

CITY OF PICKERINGTON



GENERAL FEE SCHEDULE JANUARY 2025

TABLE OF CONTENTS

ADMINISTRATIVE	PAGE 1
BUILDING DEPARTMENT	PAGE 2
PLANNING & ZONING	PAGE 9
ENGINEERING DEPARTMENT	PAGE 12
PARKS & RECREATION DEPARTMENT	PAGE 13
POLICE DEPARTMENT	PAGE 15
UTILITY DEPARTMENT	PAGE 16

MAYOR'S COURT

Returned Check \$35.00

FINANCE DEPARTMENT

Returned Check \$35.00

TAX DEPARTMENT

Withholding

Interest 0.83% per month
Penalty 50% of amount due

Business and Individual Tax Returns

Late Filing Fee \$25.00
Penalty 15% of unpaid tax, if not otherwise safe harbored
Interest 0.83% per month

BUILDING DEPARTMENT

I. Plan Examination Fee

The Plan Examination Fee will be assessed according to the following schedule.

- A. New single-family residence
- | | | |
|----|--|---------------|
| 1. | Single-family residence | \$180.00 |
| 2. | Replacement house-type | \$180.00 |
| 3. | Revision/Correction letter resubmittal | \$100.00/each |
- *New single-family residence and replacement house-type plan examination fees are non-refundable and required when submitting a new application.*
- B. New residential accessory buildings; Additions and alterations
- | | | |
|----|------------------------------------|----------|
| 1. | Reviewed by contract plan examiner | \$100.00 |
|----|------------------------------------|----------|
- C. New multi-family residence
- | | | |
|----|--------------------------------------|---------------|
| 1. | 1-2-3 family residence | \$180.00/unit |
| 2. | Revision/Correction letter submittal | \$100.00/unit |
- *The plan examination fee is non-refundable and is required when submitting a new application.*
- | | | |
|----|---------------------|--|
| 3. | 4+ family residence | \$100.00 processing fee
\$100.00/hour |
|----|---------------------|--|
- *A permit is required for each separate address.*
- D. Commercial
- | | | |
|----|---|---|
| 1. | New Building/Addition | \$100.00 processing fee
\$100.00/hour (plan examination) |
| 2. | Alteration/Tenant Space | \$100.00 processing fee
\$100.00/hour (plan examination) |
| 3. | Automatic Sprinkler, Fire Alarm
and Hood Suppression | \$100.00 processing fee
\$100.00/hour (plan examination) |
- *The processing fee is non-refundable and required when submitting a new application. The processing fee is separate from the \$100.00/hour plan examination fee.*
- E. Preliminary Plan Examination
- | | | |
|--|--|---------------|
| | | \$100.00/hour |
|--|--|---------------|

II. **Residential Inspection Fees**

- A. Blanket (1-2-3 Family) Residential Approval \$1,250.00

A blanket residential approval is issued to construct a new residential dwelling unit. The fee does not include other fees such as, but not limited to: re-inspection, after-hours inspection, or partial occupancy. The blanket approval fee includes related accessory buildings for individual use such as carports, but does not include community buildings, facilities, pools, or the like. Blanket approval fees are not refundable.

- B. Residential Alteration and Rehabilitation \$85.00/trade

Approvals for alterations/additions of existing residential buildings shall be issued to include only the work shown on the approved plans or specifications. A separate fee will be assessed for building, electrical, mechanical, and plumbing as applicable for the proposed alteration.

- C. Residential Repair/Replacement \$50.00

Approvals for the replacement of building systems like air conditioners, doors, exterior wall coverings (i.e., siding), furnaces, roof covering, water heaters, and windows shall be issued to include only the work on the approved plans or specifications.

- D. Residential Accessory Structures

Approvals for residential accessory structures shall be issued to include only work shown on approved plans, specifications, sketches, and/or as described in letter form.

