



2022

FEE SCHEDULE

Revised 5/11/2022
City Code Section 2-376

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Revised 5/11/2022

ALL DEPARTMENTS

Copies including fax transmission unless otherwise indicated in individual Department Fee Schedules	
8 1/2 X 11 (black & white)	\$0.50 per page
8 1/2 X 11 (color)	\$1.00 per page
8 1/2 X 14 (black & white)	\$0.50 per page
8 1/2 X 14 (color)	\$1.00 per page
11 X 17 (black & white)	\$1.00 per page
11 X 17 (color)	\$2.00 per page
Flash Drive for Electronic Records*	\$7.00
Research (by individual department)	\$40.00 per hour (Minimum 1 hour)
CD	\$10.00 (or fee charged by CCTV)
DVD	\$10.00 (or fee charged by CCTV)
Notarizing Documents (Non-City Business)	\$10.00 (RSA 455:11)

*Where Requestor does not provide flash drive in its original packaging.

91-A Requests are either per page, by flash drive or per hour.

Where department research is provided, no per page or flash drive fee will be charged.

Fees for large-scale copies are on the Management Information Systems page.

Revised 5/11/2022

ASSESSING

Property Record Cards (black & white)	See All Depts
Tax Maps (8.5 x 11) (color)	See All Depts
Tax Maps (11 x 17) (color)	See All Depts
Routinely Stored Information: No formatting or manipulation of data required by staff	
Flash Drive for Electronic Records*	\$7.00 each
Paper Reports	See All Depts
Specially Prepared Information: Requires formatting or manipulation of data	See All Depts
Flash Drive for Electronic Records*	See All Depts

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CEMETERY FEES

Sale of Grave with Perpetual Care (Mt. View & Union Cemeteries)	\$500.00
Sale of Cremation Lot/Infants (Mt. View and Union Cemeteries)	\$250.00
Cemetery Maintenance Fees	\$300.00
Interment - Full Burial	\$600.00
City Holidays	\$200.00
Weekend - Saturday	\$100.00
Weekend - Sunday	\$200.00
Winter - December 15 - April 15	\$200.00
After 3:00pm	\$100.00
Interment (Cremation/Infant Burial)	\$300.00
City Holidays	\$100.00
Weekend - Saturday	\$50.00
Weekend - Sunday	\$100.00
Winter - December 15 - April 15	\$100.00
After 3:00pm	\$100.00
Welfare - Lots/Interments	At City Manager's Discretion
Disinterments	\$1,000.00
Subdividing Lots and Making New Deeds	\$50.00
All Markers & Concrete Backs for Markers	\$100.00
Monument Foundations	
Up to 3 feet 10 inches by 1 foot 2 inches	\$350.00
4 feet 0 inches by 1 foot 2 inches or larger	\$500.00

Revised 4/14/2021

CITY MANAGER'S OFFICE

Restaurant and Food Handlers' Licenses (per year)	See Health Department
Movie Theater License	\$200.00 per year
Race Track License	\$100.00 per year (RSA 31:41-a)
Carnival, Circus, Wild West Show, Small Tent Show	\$350.00 per day
Charitable Organizations	Exempt at the City Manager's Discretion*
Permit - Hawkers & Peddlers and Itinerant Vendors, Additional Fee - Use of City Power Source	\$25.00 for 1 person or \$10.00 ea. add'l person \$25.00 per month
Permit - Food Trucks and Carts (one food truck or cart) Additional Fee - Use of City Power Source	For use of City-owned property \$100.00 per quarter \$50.00 per week \$10.00 per day \$25.00 per month
Parade Permits (police coverage may be required at additional charge)	\$25.00 City Manager's Discretion
Games of Chance/Raffles	No Charge if by Charitable Organization
Live Entertainment	
Annual	\$100.00
Per Event	\$25.00
Annual Taxi and Bus Business Service License (not to be pro-rated)	\$50.00 per vehicle/ per year
Annual Taxi Drivers License (not to be pro-rated)	\$25.00 per year

*City Manager may waive fees for Not-for-Profit organizations.

