b>Merchant's License</b>	(Initial, one-time fee)	\$	25.00
<b>No Knock Registered Sticker</b>	Replacement/Lost/Damaged Sticker	\$	1.00
	Additional Sticker - cost is per sticker	\$	1.00
<b>Peddler's / Canvasser's Permit</b>	Per Person (Annual)	\$	30.00
<b>Poolroom and Billiard Rooms</b>	Annual fee	\$	25.00
	Each table	\$	5.00
<b>Precious Gem/Metal Dealer (gold, silver)</b>	Annual fee	\$	50.00
<b>Regulated Uses (Ordinance # 692)</b>	Initial Application*	*	
	Annual Renewal*	*	
*The following are deemed to be regulated uses: a.) Adult Bookstores b.) Adult Motion Picture Theaters c.) Pawnshops d.) Pool or Billiard Halls e.) Dance Halls f.) Motorcycle Sales or Rental Agencies			
<b>Rides (Animal)</b>	Annual fee	\$	25.00
	Per day	\$	5.00
<b>Rides (Mechanical)</b>	Annual fee	\$	100.00
	Per day	\$	25.00

\*to be determined  
with changes to  
Ordinance\*

# CITY CLERK FEE SCHEDULE

Effective  
July 1, 2017

<b>Roller Rink License</b>	Annual	\$ 35.00
<b>Swimming Pool (Public)</b>	Annual fee	\$ 100.00
<b>Theatres</b>	Annual fee	\$ 25.00
<b>Used-Car Dealer's License</b>	Initial fee	\$ 150.00
	Annual fee (Due on or before July 1st)	\$ 50.00

## CONSTRUCTION PERMIT REQUIREMENTS

Any work to be done in the City right-of-way (ROW), in a utility easement, and certain work on private property, requires an Engineering Inspection Permit from the Department of Public Works.

### CONSTRUCTION PERMIT REQUIRES

Engineering Plan Review & Escrow
Permit Application & Fee
Cash Bond & Proof of Insurance
Inspection Escrow Deposit

### ENGINEERING PLAN REVIEW

The applicant shall provide three (3) signed and sealed sets of plans for the proposed project, along with an engineer's estimate of the construction cost. For the engineering plan review fee, and escrow amount of a minimum \$500 or 1.35%, whichever is greater, as established by the city engineer, based on the applicant's estimated cost of the project, including labor, materials and overhead.

### PERMIT APPLICATION

Must be completed and returned to the Department of Public Works by the party providing the Proof of Insurance. The party applying for the permit must bring the following information.

Complete Permit Application
Permit Fee in the amount of \$100

### CASH BOND AND PROOF OF INSURANCE

As a condition of obtaining a permit, a cash bond in and amount of at least \$5,000 for work in Local Road ROW  
\$10,000 for work in Major Road ROW  
or five percent, whichever is greater, as established by the city engineer, based on the applicant's estimated cost of the project, including labor, materials and overhead, which may be utilized to pay all valid claims for damages resulting from activity within the public right-of-way. Refer to Section 66-63 of the City of Clawson Code of Ordinances.

Proof of Insurance is required listing the City of Clawson as an additional insured party, for at least \$1,000,000 in liability coverage. Both the Cash Bond and the Certificate of Insurance must list the address at which the permit work will be performed.

### INSPECTION ESCROW DEPOSIT

The applicant shall deposit 6% of the construction cost estimate for the project to establish an escrow account to cover the cost of project inspection.

Minimum Deposit:	\$1,000.00
Inspection time is charged as follows:	
Straight Time	\$ 69.00 / hour
Overtime (time and 1/2)	\$103.50 / hour
Overtime (double time)	\$138.00 / hour

Any remaining escrow balance is returned after the project is finale.

Any money owed is billed to the permit holder within \$500 of the deposit being depleted.

**PAVEMENT BREAKS**

For any breach of the paved public right-of-way, the City of Clawson requires that the applicant restore sidewalks, roads, and driveway approaches with temporary pavement and make payment to the City of Clawson to permanently restore the area during its annual patching program. Payment for this will be accomplished using funds deposited by the applicant with each construction permit. If the cost of restoration exceeds the funds collected, the additional funds to complete the work will be deducted from the applicant's bond deposit.

Fees shall be deposited based on the following:

4" Sidewalk	\$85.00 per Flag (5' x 5')
6" Sidewalk	\$100.00 per Flag (5' x 5')
Roadway	Standard 27' Width (estimated 10 foot wide trench)
	\$1,500.00 to center of road
	\$3,000.00 Full Width

**DEMOLITION**

During demolition, water services and sewer leads are required to be terminated at the main connection. This work shall be performed by the City of Clawson. Fees will be established based on review of the demolition plan. Fees related to this work shall be paid by the applicant.

