



City of Harrisburg Standard Fee Schedule (Land Use, Standard Fees & Utilities)

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General Fees and Licenses in the City of Harrisburg

The fee schedule and resolution for City fees is located at the back of this document.

Enterprise Zone Pre-Authorization:

The City of Harrisburg co-manages and operates the Harrisburg Enterprise Zone. This includes acreage located in the City of Harrisburg, the City of Junction City, and property located abutting North Coburg Road, adjacent to I-5. The Zone Manager position in Harrisburg is held by the City of Harrisburg Administrator while the Zone Manager for Junction City is their City Administrator. Enterprise Zones are great resources for business in Oregon, allowing for an exemption from property taxes for new plant and equipment costs, if a business is able to meet the criteria.

Garage Sales:

Fees are not charged for garage sales. However, garage sales are limited to no more than six days in any one-year period. The City of Harrisburg holds a City wide Garage Sale in the summer, typically in the month of August. Citizens are encouraged to take advantage of having their sale posted on the City website. Watch the website and social media for the time of this year's City wide sale.

Land Use & Development Fees:

Land Use and Development Fees are charged for land use projects in the City of Harrisburg. The fee is for the approximate amount of time for staff to process a Land Use Application, as well as for the time it takes for a land use application to be reviewed, and heard by the Planning Commission, and in the case of more complex land use applications, the City Council. Public Hearing Fees are included in the Land Use & Development Fee's.

Library Patron Fines and Fees:

There is no fee for a family resident card in the City of Harrisburg, and a very low fee for cards held by those that are outside of Harrisburg. Effective July 1, 2021, and continuing through June 30, 2022, the Library will be implementing a one year fine free trial period. Patrons will still be charged for the replacement cost for lost or damaged materials. Violators will lose their right to borrow future materials from the library until their account balance is below \$20.00

Licenses

Business Licenses:

Business Licenses are required for all businesses in Harrisburg, whether it's Commercial, Industrial, a Rental, or a Home Occupation, for example. The City does advertise all businesses in Harrisburg, and keeps a directory on the City website. Business License fees are charged annually, and are billed in December. Licenses are pro-rated for ½ year, if the application is received after July 1st. Temporary Business Licenses are required for seasonal businesses, such as Christmas Tree stands, or Fireworks stands. A transfer of a business license to a different owner, or to a different business name, is also charged a small fee.

Apartment Buildings and Landlords of Rental Homes will be charged for each unit offered for rent. A scaled fee is available; 1-10 Rentals will be charged \$10 a rental unit, while 11 or more Rentals will be charged \$110.

Home Occupations, are businesses that are ran from a citizens home. These are typically sales of some sort, such as Avon, Mary Kay, or other types of businesses that operate through parties held in citizen's homes. It can also apply to professional types of businesses, such as Internet sales, like Amazon or E-Bay, accountants, IT businesses, etc. A Home Occupation is secondary to the main use of the home, which is your primary residence. Your home has to maintain the same character as the other homes around it; meaning that you can't store outside materials from the business, and the home should still look like a home. Commercial uses, such as a small café, or anything with a lot of foot traffic, belong only in a commercial zone.

There are other types of licenses, which are explained later in this document. Those include a commercial truck permit, solicitor licenses, a social games license, secondhand dealer license, and street & sidewalk vendor licenses.

Liquor License:

A liquor license and fee is required as per OLCC for all premises selling liquor in the City of Harrisburg. In addition, citizens in town holding a special event which includes something such as a Beer Garden are required to obtain a temporary liquor license, which is approved by the City Administrator. Commercial Businesses wishing to have a beer garden or wine terrace outside of their establishment are required to obtain a public event permit.

Public Dance License:

A public dance is any dance not held in a private home or residence, which is open to the general public. Some dances are part of a Public Event, but businesses can sometimes hold a public dance by utilizing a parking lot, or obtaining permission to hold a street dance.

Secondhand Dealer License:

The applicant for this license will be subject to a criminal background check. In addition, there are specific City forms and processes that are required for purchases of pawned or secondhand goods; and specifically for precious metals, jewelry, coins, firearms, hand and power tools, or any article with a manufacturer's serial number.

Please contact City Administrative Staff for questions in relation to a Secondhand Dealer Permit.

