



FEE SCHEDULE

City of Windsor Heights

Public Safety	
REPORTS, COPIES, CD'S, TESTS & RELEASES	
Public Records	\$5.00 for 5 single-sided pages or less
Each additional page	\$0.25 per single page (Black and White) \$.50 per single page (Color)
Local Records Check	\$5.00 per inquiry
CD's or DVD's	\$20.00 per reproduction
Digital Mediums or Blue-Ray Disc	Cost of medium
Photograph(s)	Copied 4 photographs per page
Fingerprinting per card	\$20.00
Vehicle Impound Release	\$20.00
Alternate Breath Test	\$30.00
Convenience Fee (credit card transaction)	\$2.50
PET LICENSE	
Pet License - spayed/neutered	\$20.00 per calendar year
Pet License - not spayed/neutered	\$30.00 per calendar year
Pet Unlicensed Delinquency Fee	Double original license fee (after March 31)
ANIMAL CONTROL/IMPOUNDS	
Animal Impound boarding fee	\$20.00 per day (begins on 2 nd day)
Animal Impound - 1 st offense*	\$75.00 per animal per calendar year *(\$25.00 reduction for licensed pets)
Animal Impound - 2 nd /subsequent w/in 12 month period -OR- for cases involving multiple violations	\$100.00 per animal per animal calendar year
Contracted Animal Control Servicing	\$102 dispatched call regular hours \$119 dispatched call after hours plus 1.5 hr rate \$146 dispatched call Sunday and Holiday plus 2.0 hr rate
PERMITS	
Dance Hall Inspection Fee	\$50.00
Dance Hall Permit Fee	\$100 (inspection fee is credited to permit fee)
Temporary Noise Permit Fee	\$20.00 per day

Panhandler, Peddler, Solicitor, Transient Merchant Fee	\$20.00 application fee 1 Day - \$20.00 1 Week - \$100.00 90 Day - \$500.00 \$25.00 per each additional peddler, etc.
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Fire Department	
Rental Fees	
Initial Inspection plus \$30.00 each additional unit	\$150.00
First Re-Inspection (performed 30 days after initial inspection)	\$50.00
Second Re – Inspection (performed 2 weeks after first re-inspection)	\$70.00
Third Re-Inspection (performed 2 weeks after second re-inspection)	\$120.00
Fourth Re-inspection (performed 2 weeks after third re-inspection)	\$500.00
Authorized Rental Sign	\$65.00 deposit(Refunded upon return)
Short Term Vacation Rental Inspections	\$75 (on Short Term Vacation Rental Permit)
\$10.00 Additional fee per unit per inspection	
Fire Dept Plan Review (\$110 minimum, or per the following schedule)	
100-6,000 sq. ft.	\$110.00
6,001-12,000 sq. ft.	\$218.00
12,001-24,000 sq. ft.	\$327.00
24,001-50,000 sq. ft.	\$453.00
50,001-100,000 sq. ft.	\$546.00
100,001-500,000 sq. ft.	\$1,093.00
500,001-1,000,000 sq. ft.	\$1,639.00
1,000,000 sq. ft. and above	\$1,639.00 + \$110.00 for every 6,000 sq. ft. above 1,000,000
Commercial/ Fire Code	
Initial Inspection	\$0
First Re-Inspection (performed 30 days after initial inspection)	\$25.00
Second Re-Inspection (performed 2 weeks after first re-inspection)	\$100.00

Third Re- Inspection (performed 2 weeks after second re-inspection)	\$200.00
Fourth Re-Inspection (performed 2 weeks after third re-inspection)	\$400.00
Fifth Re-Inspection (performed 2 weeks after fourth re-inspection)	\$800.00
Hazmat Fees	
Heavy Response Apparatus with 4 personnel (Engine, ladder, heavy rescue)	\$285.33*
Light Response Apparatus with 2 personnel (Tanker, brush truck, ambulance, staff car)	\$228.27*
Extra Response Personnel	\$22.85*
Expended materials (foam, containment booms, sand, absorbent, etc.)	Replacement Cost including shipping
Equipment repair/cleaning (personal protective equipment, hose, nozzles, apparatus, etc.)	Cost(parts plus labor) including shipping
Damaged equipment/property (may include injury to, destruction of, or loss of natural resources	Replacement/Repair cost including shipping
contracted services, contracted equipment,	Billed as used
*Minimum of one hour. Billed in 15 minute increments beyond the first hour	
Ambulance Fees	
Basic Life Support (BLS) - Non-Emergent	\$590.00
Basic Life Support (BLS) - Emergent	\$695.00
Advanced Life Support (ALS) Non-Emergent	\$690.00
Advanced Life Support (ALS) - Emergent	\$807.00
Advanced Life Support (ALS) Level 2	\$1,065.00
Treat / No Transport	\$277.00
Critical Care Transport	\$1,254.00
Loaded Mileage Rate	\$13.80
Nitrous Oxide	\$50.00
Oxygen	\$30.00
Additional Attendant	\$50.00
ALS Supplies	\$50.00
BLS Supplies	\$50.00

