

## VILLAGE OF SHOREWOOD - FEE SCHEDULE

Effective 4/7/2025 upon update of administrative forms/tasks.

### ALL DEPARTMENTS

Photocopying (municipal records only): Letter size (B&W) - per side 0.10  
First 5 copies of personal information / month FREE

Photocopying (municipal records only): Letter size (Color) - per side 0.15

### Open Records Requests

(As applicable under Wisconsin State Statutes §§ 19.31 - 19.39)

### Record Category - Paper

Printed copies - color 0.15

Printed copies - black/white (letter, legal, ledger size) 0.10

Printing an electronic record SAME AS ABOVE

*\* In rare instances, specialized skills, equipment, or technology may result in additional copy costs.*

\* Printing of oversized documents based on cost.

### Record Category - Electronic

Email, pdf or other existing electronic medium WAIVED

DVD 0.25

Flash drive \$3.50 per 16 GB

### Record Category - Photos

If paper copy is acceptable - at rates above  
if not at actual cost to reproduce.

### Location Costs

Costs are imposed if the cost of location along is \$50 or more.

The cost includes searching for and identifying responsive records.

No charges will be assessed for redaction.

21.75/hr.

Law enforcement recorded audio or video content

50.00/hr.

NSF checks / Returned payments

35.00

(Late Payment Charge (all municipal invoices) (1.5% monthly)

**VILLAGE CLERK**

Amusements	50.00
Amusements, Games of	
Less than 5 machines per licensed Class B premise	N/A
Others with devices (each machine)	50.00
License transfer	25.00
Reapplication for license	25.00
Assessment Roll (report / export)	100.00
Background check per person	7.00
Beverage Licenses:	
Class "A" (malt bev/original container/off-premises consumption)	100.00
Class "B" (malt bev/on premise or off premises consumption)	100.00
Wholesaler's Fermented Malt Beverage	25.00
Class "A" (liquor/original container/off-premises consumptions)	500.00
Class "B" (liquor by the glass for on-premises consumption, and wine in original containers for consumption off-premises)	500.00
Class "B" Reserve	10,000.00
Operators Licenses (annual, fee includes background check)	50.00
Provisional Operators License	15.00
Temporary Operators License (14 days)	10.00
Temporary Class "B" picnic beer (club), 14 days	10.00
Temporary Class "B" picnic wine, 14 days	10.00
Class "C" wine (on premises by glass/or in one open container on premise)	100.00
Change of Agent	10.00
Alcohol License - Late Fee for Filing Renewal – received after April 15	100.00
Publication Fee	15.00
Billiard Room (same as Amusement, games of)	50.00
Business License Late Fee (non-Liquor) for Filing Renewal - received after May 15	50.00
Cabaret (amplified sound)	
Annual (\$25.00 non-refundable if denied)	305.00
Short term 3-day license (3 per year)	40.00
Carnival permit - each day	50.00
Cigarettes/Tobacco Products Retailer	100.00
Dry Cleaning (per machine)	45.00

Park and Beach Permit	
Application Fee (non-refundable if denied)	50.00
Daily Fee	50.00
Other requested village services	add'l billed
Parade Permit	100.00
Pawnbroker (not including background check fee)	210.00
Pet Licenses	
Dog -unaltered	24.00
altered	12.00
puppy (after July 1)	6.00
Cat -unaltered	24.00
altered	12.00
Dog/Cat late fee - unaltered *	12.00
Dog/Cat late fee - altered *	6.00
*effective April 1, after 30 days of residence or after the dog/cat exceeds five months of age	
Duplicate tags	1.00
Extra Pet – (over 2 pets licensed per housing unit)	50.00
Real Estate Status Reports:	
Routine (3-5 business days)	25.00
Rush (within 2 business days)	50.00
Secondhand Article Dealer (consignment) (not including background check fee)	27.50
Secondhand Jewelry Dealer (not including background check fee)	30.00
Security Alarm System Permit – 5 yr.	60.00
Special Event Permit	
Without street closure	100.00
With street closure	\$1,500
State Tax Exempt Property Report Filing Fee (even years only)	10.00
Tax Roll (report / export)	100.00
Transient Merchant	100.00
Weights & Measures License (inspections billed separately)	\$12.50

