

**THE CITY OF SUGAR CITY IDAHO  
RESOLUTION NO. 2024-5**

**“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR CITY, IDAHO,  
REPLACING AND ESTABLISHING A CITY FEE SCHEDULE AND CHARGES FOR  
ALL CITY DEPARTMENTS AND ESTABLISHING POLICIES FOR COLLECTING  
FEES.”**

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**WHEREAS**, the City incurs administrative costs in processing applications, enforcing codes, administering regulations, maintaining facilities, monitoring project development, engaging the public, reviewing proposals, providing support, and conducting required inspections; and

**WHEREAS** the City Council has authority to adopt provisions to regulate the conduct of persons within the boundaries of Sugar City pursuant to Idaho law, including, but not limited to Idaho Code Section 50-301, 50-313, 50-314, 50-901, 50-901A, 50-902, 50-225, and Article 12, Section 2 of the Constitution of the State of Idaho, and Title 40, Chapter 1 of Idaho Code; and

**WHEREAS** the Sugar City Municipal Code authorizes the establishment and adoption of fees to cover the administrative costs of reviewing applications for any service provided by the City of Sugar City in Sugar City Ordinance 1-11-1; and

**WHEREAS** each department within the City of Sugar City organization has quantified the costs of processing and administering each application specific to that department; and

**WHEREAS** previously Resolution 2022-4 was adopted by City Council on 11 August, 2022 which replaced all previous fee resolutions; and

**WHEREAS** the effective date of this resolution shall be 1<sup>st</sup> of October, 2024.

**NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SUGAR CITY, IDAHO, THAT:**

The City Council hereby rescinds all existing fee schedules established and adopted prior to the effective date of this resolution in their entirety and establishes a comprehensive fee schedule for all city fees in the sections provided below in this resolution.

**BUILDING DEPARTMENT FEES**

**Re-inspection fees** assessed under provisions of Section 109.7: \$60 per hour (1 hr min charge)

**Application Deposit** (applied toward permit fees, nonrefundable): \$100 (1&2 dwelling units or Valuation up to \$500,000), \$500 (Commercial projects)

**Penalty for beginning work on project without a permit:** Double permit fees up to \$1,000.

**Solar panels and other alternative energy systems:** \$150

**Change of occupancy use:** \$100 minimum or Building Permit where required.

**Parking Lots not associated with a building permit (new and replacements):** \$500

**Temporary Occupancy (beyond 14 days):** \$500 residential, \$1,000 multi-family residential & commercial (monthly fee). Failure to pay fee or complete project requirements will be subject to service shut-off or property liens.

**Building Permit Fees:**

Building Permit fees are based on Building Valuation Data (BVD) from the February 2020 Building Safety Journal applied to the fee multiplier below. (Local adjustment factor of 90% applies to BVD)

≤ \$500	\$50
≤ \$2,000	\$50 plus \$4 for each \$100 above previous tier value.
≤ \$25,000	\$110 plus \$18 for each \$1,000 above previous tier value.
≤ \$50,000	\$525 plus \$13 for each \$1,000 above previous tier value.
≤ \$100,000	\$850 plus \$9 for each \$1,000 above previous tier value.
≤ \$500,000	\$1,300 plus \$7 for each \$1,000 above previous tier value.
≤ \$1,000,000	\$4,100 plus \$6 for each \$1,000 above previous tier value.
≤ \$5,000,000	\$7,100 plus \$5 for each \$1,000 above previous tier value.
≤ \$10,000,000	\$27,100 plus \$2 for each \$1,000 above previous tier value.
> \$10,000,000	\$37,100 plus \$1 for each \$1,000 above previous tier value.

**Basement Finish:** Based on the valuation of the building with new finished area, the tier incremental fee is applied to the difference between the new valuation and the existing valuation.

Covered Patios & Carports: .....	\$175
Decks Requiring Permit: .....	\$175
Agricultural Buildings (zoning review and inspection): .	\$100
Manufactured Home (no foundation): .....	\$250
Manufactured Home (with foundation): .....	\$350
Floodplain Development (review only): .....	\$100

**CANCELLATION/REFUND POLICY:**

All services such as park reservations, event activities, etc. are non-refundable. A refund may be issued at the sole discretion of the City for *extenuating circumstances and conditions*.