Social Games Licenses:

The City of Harrisburg requires that anyone dealing cards at a restaurant, bar, tavern, or lounge must be approved by the City of Harrisburg to have a Social Games license. A common and popular type of game right now are poker tournaments, but this also covers blackjack games, or any other type of game held outside of a residence. The person holding the tournament or holding regular games must complete a background check, and must supply a current picture. The license also specifies which location in town that the operator will be holding the games at.

Solicitation License:

Door to door sales are not allowed in the City limits of Harrisburg, without first obtaining a solicitation license from the City. This license requires a background check; some of the things the City checks for are past arrests, and/or convictions of crimes of violence, sex offenses, narcotics, alcoholic beverage laws and fraud. **Each individual** selling for a company is required to have a solicitation license. Selling door to door without a valid solicitation license is prohibited and can be punishable as a civil infraction or criminal trespass in the second degree in the Harrisburg Municipal Court. Solicitors must also abide by posted no solicitation signs and can only operate only between the hours of 9:00am and 8:00pm. Solicitors are required to carry their City approved license with them, and should display them when they come to a residence.

Harrisburg residents have the right to ask to see the solicitor's license, and are welcome to contact the City, to verify if a solicitor has a license to operate in town. If a resident is approached by a person who is soliciting, but they can offer no evidence of a solicitation license, then the resident can contact the City, or dispatch for the Linn County Sheriff's Office.

Street & Sidewalk Vendor License:

Licenses are required for businesses that are located on any City street, parking lot, sidewalk, or other public property. This includes vendors that have mobile carts that move to different areas during the time they are in town, such as an ice cream cart. Special Events, such as the 4th of July, are administered by an association other than the City. The process for obtaining a license is complex, and there are specific criteria that apply to it. Please call administrative staff if you are interested in this license.

Please note that if you plan on operating a business on the property of another business, such as a temporary business kiosk, or mobile cart in a business parking lot, that along with the permission of that business owner, you'll also need to obtain a temporary business license from

the City of Harrisburg. A business kiosk that is permanent in nature, such as a coffee kiosk, will likely require a land use application.

Lien Search Fees:

Lien Search Fees are charged for lien searches that are for properties located in the City of Harrisburg. The City utilizes a company called Net Assets, which runs a website called Conduits. Title companies are required to obtain authorization through Net Assets to obtain lien search data for the City on the Conduits website. Information on existing liens can only be released to the owner of the property, or to a company that is going through Conduits for the Lien Search.

Marijuana Related Businesses:

The City of Harrisburg submitted Measure 22-164 to the voters in November 2016. That measure passed and prohibits establishment of recreational and medical marijuana facilities of all kinds within the City limits of Harrisburg.

Marijuana Tax Rate:

The City of Harrisburg does have a marijuana tax rate of 0% at this current time that would apply to both medical and recreational marijuana sales, if the prohibition of recreational and medical marijuana facilities were to be changed in the future.

For information in relation to Marijuana facilities, or tax rate, please contact the City Administrator.

Municipal Court Fees:

The Harrisburg Municipal Court has fees in relation to the normal processes for a municipal court. The fees reimburse the City for staff costs involved in processing violations. For more information in relation to these fees, please contact the Municipal Court Clerk.

Nuisance Vegetation Removal:

The City responds to complaints in regards to nuisance vegetation, and also monitors vegetation periodically from spring through fall. City crews will remove nuisance vegetation, after obtaining a court warrant.

Public Works crew rates for removal of nuisances will include labor, plus additional charges for equipment and tools.

Notary Fees:

The City of Harrisburg does employ a notary public. Hours for the notary public can vary from day to day, and this service may not be available on specific days. Notary Fees are charged per Signature/Stamp Required.

NSF Checks:

The City of Harrisburg as a public entity does charge a fee for checks that are returned to the City for non-sufficient funds.

PERMITS

Building Permits:

- All Building permits in Harrisburg ***are submitted to and issued by Harrisburg City Hall***. The City contracts with the City of Junction City to provide a Building Official, who is responsible for plan review and inspection services.
- Fees are set by the City of Junction City, based on types of construction. Residential permits are generally 1% of the construction costs, and commercial/industrial permits are generally 1.5% of the construction costs.
- Building Permits are available at City Hall, or are located on the City's website, at www.ci.harrisburg.or.us under the Land Use/Planning tab.
- Sign Permits are considered a structural permit, applicable to all commercial and industrial businesses in Harrisburg.

