

**INSTRUCTION SHEET
ADDITIONS TO
MILWAUKEE CODE OF ORDINANCES
VOLUME 1**

SUMMARY

This supplement incorporates changes to Volume 1 of the Milwaukee Code of Ordinances enacted by the following Common Council file:

180777 A substitute ordinance increasing various fees and forfeitures.

<u>Section Affected</u>	<u>Action</u>	<u>File Number</u>	<u>Effective Date</u>	<u>Remove Pages</u>	<u>Add Pages</u>
Remove <u>old</u> MEMO (Suppl. #385)				v-vi	v-vi
81-6-1	am	180777	1/1/2019	253-254	253-254
81-6-2	am	180777	1/1/2019	"	"
81-6-3	am	180777	1/1/2019	"	"
81-51.5	am	180777	1/1/2019	259-260	259-260

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For questions concerning the content of the Milwaukee Code or Ordinances contact the Legislative Reference Bureau, Research Section, (414) 286-2297.

Abbreviations:

am=amended
cr=created

ra=renumbered and amended
rc=recreated

rn=renumbered
rp=repealed

Revised 12/18/2018
Suppl. #386

MEMO

If all supplements have been properly inserted, this book contains all actions of the Common Council through December 18, 2018.

Revised 12/18/2018
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81-01. Definition. In this chapter "calendar year" means January 1 to December 31.

81-1. General Provisions. 1. FEE. Upon issuance of a license or permit, the applicant shall pay to the city of Milwaukee a fee as listed in this chapter.

2. LICENSE PERIOD. A license fee shall be paid for the entire license period or for any fraction thereof except where otherwise provided. In the absence of provisions to the contrary, no license or permit fee shall be transferable.

2.5. ALIGNMENT OF EXPIRATION DATES; 2 OR MORE LICENSES OR PERMITS. Except where a set license or permit expiration date is provided in this code, a licensee or permit holder may request a change to the expiration date of a new or existing license or permit processed by the city clerk's office for the purpose of aligning the license or permit period with the license or permit period of any other license or permit held by or issued to the licensee or permit holder. The request shall be accompanied by a prorated fee in an amount determined by dividing the fee imposed by this chapter by 12 or 24, depending on the license or permit period of the license or permit type, and multiplying the quotient by the number of months by which the license or permit period is being changed. A request to align license or permit expiration dates shall apply to all licenses and permits held by the requester and administered by the city clerk's office for which adjustment of expiration dates is allowed.

3. REFUND OF FEES BY CITY CLERK'S OFFICE. a. Except where otherwise provided, if a permit or license application for a permit or license issued through the city clerk's office is withdrawn, or if such a permit or license is denied or not issued, the following amounts shall be retained by the city treasurer to defray the city's cost of application processing pursuant to this chapter:

a-1. \$25, if the permit or license fee is less than \$100.

a-2. \$50, if the permit or license fee is \$100 to \$174.

a-3. \$75, if the permit or license fee is \$175 or more.

b. The refundable portion of the fee shall be refunded by the city treasurer upon surrender by the applicant of the deposit receipt or affidavit certified by the city clerk, provided that the receipt or affidavit is presented no later

than one year after the date of withdrawal or denial of the application, or in the event of nonissuance, no later than one year after the date of application for the license or permit, unless the license or permit has been granted, in which case no later than one year after the date of granting of the license or permit. No refund shall be made after one year from the date of withdrawal or denial of the application, or in the event of nonissuance, one year from the date of application or granting, whichever is applicable. No refund shall be made after the date of issuance for any license or permit which has been issued by the city clerk.

c. No refund shall be made for any license or permit that has been surrendered by the holder or revoked by the common council.

4. DUPLICATE LICENSE OR PERMIT FEE. Except where otherwise provided, the fee for a duplicate copy of any license or permit issued through the city clerk's office shall be \$11.

4.5. FILING OF RENEWAL APPLICATION. An application for renewal of a permit or license issued by the city clerk shall be filed on or before a date to be established by the city clerk. Any person who fails to meet an application filing deadline established by the city clerk shall pay the late filing fee provided in sub. 5.

5. LATE FILING FEE. Except where otherwise provided:

a. Any person who does not meet any application filing deadline as established by the city clerk for any license or permit issued by the city clerk's office shall pay a late application fee of \$25.

b. Any person filing more than one late application at the same time for licenses or permits with concurrent expiration dates for the same person or premises shall pay a single late filing fee in the highest applicable amount.

6. REINSTATEMENT FEE. If a permit or license issued through the city clerk's office is suspended due to the cancellation, expiration or nonrenewal of any required surety or performance bond, direct obligations or insurance policy, the fee for the reinstatement of the license or permit shall be \$25.

7. TRANSFER FEE. Except where otherwise provided, any person filing an application for the transfer of any license or permit issued through the city clerk's office shall pay a transfer application fee of \$25.