**CITY CLERK DEPARTMENT FEES:**

Public Records Requests pursuant to Idaho Code 74-102

Copying Fee, up to 100 sheets.....No charge

Copying Fee, more than 100 sheets.....\$0.15 per sheet of 8.5"X11" paper, black and white only

Labor Fee, up to two (2) hours.....No charge

\*For more than one hundred (100) pages of paper record (I.C.74-103)  
 ..... Clerk’s Hourly Rate

\*For records from which nonpublic information must be deleted I.C. (74-103) .....  
 .....Attorneys Hourly Rate

\*For records requiring more than two (2) hours.....Clerks Hourly Rate

Materials Fee.....Pursuant to Idaho Code 74-102(10)  
 (City’s Cost of copying that information in that form, publication costs, conversion costs, third party costs)

**ANIMAL LICENSES:**

Dog Licenses (4-1-3) ..... \$25.00 lifetime

Noncommercial Kennel (4-1-7(A.1)) ..... \$50.00 annual

Commercial Kennel (4-1-7(A.2)) ..... (Commercial business license fee) .....\$75.00 annual

**BUSINESS LICENSES:**

General Home Business License (2-1-2 and 2-1-3) .....\$20.00 annual

General Commercial Business License ..... \$50.00 annual

Investigation of Business Fee..... \$25.00 one time

Business Application Processing Fee (for new businesses) ..... \$25.00 one time

Door to Door Sales Solicitor's Permit (\$250 + background check up to \$250) \$500.00 per salesman

Failure to get Business License (2-1-18) ..... \$50.00

**FACILITY RENTALS:**

City Council Chambers – call City Hall for availability. .... \$25.00/event  
(licensed non-profit groups and taxing districts are exempt)

**LIQUOR LICENSES AND RELATED PERMITS:**

Application.....\$100.00 one time  
Beer-Retail (2-2-3A(1) Sales-off premise consumption).....\$100.00 annual  
Beer-Retail ((2-2-3A(2) Sales-on premise consumption).... \$200.00 annual

**MOBILE CONCESSIONS/COMMERCIAL OR INFORMATION VENDOR BOOTHS:**

Temporary Location/Mobile Concession ..... \$25 a week or per event  
(\$30 for booth w/power)

**MISCELLANEOUS FEE POLICIES:**

Return Check Fee.....A fee of \$30 shall be charged for all returned items.  
Late Fee for Invoiced Billings (7-1-2) .....\$25.00 or 18% annually  
Refunds..... \$25.00  
Failure to Obtain or Renew any License or Permit..... \$25.00 per month

**UTILITIES:**

**WATER - MONTHLY FEES**

Base rate = \$44.91  
Usage = \$1.15 per thousand gallons  
Non-Residents = 1.25% x both the usages and Base rate

**SEWER - MONTHLY FEES**

Base Rate = \$25.79  
Usage Rate = \$4.12 per Thousand Gallon  
Non-Residents = 1.25% x both the usages and Base rate

**SANITARY WASTE - MONTHLY FEES - MUST USE PSI Environmental Services**

- |    |  |          |
|----|--|----------|
| 1. | Residential Can                        | \$18.19  |
| 2. | 2nd Can                                | \$13.66  |
| 3. | 3 Yard Dumpster (EOW every other week) | \$49.54  |
| 4. | 3 Yard Dumpster                        | \$99.08  |
| 5. | 6 Yard Dumpster                        | \$186.07 |
| 6. | 8 Yard Dumpster                        | \$242.57 |

**MISC. UTILITY BILLING CHARGES & DISCONNECT AND RECONNECT FEES  
(WHETHER VOLUNTARY OR INVOLUNTARY)**

New Customer Connection Fee .....	\$25.00
Disconnect Fee .....	\$20.00
Reconnect Fee .....	\$20.00
After Hours .....	\$30.00 Charges
for Shut-off Notice.....	\$10.00
Past due payment penalty .....	2% of bill due

**CODE ENFORCEMENT PENALTIES:**

Infraction (1-4-3) .....	\$150.00
Motor Vehicle & Traffic Violations (5-2-1) .....	\$25.00
Parking Regulation Penalty (6-1-2-C) .....	\$25.00
Winter Parking Violation Penalty (6-1-2-A-1) .....	\$50.00
Animal Control Penalty (4-1-14, 4-1-15 & 4-4-10) .....	\$50.00
Failure to pay citations after 14 days .....	Fine doubles
Dog Impoundment Fee.....	First Offense.... \$50.00
	Second Offense.... \$75.00
	Third Offense.... \$100.00

(Plus \$15/day for boarding with any offense. If not paid within two weeks, an additional \$25 fee will be assessed.)