**ENGINEERING PLAN PHASE - BRING**

- 1) Three (3) sets of Engineering Plans
- 2) Engineer's Construction Cost Estimate
- 3) Engineering Review Fee

**RIGHT OF WAY PERMIT PHASE - BRING**

- 1) Approved Engineering Plans
- 2) Permit Application & Fee
- 3) Cash Bond
- 4) Proof of Insurance
- 5) Check to cover inspection fees (escrow)
- 6) Check to cover pavement breaks
- 7) Soil Erosion Control Permit from Oakland County Drain, Soil Erosion & Sedimentation Control Division may be required. They can be reached at (248) 858-5389.

TO: Clawson Department of Public Works, 635 W. Elmwood

FOR INSPECTION:

Call the Department of Public Works at (248) 288-3222 (48-hour notice is required). Give address of the work, and the Permit Number when calling.

## DEPARTMENT OF PUBLIC WORKS & ENGINEERING PERMIT CONDITIONS AND SPECIFICATIONS

### CONDITIONS

The following conditions apply to permitted activities within City of Clawson Rights-of-Way, within utility easement(s), and on private property. The permitted activities are those described in the detailed work description included on the permit. The permittee has the obligation to operate, use and/or maintain the City facility and work area to the satisfaction of the City of Clawson Department of Public Works and Engineering until the permitted activity is complete.

All work will be carried out in the manner applied for and in accordance with plans, specifications, and statements filed with the City of Clawson as part of the permit application. If said permit is granted, the applicant agrees to do the following:

1. Give notice to the Department of Public Works and Engineering at (248-288-3222), at least one business day prior to commencement of operations covered by this permit.
2. In any and all operations under this permit, meet all requirements of the City of Clawson Standard Specifications and Supplemental Specifications as set forth below.
3. Take, provide, and maintain all necessary precautions to prevent injury or damage to persons and property from operation covered by this permit, and use safety devices which are MIOSAH and City of Clawson approved.
4. Save harmless the City of Clawson against any and all claims for damages arising from operations covered by this permit and furnish proof of insurance coverage for the term of this permit for a minimum of \$1 million personal injury and \$1 million property damage for operations covered by this permit.
5. Surrender the permit herein applied for, cease operations, and surrender all rights there under whenever notified to do so by the Superintendent of Public Works and Engineering, because of his/her need for the area covered by the permit, or because of a default in any of the conditions of the permit.
6. Immediately remove, alter or relocate, at applicant's own expense, the facility for which this permit is granted, if requested by the City of Clawson to do so. Upon failure to remove, alter, relocate or surrender the facility pursuant to the request of the City of Clawson, reimburse the City of Clawson for its cost in doing same.
7. File a cash construction bond in an amount to be determined by the Department of Public Works and Engineering, and conditioned upon, performance of the conditions of the permit and compliance with all requirements of law.
8. Additional conditions.



**SUPPLEMENTAL SPECIFICATIONS****1. PERMIT**

The person in charge of the work shall have the permit and the approved plans or sketches, in his possession on the job at all times.

**2. EXCAVATION AND DISPOSAL OF EXCAVATED MATERIAL**

The Department of Public Works and Engineering may specify if trenches or excavations under or adjacent to the road surface shall be sheeted, shored, and/or braced in such a manner as to prevent caving, loss, or settlement of foundation material supporting the pavement. This in no way relieves the contractor of responsibility for damages to persons or property caused by a failure to properly shore any trench.

Excavated material shall be stocked in such locations that it does not obstruct vision on the traveled portion of the street or highway and in such manner that it will interfere as little as possible with the flow of traffic. Sod and topsoil shall be stocked separately from other excavated material. The applicant shall dispose of all surplus and unsuitable material unless the permit provides for disposal at approved locations within the right-of-way. In the latter case, the material shall be leveled and trimmed in accordance with the approved project plans, or to the satisfaction of the Inspector.

**3. BACKFILLING AND COMPACTING BACKFILL**

All trenches, holes, and pits shall be filled with sand, placed in successive layers not more than 12 inches in depth, loose measure. Each layer shall be thoroughly compacted and all backfill subject to check by the Controlled Density Method. The Department of Public Works and Engineering will specify if compaction testing is required, and if so, the applicant will be responsible for the costs of that testing. Testing will be performed by the materials testing consultant under contract to the City of Clawson, at the time of the work.