IV Supplies	\$35.00
Intubation Supplies	\$25.00

City Hall

Copies	8 1/2 " x 11" Black and White \$0.25 per single page copy 8 1/2 " x 11" Color \$0.50 per single page copy 11"X17" Black and White \$1.00 per single page copy 11"X17" Color \$2.00 per single page copy
Hourly rate for contract staff time or City Staff needed to produce or review documents	Actual cost(s) of employee time if time involved exceeds fifteen (15) minutes
Audio CD's	\$20.00 per reproduction
NSF Check Fee (All Departments)	\$30.00
Convenience Fee (Credit Card Transaction)	\$2.50
Special Council Meeting	\$57 per councilmember
Special Events Vendor Fee	\$100 Single Space \$150 Double Space
Parklet Rental Fee	\$350 per month

BUILDING PERMITS

TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$22.00
\$501.00 to \$2,000.00	\$22.00 for the first \$500.00 + \$.275 for each additional \$100.00
\$2,001.00 to \$25,000.00	\$75.50 for the first \$2,000.00 + \$12.50 for each additional \$1,000.00
\$25,000.00 to \$50,000.00	\$361.00 for the first \$25,000.00 + \$9.00 for each additional \$1,000.00
\$50,000.00 to \$100,000.00	\$586.25 for the first \$50,000.00 + \$6.25 for each additional \$1,000.00
\$100,000.00 to \$500,000.00	\$900.00 for the first \$100,000.00 + \$5.00 for each additional \$1,000.00

\$500,000.00 to \$1,000,000.00	\$2,900.00 for the first \$500,000.00 + \$4.25 for each additional \$1,000.00
\$1,000,000.00 and up	\$5,023.50 for the first \$1,000,000.00 + \$2.75 for each additional \$1,000.00
Re-inspection fees	\$42.00/hour (1-hour minimum)
Final Site Plan Review	\$250.00 + 65% of total building permit fee
SUB-CONTRACTOR PERMITS (RESIDENTIAL)	
Mechanical	Flat Fee \$75.00
Plumbing	Flat Fee \$75.00
SUB-CONTRACTOR PERMITS (COMMERCIAL)	
Mechanical	Basic Fee \$75.00
▪ Furnace or heater	\$20.00
▪ Air conditioner	\$20.00
▪ Water heater	\$20.00
▪ Appliance vent	\$20.00
▪ Boiler	\$20.00
▪ Ventilation fan	\$20.00
▪ Fireplace or solid fuel burning appliance	\$20.50
▪ Gas Piping (per outlet)	\$20.00
▪ Hood	\$20.00
Plumbing	Basic Fee \$75.00
▪ Street excavation	\$20.00
▪ Sewer service line and Water Service Line	\$20.00
▪ Grease Traps	\$200.00
▪ Storm sewer service	\$20.00
▪ other	\$20.00
Gas piping (per outlet)	\$20.00
Backflow preventer	\$20.00
OTHER PERMITS	
Temporary certificate of occupancy	\$150.00

