

City of Waukee Fee Schedule 2020

† All fees in effect upon adoption unless otherwise noted.

ADMINISTRATIVE SERVICES/FINANCE

Examination and Copying of Public Records*

Photocopies	\$0.25 per page (black & white) \$0.50 per page (color)
Electronic media**	\$5.00 per CD (data files) \$5.00 per DVD (audio/video) \$10.00 per USB drive \$10.00 per GIS layer file
Routinely prepared or bound reports	Actual cost(s) to produce
Hourly rate for clerical time needed for the reproduction of photocopies	Actual cost(s) of employee time if time involved exceeds fifteen (15) minutes
Hourly rate for professional staff time needed to produce or review documents	Actual cost(s) of employee time if time involved exceeds fifteen (15) minutes

* Reference policy adopted by Waukee City Council on 08/20/2012 by Resolution #12-187

** All open records requests that are responded to by electronic media shall be done so that the document(s) may not be altered.

Block Party Permit

Bond requirement	\$250.00, refundable after barricades are picked up by Public Works
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Peddler, Solicitor Permit

Application fee (per applicant)	\$5.00
License fee (per group)*	\$10.00 per one-day license \$50.00 per one-week license (7 contiguous days) \$150.00 per 30-day license \$300.00 per 90-day license
Bond requirement (per group)	\$100.00 cash or money order, refundable 30 days after expiration of license

Display Fireworks Permit

License fee	\$10.00
Deposit requirement	\$200.00, refundable upon the clean up, by applicant, of any debris and in the sole discretion of the City

* Display Fireworks as defined in Iowa Code section 727.2(1)(b)

** Insurance requirements specified in Waukee Municipal Code §622.1(2)

Commercial Garbage Hauler Permit

License fee	\$10.00 per license
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* Insurance requirements specified in Waukee Municipal Code §213.5

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Collection Fees

NSF fee	\$30.00
Income Offset Program administration fee	\$7.00

Miscellaneous Fees

Rules, regulations, procedures and fees associated with a Retail Cigarette/Tobacco Permit are governed by Chapter 453A of the Code of Iowa.

Rules, regulations, procedures and fees associated with a Liquor License are governed by Chapter 123 of the Code of Iowa.

PARKS AND RECREATION

Sugar Creek Municipal Golf Course

Season Passes	
Weekday Senior (Age 55+, Monday-Thursday, Friday AM)	\$546.00 + tax
Single Adult (Monday-Sunday)	\$708.00 + tax
Couples (2 people from same residence)	\$1,018.00 + tax
Family (3 or more from same residence)	\$1,233.00 + tax
Junior (Age 18 and under)	\$357.00 + tax
Cart Passes	
Single	\$415.00 (tax included)
Couple (2 people)	\$603.00 (tax included)
Daily Rates	
Weekday (Monday-Thursday, Friday AM)	9 holes: \$17.00
	18 holes: \$26.00
Weekend (Friday PM-Sunday)	9 holes: \$18.00
	18 holes: \$29.00
Junior (Age 18 and under, Monday-Thursday, Friday AM)	9 holes: \$11.00
	18 holes: \$18.50
Senior (Age 55+, Monday-Thursday, Friday AM)	9 holes: \$11.00
	18 holes: \$18.50
Carts (per seat)	9 holes: \$10.00
	18 holes: \$14.00
Range Balls	
Small (30 balls)	\$6.00
Medium (60 balls)	\$8.00
Large (90 Balls)	\$10.00
Frequent Customer Punch Cards	
Ten (10) 9-hole rounds for the price of nine	\$162.00
Punch card with cart added	\$252.00
Ten (10) large range buckets for the price of nine	\$90.00
Special Event Permits	
Special Event Permit	\$75.00 (non-refundable) plus shelter rental fees

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Park Shelter Rentals

Centennial Park:	
Enclosed Shelter House	\$40.00 per day
Open Air Shelter	\$25.00 per day
Fox Creek Park:	
Half Day (8:00 a.m.-3:00 p.m. OR 4:00 p.m.-10:00 p.m.)	\$90.00
Full Day (8:00 a.m.-10:00 p.m.)	\$180.00
Ridge Pointe Park Pavilion:	
Half Day (8:30 a.m.-3:00 p.m. OR 3:30 p.m.-10:00 p.m.)	\$65.00
Full Day (8:30 a.m.-10:00 p.m.)	\$130.00
Windfield Park:	
Shelter	\$25.00 per day

Weekend shelter rentals can be reserved 180 days in advance from the reservation date. Weekday shelter rentals can also be reserved in advance; however reservations are not accepted until after March 1st for the months of March – July and after August 1st for the months of August – February.

