

City of Windsor Heights
Fee Schedule
Effective 1/1/2025

Public Safety

REPORTS, COPIES, DIGITAL MEDIA, TESTS & RELEASES, PERMITS

Copies - Public Records	Black/white \$.05 per single page copy exceeding 5 pages Color \$.50 per single page copy
Incident Report or Call for Service (CFS)	No charge < 30 minutes to produce
Accident Report	\$5.00
Media (audio/video)	Staff time, no charge < 30 minutes to produce \$5.00 per 8GB Flash Drive, or actual cost for larger storage devices
Vehicle Impound Release	\$20.00
Hourly rate for contract staff time or City Staff needed to produce or review documents	Actual cost of employee time if time involved exceeds 30 minutes
Fingerprinting per card	Two print cards: \$10.00 Resident \$20.00 non-resident. \$10.00 for each additional card.
Mailing or shipping a record	Billed at actual costs

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 April 1)
Disposition of Impounded Animal Fee	\$20.00 if not released from the pound or shelter

PERMITS

Dance Hall Inspection Fee	\$50.00
Dance Hall Permit Fee	\$100.00 (inspection fee is credited to permit fee)
Temporary Noise Permit Fee	\$20.00 per day \$40.00 for over one day through one week \$75.00 permits over one week through one year
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.

Fire Department

Rental Fees

Rental Registration Fee (*Additional inspection fees required to be paid at time of registration)	\$35 - Single Family \$50 – Duplex \$150 Apartment
Rental Inspection Fee	\$100 Single Family Inspection \$125 Duplex - \$25 per additional living unit beyond two \$150 Apartment - \$22 per additional living unit beyond four If a property fails initial inspection, additional fees for the reinspection will apply and will be collected by the building inspector at the time of reinspection
Additional Fee if owner cannot be identified/reached and City must research and contact current tenant	\$50.00

Fire Dept Plan Review

The Windsor Heights Fire Department requires Fire Protection System plan reviews to be conducted by a third party. Fees for any required third party review are not included within the City fee schedule.

Commercial/ Fire Code	
Initial Inspection/First Re-Inspection (performed 30 days after initial inspection)	\$0
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)	\$368.57*
Light Response Apparatus with 2 personnel (Tanker, brush truck, ambulance, staff car)	\$293.74*
Extra Response Personnel	\$28.41
Expended materials (foam, containment booms, sand, absorbent, etc.)and equipment repair and/or cleaning	Replacement Cost including shipping for expended materials, Cost (parts and labor) to include shipping for equipment repair and/or cleaning
* Minimum of one hour. Billed in 15-minute increments beyond the first hour. This fee schedule is based on Iowa Fire Service Annual Hazardous Materials Responses Fee Structure	
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
Oxygen	\$30.00
Additional Attendant	\$50.00
ALS Supplies	\$50.00
BLS Supplies	\$50.00
IV Supplies	\$35.00
Intubation Supplies	\$25.00
Medications	
▪ Nitrogen Tablet	\$5.00
▪ Ativan/Lorazepam	\$10.00
▪ Oral Glucose, Zofran Iv	\$15.00
▪ Epinephrine, Fentanyl, Morphine Sulfate, Sodium Bicarbonate, Solu-Medrol, Versed	\$20.00
▪ D50w/Dextrose Inj	\$25.00
▪ Albuterol Noncompounded 1mg	\$30.00
▪ Narcan/Naloxone Per 1mg	\$30.00

▪ Glucagon	\$250.00
Nuisance Alarms	
Alarms	\$0.00 First and Second false alarm during a calendar year \$75.00 Third false alarm within a calendar year \$100.00 Fourth false alarm within a calendar year \$150.00 Fifth and subsequent alarm within a calendar year \$500.00 Negligent false alarm
City Hall	
Copies	Black and White \$.05 per single page copy in excess of 5 pages Color \$.50 per single page copy
Hourly rate for contract staff time or City Staff needed to produce or review documents	Actual cost of employee time if time involved exceeds thirty (30) minutes
Media (audio/video)	\$5.00 per 8GB
NSF Check Fee (All Departments)	\$30.00
Special Council Meeting	\$81 per Council member