Nuisance Abatement	Fee
<ul style="list-style-type: none"> ▪ R-O-W mowing ▪ Lot mowing ▪ Sidewalk snow removal 	\$100.00/hour (1 hour minimum) \$175.00/hour (1 hour minimum) \$1.00 per lineal foot; or minimum \$100.00
Zoning verification	\$25.00
Rezoning	\$400.00
Zoning compliance	\$30.00
Home occupation	\$25.00
Preliminary Site Plan Review	\$250.00 + OEC(Other Engineer Costs)
Conditional Use Permit	\$200.00
Appeal or Variance request	\$200.00
Fence permit	\$30.00
Pool permit	\$25.00
Signs	Basic Fee \$15.00 + \$1.00 per square foot
<ul style="list-style-type: none"> ▪ Temporary signs 	Same as above; maximum \$50.00
Grading Permit	\$35.00
Short Term Vacation Rental	\$150/ Annually (which includes fire inspection fee)
Temporary Use	\$25.00/month for up to 4 months; \$50.00/month for the 5 th month; \$100.00/month after 5 th month
Temporary Structure	Fee
<ul style="list-style-type: none"> ▪ Commercial 	\$50.00/month
<ul style="list-style-type: none"> ▪ Residential 	First 30 days- \$0; Second 30 days- \$20.00, Third 30 days- \$40.00; thereafter- \$20.00 per 30-day extension
Sidewalk / Driveway approach	\$30.00
R-O-W Excavation	\$100.00
Non Franchise Utility License	\$400.00
Demolition/Raze	\$50.00
Permits or inspections for which no fee is specified	\$35.00
Temporary Obstruction Permit	\$30.00
Urban Chicken Fee	\$50.00 Initial Permit Application \$25.00 Renewal

Temporary Use	Fee
Maximum 4 days	\$25.00
Events longer than 4 days (produce stands, etc.)	\$52.00
Long-term food and beverage	\$280.00
Garden Centers and Large Structures	\$52.00 plus \$500.00 deposit
Mobile Food Unit License	\$60.00
Mobile Food Unit Special Occurrence Permit	\$25.00
CODE ENFORCEMENT	
Notice to Abate	\$95.00
Re-Inspection	\$95 per inspection
Administrative Hearing	\$0
Preparation of Abatement Warrant	\$378
Abatement	Actual cost plus 30%
Cost of imposing lien	\$82 plus County charge if any
Additional staff administrative time not covered above	\$95/hour plus actual costs for code enforcement and \$82/hour plus actual costs for finance employees

PUBLIC WORKS	
Non-Motorized Equipment	FEE
Barricades	Deposit: \$25.00 Type I: \$1.50(Daily) \$6.00 (Weekly) Type I w/ Flasher: \$1.75 (Daily) \$8.00(Weekly) A-Frame: \$2.00 (Daily) \$9.00(Weekly)
Traffic Cones	Deposit:\$25.00 18" Traffic Cone \$0.50 (Daily) \$2.00(Weekly) 28" Traffic Cone \$0.75(Daily) \$3.00 (Weekly) Delineator (Each) \$1.00(Daily) \$4.00(Weekly)
Motorized Equipment	FEE
1. Rubber Wheeled Machine or Vehicle Only (one hour minimum). The following rates represent the actual total cost of acquiring, operating and maintaining the listed equipment, except for fuel surcharges, if applicable. The rates are used to compute the "in-house" cost of actual work performed	

on municipal projects, utilizing city-owned equipment operated by city employees. These costs and charges are assessed against persons who are responsible for damages to City property and the costs of abating nuisances and repairing damage caused by vandalism, with the exception of sign replacement which is set forth in Section 510.7.4 below.

[Important Notice] The equipment rates set forth below do not include the additional labor costs of the driver or operator of each individual piece of equipment. All labor costs are in addition to the equipment rates listed below. Furthermore, in the event the local retail costs of gasoline exceeds \$3.25 per gallon, or the local retail costs of diesel fuel exceeds \$4.25 per gallon, the City Administrator shall have the option to assess a fuel tax surcharge in an amount deemed reasonable and appropriate by the Administrator.

