



DEPARTMENT OF BUILDINGS
 CITY OF MOUNT VERNON
 CITY HALL - ROOSEVELT SQUARE
 MOUNT VERNON, NY 10550
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***New Fees Introduced**

FEE SCHEDULE

FORMS	DESCRIPTION	FEEs
1. APPLICATIONS FOR PERMITS		
Building & Equipment Permit	<ul style="list-style-type: none"> Filing fee, plus Completion fee For all buildings, except existing one and two-family dwellings For work on existing one and two-family dwellings 	\$125.00 \$100.00 \$15.00 for each \$1,000.00 of estimated cost, permit fee. \$10.00 per \$1,000.00 of estimated cost, permit fee.
Amendment	<ul style="list-style-type: none"> Filing Fee, plus For all buildings, except existing one and two-family dwellings For work on existing one and two-family dwellings 	\$125.00 \$15.00 for each \$1,000.00 of estimated cost above the original cost, permit fee \$10.00 per \$1,000.00 of estimated cost above the original cost, permit fee
Demolition Permit	<ul style="list-style-type: none"> Filing fee, plus Per 1,000 square feet of gross floor area of structure or building to be demolished. 	\$125.00 \$100.00
Temporary Structures	<ul style="list-style-type: none"> Filing fee, plus Estimated cost 	\$125.00 \$10.00 per \$1,000.00
Subdivision and Reapportionment	<ul style="list-style-type: none"> Filing fee, plus Per lot created and altered, subdivision fee Per lot altered by the reapportionment, reapportionment fee <p>The subdivision or reapportionment fee may be paid after Zoning and /or Planning Board approvals when such approval(s) is (are) required.</p>	\$125.00 \$600.00 \$600.00
Plumbing Permit	<ul style="list-style-type: none"> Filing fee, plus Completion fee For all buildings, except existing one and two-family dwellings, per fixture. For work on existing one and two family-dwellings, per fixture. <p><i>Note: Each floor drain and appliance, including each boiler, requiring plumbing connections shall constitute one fixture.</i></p> <ul style="list-style-type: none"> For sewer connection For water connection For new gas line Per meter 	\$125.00 \$100.00 \$20.00 \$15.00 \$250.00 \$250.00 \$250.00 \$25.00
Electrical Permit	<ul style="list-style-type: none"> Filing fee, plus For all buildings, except existing one and two-family dwellings For existing one and two-family dwellings, For all buildings, the fee to install new or additional electrical meters shall be: <p><i>Note: Filing and permit fees must be paid simultaneously at the time of filing.</i></p>	\$125.00 \$15.00 per \$1,000.00 of estimated cost, permit fee. \$10.00 per \$1,000.00 of estimated cost, permit fee. \$100.00 per meter, additional to the filing and permit fee.

Sign Permit	<ul style="list-style-type: none"> For all types of signs except awnings, canopies, and ground signs. Completion fee For awnings and canopies that bear advertising on no more than one side for each additional side that bears advertising For street clock For ground signs with advertising on one side For ground signs with advertising on two sides Per sign for an application to the Sign Board of Appeals, additional to the sign permit fee. <p><i>Note: The permit fee for re-painting or re-facing an existing sign shall be the same as a new sign of the same type.</i></p>	<p>\$250.00</p> <p>\$125.00</p> <p>\$300.00</p> <p>\$150.00</p> <p>\$250.00</p> <p>\$250.00</p> <p>\$450.00</p> <p>\$550.00</p>
*Temporary Place of Assembly Certificate of Operation (PACO)	<ul style="list-style-type: none"> 75 or more members of the public gather indoors or 200 or more gather outdoors, 	<p>\$250.00 for 75 to 200 people indoors or outdoors and \$25.00 for each additional 50 people thereafter. For an application received less than 10 business days prior to the scheduled event an additional charge of \$100.00 per day leading up to the event will be due in addition to the filing fee.</p>
*Change of Contractor	<ul style="list-style-type: none"> Once a permit is issued and the contractor has changed a filing fee plus Change of contractor fee 	<p>\$100.00</p>
*Initial Plan Review Fee	<ul style="list-style-type: none"> Initial Plan Review fee plus filing fee 	<p>\$150.00</p>
Change of Grade and Fill of Vacant Land	<ul style="list-style-type: none"> For the first six inches in change grade, plus for each additional inch For the first 10,000 cubic yard for fill of vacant land, plus for each additional cubic yard for fill of vacant land. 	<p>\$ 140.00</p> <p>\$ 100.00</p> <p>\$ 1,000.00</p> <p>\$ 70.00</p>
Revision Fee for Permits	<p>The revision fee shall be charged each time additional or revised documentation or construction documents are submitted for a pending, but current, permit application. The revision fee shall be charged for each submission of documentation and/or construction documents following the initial filing of an application.</p> <ul style="list-style-type: none"> When construction documents, prepared by a registered design professional, are part of the submission, Otherwise, except that re-submission of the Contractor's Information Form, license and/or insurance certificates shall be exempt of charge. 	<p>\$125.00</p> <p>\$90.00</p>
Legalization Fee for Permits	<p>The legalization fee is charged additionally to the filing and permit fees when the application is filed to legalize a structure or site where work has been performed without a permit, except that the filing and permit fee shall be omitted when no stop work order or violation has been issued.</p> <ul style="list-style-type: none"> Per dwelling unit, for legalization of the work, including electrical and plumbing work, performed to create a dwelling unit. For legalization of work under a building or equipment permit application for which construction documents prepared by a registered design professional is not required. Ordinary plumbing, and electrical work associated with legalization of single, two, and three-family homes are included in the above legalization schedule. All other building types are subject to fees as outlined 	<p>\$3,500.00</p> <p>\$ 2,500.00</p> <p>\$5,000 per work type</p>
*Stop Work Order Fee	<ul style="list-style-type: none"> Stop Work Order 	<p>\$500.00</p>
Initial Inspection	<ul style="list-style-type: none"> For the initial inspection 	<p>\$125.00</p>
Re-Inspection Fee	<ul style="list-style-type: none"> For the first re-inspection For each subsequent re-inspection of the same type 	<p>\$100.00</p> <p>\$150.00</p>
Landscaping Fee	<ul style="list-style-type: none"> The fee shall be per square feet of impervious surface in excess of the permitted coverage. 	<p>\$30.00</p>