BUILDING PERMITS	
TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$75.00
\$501.00 to \$2,000.00	\$75.00 for the first \$500.00 + \$.2.75 for each additional \$100.00 or fraction thereof, to and including \$2,000
\$2,001.00 to \$25,000.00	\$116.25 for the first \$2,000 + \$12.50 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,000.00 to \$50,000.00	\$391.25 for the first \$25,000 + \$9.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000
\$50,000.00 to \$100,000.00	\$616.25 for the first \$50,000.00 + \$6.25 for each additional \$1,000.00 or fraction thereof, to and including \$100,000
\$100,000.00 to \$500,000.00	\$928.75 for the first \$100,000.00 + \$5.00 for each additional \$1,000.00 or fraction thereof, to and including \$500,000
\$500,000.00 to \$1,000,000.00	\$2,928.750 for the first \$500,000.00 + \$4.25 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000
\$1,000,000.00 and up	\$5,053.75 for the first \$1,000,000.00 + \$2.75 for each additional \$1,000.00 or fraction thereof
Re-inspection fees	\$42.00/hour (1-hour minimum)
Commercial Plan Review	65% of permit fee
Temporary Certificate of Occupancy	\$250.00
Final Site Plan Review	\$250.00 + 65% of total building permit fee
Fire Department Commercial Building Pre Plan Fee	\$75.00
SUB-CONTRACTOR PERMITS (RESIDENTIAL)	
Mechanical	Flat Fee \$80.00
Plumbing	Flat Fee \$80.00
Electrical	Flat Fee \$80.00
SUB-CONTRACTOR PERMITS (COMMERCIAL)	
Mechanical	Flat Fee \$80.00

Plumbing	Flat Fee \$80.00
Electrical	Flat Fee \$80.00
OTHER	
Vacant Property Registration	\$75 per property
Zoning verification/Property Research	\$110/hr.
Rezoning	\$400.00
Zoning compliance	\$110/hr.
Home occupation	\$50.00
Preliminary Site Plan Review	\$400.00 + Re-Submittals/Other Engineering Costs
Conditional Use Permit	\$400.00
Appeal or Variance request	\$400.00
Fence permit	\$100.00
Grading/Cosesco Permit	\$75.00
Floodplain Development Permit	\$100.00
Pool permit	\$100.00
Signs	Basic Fee \$100.00+ \$1.00 per square foot
▪ Temporary signs	\$25
Temporary Structure	
▪ Commercial	\$50.00/month
▪ 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	\$50.00
R-O-W Excavation	\$100.00
Non-Franchise Utility License	\$400.00
Demolition/Raze	\$100.00
Permits or inspections for which no fee is specified (block parties, other)	\$40.00
Temporary Obstruction Permit	\$40.00
Temporary Use	
▪ Maximum 4 days	\$30.00
▪ Events longer than 4 days (produce stands, etc.)	\$60.00
▪ Long-term food and beverage	\$280.00
▪ Garden Centers and Large Structures	\$60.00 plus \$500.00 deposit, unless waived by Zoning Administrator
▪ Mobile Food Unit License	\$75.00
▪ Mobile Food Unit Special Event Permit	Fee Set By City Administrator Based On Event
CODE ENFORCEMENT	
Nuisance Abatement	
Lot mowing	\$175.00/hour (1 hour minimum)
R-O-W mowing	\$100.00/hour (1 hour minimum)
Sidewalk snow removal	\$1.00 per lineal foot; or minimum \$100.00

Notice to Abate	\$100.00
Re-Inspection	\$100.00 per inspection
Administrative Hearing	\$0
Preparation of Abatement Warrant	\$378.00
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

Community Center Rental Rates

	Non- Resident Rate	Non-Profit Rate (Proof will be required)	Resident Rate (Proof will be required)
Saturday 6 AM – Midnight	\$2,800		
Weekend 6 PM Fri to 6 PM Sun	\$5,600 Includes overnight storage; renters must still vacate from 12 AM-6AM each night		
1/3 Space Minimum 2 -hour rental	\$130 per hour	\$112 per hour	\$91 per hour
2/3 Space Minimum 2-hour rental	\$155 per hour	\$132 per hour	\$109 per hour
Full Space Minimum 2-hour rental	\$210 per hour	\$176 per hour	\$147 per hour
Full Space 6 AM – Midnight	\$2,800 Full day		
Cleaning Fees	At City's cost This fee is optional for Mon-Thurs rentals and non-optional for Fri-Sun rentals		
Pavilion 8-hour rental	\$100	\$75	\$70
Pavilion 4-hour rental	\$50	\$37.50	\$35

Resident/Non-Profit will be required to show proof of residency or non-profit status.

DOWN PAYMENTS

To confirm all reservations, a down payment of 50% and a signed agreement are required. Windsor Heights does not hold dates and all rentals are on a first come basis only. Down payments are non-refundable on any cancellation.

PARKS

BALL FIELD RENTALS

Ball Field rentals are available in full one hour increments only.

	Non-Resident Fee	Resident Fee (with ID)
Hourly	\$25.00 0	\$20.00

SPECIAL EVENTS PERMIT \$50.00

Required on events hosted in the Community Center and Park, which are open to the public