Sand backfill material shall meet the gradation requirements of MDOT Class II Material.

Sod and topsoil shall be replaced in kind, and under the direction of the City of Clawson Inspector.

**4. CROSSING ROADBED BY TUNNELING**

When pipe is installed by tunneling, boring or jacking without cutting the existing pavement, the backfill shall be made by tamping a dry mix of lean concrete into place so as to completely fill any voids remaining around the installation. The concrete shall be composed of one part Portland cement and 10 parts of sand. Sand shall conform to the requirements given in Paragraph 3.

**5. CROSS BY CUTTING PAVEMENT AND TRENCHING**

When this method is used, the pavement shall be cut back so that the pavement opening is at least 6 inches wider on each side than the width of the trench. All pavement surfaces will be cut with a concrete saw and carefully broken out without disturbing the cut edge. Chipped or broken edges of pavement will be re-sawed prior to pavement replacement. Pavement shall be replaced with new pavement and base material to match the original type and depth. Where an asphalt cap exists, the concrete patch will be poured full depth, unless otherwise specified on the approved plans. 5/8" hook bolts will be used in local roads to tie a new concrete patch to the existing pavement. 1 1/4" dia. Epoxy coated dowel bars will be used in major roads parallel to the direction of travel, and \$5 hook bolts used to tie in the sides of a patch. If weather conditions make it infeasible to replace pavement in kind, a temporary surface of bituminous material shall be placed, and later replaced with pavement of original type at the applicant's expense.

**6. DEPTH OF COVER MATERIAL**

Pipes shall be placed to a depth that will provide not less than 3 feet of cover between the top of roadway surface and the pipe.

**7. TREE TRIMMING OR TREE REMOVAL**

Secure permission and/or a permit from the City of Clawson Department of Public Works and Engineering.

**8. INSPECTION**

In all cases the applicant shall notify the City of Clawson at least one business day before the work will commence, so arrangements may be made to have an Inspector present while the work is in progress. The applicant will be billed for the necessary expense of the inspector at the current rate in effect on the date listed on the permit.

9. Any operation in the right-of-way not covered by the above specifications submitted with the permit, or the City of Clawson Standard Specifications, shall be done in accordance with instructions of the City of Clawson Department of Public Works and Engineering.

10. Full compliance is required with any regulations of the Department of Public Works and Engineering, and any public utilities in the vicinity of the work.

**11. CONSTRUCTION HOURS CLAUSE**

All construction under or relevant to this permit shall not begin before sunup or at the earliest 7:00 a.m. and all construction shall cease at sundown or at the latest 7:00 p.m. The Contractor shall adhere to this schedule unless specifically authorized in writing by the Superintendent of Public Works and Engineering. Sunup and sundown shall be determined by the shutting off or turning on of the street lights in the area of the project. This shall expressly forbid the operating of any mechanical equipment except during the permitted hours. The Contractor shall schedule his construction so that operations including installing pipe, back filling, finishing pavement, applying curing compound, cleanup and placing of proper barricades and lighting and any other construction are done during the required time. No inspections personnel will be furnished for hours in addition to those specified, and any work performed outside of these hours will not be accepted by the Department of Public Works and Engineering.

No Sunday or Holiday work will be allowed unless specifically authorized in writing by the Superintendent of Public Works and Engineering. Holiday work shall include all legal holidays, national, state, county and City Election days and any other day when the City Hall of the City of Clawson is officially closed.

**THE FOLLOWING MUST BE ATTACHED TO THE PERMIT APPLICATION WHEN REQUESTED BY THE DEPARTMENT OF PUBLIC WORKS AND ENGINEERING**

Permit Fee, Cash Construction Bond, Certificate of Insurance, (except for utility companies); Approved Plans, Approved Traffic Control Plan in case of street closures, Inspection Escrow Deposit, a copy of the Oakland County Soil Erosion Control Permit and all other necessary permits.

City of Clawson Department of Public Works and Engineering  
635 West Elmwood  
(248) 288-3222

## WATER DEPARTMENT FEES

FOR INSPECTION: Call the Department of Public Works at (248) 288-3222 (48-hour notice is required). Give address of the work, and the Permit Number when calling.

