

ORDINANCE NO.775. AN ORDINANCE AMENDING THE MASTER FEE SCHEDULE FOR THE CITY OF BOX ELDER, PENNINGTON & MEADE COUNTIES, SOUTH DAKOTA.

WHEREAS, the Municipal Code of the City of Box Elder provides that certain filing fees, permit fees, inspection fees, deposits, and conditions of service may from time to time be established by the City Council; and

WHEREAS, the City Council of the City of Box Elder has determined that the cost of providing certain services is not of general benefit but of benefit to the individual and, therefore, certain filing fees, permit fees, inspection fees and deposits should be required to pay for materials and special services performed by the City staff; and

WHEREAS, the City Council has found that since the fees represent a portion of the actual costs of the service or facilities provided, there is a reasonable relationship between the amount of the fee charged and the costs of the services provided to the person paying the fee; and

WHEREAS, the City Council may adjust fees for certain services from time to time and incorporate all adjusted and/or new fees for services provided into one comprehensive master fee schedule; and

WHEREAS, individuals should be aware that they are subject to other fees and charges for services established periodically by Administrative Policy of the Administrator or by Ordinance; and

WHEREAS, after complying with public meeting and agenda posting requirements; the City Council has adopted various ordinances and resolutions establishing fees at various meetings; and

WHEREAS, this ordinance supersedes and replaces all previous ordinances and resolutions hereto relating to the subject matter hereof.

NOW, THEREFORE, BE IT ORDAINED by the governing body of the City of Box Elder, that any fees previously created by ordinance or resolution where a fee is already established by the Master Fee Schedule, shall be considered obsolete and the fees hereby set forth by the amended Master Fee Schedule shall be in full force and effect.

NOW, THEREFORE, BE IT FURTHER ordained that the City of Box Elder Municipal Code be amended to read as follows:

A. ADMINISTRATIVE CITATION, CIVIL, ABATEMENTS, & NUISANCE FEES	
1. General	
Abatement/Lien Filing Administrative Fee per Abated Nuisance	\$150
Administrative Citation Appeal (refundable if appeal is found in favor of the person filing the appeal)	\$75

2. Within any rolling twelve-month period, fees shall be as follows:	
First Violation	\$75
Second Violation	\$150
Third and/or Subsequent Violation(s)	\$300
Failure to pay administrative citation, civil, or nuisance fees within the time permitted will result in an increase of \$5.00 per day, per citation issued, not to exceed a total of \$600 per citation.	
3. Administrative Citations, Civil Penalties, and Nuisance Fees may be cited under this ordinance, although criminal enforcement is not prohibited.	
4. Other legal remedies may be pursued to resolve nuisances.	

B. ADMINISTRATIVE FEES	
1. General	
Certification of Copies with City Seal	\$10/seal
Faxes: Outgoing	\$2 for first page, \$1.25 each additional page
Faxes: Incoming	\$1.25/page
Notary	\$15 for first signature block, \$10 for every signature thereafter.
Duplication: Photocopies: Black & White Documents	
8 ½" x 11"	\$0.25/page
Between 11" x 17"	\$1/page
Larger than 11" x 17"	Actual Cost

Duplication: Photocopies: Color Documents	
8 ½" x 11"	\$0.50/page
Between 11" x 17"	\$2/page
Larger than 11" x 17"	Actual Cost
Public Records Requests	
Staff Research and Service Time (incurred in 15-minute intervals)	\$60/hour*
*All requests incur an initial 15-minute fee	
Materials Necessary for Providing Duplications – Incurred in addition to other fees.	Actual Cost*
*i.e. USB Drives, CD-ROM's/DVD's, Outside Services	

D. FINANCE FEES	
1. General	
NSF Check	\$40
NSF ACH/Bank Draft	\$40
Credit Card Processing Fee/E-Check Processing Fee (max of 24 per year)	Actual Cost*
*Actual Fees incurred for processing payments	
2. Alcoholic Beverage Sales & Video Lottery License Fees. State Law limits licenses available to the municipality based on census population. (SDCL Title 35; COBEMC Division 8-II-1)	