- | | |
|--|---------|
| 1. Accessory buildings (larger than 200 ft. ²) | \$85.00 |
| 2. Carports | \$85.00 |
| 3. Deck (which require permits) | \$85.00 |
| 4. Demolition | \$65.00 |
| 5. Fences (over six feet tall) | \$85.00 |
| 6. Hot tubs | \$65.00 |
| 7. Pool: above-ground (more than 24 inches deep) | \$65.00 |
| 8. Pool: in-ground | \$85.00 |

- E. Additional Fees

- | | |
|--|-----------------------------------|
| 1. All residential approvals will be charged at 1% BBS fee of the total plan examination and inspection costs. | |
| 2. After-Hours Inspection | \$75.00/hour;
\$150.00 minimum |
| 3. Final Certificate of Occupancy | \$75.00 |

4.	Partial Certificate of Occupancy	\$125.00 / 1 st \$225.00 / 2 nd \$325.00 / 3 rd / + each additional
	Valid for 60 days or as approved by the Building Official.	
5.	Time Limited Certificate of Occupancy	\$125.00
6.	Contractor Registration (per trade)	\$120.00
7.	Double Fee A double fee is warranted when work has commenced without the necessary approval(s). The double fee will apply to plan examination and inspection fees.	
8.	Extension of Plan Approval for an additional 12-months	\$100.00
9.	Extension of construction period for delayed/abandoned work for an additional 6-months	\$100.00
10.	Foundation Start	\$100.00
11.	Other Inspections In addition to the inspections previously identified, the building official is authorized to make or require other inspections of any construction work to ascertain compliance with provisions of the codes and other laws that are enforced by the department of building safety.	
12.	Transfer of houses between building lots A permit may be transferred one time only	\$65.00
13.	Re-inspection	\$80.00
14.	Replacement Build Cards	\$65.00
15.	Temporary Electric Service	\$75.00
16.	Minimum permit fee	\$25.00
17.	Demolition / Single Family	\$100.00
18.	Replacement Plans / Single Family	\$150.00

III. **Multi-Family (4+Family) Inspection Fees**

A. Multi-Family Residential Approval \$1,250.00/unit

A multi-family residential approval is issued to construct new residential dwelling units. The fee does not include other fees such as, but not limited to: re-inspection, after-hours inspection, or partial occupancy. The blanket approval fee does not include community buildings, garage or carport facilities, pools, or similar structures. Blanket approval fees are not refundable. **A permit is required for each separate address.**

B. Additional Multi-Family Fees

1. All multi-family approvals will be charged a 3% Board of Building Standards fee of the total plan examination and inspection costs.
2. After-Hours Inspection \$75.00/hour;
\$150 minimum
3. Final Certificate of Occupancy \$75.00
4. Partial Certificate of Occupancy \$125.00
Valid for 60 days or as approved by the Building Official.
5. Time Limited Certificate of Occupancy \$125.00
6. Contract Registration \$120.00
7. Double Fee
A double fee is warranted when work has commenced without the necessary approval(s). The double fee will apply to plan examination and inspection fees.
8. Extension of Plan Approval for an additional 12-months \$100.00
9. Extension of construction period for delayed/abandoned work for an additional 6-months \$100.00
10. Other Inspections \$80.00/inspection
In addition to the inspections previously identified, the building official is authorized to make or require other inspections of any construction work to ascertain compliance with provisions of the codes and other laws that are enforced by the department of building safety.
11. Phased/Partial Approval \$100.00
If a phased/partial plan approval is requested by the applicant, each approval shall be assessed the defined rate.

12.	Transfer of houses between building lots A permit may be transferred one time only	\$65.00
13.	Re-inspection; Assessed per address	\$80.00
14.	Replacement Build Cards	\$65.00
15.	Temporary Electric Service	\$75.00

IV. **Commercial Inspection Fees**

A. New Buildings, Additions, Renovations, and Alterations

1. Approvals for new buildings, additions, and renovations to existing buildings shall be issued to include only the work shown on the approved plans or specifications. **A permit is required for each separate address.**
2. Fees for the new building, addition, and/or renovations to existing buildings shall be based on floor or surface area to be computed as follows:
 - a. All floor or surface areas including the garage, carport, basement, cellar, and subcellar floors measuring the outside dimensions at each floor level.
 - b. Unusable crawl spaces and attic areas shall not be included.
 - c. In buildings or areas where there are no walls, the area enclosed by the outside dimensions of the overhang shall be included.
 - d. In buildings or areas where a roof is supported by a single row of columns, the horizontal projected area of the roof shall be included.
 - e. Square footage fee schedule applies to areas of work in addition and renovation projects.