Demolition Permit:

- Removal of any structure within the City of Harrisburg requires a demolition permit to be issued. The fee is \$60.00 for the City permit. If you are not replacing the demolished structure with another, then water meters must be removed and sewer service must be capped.
- An asbestos survey is required for all demolitions, and must be performed by an accredited inspector. Any asbestos on the premise must be removed prior to destruction, and a certification by a licensed asbestos contractor must be provided to the City.
- The City must inspect the property after everything has been demolished.

Electrical Permits:

- Fees are set by the State of Oregon. Electrical Permits are reviewed and issued through the City's partnership with Junction City.

Fence Permit:

- Residential fence plans and permits are required for all fences, up to 7' tall. The fence permit is available at City Hall, or on-line at www.ci.harrisburg.or.us under the Land Use/Planning tab.
- Residential Fence Permits are free, if the fence is less than 7' tall and doesn't require a building permit.
- Fences over 7' tall require a building permit and must be inspected to meet building code requirements. Fences of any height for commercial and industrial properties require a building permit.

Fill Permit:

Fill permits are required if:

- Your project is more than 20 cubic yards of fill.
- The fill will be more than one foot in depth on a buildable lot; or
- Fill will impact drainage on another lot.

Fill projects for 100 or more cubic yards will be required to pay actual costs for the review of the plans. The plans shall be submitted by an Oregon licensed engineer for review and stamp, before being submitted to the City.

Mobile Home Placement Permits:

Manufactured Dwelling Placement Permits are required whether the manufactured dwelling is being placed in a mobile home park, or on a standard City lot. The City does allow manufactured dwellings on standard lots, as long as the standards of HMC 18.75 are met.

Placement Permits are issued by the City of Harrisburg, over the counter. On a standard city lot, the placement permit will be issued with the garage/carport building permit.

Garages/carports must meet City design and minimum size standards. All garages or carports must be completed prior to occupancy being allowed in the manufactured dwelling.

Parade Permit:

All Parades using the local streets are required to obtain a permit, which must be approved by the City Council. There is currently no fee charged for a Parade Permit. Any parade crossing Hwy 99E will also require an ODOT permit to be filed. Contact the City Administrative Staff for more information.

Plumbing, Mechanical and Specialty Code Permits:

Fees are set by the City of Junction City, through an agreement with the City of Harrisburg.

- All plumbing, mechanical, and specialty code work within the City of Harrisburg requires a permit to be issued prior to proceeding with plumbing or mechanical improvements.
- All residential permits are issued by the City of Harrisburg, over the counter. Inspections are provided via contract with Junction City.
- Fireplace and Woodstove permits are considered a mechanical permit.

Public Event Permit:

Public Event Permits are required in order to meet minimum standards in order to protect the peace, health, safety and welfare of individuals attending an event, and to ensure that they don't create unreasonable problems for neighbors or the community at large.

A public event is any activity where:

- People are permitted, or invited to attend and where a fee is charged; or
- A voluntary contribution is solicited or paid for the privilege of attending; or
- Any money is raised or items are sold to defray the expenses of such events, unless exempted by City ordinance standards; or
- Is an event which is required to obtain a permit from Linn County pursuant to the Linn County Outdoor Assembly Peace, Health, Safety, and Welfare Code, found in Linn County Code Chapter 580.

Exemptions for a public event permit are applicable to the following:

- Any assembly or event likely involving less than 100 attendees, concluding on the same day that it begins and ends.
- Any public school or school district, or educational or training event sponsored or directed by a state sanctioned educational institution.
- An event located primarily in or occupies a permanent structure and facilities when they have been designed for that activity, accommodates the number of people reasonably expected to attend the activity, or has been approved for such activities through a land use process with the City.
- Any assembly under the auspices or approved by any local, state, or federal governmental entity or agency, or allowed under free speech provisions of the Oregon Constitution, or United States Constitution
- Any assembly regulated by Linn County as an outdoor assembly under Chapter 580 of the Linn County Code.

Right-of-Way Permit:

It is unlawful for any person to perform work affecting the public right-of-way without first obtaining a Right-of-way Permit from the City. Work affecting the public right-of-way includes, but is not limited to; excavation, construction, reconstruction, repair, grading, oiling, or placing or erecting structures or signs. It includes but is not limited to; work relating to a street, sidewalk, curb, gutter, driveway, culvert, ditch, or underground utility lines.