	NEW FEES	RENEWAL FEES	SUNDAY SALES	VIDEO LOTTERY (per machine)
CL – Convention Center Licenses	\$125,000	\$1,500	\$200	\$50
PL – Package Off-Sale Liquor	\$1,000	\$500	\$200	N/A
RL – Retail On-Sale Liquor	\$125,000	\$1,500	\$200	\$50
RB – Retail On & Off-Sale	\$300	\$300	\$200	\$50
Malt Beverage & SD Farm Wine				
RW – Retail On & Off-Sale Wine	\$700	\$500	\$200	\$50
Special Alcohol Permits			\$25 per day (max of 24 per year)	
Consumption Permits			\$30 (max of 24 hours)	

3. Business & Contractor Fees		
Firework Business License Fee (Annually: May 1 – Aug 31)		\$500
Firework Business License (Temporary: June 27 – July 5)		\$2,500
General Business License (Annual)		\$50
Regulated Business License (Annual) <i>*Plus any additional fees as required by business type</i>		\$15*
Late Renewal Fee <i>*In addition to any other applicable renewal fee</i>		\$50*
Regulated Business Types	New	Renewal
Adult Oriented Business	\$110	\$60
Business Establishments with Amusement Devices	\$75	\$40
Contractors (New)	\$200	\$100
Delivery Services, Taxi Drivers, and Express Drivers	\$75	\$40

Electricians	\$200	\$100
Family (In-Home) Daycare	\$50	\$50
Food Service Establishment	\$200	\$100
Heating, Ventilation, and Air Conditioning (HVAC)	\$200	\$100
Mobile Food Vender (Annual)	\$100	\$50
Mobile Food Vender (Temporary)	\$20/24-hours	
Pawnbrokers	\$200	\$100
Peddlers, Solicitors, and Employment Agencies	\$110	\$60
Pet Daycares and Kennels	\$200	\$100
Plumbers	\$200	\$100
Tattooing, Saline Tattoo Removal, and/or Body Piercing Establishment	\$200	\$100
Transient Merchants	\$100	

4. Medical Cannabis Fees. (COBEMC Division 8-V-1).	
Dispensary Establishment License	\$5,000
Cultivation Establishment License	\$25,000
Testing Establishment License	\$25,000
Product Manufacturing Establishment License	\$25,000
Dispensary, Cultivation, Testing, or Product Manufacturing Establishment: Annual Renewal	\$5,000
Dispensary, Cultivation, Testing, or Product Manufacturing Establishment: Application Fee	\$5,000

E. PARKS AND RECREATION FEES	
1. Facility Rentals & Use	
Community Center (No Setup by City Staff)	\$75/hour
Community Center (City Staff Setup of Tables/Chairs)	\$100/hour
Security Deposit (Refundable) (No Alcohol)	\$250
Security Deposit (Refundable) (Alcohol)	\$350
Park Shelter (10:00 a.m. to 3:00 p.m. – 5 hours)	\$75
Park Shelter (4:30 p.m. to 10:00 p.m. – 5.5 hours)	\$75
Tree and Bench Donation Program: Tree	\$800
Tree and Bench Donation Program: Bench	\$1,300
2. Special Event Permit Fees.	
Code Enforcement Officer	Fully Burdened Hourly Rate
Community Services Officer	Fully Burdened Hourly Rate
Daily Permit Fees (Filing Application 60 days or more of event)	\$250
Daily Permit Fees (Filing Application 59-30 day of event)	\$500
Parking Control Officer	Fully Burdened Hourly Rate
Road Closure Application Fee: Temporary Event Road Closure	\$100.00

3. Vendor Booths. Rates for Vendors for Special Events. *Certain fees and discounts may vary depending on the event and are at the discretion of the City. All Box Elder Chamber of Commerce Members will receive 25% off their registration.	
6 foot inside table space	\$40
6 x 6 inside space	\$50
7 x 7 inside space	\$60
8 x 8 inside space	\$75
10 x 10 outside space	\$60
10 x 20 outside space	\$75
Electricity Indoors	\$10/outlet
Electricity Outdoors	\$25/outlet
Special Events requiring staffing during non-business hours (for otherwise exempt Government agencies, Box Elder recognized non-profits, and community Organizations), the fully burdened hourly staff rate will be passed on to the facility user.	