WATER DEPARTMENT FEES AS OF May 1, 2012

WATER TAP FEES	1" Water Tap (Service)	\$1,500.00
	1.5" Water Tap (Service)	\$1,750.00
	2" Water Tap (Service)	\$2,100.00

WATER SERVICE DISCONNECT fee \$800 + Restoration

SEWER SERVICE DISCONNECT fee \$1,200 + Restoration

WATER METER FEES	5/8" Meter	\$ 130.00
	1" Meter	\$ 210.00
	1.5" Meter	\$ 830.00
	2" Meter	\$1,770.00

METER HORN	5/8" Meter Horn	\$ 55.00
	1" Meter Horn	\$ 85.00

METER TEST	Time & Material
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Water tap & meter prices subject to change based on current market pricing.

Water service shut offs after regular business hours:	
Monday - Saturday	\$ 50.00
Sunday & Holiday	\$ 100.00

Water service shut off or reactivation due to non-payment \$50.00  
**\*Refer to the Water Shut-off Policy**

Clawson Department of Public Works, 635 West Elmwood (248) 288-3222



**CITY OF CLAWSON  
PERMIT APPLICATION FORM  
RIGHT-OF-WAY / EASEMENT**

**A. PERMITEE:**

PLEASE INDICATE IF:  Contractor  Developer  Telecommunications  Utility Company

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP CODE \_\_\_\_\_

OFFICE PHONE \_\_\_\_\_

24-HOUR EMERGENCY PHONE \_\_\_\_\_

**B. DESCRIPTION OF CONSTRUCTION OPERATION(S):**

(INCLUDE SIZE, LENGTH, TYPE OF FACILITY AND RESTORATION)

\_\_\_\_\_  
\_\_\_\_\_

**C. LOCATION OF CONSTRUCTION OPERATION(S):**

\_\_\_\_\_  
\_\_\_\_\_

**D. START DATE:** \_\_\_\_\_ **E. COMPLETION DATE:** \_\_\_\_\_

**F.**  PERMIT FEE (\$100.00) or  METRO ACT (PERMIT FEE WAIVED)

**G. CASE CONSTRUCTION BOND:** \_\_\_\_\_

**H. INSPECTION ESCROW DEPOSIT:** \_\_\_\_\_

**I. CHECK LIST:**

ENGINEERING PLAN REVIEW PHASE

- THREE SETS OF ENGINEERING PLANS
- ENGINEER'S CONSTRUCTION COST ESTIMATE
- ENGINEER'S REVIEW FEE
- EXECUTED EASEMENTS
- PERMITS

RIGHT OF WAY PERMIT PHASE

- APPROVED ENGINEERING PLANS
- PERMIT APPLICATION
- PERMIT FEE (\$100.00)
- CASE CONSTRUCTION BOND
- PROOF OF INSURANCE
- INSPECTION ESCROW DEPOSIT

PERMITEE \_\_\_\_\_

DATE \_\_\_\_\_

## LIBRARY FEE SCHEDULE

### LIBRARY FEES

<b>Book or other Library item (Damaged)</b>	Cost of repair (or replacement) plus overdue charge	
<b>Book or other Library item (Lost)</b>	Replacement cost plus overdue charge	
<b>Computer Guest Passes</b>	One Hour Pass	\$ 1.00
<b>Copies</b>	Computer Printer (per page)	\$ 0.10
	Photocopier (per page)	\$ 0.10
<b>Exam Proctoring</b>	Clawson Residents	\$ 5.00
	Non-Residents	\$ 25.00
<b>Library Card</b>	First Library Card	No Charge
	Lost Library Card (replacement fee)	\$ 2.00
<b>Library Card (Non-Resident)</b>	Non-Resident Individual (effective 10/13/09) - per year	\$ 100.00
<p><i>(Non - resident individual cards may be purchased - valid for one year. TLN member library cardholders, Troy residents, patrons with a MichiCard, patrons working in Clawson, patrons owning property or attending school in Clawson do not need to purchase a card.)</i></p>		
<b>Overdue Fine</b>	Per Item (except DVD/VHS), per day that the Library is open	\$ 0.20
	Overdue fine for ALL films, per day the library is open	\$ 1.00
<b>Video Rental</b>	(Limit: 10 per patron)	
<b>NEW</b> Feature Films (DVD)	One day rental	\$ 1.00
Feature Films (DVD or VHS)	One week rental	\$ 1.00
Special Interest Films (DVD or VHS)	One week rental	No Charge
Children's Feature Films (DVD or VHS)	One week rental	\$ 1.00
Children's Special Interest Films (DVD or VHS)	One week rental	No Charge
Overdue Fine for ALL Films	Per day the Library is open	\$ 1.00