- Permit Fee and Application must be received by the City prior to any work commencing on your property.
- Application submittals to the City will include plans and drawings of the proposed work. City specifications for curbs, gutters, sidewalks, driveways, and other infrastructure must be followed. Contact the Public Works Director for City Specifications.
- Please allow a three-day period from the time of submittal until approval of the permit.

- Complicated right-of-way permits require engineering review and accompanying actual costs for the review. The time frame for these reviews can be substantial.

Sound Amplification Permit:

This fee is charged for sound amplification events, such as a private band at a party located at a residential home.

- If a fee has been charged for a related activity or event, such as a Special Event permit fee or land use fee, no additional fee shall be charged for a Sound Amplification Permit.
- Government and Non-Profit Organizations are exempt from the fee, but not from the application process.

Public Improvement Requirements:

Any kind of improvement or development on your property could trigger the requirement to bring the rest of your property up to City Code requirements. If your property currently lacks curbs, gutters, or sidewalks, or does not have a required garage or carport with a paved driveway, you may be required to install any of these at the time of development.

When the improvements are located in a public right-of-way, a right-of-way permit is required to be obtained prior to beginning the work. To determine if your development project will trigger a public improvement requirement, please contact administrative staff at the City of Harrisburg. If the City determines that your development requires improvement, but the elevations or conditions of the street don't allow it to be installed, then you will be required to fill out a Waiver of Remonstrance with the City. There is a recording fee required to be submitted with a Waiver of Remonstrance.

Photo Copies:

City Hall does not allow public use of the copy or fax machine. The Harrisburg Public Library does allow public use of the copy machine. There are set fees for the use of this equipment.

The H.A.R.T. Community Center also has both a copier as well as a fax machine. The H.A.R.T. Community Center is a separate organization from the City of Harrisburg, and charges their own fees.

Public Record Request:

There is a form on-line for requesting a public record. Many records are available online, and a request that can be processed within a half hour, and that is transmitted electronically, could potentially not result in a charge. Public Disclosure Requests that exceed \$25 in value will require pre-payment before they are processed. Applicants are contacted if the actual research

time will extend beyond the original estimation of time. More information and the form itself is located here: <http://www.ci.harrisburg.or.us/administration/page/public-records-requests>

Rentals

Gazebo:

The Harrisburg Gazebo is a beautiful structure that as part of Riverfront Park can be used by anyone (except when reserved) at any time for no fee. Food and Drink are not allowed in the gazebo, but it's a great place to be married! If you'd like to reserve the gazebo for your special event, please contact City Hall for availability. There is an application, plus cleaning deposit, and rental fee for reserving the gazebo. Reserving the gazebo includes power.

Harrisburg Municipal Center:

The Harrisburg Municipal Center is available for rent. It can hold up to 185 people, and has a small kitchen available, as well as general restrooms. There is an application, plus a cleaning deposit and rental fee for reserving the Municipal Center Hall. The auditorium area will be evaluated after your event with a checklist; your deposit will be returned to you if the room is sufficiently clean, and all chairs are replaced.

Heritage Park Picnic Pavilion:

Contact the Museum Board for Rental of the Picnic Pavilion. There is a fee for using the Picnic Pavilion.

Skate Park Reservation:

The Harrisburg Skate Park can be reserved for a Special Event for a minimum of two hours.

Small or Miniature Animal Livestock Fee:

Livestock is allowed in the City, but only on lots that are large enough to accommodate them. (Minimum 30,000 square feet (Approximately three-fourths of an acre)). The property must be fenced, and there is a limit of livestock based on the total square footage. In addition, being located inside of the City has other requirements, especially in relation to sanitation, and location of animal shelters. No barns, stables, or roofed structures for shelter of livestock can be located closer than 60 feet to any adjacent dwelling, or 25 feet to your own.

A miniature farm animal is allowed on property less than 30,000 square feet, as long as your property is at least one-half acre in size. There are permit requirements, and notice must be sent to neighboring property owners. This permit does have a fee that is charged to cover staff time in processing.

Street Trees Fees:

Street Trees are required by subdivision standards and can be required as part of a development agreement. A property owner is responsible for sidewalks and planting strips (including those with street trees) that are abutting their property.

Systems Development Charges:

System Development Charges (SDC's) are charged per dwelling unit or are based on new commercial & industrial construction. SDC's are typically charged by cities to have new developments in the City help to pay for increased demand on a City's infrastructure. SDC's are typically charged for development, which includes construction or placement of a structure or addition, connection to the City sewer or water system, or on non-residential property, creating more than 500 square feet of non-permeable surface. SDC's are due in their entirety when the building permit is picked up, when an annexation occurs, or connection to City services is completed.