F. PLANNING & ZONING FEES	
Annexation Application Fee	\$250

Annual Sign Inspection and Compliance Fee *Fee Per off-Premise Sign	\$75
Certificate of Occupancy – Temporary	\$500/week
Certificate of Occupancy – Violation	\$100/day
Change of Use/Occupancy Permit Application *Building Permit may also be required, excludes residential	\$25*
Conditional Use Permit Application Fee *plus, Notification Fee(s) for required notifications	\$250*
Continuing to work after issuance of a Stop Work Order	\$250/day
Demolition Permit	\$25
Floodplain Development Permit Application	\$100
Hay Lot Permit Application	\$25
Late Application *Charged in addition to the Application fee	Greater of \$100 or 2x the amount of the Application Fee
Moving Permit Application Fee *Structures over 200 square feet	\$50
Moving out of City to Landfill/Rubble Site for Demo *Structures over 200 square feet	Not Applicable
Notification Fee *Cost to mail public notices through the United States Postal Service via certified letter with return receipt	Actual Cost*
Planned Development Application	\$500
Planned Development – Major Amendment	\$500
Planned Development – Minor Amendment	\$250
Plat Application – Final	\$150
Plat Application – Minor	\$250
Preliminary Plat/Plan Application	\$250 + \$25/lot
Sign Permit Application (sign face <300 sq. ft.)	\$200
Sign Permit Application (sign face >300 sq. ft.)	\$500
Structure Parking Permit *Allows temporary parking of structure	\$50
TIF (Tax Incremental Finance) District Application Fee	\$2,000
Vacate Easement Application *plus, Notification Fee(s) for required notifications	\$250*
Vacate Right-of-Way Application *plus, Notification Fee(s) for required notifications	\$250*

Variance Application Fee *plus, Notification Fee(s) for required notifications	\$500*
Zoning Amendment Application Fee *plus, Notification Fee(s) for required notifications	\$300*
Zoning Verification Letter	\$25/letter
Standard Review Charge	\$50/hour

GIS SERVICES	
GIS Data, Photography, & Map Product Requests (incurred in 15-minute intervals) *plus applicable administrative fees for duplications and materials	\$100/hour*

Building Permit Fee (Residential Per IRC, TABLE 100-A IRC BUILDING PERMIT FEES	
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Total Valuation		Building Permit Fees			
From	To	Base Fee	For the First	Plus	For Each Additional
\$1	\$1,000	\$50.00			
\$1,001	\$2,000	\$50.00	\$1,000	\$4.50	\$100 or fraction thereof up to and including \$2,000
\$2,001	\$25,000	\$95.00	\$2,000	\$10.00	\$1,000 or fraction thereof up to and including \$25,000
\$25,001	\$50,000	\$325.00	\$25,000	\$7.50	\$1,000 or fraction thereof up to and including \$50,000
\$50,001	\$100,000	\$512.50	\$50,000	\$5.50	\$1,000 or fraction thereof up to and including \$100,000
\$100,001	\$500,000	\$787.50	\$100,000	\$3.50	\$1,000 or fraction thereof up to and including \$500,000
\$500,001	\$1,000,000	\$2,187.50	\$500,000	\$3.00	\$1,000 or fraction thereof up to and including \$1 Million
\$1,000,001	and above	\$3,687.50	\$1,000,000	\$2.00	\$1,000 or fraction thereof above \$1 million

Other Inspections and Fees	
1. Fee for inspections outside of normal business hours (min. charge of 2 hours)	\$100 per hour ¹
2. Fee for re-inspection	\$50 per hour ¹
3. Fee for inspections for which no fee is indicated	\$50 per hour ¹
4. Fee for additional plan review required by changes, additions or revisions to plans (min. charge of 1 hour)	\$50 per hour ¹
5. Fee for use of outside consultants for plan checking and inspections or both	Actual costs ²
6. Building Permit Extensions for 90 days (max. 180 total)	\$50.00

7. Fee for plan review for one- and two-family dwellings and accessory structures	10% of Building Permit Fee
Notes to Table:	

¹ Or the total hourly cost to the city, whichever is greater. This cost shall include supervision, overhead, equipment, and hourly wages and benefits of the employees or contractors involved.	
² Actual costs include administrative and overhead costs	

