

CHAPTER 160

FEES

[HISTORY: Adopted by the Board of Selectmen 11-24-2003 by Ordinance No. 03-07. Amended February 19, 2013]

GENERAL REFERENCES

Taxation — See Ch. 138.

Zoning — See Ch. 143.

Site plan review — See Ch. 203.

Subdivision of land — See Ch. 205.

§ 160-1 Town Administration Department fees.

Town Administration Department fees are set as follows:

- A. Notarize documents: no charge (residents); \$5 (nonresidents).
- B. Copies: \$0.50 per page.
- C. Voter checklist printout: \$25.
- D. Voter checklist printout and computer disk: \$30.
- E. Voter checklist mailing label format printout & computer disk: \$30.

§ 160-2 Planning and Land Use Department fees.

Planning and Land Use Department fees are set as follows:

- A. Site plan regulations: \$15.
- B. Zoning regulations: \$20.
- C. Subdivision regulations: \$15.
- D. Copy of assessment card: \$1.
- E. Assessment Tax File \$50.

§ 160-2.1 Zoning Board of Adjustment fees.

[Added 12-20-2006 by Ordinance No. 2006-01; Updated 5/5/2014 Board of Selectmen]

The Zoning Board of Adjustment fees are set as follows:

- A. Application fee: \$100.
- B. Certified notice fee: \$10 per abutter.
- C. Newspaper legal notice fee: \$120 per notice.
- D. Certified Notice of Decision Fee: \$10 per notice.

§ 160-3 Tax Collector fees.

Tax Collector fees are set as follows:

- A. Copy of tax bill: \$1.

§ 160-4 Town Clerk fees.

Town Clerk fees are set as follows:

- A. Notarize documents: no charge (residents); \$5 (nonresidents).
- B. Municipal Agent fee: \$3.00 per transaction.

§ 160-4.1 Police Department fees.

[Added 6-14-2004 by Ordinance No. 04-03; Amended 8-2-2010 by Board of Selectmen]

Police Department fees are set as follows:

- A. Notarize documents: no charge (residents); \$10 (nonresidents).
- B. Police report copy: \$15 (10 pages or under); \$1 per page over 10.

- C. Daily log copy; twenty-four-hour period: \$10 (five pages or under); \$1 per page over five.
- D. Letter of conduct/record check: no charge (residents); \$10 (nonresidents).
- E. Written request to research traffic studies, criminal statistics: \$25. (five pages or under); \$1 per page over five
- F. Copies of statistics compiled monthly/yearly: \$10 each.
- G. Motor vehicle accident report copy: \$15 (up to 10 pages); \$1 per page over 10.
- H. Motor vehicle accident photograph copy: \$10 each photo.
- I. Pistol permit: \$10.
- J. Fingerprint service: no charge (residents); \$15 (nonresidents).
- K. Dog kennel fee for dogs housed at police station: \$20 per day.

§ 160-5 Cemetery fees.

[Amended 10-4-2010 Board of Selectmen; Amended 6/24/21; 4/20/22; 6/7/23 Board of Selectmen]

As provided for in Chapter **155**, Cemeteries, of the Code of the Town of Pembroke, the following cemetery fees are hereby established:

- A. Sale of single burial plot: \$400.
- B. Sale of double burial lot: \$700.
- C. Regular grave openings: \$650, weekdays; weekends and holidays \$950.
- D. Cremation grave openings: \$325, weekends and holidays \$575.

§ 160-6 Building, electrical, plumbing and mechanical fees.

[Amended 2-20-2008 Board of Selectmen]

As provided for in § 143-124, Building permit fees, of the Code of the Town of Pembroke, the following building, electrical, plumbing and mechanical permit fees are hereby established. If work requiring a permit under this section is undertaken prior to the issuance of a permit, the fee shall be increased by 100%.

A. Construction.

- (1) Application: residential, \$25 each; commercial, \$50 each.
- (2) Plan review: residential over 2,500 square feet and all commercial: actual cost incurred.
- (3) New construction - Inspections:
 - (a) Residential:
 - [1] (Living), \$0.30 per square foot.
 - [2] (Storage), \$0.20 per square foot.
 - [3] Detached accessory buildings over 100 square foot, \$0.20 per square foot
 - (b) Commercial: **[Amended 7-26-2004 Ordinance No. 04-04]**
 - [1] (Finished), \$0.25 per square foot.
 - [2] (Unfinished/Open Area), \$0.15 per square foot
- (4) Renovations/alterations - Inspections:
 - (a) Residential: \$0.30 per square foot.
 - (b) Commercial: \$0.25 per square foot.