#### **FIRE DEPARTMENT**

<https://www.nsfire.org/194/Fee-Schedule> for full list of fees

#### **HEALTH DEPARTMENT**

[www.nshealthdept.org](http://www.nshealthdept.org) for full list of fees

**PARKING**

Off-Street Parking Lot Permit Fees

24-hour lots (monthly)	50.00
Overnight only lots (monthly)	30.00
Special Accommodation Off-Street Parking (up to two weeks per year)	5.00

On-Street Parking Permit Fees

Overnight Permit (monthly)	40.00
Residential Congested Commuter Area (annual)	30.00
Residential Daytime Parking Permit (annual)	30.00
Special Daytime Parking Permit (annual)	30.00
Single Night, On-Street Overnight Parking Permission (20 er year, per license plate)	FREE

(Parking refunds on advance purchased permits only if requested prior to start of permit month)

**PLANNING & DEVELOPMENT DEPARTMENT**

FEES APPLICABLE TO ALL PLANNING & DEVELOPMENT PERMITS

Permit Re-inspection - where additional inspections are made necessary to correct work found faulty, defective or incomplete

50.00

Code Enforcement Re-inspection - to compensate for inspection and administrative costs related to code enforcement.

first re-inspection	50.00
second re-inspection	75.00
third re-inspection	150.00
subsequent re-inspections	250.00

Failure to Procure Permit before starting work	Triple Permit Fee
Failure to call for Rough Inspection	50.00
Failure to call for Final Inspection	50.00
Permit Reinstatement Fee	50.00
On-Site Consultation – per initial 1 hour	100.00
per each additional hour	50.00
Online permit fee	3.00

PLAN REVIEW

Plan Review – Residential - Building 50.00

Plan Review – Commercial

Area (Square Feet)	Building Plans	HVAC Plans
Less than 2,500	\$250	\$150
2,501 – 5,000	\$300	\$200
5,001 – 10,000	\$500	\$300
10,001 – 20,000	\$700	\$500

20,001 – 30,000	\$1,100	\$600
30,001 – 40,000	\$1,400	\$800
40,001 – 50,000	\$1,900	\$1,100
50,001 – 75,000	\$2,600	\$1,400
75,001 – 100,000	\$3,300	\$2,000
100,001 – 200,000	\$5,400	\$2,600
200,001 – 300,000	\$9,500	\$6,100
300,001 – 400,000	\$14,000	\$8,800
400,001 – 500,000	\$16,700	\$10,800
Over 500,000	\$18,000	\$12,100

**BUILDING**

Building Permit (Residential)		
Minimum		75.00
Repair/remodeling	12.00 / \$1,000 value	
New Construction/Additions		0.40/SF
Building Permit (Commercial)		
Minimum		100.00
Repair/remodeling	15.00/ \$1,000 value	
New Construction/Additions		0.45/SF
Wisconsin Uniform Building Permit - 1 & 2 Unit New Construction Seal		80.00

**ELECTRICAL**

Electrical Permit, Minimum		75.00
Level A Devices – each or per foot		1.00
Fixtures; Switches; Receptacles; Luminaires; Tubular discharge lamps, vesture mounted; Dimmers, recessed – 1,000 watts and above; Strip lighting; Plug-in strip; Trolley duct; Busways; Wireways; Underfloor raceways; and Other similar devices		
Level B Devices – each		5.00
Arc, mercury, quartz, A.V., or other search or flood lights; Illuminated signs; Pole-mounted fixtures; Low-voltage transformers; Residential exhaust hoods or fans; and Other similar devices		
Level C Devices – each		15.00
Automatic heating system, oil or gas; Other individual heating devices: wall, duct, floor, etc.; Residential central air conditioners; Unit air conditioners, wall insert – 3HP & up; Other refrigeration: air handling, compressors; Water heaters; Wiring for ranges; Built-in oven and/or range tops; Clothes dryer; Garbage disposal (permanent or plug-in); Dishwasher; Central vacuum cleaner; CSST grounding; Commercial building grounding; Whirlpool tubs; and Other similar devices		
Level D Devices – each		25.00
Commercial central air conditioners – 3HP & up; Commercial exhaust systems; and Other similar devices		
Level E Devices		50.00
Fire Alarm System; Exit System; Fuel Dispensing System; and Other similar devices		
Motors: Each HP or Fraction - Total - per HP		0.75
Services:		
1. 0 through 100 amperes – each		30.00
2. 101-200 amp service - each		45.00