Actual costs include administrative and overhead costs					
Building Permit Fee (Non-Residential Per IBC, 100-B, TABLE 100-B IBC BUILDING PERMIT FEES					
Total Valuation		Building Permit Feet			
From	To	Base Fee	For the First	Plus	For Each Additional
\$1	\$1,000	\$70			
\$1,001	\$2,000	\$70	\$2,000	\$2.50	\$100 or fraction thereof up to and including \$2,000
\$2,001	\$25,000	\$95.00	\$2,000	\$14.00	\$1,000 or fraction thereof up to and including \$25,000
\$25,001	\$50,000	\$417.00	\$25,000	\$11.00	\$1,000 or fraction thereof up to and including \$50,000
\$50,001	\$100,000	\$692.00	\$50,000	\$8.00	\$1,000 or fraction thereof up to and including \$100,000
\$100,001	\$500,000	\$1,092.00	\$100,000	\$6.50	\$1,000 or fraction thereof up to and including \$500,000
\$500,001	\$1,000,000	\$3,692.00	\$500,000	\$5.00	\$1,000 or fraction thereof up to and including \$1 Million
\$1,000,001	and above	\$6192.00	\$1,000,000	\$3.50	\$1,000 or fraction thereof over 1 Million.

Other Inspections and Fees	
1. Fee for inspections outside of normal business hours (min. charge of 2 hours)	\$100 per hour ¹
2. Fee for re-inspection	\$50 per hour ¹
3. Fee for inspections for which no fee is indicated	\$50 per hour ¹
4. Fee for additional plan review required by changes, additions, or revisions to plans (min. charge of 1 hour)	\$100 per hour ¹
5. Fee for use of outside consultants for plan checking and inspections or both	Actual costs ²
6. Fee for plan review for all occupancies except one- and two-family dwellings	25% of Building Permit Fee
Notes to Table:	
¹ Or the total hourly cost to the city, whichever is greater. This cost shall include supervision, overhead, equipment, and hourly wages and benefits of the employees or contractors involved.	
² Actual costs include administrative and overhead costs.	

G. PUBLIC SAFETY FEES	
1. Accident or Police Reports	
Accident/Police Reports	\$10
Duplication: Digital Photos/Videos: Staff Research & Service Time + Material Costs *incurred in 30-minute increments, minimum \$30 per request, provided on DVD/CD-ROM/USB	\$60/hour*
2. Animal Control Services	
a. Pet Licensing, per COBEMC Sec. 4-62, each application for a pet license tag shall be submitted with a license fee in accordance with the following schedule:	
	Spay/Neuter No Spay/Neuter
Per Pet License Tag	\$10.00 \$15.00
Replacement Tag	\$10 each
b. Service Dogs shall be exempt from fees for obtaining a pet license tag.	
c. Redemption of Impounded Animals	
First Violation	\$50.00
Second Violation within a 12-month period	\$100.00
Third and subsequent violation(s) within a 12-month period	\$300.00/violation

3. Public Safety Services	
Alco-Sensor PBT Tube (Reimbursed)	*Actual Cost
Taser Cartridge Usage (Reimbursed)	*Actual Cost
OC Spray Usage (Reimbursed)	*Actual Cost
False Alarm Calls **First False alarm is free, each additional within a 30-day period is an additional \$30/call.	**
Tow Release	\$50
VIN Verification	\$20
H. PUBLIC WORKS FEES	

1. Engineering Services	
Approach Permit Application Fee	\$100
Grading Permit: Area less than 1 (one) acre	\$100
Grading Permit: Area 1 (one) to 3 (three) acres	\$250
Grading Permit: Area greater than 3 (three) acres	\$500
Development Engineering Plans	\$500
Commercial Site Plan Review	\$500
Proof Roll	\$100/hour
Proof Roll – Subsequent Proof of same Road	\$150/hour
Sidewalk Inspection Application Fee	\$50/Individual Property
Specification or Standard Research & Review	\$100
Standard Inspection Charge	\$100/hour
Subdivision Final Walkthrough – Three (3) Reviewers *Each Additional Reviewers, as needed	\$200/hour+*

2. Road Services	
Contractor Patching Costs (Base Prep) *plus asphalt or concrete fees as needed	\$3.00/sq. ft. +*
Asphalt (1" depth)	\$3.50/sq. ft.
Asphalt (5" depth)	\$14.00/sq. ft.
Concrete (4" depth)	\$12.00/sq. ft.
Concrete (6" depth)	\$24.00/sq. ft.
Right-of-Way Work Permit *City may set bond amount for Permit	\$50*
Haul Road/Road Use Permit Application *City may set bond amount for Permit	\$250*