**PARKS & RECREATION DEPARTMENT FEES:**

Any organized leagues, clubs, or teams	\$2 / participant / season
Any organization using the sports fields for all-day and/or tournament style events	\$100 per day
Any other organized use of the sports fields	\$30 / 2 hrs.
Sports Fields Light Use	\$15 per hour
Tennis Court	\$30 / 2 hrs.
Dedicated Park Space	\$30 / 2 hrs.
Picnic Shelter	\$30 / 4 hrs.

Seasonal Picnic Shelter Pass	\$60 / yr. - 4 hrs. each occurrence (only applies to churches, schools and non-profit organizations)
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IN-KIND FEE ADJUSTMENT: As recommended by the Public Works Director and approved by the City Council, fees may be adjusted to account for field or park improvements contributed by a sports team or organization.

**PLANNING AND ZONING FEE POLICIES**

**Applications Required.** Complete applications for all services listed below shall be submitted to the City of Sugar City prior to review. Complete applications shall include:

- Completed application form
- Additional required documents, materials, or information, if any
- Application fees

The Planning & Zoning Administrator may return any application deemed incomplete.

**LAND USE FEES:**

Annexation.....	\$1,066.00
Special Use.....	\$325.00
Variance.....	\$400.00
Wind Energy.....	\$100.00
Zone Change.....	\$480.00
Appeal.....	\$150.00
Vacation.....	\$300.00
Zoning Verification Request.....	\$125.00
Comprehensive Plan Change.....	\$785.00
Zoning Code Revision (text amendment) .....	\$250.00

**PLANNING FEES:**

Site Plan Review (1st meeting) .....	No Charge
Subsequent Meetings.....	\$200.00
Commercial Site Plan Review.....	\$450.00
Multi-Family Site Plan Review.....	\$400.00
Utilities & Improvements Review.....	\$500.00

**SUBDIVISION FEES:**

Short Plat.....	\$350.00
Preliminary Plat.....	\$550.00
Final Plat.....	\$200.00
Plat Amendment.....	\$350.00
Planned Unit Development.....	\$690.00
Minor Change.....	\$30.00
Lot Split Application.....	\$125.00

**RECORDING FEES:**

(Please Note: The County charges the City \$3.00 per page after 30 pages)

All Other Documents.....\$10.00 first page. \$3.00 additional pages

Any documents required to be recorded will be recorded by the City but costs will be charged against the applicant and required to be paid before issuance of a building permit.

**AGREEMENTS:**

Standard Development Agreement.....	\$1,100.00
Revise Development Agreement.....	\$300.00
Conditional Rezone Agreement.....	\$1,100.00
General Agreement Review.....	\$500.00
Drafted Agreement.....	\$500.00

**FLOODPLAIN DEVELOPMENT PERMITS FEES:**

Floodplain Project Review..... \$775.00

**SIGN FEES:**

Freestanding (New, rebuilding or relocation of existing) .....	\$125.00
Nonstructural Signs.....	\$75.00

**PROFESSIONAL SERVICE COSTS:**

City Attorney.....	\$300/hour
City Engineer.....	\$200/hour

**OTHER PERMITS APPLICATIONS FEES**

Design Review.....\$200.00  
 County Surveyor Review.....\$500.00/2 reviews  
 Fence.....\$25.00  
 Wireless Telecommunications Facilities (residential).....\$295.00  
 Wireless Telecommunications Facilities (commercial) .....\$510.00