- Standard Residential SDC: Charges are currently \$13,107 per dwelling unit.
- Commercial/Industrial SDC's: Are based upon current adopted methodology. Please see Resolution No. 1250.

Utility Fees, Rates and Information

Sewer Connections Required

When a City sanitary line does become available to property which has not previously been connected to City sanitary sewer or property which has been declared a health hazard, the property owner shall be given 180 days to connect to the City sanitary sewer line.

- All connections shall be made by a licensed sewer installer, who has been approved by the City.
- The Public Works Director or Foreman must approve all permits before work is started and must inspect all sewer connections before work is covered.

Sewer Fees

Actual costs apply if the sewer service is not already stubbed out to the property. The fee is determined by Council resolution, located at the end of this document.

Monthly Sewer Rates:

SEWER RATES	FEE
Minimum Charge	\$22.03
Sewer User Fee	\$7.99 per EUU*
Discontinued Service Minimum Charge	\$22.03
Sewer only accounts, only if the City has installed a water meter on the well.	\$3.72

Sewer only accounts without City water, or a water meter installed on the well.	The sewer service shall be based upon 5 units of water, per person, per household, per month
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*An EUU is equal to 748 gallons of metered water

Determination of Sewer Rates

Residential Customers: Billing is based upon the amount of water used during the months of November through April. Residential customers shall be billed based upon the lesser of (1) the amount of water used during the month or (2) their wintertime average. Sewer rates are adjusted effective May 1st of each year based upon the wintertime average.

RESIDENTIAL CUSTOMERS WITHOUT A SIX MONTH WINTERTIME AVERAGE ARE BILLED ON THE LESSER OF:

- The amount of water used during the month, or
- A wintertime average based upon the length of time the customer has been at the residence if it is less than 6 months, but not less than two months, or
- A presumed water usage of 2.81 EUU's* per household resident 6 years and older.

Non Residential Customers: Charges are for sanitary sewer service based upon the number of EUU's of water usage each month. However, if the customer provides information to the satisfaction of the City that more than 50 percent of the water consumed is not going into the sanitary sewer system, then the City can charge for sanitary sewer services based upon one of these alternative billing methods.

NONRESIDENTIAL CUSTOMERS THAT HAVE PROVIDED SATISFACTORY PROOF OF WATER CONSUMPTION OUTSIDE OF THE SANITARY SEWER SYSTEM CAN BE CHARGED AS FOLLOWS:

- A secondary meter can be installed at the customers expense, or another method that can more accurately measure the number of EUU's of water going into the sanitary system, as determined by the City, or
- The City has determined that it's reasonable and appropriate to use the wintertime average that is typically used for residential customers.

Sewer Only Rates: Shall be billed as follows:

- At the rate of 5.0 EUU's per household resident six years old or older; or
- Based upon the actual numbers of EUU's if a meter can be installed that can accurately reflect the number of EUU's that can be charged.

Payment Security:

All customers are required to pay a security deposit at the time of application for sewer service in the following amounts:

- For single family residential sewer service, the applicant shall pay a \$50.00 deposit.
- For other sewer service, the applicant will pay a security deposit equal to the greater of \$50.00, or the monthly average water bill for a similar customer, as calculated during the previous three months and rounded to the higher even dollar amount.

Refund of Deposit

- At termination of sewer service, the security deposit will be refunded to the depositor after all outstanding bills and damage costs
- After two (2) years, if all sewer charges have been paid in a regular and timely basis, the deposit will be applied to applicant's utility account.
- At renter-occupied locations, the deposit shall be refunded after the account has been closed and any outstanding charges have been paid.

Septic Systems:

- It is unlawful to construct or maintain a private sanitary sewer system within the corporate limits of the City or in an area under the jurisdiction of the City. If a residence is on a septic system and is able to connect to the City's sewer system, then all other existing sewage facilities must be abandoned and filled with suitable material.
- If existing structures are too low to be served by an available sewer, then a resident is required to contact the Public Works Director for direction.

Service outside the City limits

The charge to customers outside the City shall be double the regular Harrisburg sewer rate.

Temporary Service

- The charge for temporary service shall be at the established rate for other customers. The actual cost is charged for installation of a meter, and a deposit will be charged.