B. Flat Permit fees.

- (1) Application Fee: \$25 each.

(2) Includes:

- (a) Decks
- (b) Detached outbuildings; 100 square foot or less
- (c) Fences
- (d) Chimneys/fireplaces
- (e) Pools
- (f) Septic systems; plus \$50
- (g) Siding/windows
- (h) Roofing
- (i) Moving and demolition
- (j) Signs
- (k) Wood/pellet stoves

C. Residential electrical permit fees.

- (1) Electrical Application: \$25 each.
- (2) Outlets under 130 volts (Ceiling, switches, receptacles thermostats, smoke detectors, etc.): \$0.30 each.
- (3) Outlets over 130 volts (ranges, dryers, hairs dryers, welding equipment, water heaters, etc.): \$5 each.
- (4) Motors: \$2. per horsepower.
- (5) Distribution panels (main, sub, etc.): \$0.10 per amp.
- (6) Special systems (fire alarms, security, help call, etc.): \$25.
- (7) Temporary service: \$25.
- (8) Service upgrade: \$25.
- (9) Swimming pools: \$25.

(10) Signs: \$25.

(11) Generators \$25.

D. Residential plumbing permit fees.

(1) Plumbing application: \$25 each.

(2) Fixtures (water closets, sinks, lavatories, tubs, etc.): \$4 each.

(3) Appliances (pumps, washer machines, sewer ejectors, etc.): \$6 each.

(4) Drains pipes under eight inches (sanitary, rainwater leaders): \$0.05 per foot.

(5) Drains pipes over eight inches (sanitary, rainwater leaders): \$0.08 per foot.

(6) Water distribution system, less than two inches: \$0.05 per foot.

(7) Water distribution system, over two inches: \$0.08 per foot.

(8) Special systems (roof drains, floor drains, etc.): \$25 each.

E. Residential mechanical permit fees.

(1) Mechanical application: \$25 each.

(2) Systems (heating, air condition, ventilation, etc.): \$25 per unit.

(3) Piping systems over two inches (gas, sprinkler, air, etc.): \$0.10 per foot.

(4) Piping systems under two inches (gas, sprinkler, air, etc.): \$0.05 per foot.

(5) Air ducts: \$0.10 per foot.

(6) LP Tank set \$25 per tank.

(7) Water heater \$25 per unit.

F. Commercial electrical permit fees.

(1) Electrical application: \$50 each.

(2) Outlets under 130 volts (Ceiling, switches, receptacles thermostats, smoke detectors, etc.): \$0.30 each.

(3) Outlets over 130 volts (ranges, dryers, hairs dryers, welding equipment, water heaters, etc.): \$5 each.

(4) Motors: \$4 per horsepower.

(5) Distribution panels (main, sub, etc.): \$0.20 per amp.

(6) Special systems (fire alarms, security, nurse call, etc): \$35.

(7) Temporary service: \$25.

(8) Service upgrade: \$25.

(9) Signs: \$25.

G. Commercial plumbing permit fees.

(1) Plumbing application: \$50 each.

(2) Fixtures (water closets, sinks, lavatories, tubs, etc.): \$10 each.

(3) Appliances (pumps, washer machines, sewer ejectors, etc.): \$20 each.

(4) Drains pipes under eight inches (sanitary, rainwater leaders): \$0.10 per foot.

(5) Drains pipes over eight inches (sanitary, rainwater leaders): \$0.15 per foot.

(6) Water distribution system, less than two inches: \$0.10 per foot.

(7) Water distribution system, over two inches: \$0.15 per foot.

(8) Special systems (roof drains, floor drains, etc.): \$25 each.

H. Commercial mechanical permit fees.

(1) Mechanical application: \$50 each.

(2) Systems (heating, air condition, ventilation, etc.): \$50 per unit.

(3) Piping systems over two inches (gas, sprinkler, air, etc.): \$0.15 per foot.

(4) Piping systems under two inches (gas, sprinkler, air, etc.): \$0.10 per foot.

(5) Air ducts: \$0.10 per foot.

I. Reinspection fees. After two failed inspections: \$25.

§ 160-7 License fees.

Rescinded [2-20-2008 Board of Selectmen]

§ 160-8 Temporary license fees.

Rescinded [2-20-2008 Board of Selectmen]

Updated 6/7/23