## PARKS AND RECREATION FEE SCHEDULE

### ATHLETIC FIELDS

Artificial Turf Stadium Field	Includes lights, pressbox and a staff person	\$150.00 per hour
Bywood Soccer Field, Softball Field North Baseball Field at City Park	Free to Clawson schools, Clawson youth leagues, and Clawson service clubs	\$60.00 per game \$95.00 double header
City Park Baseball Field		\$100.00 per game \$175.00 double header

### CITY HALL ACTIVITY ROOM

<b>Weekdays (Resident)</b> <i>Monday through Thursday</i>	Hourly Rate	\$ 30.00
<b>Weekdays (Non-Resident)</b>	Hourly Rate	\$ 40.00
<b>Weekdays (Employee/Retiree)</b>	Hourly Rate	\$ 15.00
<b>Weekends (Resident)</b> <i>Friday through Sunday</i>	Hourly Rate	\$ 50.00
<b>Weekends (Non-Resident)</b>	Hourly Rate	\$ 60.00
<b>Weekends (Employee/Retiree)</b>	Hourly Rate	\$ 25.00

### HUNTER COMMUNITY CENTER

<b>Meeting Room</b> <i>(Resident)</i>	Hourly Rate	\$ 20.00
	Weekend per hour additional cost	\$ 15.00
<b>Meeting Room</b> <i>(Non-Resident)</i>	Hourly Rate	\$ 30.00
	Weekend per hour additional cost	\$ 15.00
<b>Gymnasium (Resident)</b>	Per hour	\$ 40.00
<b>Gymnasium (Non-Resident)</b>	Per Hour	\$ 60.00
<b>Gymnasium Weekend Use</b>	Additional cost per hour	\$ 15.00

### PARK SHELTER

<b>Weekdays</b> <i>Monday through Friday</i>	Resident	\$ 65.00
	Non-Resident	\$ 130.00
	Employee/Retiree	\$ 30.00
<b>Weekends</b> <i>Saturday-Sunday-Holidays</i>	Resident	\$ 75.00
	Non-Resident	\$ 150.00
	Employee/Retiree	\$ 35.00

**PLEASE NOTE: CLAWSON SERVICE ORGANIZATIONS AND CLAWSON SCHOOLS USE THE FACILITIES FOR FREE EXCEPT FOR WEEKENDS.**

**\*PLEASE NOTE: IF YOU USE A CREDIT/DEBIT CARD TO PAY FOR CLASSES THERE WILL BE AN ADDITIONAL 3% FEE ADDED - MINIMUM FEE OF \$2.00 WILL BE ADDED\***

## POLICE DEPARTMENT FEE SCHEDULE

### POLICE DEPARTMENT FEES

BICYCLE LICENSE		\$ 2.00
CLEARANCE CHECKS	Adoptions, Employment	\$ 10.00
CREDIT/DEBIT CARD FEES	A 3% fee will be added to your payment minimum fee of \$2.00 will be added	
FALSE ALARMS	First 2 Responses	No Fee
	3rd Response	\$ 50.00
	4th Response	\$ 75.00
	5th Response and After	\$ 100.00
FINGERPRINT CARD	Resident & Clawson Teachers & Subs	\$ 10.00
	Non-Residents	\$ 25.00
NOTARY FEE	Resident	\$ 5.00
	Non-Resident	\$ 10.00
PARKING CITATIONS	Handicapped Violations	
	Within 7 days of Violation	\$ 50.00
	After 7 days of Violation	\$ 100.00
	All other Parking Violations	
	Within 7 days of Violation	\$ 20.00
	On or after 8th day of Violation	\$ 50.00
POLICE REPORT	First Page	\$ 5.00
	Each Additional Page	\$ 1.00
	Photographs per each	\$ 5.00
PRELIMINARY BREATH TEST	Resident or Court ordered only	\$ 25.00
VEHICLE FEES	Impound	\$ 100.00
	Inspections (VIN/Equip Verification Residents)	\$ 25.00
VIDEO RECORDINGS FROM IN-CAR OR INTERVIEW ROOM	Per DVD recording	\$ 50.00

## TREASURER'S FEE SCHEDULE

### TREASURER'S SCHEDULE OF FEES

Apartment List		\$5.00
Bad (NSF) Check Fee		\$20.00
Credit/Debit Card Fees		
A 3% fee will be added to your payment - minimum fee of \$2.00 will be added		
E-Check Fees		
A Flat Fee of \$3.00 up to \$10,000 purchase A Flat Fee of \$10.00 for anything over \$10,000 purchase		
Installment Booklet for Summer Tax Payments		
	First Booklet	\$10.00
	Replacement for lost booklet	\$10.00
Tax Information	Per page	\$1.00
Tax Sale List		\$5.00