Trailside Dog Park Fees

Annual pass (resident)	\$25.00 per dog
Annual pass (non-resident)	\$45.00 per dog
Daily pass	\$5.00
Lost tag replacement	\$5.00

Waukee Community Center Rentals

Half Day (9:00 a.m.-3:00 p.m. OR 4:00 p.m. -10:00 p.m.)	\$90.00
Full Day (8:00 a.m. - 10:00 p.m.)	\$180.00
Weekday Meeting Option	\$15.00 per hour
Audio/Visual Equipment	\$50.00 per day
Deposit (for non-profit groups)*	\$150.00

Non-Profit Groups: To be considered a non-profit group of Waukee, you must have a 501(c)(3) corporation duly formed and existing pursuant to the State of Iowa which maintains its principal place of business in the City of Waukee, Iowa; or the group is a Waukee senior group (members age 62 or greater) consisting of no less than 20 members who are residents of the City of Waukee.

Non-Profit Group Usage: Non-Profit Groups will be allowed to reserve the community center for free, two dates each month, Monday through Thursday for a maximum of two hours per use. Any usage outside the Monday through Thursday timeline or the hourly maximum will be subject to the following rental rates listed above.

Reservations for the Community Center can be made 180 days in advance of the desired reservation date. Online reservations are accepted for Friday, Saturday, and Sunday rentals. For weekday rentals please call the Waukee Parks & Recreation Department at 515-978-0007.

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Centennial Park Baseball/Softball Field Rentals

No field preparation	\$25.00 per field per hour
One field, including one dragging of field	\$125.00 per day (\$125.00 deposit)
Two fields, including one dragging of fields	\$250.00 per field per day (\$250.00 deposit)
Three fields, including one dragging of fields	\$375.00 per field per day (\$375.00 deposit)
Field Lights	\$35.00 per field per day
Field Chalked	\$15.00 per field chalked
Field Drag	\$15.00 per field dragged
Deposit requirement	\$50.00 for one field*
	\$100.00 for two fields*
	\$150 for three fields*

Cancellations require notice of 10 business days. Refunds will be issued by check or will be credited back onto the credit card used to reserve the facility. A \$5.00 nonrefundable handling fee will be deducted from the refund. If ball field reservations are cancelled in the event of rain, all attempts will be made to reschedule.

DEVELOPMENT SERVICES

Administrative Fees

Zoning Change Requests	\$300.00
Certificate of Occupancy/Zoning Compliance Letter	\$150.00
Preliminary Plat	\$250.00
Final Plat	\$250.00
Boundary Retracement Survey	\$40.00
Plat of Survey	\$150.00
Site Plan	\$250.00
Construction Plans	\$500.00 (an additional \$140.00 will be charged for each additional submittal following two full reviews by staff)
Board of Adjustment - residential	\$100.00
Board of Adjustment - all others	\$150.00
Board of Appeals - residential	\$100.00
Board of Appeals - all others	\$150.00
Construction Inspection	\$75.00 per hour
Development Review - Consulting Engineer	All cost incurred will be billed to the applicant
Development Review - Legal	All cost incurred will be billed to the applicant
Development Recording Fees	All cost incurred will be billed to the applicant

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Building Fees

Building Permit fees with the exception of the job types specified below shall be calculated based upon the following valuation criteria:

Total Valuation	Fee
\$1.00 to \$500	\$15.00
\$501 to \$2,000	\$15.00 for the first \$500 plus \$2.00 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	\$45.00 for the first \$2,000 plus \$8.00 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$229.00 for the first \$25,000 plus \$7.00 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$404.00 for the first \$50,000 plus \$5.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$1,000,000	\$654.00 for the first \$100,000 plus \$3.00 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$3,354 for the first \$1,000,000 plus \$2.50 for each additional \$1,000 or fraction thereof
Accessory Buildings (121 to 719 square feet)	\$50.00
Accessory Buildings (over 720 square feet)	\$90.00
Accessory Structures (except decks)	\$20.00
Accessory Structures (decks)	\$80.00
New mobile home set-up	\$300.00
Swimming Pools (including fence, electrical and plumbing)	\$150.00
Swimming Pools Above-Ground (including fence, electrical and plumbing)	\$50.00
Temporary Structures (including tents, canopies, membrane structures and similar structures)	\$75.00
Minor Structural Repair or Alteration	\$75.00
Temporary Uses	\$75.00
Agricultural Sales	\$50.00
Building Signs	\$50.00
Monument Signs	\$85.00
Sign Remodel	\$20.00
Temporary Signs	\$20.00
Inclusive Trade Permit (new construction single family and townhomes only)	\$150.00
Mechanical Permit	\$75.00
Electrical Permit	\$75.00
Plumbing Permit	\$75.00
Demolition Permit	\$50.00 - minor \$100.00 - major (bldg/utility removal)
Sidewalk/Approach Replacement	\$50.00

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Energy Code Inspection	\$350.00 per unit
Energy Code Review/Inspection	\$500.00 per unit
Building Permit Re-Issuance/Transfer Fee	\$100.00
Inspections outside of normal business	\$75.00 per hour

Residential Rental Inspections

Multi-family Development	\$50.00 per structure plus \$15.00 per dwelling unit
Condominiums (individual owner)	\$50.00 per dwelling unit
Condominiums (single building owner)	\$50.00 per structure plus \$15.00 per dwelling unit
Duplex	\$50.00 per structure plus \$15.00 per dwelling unit
Single Family Home	\$50.00 per dwelling unit
Townhouse (individual owner)	\$50.00 per dwelling unit
Townhouse (single building owner)	\$50.00 per structure plus \$15.00 per dwelling unit
Failure to Register (initial or renewal)	\$150.00
Re-inspection (first re-inspection free)	\$50.00 per hour (1 hour minimum)
Complaint Inspection	\$150.00 (includes first re-inspection)
Board of Appeals Application	\$100.00

Code Compliance

Mowing Non-Compliant Properties	\$90.00 per hour (one hour minimum)
Shoveling Non-Compliant Sidewalks	\$90.00 per hour (one hour minimum)

Non-Building Permit and License Fees

Mobile Food Vendor Permit	\$50.00 annual
Urban Chicken License	\$25.00 annual

Miscellaneous

Zoning Ordinance	\$25.00
Zoning Maps/Street Maps	\$5.00
Comprehensive Plan/Master Plans	\$25.00
Any document/map above supplied on CD/flash drive	\$5.00

FIRE DEPARTMENT/EMS

Ambulance Service

BLS transports	\$600.00 per patient transported
ALS transports	\$700.00 per patient transported
ALS "2" transports	\$900.00 per patient transported
Mileage	\$13.00 per loaded mile per patient transported
Treat and release	\$150.00 per call

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Hazardous Materials Response*

Heavy Response Apparatus with 4 personnel (engine, ladder, heavy rescue, grader, backhoe, dump truck, endloader, sweeper, sewer jet, etc.)	\$308.55 per hour
Light Response Apparatus with 2 personnel (tanker, brush truck, ambulance, staff car, pick-up truck, generator, compressor, related power equipment, etc.)	\$246.83 per hour
Extra response personnel (per person)	\$24.71 per hour
Expended materials (foam, containment booms, sand, absorbent, etc.)	Replacement cost, including shipping
Equipment repair and/or cleaning (personal protective equipment, hose, nozzles, apparatus, etc.)	Cost (parts plus labor), including shipping
Damaged equipment and/or property (may include injury to, destruction of, or loss of natural resources, etc.)	Replacement and/or repair cost, including shipping
Other (contracted services, contracted equipment, evacuation of people, etc.)	Billed as used

* Minimum of one (1) hour, and billed in 15 minute increments beyond the first hour.

Inspections*

Initial inspection	no charge
First reinspection (performed within 30 days of initial inspection)	no charge
Second reinspection (performed within 2 weeks of first reinspection)	\$100.00
Third reinspection (performed within 2 weeks of second reinspection)	\$300.00
Fourth reinspection (performed within 2 weeks of third reinspection)	\$600.00
Fifth reinspection and each reinspection thereafter (performed within 2 weeks of fourth and subsequent reinspections)	\$1,000.00 per reinspection

* Occupancy permit reinspections to be scheduled with an agreed upon date. A **written** work order secured by the occupant and/or building owner and presented to the inspector with an agreed upon completion date to correct Fire Code violations will serve in place of the next reinspection fee. If the work order is not completed by the agreed upon date, the corresponding reinspection fee will be charged and another reinspection scheduled.

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Plan Review/Permit Fees

0-6,000 square feet	\$100.00
6,001 - 12,000 sq ft	\$200.00
12,001 - 24,000 sq ft	\$300.00
24,001 - 50,000 sq ft	\$400.00
50,001 -100,000 sq ft	\$500.00
101,000 - 500,000 sq ft	\$1,000.00
500,001-1,000,000 sq ft	\$1,500.00
1,000,000 sq ft and above	\$1,500.00 + \$100.00 for every 6,000 sq ft

*Above fees are waived when fire protection systems are submitted with building permit.

**Life Safety plans submitted for initial review that are not required to go to the Waukee contracted third party engineer by the Code Official shall pay a review fee of \$100.00.

***For fire protection plans submitted through Waukee third-party engineer, the above plan review fees are waived.

Excessive Nuisance Alarms*

First two false alarms	no charge
Third false alarm	\$75.00
Fourth false alarm	\$100.00
Fifth false alarm	\$150.00

*Alarm system actuates excessive false alarms constitutes a public nuisance; these include intentional misuse, error/malfunction, or unintentional activation.

The maximum permissible number of false alarms is two (2) per calendar year. New alarm installations would be granted a thirty (30) day break-in and adjustment period

CPR and First Aid Question

Healthcare Provider Courses

Classroom and Skills*	\$100.00/person
Skills Testing (online classes)	\$60.00/person

Heartsaver Courses

Classroom and Skills - CPR only*	\$85.00/person
Classroom and Skills - CPR and First Aid*	\$140.00/person
Classroom and Skills - First Aid only*	\$70.00/person
Skills Testing - CPR (online classes)	\$70.00/person
Skills Testing - CPR and First Aid (online classes)	\$80.00/person
Skills Testing - First Aid only (online classes)	\$70.00/person

Family and Friends Class*	\$35.00/person
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Stop the Bleed*	\$25.00/class
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Instructor travel (if class is outside Waukee)	\$50.00/hour
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*All classroom courses require a minimum of four (4) participants.

Cancellation Policy - No refunds if a participant does not show up on course date.

Reports

Reports (Fire, EMS, inspection, etc.)	\$10.00/report (up to 10 single-sided pages)
Each additional page	\$0.10/single sided page
Color printing	\$0.50/single sided page
Electronic copies via email	\$10.00/report
Hourly rate for clerical time needed for the reproduction of photocopies	Actual cost(s) of employee time if time involved exceeds fifteen (15) minutes

Miscellaneous

Operation Permit Fee Non-Compliance	\$50.00
Inspections outside of normal business	\$75.00 per hour
Event Stand By (FF/Paramedic)	\$50.00 per hour
Event Stand By (FF/EMT)	\$40.00 per hour

POLICE DEPARTMENT

Administration

Off-duty police officer	\$60.00 per hour with 2-hour minimum
Fingerprinting services	\$10.00 per card

Pet Licensing and Animal Control

Spayed or neutered dog or cat	\$15.00 per license
Non-spayed or neutered dog or cat	\$25.00 per license
Replacement tag	\$5.00 per license
License renewal late fee (assessed on or after March 1)	\$10.00 per license

A copy of recent rabies vaccination is required for a pet license to be issued. Licenses are valid from January 1 through December 31 and must be renewed annually.

UTILITY BILLING

Gas service deposit	\$50.00
Water service deposit	\$50.00
Gas service deposit (renters)	\$100.00
Water service deposit (renters)	\$100.00
Gas service deposit (mobile home court resident)	\$100.00
Gas reconnection fee	\$50.00
Water reconnection fee	\$25.00
Snowbird* gas reconnection fee	\$25.00
Snowbird* water reconnection fee	\$12.50
Portable irrigation meter	\$100.00
Shut off notice/tag fee	\$25.00
Late fees	1 ½ %

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*Snowbird is defined as a homeowner who leaves a home vacant for a minimum of three consecutive months and informs Utility Billing in advance of the vacancy. Snowbirds who are regular garbage customers can suspend service during the vacancy period; however, they are required to continue paying the \$3.00/month solid waste landfill fee.

PUBLIC WORKS DEPARTMENT

Equipment Rates Per Hour*

Dump truck	\$80.00
Sewer jet	\$222.00
Vac trailer	\$180.00
Sewer TV unit	\$180.00
Street sweeper	\$115.00
Wheel loader	\$126.00
Backhoe	\$81.00
Excavator	\$65.00
Motor grader	\$158.00
Skid loader	\$41.00
Bucket truck	\$77.00
Variable message board	\$36.00
Pickup (3/4 ton)	\$38.00
Trencher (walk behind)	\$31.05
Trencher (wheel)	\$98.33
Boring/Missile	\$20.70
Gas construction/service truck	\$38.00

*One hour minimum charge. Additional equipment fees may be charged based on Iowa Department of Transportation.

Labor Fees (includes Park & Rec Labor fees)

Labor Operations/Specialist	\$49.50 per hour regular rate (1 hour minimum); \$74.25 per hour overtime rate (1 hour minimum)
Administrative	\$48.42 per hour (1 hour minimum)
Overtime rate	\$72.63 per hour
After-hour call in	\$81.51 per hour (1 hour minimum)
Holiday after hour call-in*	\$135.85 per hour (1 hour minimum)
Department Supervisors	\$54.34 per hour regular rate; \$81.51 per hour overtime rate*
Assistant Public Works Director	\$73.55 overtime N/A
Department Director	\$80.00 overtime N/A

*Holidays as designated in the City of Waukee Personnel Manual

Custom Mailbox Reimbursement

Pursuant to City of Waukee Snow & Ice Removal Policy	\$150.00
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Hydrant Meter Deposit

5/8" & 3/4" meter	\$410.00
1" meter	\$509.00
2" meter	\$2,204.00
3" meter	\$3,717.00
Non-refundable administrative fee	\$125.00

Meter Accuracy Test

Test	\$100.00
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Water Meters and Appurtenances Fee*

3/4" meter IPEARL	\$398.48
1" IPEARL irrigation meter	\$280.60
1" IPEARL domestic meter	\$501.11
1 1/2" meter compound with strainer & flag kit	\$1,877.95
1-1/2" meter turbo with strainer & flag kit	\$1,336.30
2" meter turbo with strainer & flag kit	\$1,572.05
2" meter compound with strainer & flag kit	\$2,153.95
3" meter compound with strainer & flag kit	\$2,538.05
3" meter turbo with strainer & flag kit	\$1,790.55
4" meter compound with strainer & flag kit	\$4,022.59
4" meter turbo with strainer & flag kit	\$3,296.94
6" meter compound with strainer & flag kit	\$7,385.19
6" meter turbo with strainer & flag kit	\$6,230.59
Breaking seal/tampering w/meter	\$250.00

*Water meters will be billed at meter cost plus labor.

*Water meter equipment pricing subject to change without notice.

Samples and Flushing*

Bacteriological Sample	\$150.00
Water used for flushing	\$8.62 per 1,000

*New mains that fail initial bacteriological test may be assessed sampling and flushing costs

Oversize/Overweight Permits

Single Trip	\$0.00
Round Trip	\$0.00
Annual Oversize	\$0.00

Equipment Services

Parts	Cost of parts plus 15%
Shop time	\$30.00 per hour (1 hour minimum)
Mechanics time	\$45.00 per hour

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Signage*

8" Street Blades:	
24" Length	\$65.61
30" Length	\$75.20
36" Length	\$94.63
42" Length	\$99.34
54" Length	\$135.57
72" Length	\$156.99
Stop sign, 30 X 30 R1-1 and hardware	\$137.80
Stop sign, 30 X 30 R1-1 with post and street blades/hardware	\$110.08 plus street blade cost
No Parking with telespar post	\$103.37
No Parking banded on light post	\$64.55
25 MPH banded to light pole	\$70.43
25 MPH on telspar post	\$104.34
Street Blade with telespar post	\$66.20
Nine-dot delineators with post and hardware	\$54.07
Telespare Post/Hardware	\$83.65
No outlet on post	\$142.12
No outlet banded on light pole	\$86.60

*Street signs will be billed at sign cost plus labor

*All other signs billed at cost plus labor/installation

Gas Charges

Gas meter accuracy test:	
Residential	\$105.00
Large Volume	\$240.00
Gas meter fees - commercial:	
2" Flanged Meter Set	\$3,750.00 plus meter cost
3" Flanged Meter Set	\$3,750.00 plus meter cost
4" Flanged Meter Set	\$5,200.00 plus meter cost
Multiple Meter Commercial Headers	Time and Material + 15%
Construction cost of service line	Time and Material + 15%
Small Volume Meter Set	Materials + Labor

Stormwater Fees

COSESCO - Individual lot	\$250.00/one time fee
COSESCO - All other GP#2	\$250.00/one time fee

GIS Fees

Electronic media	\$41.95 per hour
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Engineering Fees

Engineering inspection fees	\$75.00 per hour
Third party inspection fees	Charged as billed
Large format prints (greater than 11 X 17")	\$25.00

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Miscellaneous Fees

Right of way/utility permit fee	\$150.00
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Rebates

Furnace (92% efficiency or greater)	\$75.00 (30-79,000 btu per hour); \$150.00 (80,000 + btu per hour)
Water heater (30, 40, & 50 gallons)	\$50.00
Dryer, stove, gas fireplace	\$25.00
Programmable thermostat (maximum rebate of installed cost)	\$30.00
Rain barrel	\$50.00 maximum for purchase of 50 gallon or larger barrel
Rain garden/bioretention cell reimbursement	Up to \$1,000.00 - 50% cost share for materials & hired labor