81-1.5 License and Permit Fees

8. INSUFFICIENCY OF FUNDS; NONPAYMENT OF FEES. a. Except where otherwise provided, if payment for a license or permit fee issued through the city clerk's office is made by check or other draft drawn upon an account containing insufficient funds, the applicant shall, within 15 days from the date of the letter from the city clerk of the insufficiency, pay by cashier's check or other certified draft, money order or cash, the fees, late fees and processing charges as specified by city code. Nonpayment of all applicable fees, late fees and processing charges within 15 days from the date of the letter from the city clerk shall deem the license or permit suspended. The establishment shall not perform any activities authorized under the license until the license is reinstated or issued.

b. Any individual or corporation that owes the city for unpaid fines, late fees, or license or permit fees relating to a current or previous food operation shall pay all such outstanding fees before any license or permit will be issued.

81-1.5. Administrative Review Appeals Board. A fee of \$25 is required to file an appeal with the administrative review appeals board. Fees shall not be refunded once an appeal is filed unless it has been determined by a city department that the appeal is not necessary based upon the action, for which the appeal was filed, was undertaken by that department in error.
(See s. 320-11).

81-2. Alarm Licenses. 1. Each license shall be valid for 2 years from the date of issuance.

2. a. The fee for each alarm business or private first responder service license shall be \$300.

b. The fee for an alarm sales license shall be \$450.

3. a. If an applicant for an alarm business license or a private first responder service license is not granted the license, a portion of the license fee shall, upon written request, be returned to the applicant in the amount of \$125.

b. If an applicant for an alarm sales license is not granted a license, a portion of the license fee shall, upon written request, be returned to the applicant in the amount of \$225.

4. The fee to file an application for change of officers, directors or agents for a corporation shall be \$25.
(See s. 105-75.)

81-2.5. Alarm Service. 1. Each alarm service license shall be issued for a license year commencing on August 2 and expiring on the following August 1.

2. The subscriber's fee for the city's hold up alarm system shall be:

a. For each primary alarm movement connection: \$850.

b. For each secondary alarm movement connection: \$225.

(See s. 105-73.)

81-4. Amusement Machine Distributor License. 1. Each license shall be valid for 2 years from the date of issuance.

2. The fee for a new or renewal amusement machine distributor license shall be \$850.

(See s. 107-13).

81-6. Service Charges for Appraisal and Inspection. Service charges for inspection and appraisal of new construction, remodeling and additions by the commissioner of assessments shall be as follows:

1. NEW CONSTRUCTION.

a. One-family: \$259.

b. Two-family: \$391.

c. Multi-family: \$463 plus \$115 per unit over 2 units.

d. Commercial, industrial or public: \$0.05 per square foot, with a minimum charge of \$572.

2. ALTERATIONS AND ADDITIONS.

a. Residential: 0.37% of construction cost, with a minimum charge of \$13.

b. Commercial: 0.37% of construction cost, with a minimum charge of \$23.

c. Siding, deck, garage, air conditioning, fireplace or razing: \$18.

(See s. 307-6.)

3. PLUMBING. a. Residential: 28% of the plumbing permit cost imposed under s. 200-33-43.

b. Commercial: 28% of the plumbing permit cost imposed under s. 200-33-43.

81-9.5 Bed and Breakfast Establishment Permit 1. A non-refundable fee of \$200 shall be charged at the time of application to anyone intending to operate a bed and breakfast establishment.

81-44.7. Driver's License, Public Passenger Vehicle. 1. Each license shall be valid for 2 years from the date of issuance.

2. The fee for each original license shall be \$75.

3. The fee for each provisional license shall be \$15.

4. The fee for renewal of each license shall be \$50.

5. The fee for processing each request for change of license classification during the license period shall be \$25.

6. The registration fee for any public passenger vehicle driver examination administered by the police department regarding knowledge of city streets, places, regulations and sufficient command of the English language shall be \$10.
(See s. 100-54.)

81-45. Driveway Permit. 1. The application fee for a permit to install a driveway shall be \$155.

2. An additional fee shall be charged for each driveway permit processed to cover the costs of plan review and inspection in the amount of \$72.

3. There shall be a processing fee of \$6 for each permit issued.
(See s. 115-23.)

81-48. Election Commission Service Fees: Registered Voters Report.

1. There shall be a fee of \$10.96 for each report of registered voters.

2. There shall be an additional charge for a report based on the type of media by which such report is provided:

- a. \$0.62 per floppy disk.
- b. \$0.70 per compact disk.
- c. \$0.10 per hard copy page.

(See s. 302-3.)

81-48.5. Emerging Business Enterprise Certification and Recertification. The fee for certification or recertification of a city emerging business enterprise shall be \$50.
(See s. 360-07.)

81-49.5. Engineer Service Fees. Fees shall be charged for the following department of public works infrastructure services division services:

1. Preparation of an agreement to allow construction over sewer easements: \$900.

2. Answer of an inquiry with respect to a deferred sewer, water or special assessment charge: \$22.

3. Preparation of a preliminary sewer design and furnishing information with respect to sewers for proposed development: \$44 per hour or fraction thereof.