B. Commercial Inspection Fee Schedule

Structural	\$75.00 + (0.06) ft. ²
Electric	\$75.00 + (0.05) ft. ²
Mechanical	\$75.00 + (0.05) ft. ²
Plumbing	\$75.00 + (0.05) ft. ²
Insulation	\$75.00 + (0.01) ft. ²
Fire Alarm	\$75.00 + \$2.00 per device
Hood Suppression	\$75.00
Automatic Sprinkler	\$75.00 + \$5.00/sprinkler head
Underground piping for suppression	\$50.00
Aboveground piping for suppression	\$100.00
Stand pipe	\$100.00
Wall / Projected Signs	\$50.00 per sign
Ground Signs	\$100.00 per sign

Temporary Tents \$50.00 first tent / \$25.00 each additional

Inspection fees are non-refundable.

C. Additional Commercial Fees

1. All commercial approvals will be charged a 3% Board of Building Standards fee of the total plan examination and inspection costs.
2. After-Hours Inspection \$75.00/hour;
\$150 minimum
3. Final Certificate of Occupancy \$75.00
4. Partial Certificate of Occupancy \$250.00

Valid for 60 days or as approved by the Building Official.
5. Time Limited Certificate of Occupancy \$125.00
6. Change of Occupancy \$100.00
An inspection for the purpose of checking for compliance with, or changing the Use Group as defined by the OBC of an existing building with no work proposed which would otherwise require a plan approval.
7. Contractor Registration \$120.00
Contractors required to register: automatic sprinkler, electric, fire alarm, general, hood suppression, mechanical, plumber, sanitary line installer, and water line installer.
8. Demolition
101-5,000 ft.² \$100.00
5,001-10,000 ft.² \$150.00
Each additional 10,000 ft.² or portion thereof \$100.00
9. Double Fee
A double fee is warranted when work has commenced without the necessary approval(s). The double fee will apply to plan examination and inspection fees.
10. Extension of Plan Approval for an additional 12-months \$100.00
11. Extension of construction period for delayed/abandoned work for an additional 6-months. \$100.00
12. Other Inspections \$80.00/inspection

In addition to the inspections previously identified, the building official is authorized to make or require other inspections of any construction work to ascertain compliance with provisions of the codes and other laws that are enforced by the department of building safety.

13.	Phased Approval If a phased plan approval is requested by the applicant, each approval shall be assessed the defined rate.	\$100.00
14.	Re-inspection	\$80.00
15.	Replacement Build Cards	\$65.00
16.	Temporary Electric Service	\$75.00
17.	Minimum Permit Fee	\$50.00

V. **Rental Property Registration Fee**

- A. More than five single-family residential units (per ordinance 2022-15) \$250.00 per unit
- B. Excise tax of 3% on gross rental (per ordinance 2022-15)

PLANNING AND ZONING

I. Zoning Certificate

A.	Existing Residential Uses (1, 2, and 3 family) Expand existing residence; add or expand garage; room addition; porch addition/enclosure; swimming pool; shed(s); ham radio antenna, fences, decks, patios, etc.	\$50.00
B.	New Residential and Multi-Family Uses (per dwelling unit)	\$150.00
C.	Non-Residential Uses	\$175.00
D.	Revisions	
	1. Existing Residential	\$25.00
	2. New Residential	\$75.00
	3. Non-residential	\$100.00
E.	Zoning Certification Compliance/Research Letter	\$100.00
F.	Solar Panels	\$100.00
G.	Home Occupation	\$50.00

**Double fees apply to after-the-fact applications

II. Zone Amendments/Planned Districts (PD)

A.	Straight Letter District / Text Amendment	
	1. Residential (\$50 per dwelling unit over one unit)	\$100.00*
	2. Non-residential	\$250.00*
B.	Planned Districts	
	1. Preliminary Development Plan	\$1,200.00*
	2. Final Development Plan	\$750.00*

III. Certificates of Appropriateness

A.	Site Plan	\$150.00
B.	Architectural	\$150.00
C.	Landscaping	\$150.00
D.	Lighting	\$150.00
E.	Comprehensive Sign Plan	\$150.00
F.	Olde Pickerington Village District	\$50.00*