Miscellaneous Sewer Fees

There are fees charged for miscellaneous sewer services, including the following:

- Capping of the sewer line
- Restoration of service after capping
- Discontinuance of Service
- Sewer Service Restoration
- Repair of damaged sewer lines
- Damage to sewer mains & facilities
- Tag Fee
- Turn on Fee
- Service Deposits

Storm Drainage Rates:

TYPE OF CUSTOMER	RATES
Residential Customers	\$3.74 per month - per dwelling unit

Non-Residential Customers	7% of previous month's sanitary sewer fee per month subject to a minimum fee of \$3.74 and a maximum fee of \$98.99
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Water Connection Requirements:

- All property with new construction shall be required to have or make connections to the City water system, if it is available, and if not covered by another ordinance.
- When City water is available to the property and the property is on an existing well, the property owner is required to connect to City water within six months when there is:
 - Change in Ownership; or
 - Change in Occupancy; or
 - A Declared health hazard
- Water meters are installed by the City Public Works Department.

Water Fees:

Actual costs apply if the water service is not already stubbed out to the property. The fee is determined by Council resolution, located at the end of this document.

Monthly Water Rates:

Residential Customers

*EUU's are equal to 748 gallons of metered water

TYPE OF CHARGE	FEE
Base Rate – minimum charge	\$22.16
Plus per EUU *	\$1.81 per EUU*

Mobile Park/Apartment Customers:

TYPE OF CHARGE	FEE
Base Rate – minimum charge	\$22.16 x the number of spaces in Occupied Mobile Park or number of Apartments
Plus per EUU *	\$1.81 per EUU*

Commercial Customers:

TYPE OF CHARGE	FEE
5/8" meter	Base Rate of \$27.18 per month plus \$2.18 per EUU
3/4" meter	Base Rate of \$28.86 per month plus \$2.18 per EUU
1" meter	Base Rate of \$35.52 per month plus \$2.18 per EUU
1 1/2" meter	Base Rate of \$43.87 per month plus \$2.18 per EUU
2" meter	Base Rate of \$52.22 per month plus \$2.18 per EUU
3" meter	Base Rate of \$68.97 per month plus \$2.18 per EUU
4" meter	Base Rate of \$85.66 per month plus \$2.18 per EUU
6" meter	Base Rate of \$110.71 per month plus \$2.18 per EUU

Government Customers:

Rates are charged as follows:

TYPE OF CHARGE	FEE
1" TO 2" Base Fee	\$25.32 per month plus \$1.83 per EUU
3" Base Fee	\$52.22 per month plus \$2.18 per EUU
4" Base Fee	\$68.97 per month plus \$2.18 per EUU
6" Base Fee	\$85.66 per month plus \$2.18 per EUU

Service Outside of Harrisburg City Limits:

The charge to customers outside of the City shall be double the regular Harrisburg rate

Bulk Water Purchases:

\$5.06 per 1,000 gallons

Unmetered Service:

It shall be the policy of the City that all water service be metered. However, at its discretion, the City may furnish unmetered water to a user until a meter is provided; in such cases, the water service fee shall be set in the application portion of the resolution establishing fees and rates.

Payment Security:

All customers are required to pay a security deposit at the time of application for water service in the following amounts:

- For single family residential water service, the applicant shall pay a \$50.00 deposit.
- For Other water service, the applicant shall pay a security deposit equal to the greater of \$50.00, or the monthly average water bill for a similar water customers, as calculated during the previous three months and rounded to the higher ven dollar amount.

Refund of Deposit

- At termination of water service, the security deposit will be refunded to the depositor after all outstanding bills and damage costs have been deducted.
- After two (2) years, if all water charges have been paid in a regular and timely basis, the deposit will be applied to applicant's utility account.
- At renter-occupied locations, the deposit shall be refunded after the account has been closed and any outstanding charges have been paid.

Miscellaneous Water Fees

There are fees charged for miscellaneous sewer services, including the following:

- Service Installation
- Meter Drop-In
- Service Deposit
- Tag Fee
- Turn on Fee
- Testing water meters at the users request.
- Restoration, reconnection charge for delinquent monthly payments
- Moving or altering meter.

- Repair of damage to water meter or City lines
- Installation of a meter on a well.