Rubber Wheeled Machine or Vehicle Only

Dump Truck	
1) 3 Yard Box	\$50.00 per hour
2) 10-14 Yard Box	\$80.00 per hour
Skid Loader	
1) 78" Bucket (Smooth)	(Included)
2) 78" Bucket (Tooth)	\$1.00 per hour
3) 80" Hydraulic Clam	\$10.00 per hour
4) 48" Pallet Forks	\$1.00 per hour
End loader	\$75.00 per hour
Backhoe	\$50.00 per hour
Pickup	\$30.00 per hour
W/Plow	\$50.00 per hour
1 Ton Truck w/Aerial Lift	\$40.00 per hour
JD 1445 Commercial Riding Tractor	
Attachment - Mower	\$35.00 per hour
Attachment - Street Sweeper	\$35.00 per hour
Attachment - Snow Blower	\$35.00 per hour
Attachment - Snow Blade	\$30.00 per hour
Line Painter	\$20.00 per hour
Trailer Mounted Equipment	
Sewer Jet-Vac Truck	\$75.00 per hour
Air Compressor	\$25.00 per hour
Power and Hand Tools	
(Tiller, Post hole auger, Snow blower, Broom, Blade, 3-point spreader, Loader,	\$10.00 per hour
Concrete Saw	\$25.00 per hour
Leaf Blower	\$15.00 per hour
Weed Eater	\$15.00 per hour
Walk-behind Mower	\$15.00 per hour
Snow Blower Tractor	\$30.00 per hour
Ride on Sprayer	\$30.00 per hour

Chain Saw	\$20.00 per hour
Disposable items used during	Actual cost plus 15%
Charges for equipment repair, cleaning, parts and labor	Actual cost plus 15%
Charges for damaged equipment plus	Actual cost plus 15%
Driver, Operator and Labor	FEES
Regular (Monday–Friday , 7:30 a.m.–4:00 p.m.)	\$37.66 per hour (1 hour minimum)
Overtime (Monday–Friday, 4:00 p.m.–7:30 a.m., weekends and holidays)	\$56.49 per hour (1 hour minimum)
Sign Replacement and Repair Charges due to Vandalism or Accidents	FEES
All signs, exclusive of posts	\$75.00 each
Wood Posts	\$50.00 each
Steel Post	\$75.00 each

UTILITIES (Billed by Des Moines Water Works)
WASTE FEES
Garbage- \$10.92 or house-side \$17.37
RECYCLING FEES
Curb It! Program- \$3.27 per unit per month
WATER
Water rate of \$4.19 per 1,000 gallons(\$31.34 for per 1,000 cubic feet) Water availability is \$6.00 per month for typical 5/8" residential meter. Effective July 1, 2017
SEWER
\$4.00 per 1,000 gallons (\$29.92 per 1,000 cubic feet)
Sewer Customer Service Fee - \$2.90 per month
STORMWATER
\$5.50 per unit per month (residential)
\$4.31 per unit per month (non-residential)
CAPITAL IMPROVEMENT FEE (Water)
\$2.00 per 1,000 gallons (\$14.96 per 1,000 cubic feet)
STICKERS (GARBAGE & YARD WASTE)

Stickers may be purchased at City Hall

- Compost It Sticker - \$1.25
- Large Item Sticker - \$5.00
- Extra Trash Sticker - \$1.00

Premium Compost Cart Sticker

- Through May 31 - \$105
- June 1 - \$92
- July 1 - December 31 - \$80
(Note: Only new subscribers after June 1 qualify for the pro-rated price)
- Startup fee for new customers - \$80

Community & Events Center

RENTAL PERIOD REQUIREMENTS

- Monday – Friday (2 hour minimum) Advanced Bookings
- Saturdays: November – March (5 hour minimum)
- Saturdays: April - October: 3 options for rental reservations:
 1. 10 hour minimum Advanced Bookings
 2. 5 hour minimum between 7 a.m. – 2 p.m.
 3. 5 hour minimum between 4 p.m. – 12 a.m.

WEEKDAY DAYTIME RENTAL FEES

- **Weekday Rental Fees:** apply to Monday-Thursday rentals between the hours of 7a.m.- 4 p.m.
- No other Rental Fee Discounts or Fee Exceptions will apply to Weekday rental pricing
(Please refer to the Fee Exceptions and Discount section below)

Rental Space	Pricing Per Hour	Guest Count
1/3 Space	\$60.00	56-70 guests, concession kitchen included
2/3 Space	\$80.00	80-100 guests, catering kitchen included
Full Space	\$100.00	Maximum 200 guests, includes catering kitchen <ul style="list-style-type: none"> ➤ Additional \$50.00: Concession Kitchen included with a Full Space rental ➤ Concession Kitchen Rental: \$15/hour (kitchen only)

RENTAL FEES

- The below rental fees apply to all rentals, excluding **Weekday Daytime Rental** periods