IV.	<u>Board of Zoning Appeals Variances</u>	
	A. Owner occupied 1, 2, 3 family, residential uses (per dwelling unit)	\$100.00*
	1. After construction	\$1,000.00**
	B. Non-Residential Uses	\$200.00*
	1. After construction	\$1,100.00**
	** Additional \$900.00 is penalty	
V.	<u>Conditional Use Permit</u>	
	A. Planning & Zoning Commission Action	
	1. Residential Uses	\$100.00
	2. Non-Residential Uses	\$150.00
VI.	<u>Appeals to the Board of Zoning Appeals</u>	
	A. Appeal to determination/jurisdiction or zoning code interpretation	No Fee
VII.	<u>Sign Permits (Zoning Fees)</u>	
	A. Permitted signs in residential zoning districts	No Fee
	B. Permitted signs in non-residential zoning districts	
	1. Permanent	\$50.00 per sign
	2. Off-premises signs (ie billboards, etc.)	\$2.00 per sq. ft. (\$1,200.00 max.)
	C. Development Signs	\$50.00
	D. Comprehensive Sign Plan Application	\$150.00
	E. Community Activity Signage	No Fee (5 locations)
VIII.	<u>Residential or Commercial Subdivision Plats</u>	
	A. Preliminary Plan	\$400.00 per phase*
	B. Preliminary Subdivision Plat	\$400.00 per phase*
	C. Final Subdivision Plat	\$300.00 per phase*
	D. Lot Splits	\$100.00 per lot split
IX.	<u>Application for Special District</u> (See Chapter 1284)	\$500.00

- X. **Engineering/Architectural Fees**
Zoning/development fees do not include engineering and architectural fees for review and approval by the City Engineer and City Architectural Consultant.
- XI. **Reimbursement/Fairshare Fees**
Fees for sanitary sewer, storm water, turn lanes or any other utilities/infrastructure may require reimbursement and/or fair share payments. These payments are based on existing City Plan's and/or actions by the Planning and Zoning Commission, Service Committee and/or City Council.
- XII. **Advertise/Public Notice Fees**
Advertise in Local Paper and/or certified mailing \$200.00
- XIII. **Weed Notices/Removal** See Chapter 680.03
- XIV. **Peddlers/Solicitors Permit** \$100.00 per person
(In addition to fingerprinting costs)
- XV. **Olde Village District**
Fee in Lieu of Parking Space \$2,000.00 (per space)

*Public notice fee required for zoning procedure

ENGINEERING FEES

Plan Review

The City Engineer reserves the right to bill for plan reviews that become necessary. Plan reviews require a \$275.00/sheet deposit. Additional plan reviews are invoiced at cost plus 5%.

Inspection Fees

Third Party Testing/Inspections:	Actual Costs + 5% Administrative Fee
----------------------------------	--------------------------------------

The Ohio registered professional engineer who is responsible for the project construction drawings shall prepare a certified estimate of the construction cost based on unit prices. The cost estimate shall be signed, sealed, dated, and shown in tabular format using the pay item number according to the City of Columbus specifications. This estimate shall be submitted to the City Engineer for review and approval. The estimate needs to separate private costs from public costs. The approved public portion of the estimate will be used to determine the surety amount that is required prior to release of plans. In no case shall the surety be less than \$1,000.00.

Late payments will be assessed a 1.5% fee (18% per annum) every month after 60 days past due.

PARKS AND RECREATION DEPARTMENT

Facility Reservation Fees

- | | |
|---|--|
| - Diley Road Softball Field 1 | - Sycamore Creek Park Pickleball Court 1 |
| - Diley Road Softball Field 2 | - Sycamore Creek Park Pickleball Court 2 |
| - Diley Road Softball Field Shelter 1 | - Sycamore Creek Park Skate Park |
| - Diley Road Softball Field Shelter 2 | - Sycamore Creek Park Soccer Field 1 |
| - Disc Golf Course (18 Holes) | - Sycamore Creek Park Soccer Field 2 |
| - Disc Golf Course Shelter | - Sycamore Creek Park Soccer Field 3 |
| - Olde Pickerington Village Gazebo | - Sycamore Creek Park Softball Field 1 |
| - Sycamore Creek Park Amphitheater | - Sycamore Creek Park Softball Field 2 |
| - Sycamore Creek Park Basketball Court | - Sycamore Creek Park Tennis Court 1 |
| - Sycamore Creek Park Covered Bridge | - Sycamore Creek Park Tennis Court 2 |
| - Sycamore Creek Park Gazebo | - Victory Park Basketball Court 1 |
| - Sycamore Creek Park Hilltop Shelter | - Victory Park Basketball Court 2 |
| - Sycamore Creek Park Moorhead Shelter | - Victory Park Terry O'Brien Shelter |
| - Sycamore Creek Park Pickering Shelter | - Willow Pond Park Shelter |