Wells:

Wells are allowed within the City limits, but a residence will remain attached to the City water service and will be charged a monthly base fee plus usage if applicable. All wells (including those used only for irrigation purposes) are required by state law to have a backflow device, which must be installed and certified on an annual basis by a certified and licensed well digger. Backflow devices require a plumbing permit for installation.

Standard Fee Schedule for City Services

Ordinance	Subject	Fee		
2.20.100	Library <ul style="list-style-type: none"> Card – Nonresident Card – Nonresident Senior Citizen Card – Additional Card – Replacement for lost or damaged Lost or Damaged Materials 	\$25.00		
		\$12.50		
		\$1.00		
		\$1.00		
		Actual Cost		
2.25.050	Photocopies	Size	B/W	Color
		8.5X11	\$0.15	\$0.25
		8.5X14	\$0.25	\$0.50
		11X17	\$0.50	\$0.75
2.25.050	Public records <ul style="list-style-type: none"> Records Request Searches City Charter PW standard drawing Comp Plan, Volume 1 Comp Plan, Volume 2 Zoning Map, Comp Plan Map, or LWI Map (11X17) Buildable Land Needs Analysis Certified copies Detailed Bid Tabulation for Non-bidding Company or Individual 	\$30 / hour – Minimum ½ hour increments		
		\$2.50		
		\$5.00		
		\$10.00		
		\$10.00		
		\$3.00		
		\$20.00		
		\$5.00		
		\$40.00		
3.07.030	Marijuana Sales Tax Rates <ul style="list-style-type: none"> Medical (% of gross sales) Recreational (% of gross sales) 	0%		
		0%		
3.15.030	Lien Search Fees	\$28.00 / search		
5.05.050	Business License <ul style="list-style-type: none"> One Employee 2-10 Employees 11-30 Employees 31+ Employees Rental License <ul style="list-style-type: none"> 1-10 Rentals 11+ Rentals Late Fee	\$30.00		
		\$55.00		
		\$90.00		
		\$105.00		
		\$10.00 / rental		
		\$110.00		
		\$20% / month		
5.05.060	Transfer of Business License	\$30.00		
5.07.020	Home Occupation	\$30.00		
5.09.030	Commercial Truck Permit	\$30.00		
5.10.050	Solicitor License	\$100.00		
5.15.030	Social Games	\$75.00		
5.20.030	Secondhand Dealer License	\$75.00		
5.25.030	Street & Sidewalk Vendor License	\$75.00		

Ordinance	Subject	Fee
6.05.110.2	Small or Miniature Livestock Fee	\$50.00
9.20.030 9.55.110	Sound Amplification Permit	\$30.00
9.50.040	Public Dance License <ul style="list-style-type: none"> • Annual fee • Amount refunded if no dance held • Fee per public dance 	\$325.00 \$250.00 \$50.00
9.52.050	Public Event Application Fee <ul style="list-style-type: none"> • 500 or less people • More than 500 people 	\$165.00 \$250.00
12.10.010 13.05.050 17.35.070 18.15.020 18.20.010 18.22.020	Waiver of Remonstrance recording fee	\$105 First Page, \$5 per additional page, \$5 Administrative Fee
12.15.040	Right-of-Way Permit	\$50.00 + actual costs
12.20.010	Street Trees Purchase and Planting per Tree	\$300.00
13.10.030	Sewer System Fees <ul style="list-style-type: none"> • Sewer Connection • Service Deposit • Delinquent Accounts Tag Fee Turn on Fee 	\$225.00 \$50.00 \$20.00 / tag \$30.00
13.15.030	Water System Fees <ul style="list-style-type: none"> • Service Installation • Meter Drop-in <ul style="list-style-type: none"> ¾" inch 1" inch • Meter on Well • Service Deposit • Delinquent Accounts Tag Fee Turn on Fee • Testing Water Meter (user request) • Moving or altering meter • Repair or damage to water meter or city lines 	\$1,335.00 or actual costs whichever is greater \$360.00 \$415.00 \$450.00 \$50.00 \$20.00 / tag \$30.00 Actual Cost (\$50 min.) Actual Cost Actual Cost
15.05.140	Fill permit <ul style="list-style-type: none"> • 50 – 99 cubic yards • 100 – 4,999 cubic yards 5,000 or more cubic yards 	\$60.00 \$425.00 + actual costs \$425.00 + actual costs
15.20.110	Flood Hazard Development Permit	\$275.00
	Land Use Fees – Please see Table Below	
Miscellaneous Fees:		
	Public Works Crew Rates <ul style="list-style-type: none"> • Labor 	\$65.00 / hr