Revised 3/8/95

COMMUNICATIONS - 911

Yearly Private Alarm - Annual Service Fee	\$50.00
(Plus for each false alarm after two)	\$30.00
Dispatching for area Public Safety Departments	Done by contractual agreement

Revised 4/14/2021

FINANCE DEPARTMENT

Filing of Articles of Agreements & Amendments	\$5.00
Photocopies of Current Billings (Water & Sewer)	See All Depts
Research Billing/Receipts for Water & Sewer Records Property Taxes, Motor Vehicles (minimum one hour)	See All Depts
Voter Checklist - Paper Copy	
Complete Set	\$75.00
Each Ward	\$25.00
Voter Mailing Labels	
Complete Set	\$150.00
Each Ward	\$55.00
Laminating	
Card	\$1.00
Letter Size	\$2.00
Motor Vehicle Plate Transfer Fee	\$3.00
Motor Vehicle Registration - Administrative Fee	\$1.00
Motor Vehicle Renewal Sticker Fee	\$3.00
Motor Vehicle Transportation Fee	\$5.00 per qualified vehicle
Motor Vehicle Registration Photocopy	See All Depts
Insufficient Check Fee	\$25.00 Plus Bank Fee
Administrative Processing for Non-Payment of Insufficient Check	\$25.00 Plus Bank Fee & Court Fees
Stop Payment Fee (Lost/Misplaced Accounts Payable Checks and Payroll Checks)	Current Bank Fees
Property Tax Statement	See All Depts
City Clerk Fax Charge	\$1.00 per page
Election Information	
Electronic Copy Complete Voter Checklist	\$75.00
Broken Down by Ward or Political Party	\$25.00
Dog Release Fee	\$25.00
Restricted Property Landlord Agent Filing Fee	\$15.00
Out of Town Landlord Failure to File	\$100.00

Revised 4/14/2021

FIRE DEPARTMENT

Monitoring of Private Fire Alarm Systems	
Wireless System	\$200.00 per box/per year
Inside City Limits/Wired System	\$1,000.00 per box/per year
Outside City Limits	\$1,000.00 per box/per year
False Alarm or Nuisance Alarm After Two (2)	\$75.00
Photocopies of Fire Reports	\$10.00
Private duty officers (detail work) are paid overtime pay plus 25% mark up; the organization then reimburses the City for those funds.	
Commercial/Industrial Building Plan Review	
First Review	\$75.00
Each Following Review	\$75.00
New Oil Burner Inspections	\$35.00
LP Gas Installations	\$35.00
Non-Emergency Lockouts	\$30.00
Commercial/Industrial Fire Alarm & Sprinkler System Plans Review	
First Review	\$75.00
Each Following Review	\$75.00
Fire Safety Inspection, when requested for property transfers	\$125.00
Fire Safety/Life Safety Code Inspections	
Owner/Manager/Landlord Appointment No Show	\$100.00 per no show
Disconnect and Re-connect Fire Alarm System from Municipal Circuit	\$35.00
Acceptance Test for newly installed or modified fire detection or suppression systems (for each test after the initial one)	\$300.00
Private detail: Pumper E1/E3, Ladder Truck L1/L2, Tanker E2, Rescue Truck R1	\$100.00 per hour
Private detail: Brush 1 truck, Fire Alarm truck Utility 2	\$75.00 per hour
Private detail: Utility 1, Rescue boat	\$50.00 per hour
Private detail: Pick-up truck, Utility or Command vehicle Car 1 or Car 2	\$40.00 per hour
Haz Mat: Billed for private detail (on or off duty) for time, materials and apparatus:	
Peat moss	\$15.00
Bail of absorbent pads 15" x 18" 100 pad bundle	\$150.00
Bag of Speedy Dry	\$20.00
Class A or B foam/per 5 gallon bucket	\$100.00
Unscheduled multifamily housing inspection fo realty transaction	\$125.00

Revised 4/14/2021

HEALTH DEPARTMENT

Class A Restaurants with seating capacity of 200 or more persons Retail food store with 4 or more prep areas Food processing plants which commercially process 100,000 packages of food or more, per year	\$350.00
Class B Retail food store with 2-3 prep areas Food establishment with 100-199 seats Race Tracks	\$225.00
Class C Retail food store with one food prep area Caterers off-site Food establishments with 25-99 seats Bakeries that do serve TCS food* Bar/lounges with food prep area Food processing plants which commercially process less than 100,000 packages of food per year	\$175.00
Class D Food establishments with 0-24 seats Retail food store - self service Cold storage/refrigerating warehouse Arena/theater serving TCS food*	\$125.00
Class E Bed and breakfast Lodging facilities serving continental breakfast	\$100.00
Class F Retail food store - no food prep area Wholesalers/distributors TCS food* On-site vending machines - serving TCS food* Bakeries which do not serve TCS food*	\$100.00
Class G Bar/lounges with no food prep area that serve alcohol Arena/theater concessions serving non-TCS food* Retail food stores serving pre-packaged ice cream only Private schools Senior meal sites and Nursing homes Sellers of prepackaged frozen USDA meat or poultry	\$100.00
Class O Public and parochial school cafeterias Non-profit organizations with or without a liquor permit and not serving meals on a daily basis (Tax ID #) Government facilities	\$0.00 \$0.00 \$0.00
Mobile Units Cook unit or food truck-units which cook/prepare food or distribute refrigerated food Home delivery - packaged or frozen food Push carts & other mobile food units - including but not limited to those serving packaged foods & non TCS foods only*	\$125.00 \$100.00 \$100.00
Other Homestead Food Operation One-Time Charge	\$100.00
Late Renewal Fee...In addition to the above, for any renewal permit received after the tenth day of July	\$25.00
Inspections in addition to annual food license inspections	\$50.00

* **TCS = Temperature Control for Safety**

* **Annual food license assumes two inspections per year**

Revised 4/14/2021

LIBRARY

Overdue Materials Fee/Fines	
Books, Audios	\$0.25 /day/item
Videos, DVDs/CDs/Leapfrog	\$1.00 /day/item
Non-Resident Fees	
Full Year	\$60.00 /individual
4-Month Card	\$25.00 /individual
Lost Book Fee	Price of item PLUS \$2 processing fee
Printing Fees	
Computers (Self-Serve)	\$0.10 /page
Microfilm (Self-Serve)	\$0.10 /copy
Copies	See All Depts
Research Fees	
Historical/Genealogical Research	See All Depts
Replace Lost Library Card	\$2.00

Revised 4/14/2021

**MANAGEMENT INFORMATION SYSTEMS (MIS)
ELECTRONIC DATA AND COPIES**

Routinely Stored Information	
No formatting or manipulation of data required by staff (excludes election information)	
Compact Disk (CD) or DVD	See All Depts
Flash Drive for Electronic Records*	See All Depts
Specially Prepared Information	
Requires formatting or manipulation of data	
Compact Disk (CD) or DVD	See All Depts
Flash Drive for Electronic Records*	See All Depts
Plus for any formatting required	\$40.00 per hour/ per employee
Information Highly Costly to Provide or Maintain	
Includes information used for commercial purposes, not for resale	
Paper Maps (Zoning and Parcel Maps)	
34" x 44" (E Size)	\$15.00 Each
24" x 34" (D Size)	\$10.00 Each
11" X 17" (B Size)	See All Depts
8 1/2" x 14" (Legal)	See All Depts
8 1/2" X 11" (Letter)	See All Depts
Custom Maps	
\$40.00 per hour per employee plus cost of print above	
Electronic Data (City Wide)	
2' Topographic Contours	\$1,000.00
Tax Maps (.pdf format)	\$150.00
2005 or 2008 Orthophotos (Each)	\$300.00
Parcels (Geodatabase)	\$300.00
Planimetrics	\$1,000.00
Zoning (Geodatabase)	\$300.00

*Where Requestor does not provide flash drive in its original packaging.

91-A Requests are either per page, by flash drive or per hour.

Where department research is provided, no per page or flash drive fee will be charged.

Revised 8/8/18

PARKS AND RECREATION DEPARTMENT

Daily Admission		
	Resident (Adult)	\$5.00
	Resident (Youth and Senior Citizen)	\$3.00
	Non-Resident (Adult)	\$7.00
	Non-Resident (Youth and Senior Citizen)	\$5.00
Facility Passes		
	Family Pass (up to 4) Annual	\$350.00
	Non- Resident Family Pass (up to 4) Annual	\$475.00
	Additional Family Member (After 4) Annual	\$75.00 Each
	Adult Pass Annual	\$250.00
	Non-Resident Pass Adult Annual	\$330.00
	Youth Pass Annual	\$130.00
	Non-Resident Youth Pass Annual	\$170.00
	College Pass Annual	\$130.00
	Non-Resident College Pass Annual	\$170.00
	Sr. Pass Annual	\$140.00
	Non-Resident Sr. Pass Annual	\$185.00
	3 Month Adult	\$150.00
	Non-Resident 3 Month Adult	\$200.00
	3 Month Youth/Sr	\$50.00
	Non-Resident 3 Month Youth/Sr.	\$65.00
	3 Month College Membership	\$50.00
	Non-Resident 3 Month College Membership	\$65.00
Independent Contractor	Personal Training Fee	\$300.00 month
Locker Rental (1/2 Size Locker) Includes Towel Service and Lock		
	Resident Annual	\$60.00
	Non-Resident Annual	\$75.00
Grand Meeting Room	Special Event Conf Room (6 hours)	\$350.00
Minimum 6 hours		
Grand Meeting Room Additional Hour(s)		\$58.00
Function Room A 1 hr	Regular Rate	\$19.00
Function Room B 1 hr	Regular Rate	\$27.00
Function AB 1 hr	Regular Rate	\$46.00
Function Room G 1hr	Regular Rate	\$21.00
Function Rooms require a minimum reservation block of two (2) hours. Department sponsored classes, program and event fees and admissions exist seasonally and are determined based on classes offered. Active members get a 10% discount.		
Vendor Permit without electricity at events (requires additional permit from City Manager)		\$75.00 per event
Vendor Permit with electricity at events (requires additional permit from City Manager)		\$95.00 per event
Reservation Fees		
**Single Field Reservation (based on one hour of usage)		
	Internal	N/C
	Non-Profit Field Use	\$25.00 per hour
	Hourly Charge with Lights	\$131.00 per hour w/lights
	For-Profit Field Use	\$50.00 per hour
	Hourly Charge with Lights	\$157.00 per hour w/lights
*/**Seasonal Games Field Reservation (One Field)		
	Internal	N/C
	Non-Profit Field Use	\$500.00
	Hourly Light Charge	\$105.00 per hour w/lights

PARKS AND RECREATION DEPARTMENT (cont'd)

For-Profit Field Use	\$750.00
Hourly Light Charge	\$105.00 per hour w/lights
**Tournament Site Use	
Internal	N/C
Non-Profit Field Use	\$75.00 per day
Hourly Light Charge	\$105.00 per hour w/lights
For Profit Field Use	\$125.00 per day
Hourly Light Charge	\$105.00 per hour w/lights
**Camp/Clinic Site Use	
Internal	N/C
Non-Profit	\$75.00 per day
For-Profit	\$125.00 per day
#^Pavilion/Picnic Site/Band Stand (Other fees may be required)	
Internal	N/C
Non-Profit	\$25.00 per function
For-Profit	\$50.00 per function
<p><i>*Seasonal Field use fees are subject to change based on impact of usage requested. Seasonal reservations are based on 20 game hours. Additional game hours for Type I, II & III may be charged based on the impact of the request at a rate of \$25.00/hr. #Pavilion/Picnic Site/Band Stand reservations may require other fees. ^Band Stand requires additional permit from City Manager.</i></p>	
<p><i>**Internal - Stevens High School Athletics agrees to contribute financially to the Parks & Recreation Department's field maintenance program, and in doing so, has agreed to collaboratively maintain and improve the quality of field and court usage and space. Stevens High School agrees to financially contribute to the costs associated to the activities and programs scheduled at City park locations.</i></p>	
<p><i>Non-Profit - Non-profit organizations, Claremont based schools and others listed within the Type II usage may contribute financially to the improvements of the facility requested. When doing so, the fee or portion of the fee for usage may be waived by the Director of Parks & Recreation.</i></p>	
Maintenance Fees	
<p>The following additional fees will be assessed for any custodial, maintenance, or grounds work that is required outside of the regular working hours (i.e. weekends and evenings). These fees will be itemized and billed to the reserving organization once the duration of the facility reservation is completed.</p>	
Weekdays after 3:00 p.m.	\$73.00 Minimum 2 hours per person
Additional	\$36.00 per hour per person
Saturdays	\$73.00 Minimum 2 hours per person
Additional	\$36.00 per hour per person
Sundays & Holidays	\$147.00 Minimum 2 hours per person
Additional	\$39.00 per hour per person

PARKS AND RECREATION DEPARTMENT (cont'd)

Cleaning Fees	Additional fee will be assessed for additional cleaning that is required due to failure of the reserving party to thoroughly police and clean areas after use. This fee will be itemized and billed to the reserving organization once the duration of the facility reservation is completed.	\$105.00 Minimum
Temporary Electrical Panel	Fee will be charged when an event requires extra circuits and the Parks and Recreation Department has to install and remove a temporary panel.	\$125.00
Miscellaneous Fees	Additional fees not listed may be charged to you for your facility/field usage. Any additional fees billed to the reserving organization that are unpaid will result in legal actions to collect fees and will disqualify the reserving organization from any future facility reservations.	

**PLANNING AND DEVELOPMENT DEPARTMENT
PLANNING AND ZONING FEES**

Historic District Commission:				
Certificate of Appropriateness		Application Fee	\$50.00	
		Legal Notice	\$50.00	
		Abutter's Notice	\$4.28 per Abutter	
Conservation Applications		Application Fee	\$50.00	
		Abutters's Notice	\$4.28 per Abutter	
Planning Board Specific:				
Subdivision	Major and Minor	Application Fee	\$125.00 per lot	
		Legal Notice	\$50.00	
		Abutter's Notice	\$4.28 per Abutter	
		LCHIP Fee for Registry Recording (Land and Community Heritage Investment Program)	\$25.00 per plan	
		Registry Recording	\$50.00 per plan	
	Lot Line Adjustment or Annexation	Application Fee	\$125.00 plus \$100.00 if the proposal involves 3 or more lots	
		Legal Notice	\$50.00	
		Abutter's Notice	\$4.28 per Abutter	
		Registry Recording	\$50.00 per plan	
		LCHIP Fee for Registry Recording (Land and Community Heritage Investment Program)	\$25.00 per plan	
Site Plan Review Major	Residential	Application Fee (\$200.00 min, \$5,000.00 maximum cap)	\$200.00 + \$50.00 each new dwelling unit (\$200 min, \$5,000 max)	
		Legal Notice	\$50.00	
		Abutter's Notice	\$4.28 per Abutter	
		LCHIP Fee for Registry Recording	\$25.00 per plan	
		Registry Recording	\$50.00 per plan	
	Nonresidential	Application Fee (\$200.00 min, \$5,000.00 maximum cap)	\$200 + \$50/1,000 sf New Structures (or additions to existing structures) + \$20/acre Project Site Disturbance	
		Legal Notice	\$50.00	
		Abutter's Notice	\$4.28 per Abutter	
		LCHIP Fee for Registry Recording	\$25.00 per plan	
		Registry Recording	\$50.00 per plan	
		Personal Wireless Service Facility*	Cell Tower	\$500 + all Nonresidential Site Plan Review Fees
	Site Plan Review Minor		Application Fee	\$100.00
			Legal Notice	\$50.00
		Abutter's Notice	\$4.28 per Abutter	
Conditional Use and Special Use Permits	Residential and Non-Residential	Application Fee	\$125.00	
		Legal Notice	\$50.00	
		Abutter's Notice	\$4.28 per Abutter	
<ul style="list-style-type: none"> ● *As permitted under the Provisions of RSA 673:16(II), this fee shall be in addition to all other fees paid by an applicant for a Personal Wireless Service Facility, including the Site Plan Review and Building Permit fees. This fee shall be assessed only once for each personal wireless service facility and it shall be assessed at the time of an application for Site Plan Review or at the time of the Building Permit application, whichever is first. ● Special Investigations: The Planning Board, at its discretion, may either request an applicant to prepare special studies of public facilities and utilities, natural resources, environmental quality issues, or fiscal and economic impacts at the applicant's expense, or contract with a consultant to perform these studies at the applicant's expense. ● Review of Applications: In the review of applications, the Planning Board may contract with pre-selected consultants to review all or portions of any application, an environmental impact statement, or any special study requested by the Planning Board. 				

**PLANNING AND DEVELOPMENT DEPARTMENT
PLANNING AND ZONING FEES (cont'd)**

Zoning Board Specific:		
Appeal of Administrative Decision	Application Fee	\$100.00
	Legal Notice	\$50.00
	Abutter's Notice	\$4.28 per Abutter
Variance/Special Exception and Expansion of Non-Conforming Use	Application Fee	\$125.00
	Legal Notice	\$50.00
	Abutter's Notice	\$4.28 per Abutter
	Recording Fee (if applicable)	\$12.00 - \$16.00
Rehearing	Applicant is responsible for all associated costs and documentation	\$50.00 + Legal & Abutter's Notice/Recording, if required
Continuation	Applicant is responsible for all associated costs and documentation	
Application for Petition to Amend Zoning Ordinance	Application Fee	\$100.00
	Legal Notice	\$50.00
	Abutter's Notice	\$4.28 per Abutter
Additional costs not otherwise itemized		
Other Fees:		
Conditional Use Permit	Application	\$125.00
	Abutter's Notice	\$4.28 per Abutter
	Legal Notice	\$50.00
	Recording Fee (ADU)	\$16.00
Waiver Request	Site Plan Review	\$50.00
	Abutter's Notice	\$4.28 per Abutter
	Legal Notice	\$50.00
Rehearing	Applicant is responsible for all associated costs and documentation	\$50.00 + Legal & Abutter's Notice/LCHIP or Recording, if required
Determination of Completeness	Request for a determination of completeness by the Board of an application which has been previously determined as incomplete	\$200 for each discrete consideration of the application by the board.
Recording Plats	Recording of corrected or additional plats or documents subsequent to an initial recording	\$50.00 plus the cost of the recording fees charged by Sullivan County Registry of Deeds.
Request for Further Consideration	Request for further consideration by the Board of an application which has been previously approved	\$200 for each discrete consideration of the application by the board
Sign Permit	Request for a determination of compliance with zoning & building regulations	\$30.00
Zoning Permit	Request for a determination of compliance with zoning regulations	No Charge
Junkyard License		\$250.00 per junkyard (RSA 236:122)
Voluntary Lot Merger	Individuals seeking to merge two lots in exact same name and ownership	\$25.00 plus the cost of the recording fees charged by Sullivan County Registry of Deeds.
Master Plan Copy		\$40.00
Zoning Ordinance Copy		\$25.00
RSA 79-E Application	Review of 79-E applications	\$100.00

**PLANNING AND DEVELOPMENT DEPARTMENT
BUILDING PERMIT FEES ***

Building Permits:			
Principal Building	Construction	Residential (1 or 2 family only including modular homes)	15¢ / square foot, \$30.00 min.
		Commercial (includes units that are 3 family or more)	15¢ / square foot, \$50.00 min.
	Demolition	Major - requires plumbing, electrical and D.E.S. involvement or approval	\$100.00 flat charge
		Minor - no plumbing, electrical or D.E.S. involvement	\$50.00 flat charge
	Roofing	Residential (1 or 2 family only including modular homes)	\$30.00 flat charge
		Commercial (includes units that are 3 family or more)	\$50.00 flat charge
Accessory Structure - Commercial (does not include signs)			\$50.00 flat charge
Accessory Structure - Residential (shed, deck, membrane structure, etc.) (does not include signs)			\$30.00 flat charge
Window Replacement/Vinyl Siding/Residential Water Heater			\$30.00 flat charge
Solar Array	Electrical and installation	Residential (1 or 2 family only, including modular homes)	\$60.00 flat charge
		Commercial (includes units that are 3 family or more) (\$50 minimum and \$5,000 cap)	.015 x estimated cost of project
Electrical and Plumbing Permits:			
Electrical	Residential	Service Change/Temporary Service	\$30.00 flat charge
		Minor Work, Additions	\$30.00 flat charge
		New Home - Manufactured Home	\$30.00 flat charge
		New Home - Modular Home	\$60.00 flat charge
		New Home- including permanent electric service	\$125.00 flat charge
	Commercial	Service Change/Temporary Service	\$50.00 flat charge
		Commercial Electrical (\$50.00 minimum and \$5,000.00 cap)	.015 x estimated cost of project
Swimming Pools		(Fee includes electric permit and installation)	
		Above Ground	\$60.00
		In Ground	\$125.00
Plumbing	Residential	Minor Work, Additions	\$30.00 flat charge
		New Home - Manufactured Home	\$30.00 flat charge
		New Home - Modular Home	\$60.00 flat charge
		New Home	\$100.00 flat charge
	Commercial	Commercial Plumbing (\$50.00 minimum and \$5,000.00 cap)	.015 x estimated cost of project
Mechanical	Residential	Minor Work, Additions (including outdoor wood boilers)	\$30.00 flat charge
		New Home	\$100.00 flat charge
	Commercial	Commercial Mechanical (\$50.00 minimum and \$5,000.00 cap)	.015 x estimated cost of project
General			
Certificates of Occupancy	Residential	Following an inspection that didn't require a previous building permit application	No Charge
	Commercial	Required prior to occupancy of a new facility or existing business facility.	No Charge
Re-Inspections or No Access to Inspection Site	Residential & Commercial	Charge for scheduling an inspection and work is either fragmentary, deficient, or incomplete.	\$30.00
Building Inspections	Residential & Commercial	Owner/Manager/Landlord Appointment No Show	\$100.00 per no show

Permits expire six months after the issuance date if no work has commenced, otherwise permits are valid for one year after the issuance date. Permits may be renewed for the minimum applicable fee providing the Building Official receives a written request prior to the expiration of the permit.

A surcharge shall be assessed where work begins prior to permit issuance:

- 1st Offense = Written warning
- 2nd Offense = \$100.00
- 3rd Offense and All Subsequent Offenses = \$250.00

Second and third offenses of those individuals/companies who are licensed will be reported to the appropriate State of NH licensing board.

**Fees for approved independent inspections, as may be required at the city's discretion, are not included in this schedule and will be billed directly to the applicant by the inspector, and city fees can be adjusted accordingly.*

Revised 4/14/2021

POLICE DEPARTMENT

Reports	
Call for Service	\$5.00
Incident/Accident	\$20.00
Residents of Claremont pay 1/2 price for reports	
Pistol Permits-Valid for Five (5) Years (Set by Law)	\$10.00
Photographs - All Sizes	\$35.00
DVD Copy	See All Depts
Firearm Sales Permit	
First Year	\$100.00
Renewals	\$75.00
Research Costs (for retrieval of anything in archives)	See All Depts
Fingerprints	
Non-Residents	\$50.00
Residents	\$25.00
Re-takes	\$0.00
Pre-Employment Polygraph Examination (offered to NH and VT Law Enforcement Agencies Only)	\$300.00
Cruisers for Outside Detail (for each 4-hour period)	\$45.00 per cruiser
Restitution Collection Fee	15% of Amount Ordered by Court
Detail Work (Private Police Work) Contract + 35% (Effective July 1, 2019)	\$66.15 per hour \$67.50 per hour

Revised 5/11/2022

PUBLIC WORKS DEPARTMENT

Labor and Materials	
Labor-Time to be billed in 1/4 increments, minimum charge 1 hour After normal work hours, the minimum charge will be 3 hours	\$45.00 per employee/ per hour
Materials	\$1.25 X Cost
Permit Applications	
New Driveway Permit/Inspection Fee	\$100.00
Paving Existing Driveway Permit/Inspection Fee	\$50.00
Temporary Driveway Permit/Inspection Fee	\$50.00
ROW Excavation	\$100.00
Wastewater Connection/Inspection Fee (residential, commercial, industrial)	\$100.00
Water Connection/Inspection Fee (residential, commercial, industrial)	\$100.00
Temporary Water Service	\$150.00 setup plus water usage at current rate
Water Distribution System Improvement Fee (if required)	negotiable
Wastewater Collection System Improvement Fee (if required)	negotiable
Septage Dumping (fees per 1,000 gallons, 1,000 gallon minimum)	
Claremont Residential	\$70.00
Claremont Industrial/Commercial	\$160.00
Non-Claremont Residential	\$80.00
Non-Claremont Industrial/Commercial	\$180.00
Claremont-Based Chemical Toilets	\$70.00
Non-Claremont-Based Chemical Toilets	\$90.00
Recreational Vehicles	\$10.00
Capacity Replacement Fees, Ordinance 398 (Based on Use or Increased Use)	
Sewer (Base Fee Wastewater Volume)	\$3.76 per gallon
BOD Surcharge	\$381.85 per pound
TSS Surcharge	\$246.29 per pound
Water, Ordinance 398	\$2.23 per gallon
Water Meter Reading Outside City Schedule	
2 Days Notice	\$90.00
3 Days Notice	\$45.00
Water Meter Reading Fee Premium	\$45.00
Administrative Fees, Utility Billings	
<p>A \$10.00 administrative fee will be charged for all special billings. Examples of special billings include all final billings for property transfers* and billing resulting from an agreement for deferred or payment plans agreed to by the City Manager.</p>	
<p>*This administrative fee is in addition to a service call for the final meter reading.</p>	