Time	Fee	City Resident / Non-Profit Discount Fee
9:00AM – 1:00PM	\$80	\$40
1:00PM – 5:00PM	\$80	\$40
5:00PM – 9:00PM	\$80	\$40

Community Gardens Fees

Plot Size	Fee	City Resident Discount Fee
20 ft. x 15 ft.	\$40	\$30
40 ft. x 15 ft.	\$80	\$60

Raised Beds	Fee	City Resident Discount Fee
3 ft. x 8 ft. x 30 in.	\$20	\$15

Returned Check Fee

Fee	\$35
-----	------

Refund Processing Fee

Fee	\$15
-----	------

Pickerington Community Pool Season Pass Fees

	Fee	City Resident Discount Fee
2 years old and under (as of May 24, 2025)	Free	Free
Individual	\$125	\$100
Family of 2	\$215	\$170
Family of 3	\$275	\$220
Family of 4	\$320	\$255
Family of 5	\$360	\$285
Family of 6 or more	\$390	\$310
Babysitter Add-On*	\$100	\$100

Day Passes are \$10

POLICE DEPARTMENT

Finger Printing (Service may not be available, please call to confirm)

BCI or FBI electronic fingerprints	\$35.00
BCI and FBI electronic fingerprints	\$70.00

Records

Local (City of Pickerington ONLY) arrest record check	No Charge
---	-----------

Media Copies

CD/DVD	\$5.00 per disk
--------	-----------------

Photographs

All photos reproduced at local camera shop (Only when actual prints are requested, otherwise printed on paper at below prices)	Store Charge
---	--------------

Copies of Reports/Documents

Color Copies	.15 per page
(No Charge for any request totaling \$1.00 or less)	.35 per page

Tobacco License

Over the counter sales	\$250.00
------------------------	----------

Annual Commercial Amusement Device License

Four (4) devices or less	\$100.00 per device
Each additional device over four (4)	\$25.00 per device, not to exceed \$750

UTILITY FEES

Water and sewer rates for 2025

Service Charge – A minimum service charge based on meter size is hereby established as follows:

Meter Size (inches)	Inside Corporation	Outside Corporation
¾"	\$ 4.50	\$ 4.50
1	\$ 5.72	\$ 11.44
1½"	\$ 9.15	\$ 18.30
2	\$ 12.00	\$ 24.00
3	\$ 15.58	\$ 30.83
4	\$ 24.50	\$ 49.00
6	\$ 55.47	\$ 110.93
8	\$ 77.65	\$ 155.31

Water Metered Rate – The charge for all metered water used is hereby established as follows:

Inside Corporation Under 12,000 gallons, cost per 1,000 gallons	Inside Corporation Over 12,000 gallons, cost per 1,000 gallons	Outside Corporation Under 12,000 gallons, cost per 1,000 gallons	Outside Corporation Over 12,000 gallons, cost per 1,000 gallons
\$ 5.07	\$ 7.30	\$ 5.48	\$ 7.93

There shall be a ten percent (10%) surcharge on the metered rate set forth herein for all customers outside the corporation limits except ¾ inch meter size.

Sewer Rates – There is hereby established a sewer service charge for the use of and for the service made available by the Municipal sanitary sewer system, which charge shall be based upon the amount of waste flow into the Municipal sewer system, whether from within or without the Municipality, according to the following schedule:

Under 3,000 gallons	Over 3,000 gallons cost per 1,000 gallons
\$ 24.66	\$ 8.22

Utility deposit fee – To establish service there shall be a \$100.00 deposit fee for all renters.