Parking Fee	For Residential Use:	
	1. When less than 60% of required spaces are provided on site and the number of required spaces not provided is: <ul style="list-style-type: none"> • Less than 5 • 5 to 10 • greater than 10 	\$1,000.00 per space \$3,000.00 per space \$9,000.00 per space
	2. When more than 60% of required spaces are provided on site and the number of required spaces not provided is: <ul style="list-style-type: none"> • Less than 5 • 5 to 10 • greater than 10 	\$1,000.00 per space \$1,500.00 per space \$4,500.00 per space
	For Other uses:	
	1. When less than 60% of required spaces are provided on site and the number of required spaces not provided is: <ul style="list-style-type: none"> • Less than 10 • 10 to 20 • greater than 20 	\$1,000.00 /space plus annual fee determined by ordinance \$1,000.00 / space plus annual fee determined by ordinance 5% of construction cost, or \$6,650.00/space (requires City Council approval)
	2. When more than 60% of required spaces are provided on site and the number of required spaces not provided is: <ul style="list-style-type: none"> • Less than 10 • 10 to 20 • greater than 20 	\$500.00 /space plus annual fee determined by ordinance \$850.00 / space plus annual fee determined by ordinance 5% of construction cost, or \$6,650.00/space (requires City Council approval)
2. CERTIFICATES & INSPECTIONS		
Certificate of Occupancy	<ul style="list-style-type: none"> • Residential use: Filing fee, plus Per dwelling unit • Other uses: per 5,000 square feet of gross floor area of non-residential use 	\$200.00 \$100.00 \$350.00
Conditional Temporary Certificate of Occupancy	<ul style="list-style-type: none"> • The fee for each conditional temporary Certificate of Occupancy shall be the same as the fee for a final certificate and shall be paid separately from the final certificate fee. • For each extension of time for a conditional temporary Certificate of Occupancy 	See above \$150.00
Certificate of Tenancy	Non- Residential Tenancies <ul style="list-style-type: none"> • For up to 5,000 square feet of gross floor area, • For each additional 5,000 square feet • The legalization fee shall be charged in addition to the filing fee for new non-residential tenancies occupying a space without first obtaining a Certificate of Tenancy. 	\$250.00 \$ 100.00 \$500.00
Letter of Completion	The filing fee for a letter of completion shall be for each permit number:	\$100.00
Re-Inspection For Certificate of Occupancy Or Certificate of Tenancy	<ul style="list-style-type: none"> • Residential uses Plus, per dwelling unit to be re-inspected • Other uses, per 5,000 square fee of non-residential use to be re-inspected. 	\$100.00 \$30.00 \$125.00
Occupancy Signs	<ul style="list-style-type: none"> • Per sign for the first 50 occupants, Plus for each additional 50 occupants • Required yearly renewal per sign; renewal must be requested by applicant. • Late fee, additional to occupancy sign fee, for failure to request the required occupancy sign at least 30 days prior to expiration of sign. The premises will be subject to inspection prior to the issuance of a renewed occupancy sign.	\$100.00 \$30.00 \$90.00 \$125.00
Vacant Apartment Inspection	The inspection fee for vacant apartments, per apartment	\$125.00