4. Review of a certified survey or subdivision plat: \$39 per hour or fraction thereof.

5. Special investigation fee for excessive size, weight and load permits: \$39 per hour or fraction thereof.

81-49.8. Escort License. 1. Each license shall be valid for one year from the date of issuance.

2. The fee for each license shall be \$75.
(See s. 89-8.)

81-49.9. Escort Service License. 1. Each license shall be valid for one year from the date of issuance.

2. The fee for each license shall be \$130.
(See s. 89-5.)

81-50. Excavation Permit and Inspection Fees for Work in the Public Right of Way.

1. GENERAL. For the excavation required for the construction or repair of an individual storm building sewer, sanitary building sewer, combined building sewer, water service, or any combination thereof laid simultaneously in a single excavation or in more than one excavation connected by tunneling or boring, the fee shall be \$112.

2. MAIN OR CONDUIT. For the excavation required for the laying or repair of a main or conduit in each block, the fee shall be \$86.

3. REPAIR. For the excavation required for the laying or repair of utility building services in each block, the fee shall be \$86.

4. OTHER. For any other excavation or any installation the fee shall be \$86.

5. INSPECTION. a. The fee for inspection services for each permit, except permits issued to city forces, public utilities, or to persons engaged in work under a city contract for which inspectional services have been otherwise provided shall be \$64.

b. An additional fee shall be charged for permits for public utilities in accordance with a schedule of the actual costs of inspection services prepared by the commissioner of public works.

81-50.5 License and Permit Fees

6. PUBLIC UTILITIES. The fee for the inspection services for permits issued to public utilities in accordance with a schedule of the actual cost of inspection services prepared by the commissioner of public works shall be a sum equivalent to the actual cost of such inspection services.

7. PROCESSING FEE. There shall be a processing fee of \$6 for each permit issued. (See s. 115-7.)

81-50.5. Excessive Size, Weight and Load Vehicle Permit. 1. The fee for each oversize or overweight single trip permit without police department escort shall be \$112.

2. The fee for each oversize or overweight single trip permit with police department escort shall be \$272.

3. The fee for each oversize or overweight multiple trip permit for one month shall be \$180.

4. The fee for each oversize or overweight multiple trip permit for 12 months shall be \$300.

5. The fee for each oversize or overweight multiple trip permit for 6 months that is transferred to another vehicle shall be \$30.

6. a. The fee for a multiple trip permit requiring a traffic officer escort shall be:

a-1. For a one-month permit: \$366.

a-2. For a 2-month permit: \$426.

b. There shall be an additional traffic officer vehicle escort fee of \$144 per vehicle, per trip.

(See s. 101-5.5.)

81-51. Extended Hours Establishments.

1. Each license shall be valid for one year from the date of issuance.

2. The fee for each new license shall be \$250.

3. The fee for each renewal license shall be \$225.

4. The fee to file an application for change of officers, directors or agents for a corporation or limited liability company shall be \$25. (See s. 84-7.)

81-51.5 Extra Garbage Cart Charge. The extra garbage cart charge shall be \$17 per quarter for each extra garbage cart provided under s. 79-4-1.3.

81-51.6. Filling Station License.

1. a. The fee for each new license shall be \$275.

b. The fee for each renewal license shall be \$250.

2. Each filling station license shall be valid for a one year period following the date of issuance.

(See s. 84-45.)

81-51.7. Fingerprinting by Police Department. 1. The fee for fingerprinting by the police department, when requested by any resident of the city, shall be \$10 per card.

2. The fee for fingerprinting by the police department, when requested by any person who is not a city resident, shall be \$15 per card.

81-52. Fire Department Instruction and Training.

The fee for out-of-city personnel to attend training courses sponsored by the fire department shall be computed at the rate of \$100 per day, per person.

(See s. 313-13.)

81-52.5. Fire Service. The fee for every unit of fire department equipment requested in excess of reciprocal fire service agreements entered into with other municipalities shall be \$5,000 per hour or fraction thereof. The charges shall be computed from the time the equipment leaves its assigned quarters until the time such equipment returns to service in its assigned quarters.

(See s. 104-3.)

81-52.7. Flower Pot Holders. The permit fee for each flower pot holder applicant shall be \$40 and shall be in effect from April 1 of each year to the following March 31.

(See s. 115-33.6.)

81-55. Food Dealer's License.

1. Each individual food operation, site, location or stand where food is prepared, processed, served, stored or sold shall be issued a food dealer's license and be assessed fees in accordance with this section.

2. A fee of \$300 shall be charged at the time of new application. This fee shall be non-refundable if an inspection is performed prior to withdrawal or denial of the application.

3. The annual food dealer's license fee shall be as follows:

a. Prepack restaurants: For each license renewal year: \$250.

b. All other restaurants: