

**CITY OF PRINCETON  
PLAN COMMISSION  
COUNCIL CHAMBERS – 431 W. MAIN STREET  
WEDNESDAY August 15, 2012  
4:30 PM**

**1. CALL TO ORDER AND ROLL CALL.**

**2. PLEDGE OF ALLEGIANCE.**

**3. OLD BUSINESS**

- A. Discussion and/or action: Fee Schedule – Please see (1) Princeton’s proposed fee schedule, (2) correspondence from Kunkel and General Engineering regarding the City’s proposed schedule, and (3) the new fee schedule provided by the City’s current building inspector. Administration suggests that the Plan Commission finalize any suggested/required changes and submit the fee schedule to the Common Council for approval.

**4. ADJOURN**

\* The meeting room is accessible to all. Requests from persons with disabilities who need assistance to participate in this meeting should be made to the Administrator’s office at 920.295.6612 with as much advance notice as possible.

CITY OF PRINCETON BUILDING PERMIT FEE SCHEDULE

JULY 11, 2012

1.....New construction and additions-residential (single and 2-story)

(includes HVAC, plumbing and electrical).....\$00.18 SF

Erosion control.....\$30.00

State stamp.....\$35.00

Plan review (1 story).....\$50.00

Plan review (2 story).....\$75.00

Zoning review.....\$25.00

Bond ( returned after occupancy permit issued).....\$1500.00

2.....New construction & additions-commercial/industrial, warehouses-storage buildings-and  
Garages

Building.....\$00.10 SF

Plumbing.....\$00.03 SF

Heating.....\$00.03 SF

Electrical.....\$00.03 SF

Fire protection/sprinkles.....\$.1.00/head

Zoning review (under 10,000 SF).....\$100.00

Zoning review (over 10,000 SF).....\$200.00

State submittal review (under 50,000 SF).....Wisconsin Dept. of Commerce Schedule

Bond (under 10,000 SF)(returned after occupancy permit issued).....\$1500.00

Bond (over 10,000 SF)(returned after occupancy permit issued) .....\$3000.00

3.....New construction & additions-multi-family, assisted living, nursing homes, etc.

Building.....\$00.10 SF

Electrical.....	\$00.03 SF
HVAC.....	\$00.03 SF
Plumbing.....	\$06.00 Fixture
Fire protection/sprinkler.....	\$01.00 Head
Zoning review (under 10,000 SF).....	\$100.00
Zoning review (over 10,000 SF).....	\$200.00
State submittal review-under 50,000 SF.....	per Wis Dept.of Commerce Schedule
Bond (under 10,000 SF)(returned after occupancy permit issued).....	\$1500.00
Bond (over 10,000 SF)(returned after occupancy permit issued).....	\$3000.00
4.....Miscellaneous building	
Remodeling under \$20,000 value.....	\$04.00/\$1000
Remodeling over \$20,000 value.....	\$03.00/\$1000
(plumbing, HVAC, and electrical require separate permits)	
Plumbing per fixture.....	\$06.00
Plumbing Lateral.....	\$50.00
Electrical service work (over \$1000.00).....	\$50.00
HVAC replacement.....	\$20.00
Add-on AC.....	\$20.00
Moving permit garage.....	\$50.00
Moving permit other than garage.....	\$75.00
Razing-single or two-family.....	\$75.00
Razing-residential garage.....	\$50.00
Razing-commercial/industrial.....	\$150.00
Sign base fee.....	\$20.00

Sign SF of total sign area.....	\$00.50
Zoning review.....	\$25.00
Site plan review.....	\$25.00
Permission to start early.....	\$100.00
(footing and foundation only)...\$00.02 SF.....	whichever is greater
Minimum fee (fences, pools*, decks and prefab sheds).....	\$25.00

\*Does not include above ground inflatable pools

IF WORK HAS STARTED PRIOR TO ISSUANCE OR PERMISSION TO START IS GRANTED BY THE BUILDING INSPECTOR, ALL FEES SHALL BE DOUBLED.

**John Weidl**

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**From:** Craig Kunkel [ckunkel@kunkelengineering.com]  
**Sent:** Thursday, July 19, 2012 1:47 PM  
**To:** John Weidl  
**Cc:** Sue Leahy; Craig Kunkel  
**Subject:** RE: Revised Fee Schedule  
**Sent on behalf of Craig J. Kunkel, PE**

Hey John.

I have reviewed your building inspection permit fee with one of our inspectors. Predominantly, the rates look to be similar to those of surrounding communities which we represent. Sue Leahy's only suggestions are as follows:

**Section 1**

- State stamp - \$35.00 - Please note that the State of Wisconsin sets this rate on a periodic basis and probably should be noted as such.

**Section 2**

- No erosion control subcategories provided. We would suggest that a rate of \$60.00 be set.
- State submittal review (Under 50,000 SF) - Wisconsin Department of Commerce Schedule. Please note that square foot should be cubic feet (CF)

**Section 3**

- Again, no provisions have been made for erosion control. We would suggest that the rate be set at \$60.00.
- State submittal review (Under 50,000 SF) - Modify to cubic feet (CF)

**Section 4**

- Plumbing Lateral - \$50.00. We would recommend that rate be set at \$60.00
- Electrical service work (Over \$1,000.00) - \$50.00. We recommend that rate be set at \$65.00
- Site plan review - \$25.00 - We would recommend that rate be set at \$100.00. Simply put, \$25.00 does not allow for much of a review pursuant to ordinance requirements relating to setbacks, zoning, stormwater etc.

John, otherwise the rates look pretty much in keeping with the current trend. If we were to provide building inspection services in Princeton, we could live with the rates as established without modifications.

As a suggestion, if the City wanted to issue building permits for minor projects defined as reroofing, driveway reconstruction or fences, you could issue permits directly from City Hall at no or little cost to property owners. This may help the homeowner or general handyman be able to undertake a project within the City at a more reasonable cost for which inspection would not be required. Just my thoughts. Let me know if we can be of any help.

In another matter, have you gotten any feedback from Phil Cosson relative to financing for either the Water Street or South Farmer Street projects?

8/13/2012

Hope all is well with your interviews.

Craig



Tammy L. Kroetz, Administrative Assistant  
Kunkel Engineering Group  
107 Parallel Street  
Beaver Dam, WI 53916  
Office (920) 356-9447

Fax (920) 356-9454

[tkroetz@kunkelengineering.com](mailto:tkroetz@kunkelengineering.com)



Please consider the environment before printing this e-mail.

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**From:** John Weidl [<mailto:JWeidl@cityofprincetonwi.com>]  
**Sent:** Thursday, July 19, 2012 8:54 AM  
**To:** Craig Kunkel  
**Subject:** Revised Fee Schedule

Craig,

Is this fee schedule something that your firm can work with?

Thanks,

John S. Weidl, City Administrator/Clerk/Treasurer  
City of Princeton  
531 S. Fulton St., Princeton, WI 54968  
w: 920.295.6612  
f: 920.295.3441

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8/13/2012

## John Weidl

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**From:** Mark Jankowski [mjankowski@generalengineering.net]

**Sent:** Thursday, August 02, 2012 2:24 PM

**To:** John Weidl

**Subject:** Princeton Permit Fees

John,

A couple of questions as I review the suggested permit fees put together by the City of Princeton building committee.

- (1) Under Misc. building fees (#4) it appears there are fees to be calculated separately for plumbing, HVAC, and electric. Usually those items are calculated on a square foot basis or a standard single fee for each on existing homes. I see there is a schedule of those fees for Commercial Construction, would those also be applicable in residential remodeling?
- (2) I would assume the Zoning Administrator would take care of issuing all zoning permits and the associated review, if that is not the case let me know.
- (3) There are small fees for heating and AC replacement. Usually these small fee projects are considered "administrative permits" to track contractor licensing and are not inspected. Let me know if that is what the committee was thinking.
- (4) We currently charge a fuel surcharge to all are clients due to the unpredictable nature of fuel costs. Is this something that may be acceptable under the new fee proposal?

Thanks,  
Mark J.