Multiple Dwelling Certificate of Inspection	<ul style="list-style-type: none"> For each building with 10 or less dwelling units For each building with more than 10 dwelling units <p>A late fee equals to two times the application fee shall be charged additionally to the application fee for failure to request the required certificate of inspection at least 30 days prior to expiration of previous certificate.</p>	<p>\$125.00 \$200.00</p>
3. APPLICATIONS FOR CITY BOARD APPROVALS: PAID TO PLANNING		
Subdivision & Reapportionment	<ul style="list-style-type: none"> Per lot created and altered by the subdivision Per lot altered by the reapportionment 	<p>\$2,500.00 \$1,250.00</p>
Site Plan Approval	<ul style="list-style-type: none"> Filing fee, plus Per off street parking and loading space provided at the premises. Filing fee for an amendment to site plan approval to request an extension of time only Filing fee for an amendment to site plan approval, plus Per off street parking and loading spaces provided at the premises for an amendment to the site plan approval other than an extension of time. 	<p>\$500.00 \$ 25.00 \$500.00 \$500.00 \$ 25.00</p>
Special Use Permit	<p>Except for wireless telecommunication facilities:</p> <ul style="list-style-type: none"> For a Special Use Permit application For an amendment to a Special Use Permit approval to request an extension of time. 	<p>\$500.00 \$250.00</p>
Architectural Review Board	<p>Certificate of Appropriateness Application Residential</p> <p>Certificate of Appropriateness Application Commercial</p>	<p>\$100.00 \$200.00</p>
Zoning Board of Appeals Applications	<ul style="list-style-type: none"> For a use variance. For area variances for an existing one or two-family dwelling. For area variances for existing buildings of any uses, except one and two-family dwellings. For area variances for new structures and/or new land developments. For each lot requiring area variances for a reapportionment. For each lot requiring area variances for a subdivision. Interpretation of the Zoning Code; per code section to be interpreted. 	<p>\$2,500.00 \$250.00 \$1,000.00 \$2,500.00 \$750.00 \$1,500.00 \$500.00</p>
4. ANNUAL FEES		
Hoisting Equipment Annual Inspection Fee	<ul style="list-style-type: none"> Per Elevator. Per conveyor and escalator. Per auto lift and per hoisting equipment other than the ones listed above. A late charge fee shall be charged additionally for failure to pay within the required time. 	<p>\$200.00 \$175.00 \$200.00 \$175.00</p>
*Signs Annual Fees	<ul style="list-style-type: none"> Ground Sign. Roof Sign Awning or Canopy per Per legally existing billboard Per square feet of any type of signs overhanging more than 12 inches over the City's right-of-way. <p>Any annual reinspection fee not paid within the calendar month of March shall be increased by 50% of the annual reinspection fee as an additional fee.</p>	<p>\$90.00 \$100.00 \$50.00 \$500.00 \$5.00</p>
*Property Maintenance Annual Inspection Fee	<ul style="list-style-type: none"> 3 and more family yearly inspection fee A late charge fee shall be charged additionally for failure to pay within the required time. 	<p>\$125.00 \$100.00</p>
5. ADMINISTRATIVE FEES		
Dismissal of Violation	<ul style="list-style-type: none"> Per violation, the letter of dismissal may only be requested once the violations have been corrected in accordance with Codes and Department of Buildings procedures. 	<p>\$125.00</p>

Search of Records and Copies	<ul style="list-style-type: none"> For search of violations for one property. Copy of a violation shall be charged additionally. For search of Certificates of Occupancy and/or Tenancy and letter of completion for one property. Copy of a certificate shall be charged additionally. For search of permits and/or applications for one property. Copy of a permit or application shall be charged additionally. Per page for photocopy of any documents, including copies of violations, certificates, or permits identified in a requested search. 	<p>\$125.00</p> <p>\$125.00</p> <p>\$125.00</p> <p>\$.25</p>
	<ul style="list-style-type: none"> Copy of approved plans shall be available upon written and notarized request from the property owner and shall be charged as follows. <ul style="list-style-type: none"> Per page up to 11" x 17" Per page up to 36" x 42" Per page greater than 36" x 42" 	<p>First page free - \$ 2.00 / copy</p> <p>First page free - \$4.00 / copy</p> <p>\$5.00 / copy</p>
Refunds	<ul style="list-style-type: none"> If an application for a permit is withdrawn prior to any official review, all but the filing fee shall be refunded. If any application for a permit is withdrawn during the review process, an amount to be determined by the Commissioner, and commensurate with the review work already performed, shall be retained. If an application for a permit is withdrawn after its approval, fees shall not be refundable. If an application for a permit is dormant or abandoned for a period in excess of six months, it shall become void. Paid fees shall not be refundable. 	<p>\$125.00</p> <p>To be determined.</p> <p>No refund.</p> <p>No refund.</p>
Administrative Procedural Fee	<ul style="list-style-type: none"> An administrative fee shall be charged to the owner of a property, directly or as a lien on the property, in addition to the actual cost of the work. The administrative fee shall be equal to 15% of the actual contracted cost. 	

Notwithstanding any fees to the contrary in any city ordinance, the above fee schedule shall control.