PUBLIC WORKS DEPARTMENT (cont'd)

<i>Fees for use of the Claremont Transfer Station</i>	
Recycled Items (Cardboard, Mixed Paper, Mixed Containers)	No Charge
Rubbish (Up to 13-gallon bag)	\$3.00 per bag
Rubbish (Up to 30-gallon bag)	\$5.00 per bag
<i>The following is a list of typical items that are received at the transfer station and is a guide for the cost to dispose of such items. The transfer station operator will make a determination within the guidelines below for items and volumes of materials that are not specifically in the list below. For commercial trash or large volumes of some materials, it may be less expensive to bring the material directly to an approved disposal. The transfer station operator will be able to offer you assistance.</i>	
Household Items	
Refrigerators, Freezers, Air Conditioners, Dehumidifiers, Hot Water Tanks	\$30.00 each
Dishwashers, Microwave Ovens, Stoves	\$25.00 each
Washers & Dryers	\$25.00 each
Upholstered Couches/Chairs/Recliners	\$20.00 each
Couch w/Recliner	\$20.00 each
Sleeper Sofa	\$25.00 each
Box Springs or Mattress - Twin/Full	\$20.00 each
Box Spring or Mattress - Queen/King	\$25.00 each
Televisions Up To 27"	\$20.00 each
Televisions Over 27"	\$30.00 each
VCR/DVD Players, Audio Equipment, Video Equipment, Computer Monitors	\$20.00 each
Computers, Laptops, Towers/Servers, Laptop Batteries, Printers, External Tape/Hard Drives/Audio & Stereo Equipment	\$15.00 each
Fax & Copy Machines	\$25.00 each
Lawn Mowers/Snow Blowers	\$15.00 each
Tubs, Showers, Toilets, Sinks	\$25.00 each
Bicycles	\$5.00 each
Grills w/o Tanks	\$5.00 each
Propane Tank - 1 pound	\$1.00 each
Propane Tank - 20 pounds	\$5.00 each
Propane Tanks Larger than 20 pounds	\$15.00 each
Lawn Chairs	\$5.00 each
Vacuum Cleaners	\$5.00 each
Fluorescent Bulbs 4' Lamp	\$1.00 each
Fluorescent Bulbs 8' Lamp	\$2.00 each
Fluorescent U-shape or Circle Style	\$1.00 each
Compact Fluorescent Lamp	\$2.00 each
Tires	
Up to and Including 16"	\$10.00 each
17" to 24"	\$20.00 each
Batteries - Automotive	\$10.00 each
Household Construction/Demolition Waste	
All Pickup Trucks, Level with Bed	\$225.00
Class III Metals (Residential Waste Only)	
All Pickup Trucks	\$25.00
Exhaust Systems/55 Gallon Drums	\$10.00 each
Tire Rims, Mufflers, Catalytic Converters	\$5.00 each
Small Containers (up to 5 gallons)	\$5.00 each
Brush/Clean Wood (Less Than 5" Diameter and Less Than 6' Long)	
All Pickup Trucks, Level with Bed	\$20.00
License Fee for Solid Waste Collection	
Annual License	\$25.00 per company

Revised 4/14/2021

WELFARE DEPARTMENT

Photocopies of File (Request by Client Only)		See All Depts
Photocopies of Claremont Welfare Guidelines		See All Depts
Copy of Claremont Welfare Guidelines (complete)		\$20.00