**GENERAL ENGINEERING COMPANY FEE SCHEDULE  
BUILDING INSPECTION SERVICES**

<b>BUILDING PERMITS</b>	<b>GEC Fees</b>	<b>Example 10% Municipal Mark-up</b>
1) Residential Early Start	\$60.00	\$66.00
2) New Residential (includes garage, decks & basements) (mechanicals included)	\$0.185 per sq. ft. min. \$500.00	\$0.204 per sq. ft. min. \$550.00
3) Manufactured & HUD Dwellings	\$300.00 plus \$0.185 per sq. ft. for attached garage and decks	\$330.00 plus \$0.204 per sq. ft. for attached garage and decks
4) State seal (at state cost plus \$2 administrative fee)	\$35.00	\$35.00
5) Residential Additions	\$0.185 per sq. ft. Min. \$100.00	\$0.204 per sq. ft. Min. \$110.00
6) Residential Remodels & Alterations	\$0.185 per sq. ft. Min. \$75.00	\$0.204 per sq. ft. Min. \$82.50
7) Electrical only	\$60.00	\$66.00
8) Plumbing only	\$60.00	\$66.00
9) HVAC only	\$60.00	\$66.00
10) Driveways	Based on Ordinance Requirements	Based on Ordinance Requirements
11) In Ground Pools (where applicable)	\$60.00	\$66.00
12) Detached Garage	\$75.00	\$82.50
13) Other (Sheds, decks, fences, signs)	\$60.00	\$66.00
14) New One & Two Family Erosion Control	\$75.00	\$82.50
15) Residential Additions Erosion Control	\$50.00	\$55.00
16) Raze/Demo	\$25.00	\$27.50
17) Preliminary Inspection for Relocation of Structure	\$200.00	\$220.00
18) Commercial Early Start	\$100.00	\$110.00
19) Commercial New Construction & Additions Multi-Family (3 family or more), Restaurants, Motels, Offices, CBRF, Taverns, Mercantile, Assembly Halls, Manufacturing and Industrial, Schools, Hospitals, Schools, Institutional, and Vehicle Repair and Storage, etc.	Construction     \$0.12 per sq. ft. min. fee \$75.00 Electrical             \$0.04 per sq. ft. Plumbing             \$0.04 per sq. ft. HVAC                 \$0.03 per sq. ft.	\$0.13 per sq. ft. min. fee \$82.50 \$0.05 per sq. ft. \$0.05 per sq. ft. \$0.04 per sq. ft.
20) Minimum Commercial Plumbing & HVAC Fee	\$60.00	\$66.00
21) Minimum Commercial Electrical Fee	\$100.00	\$110.00
22) Commercial Remodel (mechanicals as needed)	\$0.08 per sq. ft. min. fee \$75.00	\$0.09 per sq. ft. min. fee \$82.50
23) Commercial New Construction-Additions-Remodel for Storage Buildings or Shell Buildings (mechanicals as needed)	\$0.07 per sq. ft. min. fee \$75.00	\$0.08 per sq. ft. min. fee \$82.50
24) Commercial Erosion Control	\$150.00 for the first acre & \$50.00 per acre thereafter	\$165.00 for the first acre & \$55.00 per acre thereafter
25) OTHER	\$75.00 / hour	\$82.50 / hour
1. CDBG Grant Administration		
2. Housing Grant Administration		
3. Building Code Review		
4. Habitability Issues		
5. Grant Applications		
6. Litigation Related Consulting Services		
7. Re-Inspection for Corrective Actions Ordered		

## AGREEMENT FOR INSPECTION SERVICES

This Agreement made this \_\_\_\_ day of \_\_\_\_\_ by and between the City of Princeton in Green Lake County, hereafter referred to as the MUNICIPALITY, and GENERAL ENGINEERING COMPANY, hereinafter referred to as the INSPECTOR:

The Municipality intends to complete inspections for residential and commercial building projects within the municipal boundaries of the City of Princeton, in Green Lake County, Wisconsin, and for which the Inspector agrees to perform the various inspection services as outlined herein. That for and in consideration of the mutual covenants and promises between the parties hereto, it is hereby agreed:

1. The Municipality hereby engages the Inspector as consultant to provide the inspection services as outlined herein.
  - Process all residential building and commercial building permits.
  - Prepare and submit monthly activity reports for inspection services for each calendar month.
  - Coordinate and complete required site inspections for permitted building construction.
  - Complete and submit year-end report.
2. This agreement shall become effective on \_\_\_\_\_ and shall remain in full force and effect until terminated or upon sixty (60) days advance written notice by either party to the other to terminate the contract for any reason. However, either party may terminate this Agreement, at any time, for cause.
3. General Engineering shall collect and retain the fees for inspection services from the permit applicant. The annual schedule of fees is attached as Addendum A. It shall be the responsibility of the Inspector to review the application and calculate the permit fees based on the submitted information.
4. The Inspector agrees to obtain and maintain, at the Inspector's expense, such insurance as will protect the Inspector under claims of Workmen's Compensation and General Liability Insurance only.
5. The Client understands and agrees that GEC is acting as an agent of the municipality in performance of the outlined building inspection services listed above.

In Witness whereof, the parties hereto have executed, or caused to be executed by their duly authorized officials this Agreement in duplicate on the date indicated herein.

MUNICIPALITY:

INSPECTOR:

City of Princeton, Wisconsin  
By:

General Engineering Company  
By:

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**FUEL SURCHARGE SCHEDULE  
ADDENDUM A**

GENERAL ENGINEERING COMPANY

BUILDING INSPECTION DIVISION

UPDATED July 1, 2012

Gas Price/gal Range*	\$2.50 - \$3.00	\$3.00 - \$3.50	\$3.50 - \$4.00***	\$4.00 - \$4.50	\$4.50 - \$5.00	\$5.00 - \$5.50
Permit Surcharge	5%	7.5%	10%	12.5%	15%	17.5%
Minimum	\$5.00	\$7.50	\$10.00	\$12.50	\$15.00	\$17.50

\*Gas Price/gal Range is based on 3-month average for the State of Wisconsin. Subsequent changes to the Permit Surcharge may be made quarterly from this point forward on the dates of January 1, April 1, July 1, October 1 of a calendar year.

\*\*\*As of July 1, 2011, the current State of Wisconsin 3-month average is between \$3.50 and \$4.00 a gallon.