Water shut-off reconnection fee – There shall be a \$50.00 reconnection fee charged for all water shut off due to non-payment.

Water meter test – To test a ¾ inch meter the charge shall be \$25.00, meters larger than ¾ inches the charge shall be cost of labor to remove the meter and cost of the test.

Water meter purchase – City cost plus 20%

Water line inspection - \$40.00 per inspection

Sewer line inspection - \$40.00 per inspection

Returned payment fee - \$35.00

¾ inch deduct meter cost - \$415.60

Meter set inspection - \$40.00 per inspection

Bulk Water - \$10.00/1000 gallons

Meter Rental - \$75.00/month

Water connection charge for non-assessed property – A charge of \$10.00 per foot for areas within the Municipality and a charge of \$10.50 per foot for areas outside Municipality.

Stormwater Utility Charge – All properties having an impervious area within the City shall be assigned an Equivalent Residential Unit (ERU), or multiple thereof, which will be a minimum one ERU. All improved single-family residential properties are assigned one ERU. A flat rate of \$4.50 per month will be charged to these properties.

All properties having an impervious area which are not improved single-family residential properties are to be assigned by the City Manager an ERU multiple based upon eighty percent of the properties estimated impervious area (in square feet) divided by 2,530 square feet (one ERU). This division will be calculated to the second decimal.

Stormwater Capacity Fee – \$1,219.67 per ERU for each building permit for new housing or commercial development.

Urban Forestry Fee – Upon application for a building permit for construction of a new building or structure on any lot in any single-family residential zoning classification, the sub divider, owner or builder of such building or structure shall pay an urban forestry fee to the City’s Urban Forestry Fund in the amount of \$744.13 per lot.

Water and Sewer Capacity Fees - Water and sewer capacity fees for multiple dwelling connections such as an apartment, condos or multiunit residential structures shall be paid per the ¾” capacity fee charge per dwelling unit or the master meter fee, whichever is larger.

Water Capacity Fees – Rates shall be charged according to the location of the property to be served, the size of the connection to be made, and the demands on the system associated with particular usages.

Diameter (Inches)	Within the Municipality	Outside the Municipality
¾”	\$ 5,736.91	\$ 6,310.60
1”	\$ 11,195.27	\$ 11,808.34
1 ½”	\$ 21,738.40	\$ 23,912.25
2”	\$ 33,632.54	\$ 36,995.82
3”	\$ 67,265.07	\$ 73,991.57
4”	\$ 134,150.84	\$ 147,565.93
6”	\$ 269,060.28	\$ 295,966.31
8”	\$ 538,120.53	\$ 591,932.57

Fire Protection Only

Diameter (Inches)	Within the Municipality	Outside the Municipality
2"	\$ 6,297.33	\$ 6,927.08
3"	\$ 15,160.30	\$ 16,676.30
4"	\$ 25,655.91	\$ 28,221.49
6"	\$ 51,311.78	\$ 56,442.94
8"	\$ 76,763.87	\$ 84,440.25

Sewer Capacity Fees – The Manager is authorized and directed to exact a sanitary sewer system capacity charge whenever an application is made for the issuance of a sewer permit, for private sanitary sewer service to a structure whenever such property is or may be tributary, directly or indirectly, to any truck sanitary built by or under the supervision and direction of the Municipality, either inside or outside the corporate limits of the Municipality.

Rates shall be charged according to the location of the property to be served, the size of the connection to be made, and the demands on the system associated with the particular usages.

Meter Line Size (Inches)	Other Users
	a. Within Municipality
	b. Outside Municipality
¾"	a. \$ 7,242.87
	b. \$ 7,967.16
1"	a. \$ 10,869.22
	b. \$ 11,956.13
1 ½"	a. \$ 23,776.41
	b. \$ 26,154.04
2"	a. \$ 48,979.40
	b. \$ 53,877.35
3"	a. \$ 97,958.86
	b. \$ 107,754.76
4"	a. \$ 195,917.66
	b. \$ 215,509.41
6"	a. \$ 391,835.33
	b. \$ 431,018.84
8"	a. \$ 783,659.47
	b. \$ 862,037.77

NOTE: All capacity fees reflect the annual 3% increase effective January 1, 2025