Rental Space	Pricing Per Hour	Guest Count
1/3 Space	\$75.00	56-70 guests, concession kitchen included
2/3 Space	\$100.00	80-100 guests, catering kitchen included
Full Space	\$125.00	Maximum 200 guests, includes catering kitchen <ul style="list-style-type: none"> ➤ Additional \$50.00: Concession Kitchen included with a Full Space rental ➤ Concession Kitchen Rental: \$15/hour (kitchen only)
Full Space "All Day Rental" (7am -midnight)	\$1600.00	<ul style="list-style-type: none"> ➤ \$400.00: When used in combination with an All Day Saturday Rental, a rental party may also rent the Full Space on the Friday evening prior, from 8pm to midnight.

ADMINISTRATION FEE

- \$50.00 - applied to all rental reservations

ALCOHOL SURCHARGE FEES

Please reference the Alcohol Responsibility Agreement and the Community Center Rental Guidelines for specific requirements surrounding the possession, consumption and dispensing of alcohol in the City of Windsor Heights.

Mandatory fees apply when alcohol is served at an event

- 1/3 Space - \$50.00
- 2/3 Space - \$100.00
- Full Space - \$150.00

CLEANING FEES

Room Size Rental	Non Resident	Windsor Heights Resident
1/3 of room	\$75.00	\$60.00
2/3 of room	\$175.00	\$130.00
Full space	\$250.00	\$190.00

FEE EXCEPTIONS AND DISCOUNTS

25% Rental Fee Discount applied to the following individuals:

- Windsor Heights residents (ID Required) and Windsor Heights business property owners
- 25% discount does not apply to the Administrative or Alcohol Fee. Please note the Cleaning fee discounts identified above for Windsor Heights residents.

- Discount applies to hourly rental fees, excluding “Weekday Daytime Rental Pricing”

10% Rental Fee Discount applied to the following groups or organizations:

- Non-profit groups/organizations (including civic and service groups, government or religious groups, scout groups, youth organizations and active military)
- 10% discount does not apply to the Administration fee, alcohol fee, or cleaning fee associated with the rental.
- Discount applies to hourly rental fees, excluding “Weekday Daytime Rental Pricing”

DOWN PAYMENTS

To confirm all reservations, a down payment and signed agreement are required. Windsor Heights does not hold dates and all rentals are on a first come basis only.

- *Sunday – Friday events:* \$100 deposit is required (full payment is required if the full rental is < \$100)
- *Saturday events:* 50% of the entire rental amount is required
- Payment in full is required if rentals are made within 60 days of the reservation date.

Type of payments accepted:

- Cash
- Checks – Make checks payable to: *City of Windsor Heights*
- Credit Card- paid in person at City Hall- Windsor Heights is not able to accept credit card payments over the phone

Down payments are non-refundable on any cancellations.

DAMAGE DEPOSIT

A separate check is collected on all rental reservations and it will be held until the completion of the event. This deposit may be dedicated to any potential damages incurred or dedicated to any additional expenses incurred if cleaning requirements are not fulfilled by the renter.

- \$250.00 individual check made out to The City of Windsor Heights.
- If a cancellation occurs within 60 days of rental date, the damage deposit will not be refunded

BALANCES

Balances on all contracts, including damage deposits, are due 60 days prior to the rental date

- If cancellations occur after balances have been paid no refunds are allowed
- Full payment is required for reservations made within 60 days of the rental date

PARKS

BALL FIELD RENTALS

Ball Field rentals are available in full one hour increments only. A 6% sales tax will be applied.

Number of Hours	Fee	Resident Fee (with ID)
1 Hour	\$25.00	\$20.00

2 Hours	\$40.00	\$36.00
3 Hours	\$60.00	\$54.00
Contact Park Coordinator for tournament rental at 515-645-6821		
Spring and Fall Session Rentals available		
<ul style="list-style-type: none"> Refer to Ball Field Rental Agreement for available practice times 		
PAVILLION		
<ul style="list-style-type: none"> \$50.00 for ½ day rental \$100 for a full day rental 		
TENNIS COURT RENTAL		
<ul style="list-style-type: none"> \$4.00 for one court per hour \$6.00 for two courts per hour 		
All Support references found at www.windsorheights.org		
SPECIAL EVENTS PERMIT	\$50.00	
Required on events hosted in the Community Center and Park, which are open to the public		