3. Thereafter each add'l or fraction per 100 amperes	15.00
4. Additional service switch - each	15.00
Generators: Rectifiers; Transformers - per KW	1.50
Solar	0.60/KW, not to exceed 250.00

HEATING/VENTILATING

HVAC Permit, Minimum	75.00
Boiler	
150,000 BTU input or under	40.00
for each additional 50,000 BTU or fraction	15.00
General Devices	40.00
Air conditioners; Air handlers; Backflow preventers; Commercial exhaust hoods; Ductwork; Humidifiers; In-floor heating; Radiators; and Other similar devices	
Heating Unit, including ductwork	
0 to 150,000 BTU Units - each	40.00
for each add'l 50,000 BTU or fraction	15.00

PLUMBING

Plumbing Permit, Minimum	75.00
Cap sanitary/storm/water – each	65.00
Downspout Connections (permit required)	NO FEE
Fixtures - Installed, Removed, Relocated or Replaced – each	10.00
Sanitary and Storm Sewers, and Water Service, private property - each	
First 100 ft. or fraction thereof	65.00
Over 100 ft. - per foot	0.50
Sanitary and Storm Drains – each	65.00
Over 100 ft. - per foot	0.50
Sanitary and Storm Sewers, and Water Service - from Main to Lot Line - each	
Minimum	65.00
Over 100 ft. - per foot	0.50
Sprinkler System Connection Charge	65.00
Water Distribution	65.00

ZONING

Zoning Review – Residential Addition or Accessory Structure	75.00
Zoning Review – Residential New Construction	150.00
Zoning Review – Commercial Accessory Structure	150.00
Zoning Review – Commercial Addition	300.00
plus Engineer/Staff Review Fees, as deemed necessary	210.00/hr
Zoning Review – Commercial New Construction	500.00
plus Engineer/Staff Review Fees, as deemed necessary	210.00/hr
Zoning Review – Sales of Property	
Residential	75.00
Commercial	200.00
Board of Appeals (Appeal of Interpretation, Special Exception, Variance)	250.00
Conditional Use Permit	250.00
plus Engineer/Staff Review Fees, as deemed necessary	210.00/hr
Design Review Board	
Residential	60.00
Commercial Level 1 – projects under \$25,000, including signs	100.00

Commercial Level 2 – new construction and projects over \$25,000	500.00
Design Adjustment	200.00
Special Exception – Signage	200.00
Plan Commission	
Planning Adjustment	250.00
Special Exception – Parking	250.00
Zoning / Lot Amendment Application Fee	500.00
plus Engineer/Staff Review Fees, as deemed necessary	210.00/hr

OTHER PERMITS

Alter the Public Way - insurance and bond required	
Sidewalk Replacement/Excavation in Parkway	100.00
Driveway Approach/Apron – Residential	100.00
Driveway Approach/Apron – Commercial	150.00
Curb Line/Street Opening (5 Day Max)	
Residential Streets	150.00 per opening/excavation
Oakland and Capitol	250.00 per opening/excavation
plus Engineer/Staff Review Fees, as deemed necessary	210.00/hr
Antennas	100.00
Beekeeping Permit	
Original application	100.00
Renewal application	50.00
Boiler Operator's Exam	25.00
Boiler Operator's License: New & renewal	40.00
Chicken Keeping Permit	
Original application	100.00
Renewal application	50.00
Erosion Control Permit *	250.00
* additional engineering costs may apply	
Obstruct the Public Right of Way – insurance required	
General Obstruction	75.00
Drive Lane Closure – Residential Streets	150.00
Drive Lane Closure – Capitol and Oakland	200.00
Full Street Closure – Residential Streets	200.00
Full Street Closure – Capitol and Oakland	250.00
Dumpster and Storage Units – Residential Streets (40 day limit)	75.00
Dumpster and Storage Units – Capitol and Oakland (40 day limit)	100.00
Bagster – parkway only (40 day limit)	75.00
Occupancy Permit - Initial:	
Commercial	150.00
Temporary Occupancy (each 30 day period)	50.00
New Residential – Per Unit	50.00
Residential Addition	50.00
Failure to procure permit before occupancy	Triple Fee
Occupancy Permit – Renewal or Amendment:	
Occupied space less than 400 sq. ft.	50.00
Occupied space 401 – 1000 sq. ft.	100.00
Occupied space 1001 sq. ft. or greater	150.00
Special Privilege Permit (requires bond or insurance)	
General	