3. Solid Waste. Annual fee schedule shall be adopted by the city based upon the actual cost of collecting municipal waste within the city plus any applicable administrative charges on each customer account. (COBEMC Sec. 32.82)	
Small Tote	\$14.19 plus admin fee \$2.63 = \$16.82/month
Large Tote	\$15.73 plus admin fee \$2.63 = \$18.36/month
Additional Tote	\$10.87/month per additional Tote
Timing of Placement (COBEMC Sec. 32-83(c)(3))	\$50.00 plus up to, or equal the monthly amount being charged
Penalties (COBEMC Sec. 32-4)	Violations of Solid Waste Ordinance may be issued an administrative citation by a fine of not less than \$50.00, nor more than \$500.00, or in default of payment of such fine.
Hauling Permit	Cost +10%; plus, ongoing inspection costs

4. Utility Accounts.	
a. Customer Deposits. (COBEMC Sec. 42-221) Residential Owners, Renters, Contractors and All Other Classifications.*Previously delinquent accounts/account holder applicants will require and enhanced deposit.	
Water Meter Size	Minimum Deposit
3/4"	\$160.00
1"	\$245.00
1.5"	\$1,335.00
2"	\$1,540.00
3"	\$1,950.00
4"	\$3,385.00
6"	\$5,840.00
Hydrant Meter Account (City or Customer Owned Meter)	\$3,000 Refundable Deposit
Hydrant Meter Account (City or Customer Owned Meter)	\$25.00 Administrative Fee

b. Tap Fees.	
Tap Performed by Public Works Staff up to 2" *Minimum one (1) hour, plus materials & 15%	\$75/employee per hour+*
Tap Inspection Fee	\$50/tap

c. Review of Rates. (COBEMC Sec. 42-216) All fees, deposits, water service rates, and surcharges may be reviewed and approved by City Council as needed. Unless otherwise determined by the City Council the volumetric water rate shall increase 4% annually, effective January 1, 2021, as outlined in Appendix A: Water Rates.	
d. Appendix A: Water Rates Volumetric Water Charges 2026 (Based on 2024 Water Rate Study)	

		Inside		Outside		
Residential		2025	2026	2025	2026	
Base (fixed monthly)	Gallons	\$3.43	\$3.56	\$3.43	\$3.56	Per 1000 Gallons
Tier 1	0 & 6,000	\$5.39	\$5.61	\$10.76	\$11.19	Per 1000 Gallons
Tier 2	6,001 & 20,000	\$6.73	\$6.99	\$13.47	\$14.01	Per 1000 Gallons
Tier 3	20,001 & 30,000	\$10.08	\$10.48	\$20.17	\$20.98	Per 1000 Gallons
Tier 4	above 30,000	\$20.18	\$20.99	\$40.35	\$41.97	Per 1000 Gallons

		Inside		Outside		
Commercial		2025	2026	2025	2026	
Base (fixed monthly)	Gallons	\$3.43	\$3.56	\$3.43	\$3.56	Per 1000 Gallons
Tier 1	0 & 6,000	\$5.39	\$5.61	\$10.76	\$11.19	Per 1000 Gallons
Tier 2	6,001 & 20,000	\$6.46	\$6.72	\$12.92	\$13.44	Per 1000 Gallons
Tier 3	20,001 & 40,000	\$9.69	\$10.08	\$19.38	\$20.15	Per 1000 Gallons
Tier 4	40,000	\$14.53	\$15.11	\$29.07	\$30.23	Per 1000 Gallons

Mobile Home Courts		2025	2026		
Base (fixed monthly)		\$5.72	\$5.95		Per 1000 Gallons
Tier 1 (all usage)		\$8.63	\$8.98		Per 1000 Gallons

Antelope Ridge		2025	2026		
Base (fixed monthly)		\$2,610.00	\$2,610.00		Per 1000 Gallons
Usage Rate		8.63	\$8.98		Per 1000 Gallons

Water Surcharges Water Surcharge Rates 2026 (Based on 2025 Surcharge Model)	
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