**PUBLIC WORKS DEPARTMENT FEES**

**STREET FEES**

Right of Way Encroachment Permit Fees.....\$200.00  
 Failure to get initial Encroachment Permit Fee.....\$400.00  
 Boring One Year Warranty Fee.....\$1,200 with \$1,000 returned  
 Gravel Road One Year Warranty Fee.....which is ever greater/\$13 per linear foot or \$1,200  
 Oil Roads One Year Warranty Fee ..... \$40 per cubic foot of asphalt or \$1,200, whichever is greater  
 Deposit total minus \$200 inspection/permit fee.  
 Road/Street Cut Fee.....\$1,000.00 per travel lane  
 Sidewalk Inspections for Commercial/Residential..... \$45.00 for initial inspection  
 Sidewalk Reinspection ..... \$40.00 per each additional  
 Sewer Violations (7-4-10.2).....\$800.00 each day

**FIRE HYDRANT FILL FEES**

1. Hook up Fee \$25.00
2. Usage Fee \$5.00 per 1,000 gallons
3. Permit must be obtained before utilizing hydrant
4. **BACKFLOW DEVICE MUST BE USED AT ALL TIMES**

**WATER METER FEES**

Meter Size		Meter Cost	Radio Read	Total
1 inch	Residential / Commercial	\$300	\$215	\$515



1 ½ - 8"	Call for Information	Varies	\$215	Varies
¾ Electronic Shut off	May be used inside condos or townhomes (eliminates Meter Pits)	\$615	\$215	\$830

**SUGAR CITY METER SIZE MULTIPLIERS**

<b>Meter Size</b> (in)	<b>AWWA Capacity</b> (gpm)	<b>Meter Multiplier</b>
¾ -1" Residential	30	1.00
1 Commercial	50	1.67
1 ½	100	3.33
2	160	5.33
3	320	10.67
4	500	16.67
6	1000	33.33
8	1600	53.33

Based on water meter capacities from American Water works Association (AWWA) Manual 1, Appendix B and compared to capacity of ¾" meter (= typical single-family meter).

These multipliers are applied to the capacity portion of the connection fee and also to the monthly base user fee to determine corresponding costs associated with the meter size being used.

\*Water Meter installation - please see Public Works Standard on City’s home page under the Public Works Department tab.

**WATER METER INSTALLATION POLICIES**

1. Water meter fees shall be assessed according to Section 5-B of this fee resolution, on all new connections, changes of use or substantially remodeled buildings/connections or as required by the City Engineer.
2. All single-family residential/townhouse/condominium/mobile home/manufactured home/ apartments two units or less per building will have separate water/sewer lines and a meter box with a shut off going to each livable/usable unit.
3. A meter box per apartment building of three or more units and shut off per unit will be installed in all apartments.
4. A meter with shut off will be required on all irrigation/sprinkler system only lines — commercial/ professional office space/churches/seminaries/hotels/motels/assisted living centers/extended care facilities and schools. (The line must be a separate line directly

connected to the irrigation/sprinkler system and must not go through any building or structure).

5. A commercial meter with shut off will be installed in all commercial/professional office space/hotels/motels/assisted living centers/extended care facilities/schools per usable space.

6. All meters/meter boxes and shut offs will be to the City of Sugar City's specifications and easily accessible to the City in the winter and summer.

**WATER CONNECTION FEES**

Inspection = \$225.00

Capacity = \$2653.00

Plus, Meter & Radio = \$515.00 (This cost could change each year; depends on parts cost)

Total cost = \$3,393.00

Note: Price is based off a 1" service. Prices vary for 1 1/2" - 8" meters depending on type and use, so please contact our Public Works Department for costs.

**WASTEWATER CONNECTION FEES**

Inspection = \$225.00

Capacity = \$2,182.00

Total = \$2,407.00

**INDUSTRIAL PRETREATMENT WASTEWATER FEES- Charged by Rexburg (7-4-13.1)**

Wastewater Discharge Permit Application.....\$1,000.00

Monitoring, inspection, and cost of collection and analyzing a user's discharge...City's Cost

Accidental Discharge Reviews.....City's Cost

Appeals..... \$500.00

PASSED by the Council of the City of Sugar City on this 22nd day of August, 2024.

APPROVED by the Mayor of the City of Sugar City on this 22nd day of August, 2024.

(SEAL)

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Steven Adams, Mayor

ATTEST

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Wendy McLaughlin,  
City Clerk-Treasurer