Residential	50.00
Commercial	100.00
Loading Zones (30 ft.)	
Application fees (annual)	
Initial or Modified (includes signage)	150.00
Renewal	100.00
Additional fees (annual)	
Zone up to 30 lineal feet	250.00
Each additional 10 lineal feet / portion thereof	100.00
Parklets	
Application fees (annual)	
Initial or Modified	250.00
Renewal	100.00
Additional fees (monthly)	
Per 20 lineal feet / portion thereof	75.00
Storm Water Management Permit – impervious surfaces	200.00
plus Engineer/Staff Review Fees, as deemed necessary	200.00/hr
Tax Incremental Finance Creation and Assistance	
Phase I application	\$5,500*
Phase II application	\$8,000*
*plus additional review fees, if required based on actual costs	
Temporary Storage Units & Temporary Dumpsters	
Storage Units on Private Property (less 20 days)	25.00
Dumpsters and Storage Units on Private Property (40 days)	50.00
Underground Tank Removal	
Less than 1,000 gallons – each	75.00
1,000 gallons – 2,000 gallons – each	125.00
Each add'l 1,000 gallons or fraction	25.00

## **POLICE DEPARTMENT**

Bicycle Registration (Life of bike with same family in Shorewood)	10.00
Certifications (background check, notarized letter)	10.00
False Alarms	
Residential -- Second and subsequent false alarms fee	50.00
Commercial false alarm fee	100.00
Fingerprinting – resident/non-resident	20.00/25.00
No parking signs - usage fee	10.00
refundable deposit	10.00
Parking Ticket Forfeitures (per ordinance 500-49d7)	
Towing vehicles	
Administrative Fee	25.00
Plus Towing Costs	125.00
Unpaid Parking Tickets (per ordinance 500-49d7)	

Administrative fee	10.00
State Recording fee	5.00
Warrant Service Fee for serving others' warrants	25.00

**PUBLIC WORKS DEPARTMENT**

Disposal Fees (residents only):

Car/Minivan	12.00
Truck/Van/ or SUV/Minivan (seats removed)	17.00
Cube van/moving truck	77.00
Trailers (additional)	7.00

Additional Dumping charges (residents only):

Electronics

TV's smaller than 32"	35.00
TV's 32" or larger	35.00
TV's with broken glass/housing	50.00
CPU computer towers	n/c
CRT computer monitors	10.00
All other small electronics (up to 5 items)	n/c

Tires (each)	4.00
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Additional Kart Purchase (Refuse / Recycling)	70.00
Plus additional - annual collection charge (refuse only)	235.00

Special curbside pick-up:

1/4 hr. & 500 lbs.	50.00
Each additional 1/4 hr.	20.00
Over 500 lbs. (non-recyclable) - per lb.	0.04

Trash left at curb with no special collection arranged plus \$5 photo documentation fee	Double fees
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Curbside brush pick-up :

First ¼ hour	Free
Each additional 1/4 hr.	20.00

Delinquent Property Maintenance Enforcements:

Snow Removal / Grass cutting / weeds	
Administrative fee	50.00
Plus costs of service	as required

**WATER / SEWER UTILITY FEES**

<https://www.villageofshorewood.org/877/Utility-Billing-Rates-and-Information>