Ordinance	Subject	Fee
	<ul style="list-style-type: none"> Administrative Fee Drivable Equipment Other Power Equipment Contracted Services Grass Cutting 	20% of Labor \$25.00 / hr \$10.00 / hr \$ actual costs + 20% \$75.00 / hr
	Gazebo Rental – 4 hours	\$125.00
	<ul style="list-style-type: none"> Refundable deposit 	\$300.00
	Municipal Center Meeting Room rental – 4 hours	\$125.00
	<ul style="list-style-type: none"> Refundable deposit 	\$300.00
	Skate Park Reservation – two hours	\$100.00
	Notary fees	
	<ul style="list-style-type: none"> Acknowledgement Verification or affirmation Certifying copy or witnessing signing Administer oath or affirmation 	\$10.00 \$10.00 \$10.00 \$10.00
	Depositions per page	\$1.00
	NSF check	\$25.00
	Enterprise Zone Pre-authorization	\$250.00
Municipal Court Fees		
2.05.080	Payment Arrangement Fee	\$25.00
	Suspension Fee	\$15.00
	Dismissal Fee	Subject to Violation Class
	Show Cause Fee	\$50.00
	Warrant Fee	\$100.00
	Collection Fee	\$25.00
	3 rd Party Collection Agency Fee	Subject to ORS 137.118 & Agency's Commission

Land Use Fee Schedule:

Ordinance/ORS	Subject	Type	Fee
ORS 222	Annexation	IV	\$2,000
HMC 19.10.030(4)(d) HMC 19.10.040(5)	Appeal to Planning Commission or City Council	II or III	\$1,000
HMC 18.30	Code Interpretation	II	\$500
HMC 19.35	Code Text or Zoning Map Amendments		
	<ul style="list-style-type: none"> Quasi-Judicial Legislative 	III IV	\$2,000 \$1,125
HMC 19.35	Comprehensive Plan		

	Amendment	IV	\$2,200
HMC 19.25	Conditional Use Permit	III	\$1,750
HMC 18.55	Historical Zone Permits <ul style="list-style-type: none"> Resource Alterations Resource Demolitions 	n/a Similar to III	\$350 \$350
HMC 18.65.050	<ul style="list-style-type: none"> Historic Zone Review 	1	\$50
HMC 18.20	Legal Lot Determination	I	\$250
HMC 19.45.030	Master Planned Development <ul style="list-style-type: none"> Concept Plan Detailed Plan 	III II	\$2,000 \$1,000
HMC 19.30	Modification to Approval or Conditions of Approval	II	\$250
HMC 18.25	Nonconforming Use or Structure, expansion of	II	\$500
HMC 19.20	Partition or Replat of 3 or fewer lots <ul style="list-style-type: none"> Preliminary Plat Final Plat 	III II	\$1,250 \$500
None	Pre-Application Conference <ul style="list-style-type: none"> Simple Partitions/Subdivisions 	None	\$100 \$250
HMC 19.20.120	Property Line Adjustments, Lot Consolidations or Replats (No new lot created)	I	\$250
HMC 19.15	Site Design Review	III	\$1,200
HMC 19.20	Subdivisions <ul style="list-style-type: none"> Preliminary Plat Final Plat 	III II	\$2,250 plus \$35 a lot \$500
HMC 19.20.110/ORS 271	Vacation of Plats – Street, Alley or Easement	Public Notice & Hearings	\$975
HMC 19.40.030	Adjustment	II	\$700
HMC 19.40.040	Variance	III	\$1,250
HMC 19.50/ORS 307.140	Religious and Other Owned Affordable Housing	II	\$500

Building Permits Fee Schedule

Item	Fee	Set By
Commercial & Residential Permits	Based on total valuation	JCMC 15.05/Res
State surcharge of 12% added to the total and a plan check fee which is 65% of the permit fee		

Electrical Permit

Item	Fee	Set By
New Residential Single or Multi-family Dwelling		
1,000 sq. ft. or less	\$117	JCMC 15.05/Res
Each additional 1,500 sq. ft. or portion	\$21	JCMC 15.05/Res
Limited Energy (Residential)	\$27.50	JCMC 15.05/Res
Limited Energy (Non-Residential)	\$27.50	JCMC 15.05/Res
Each Manufactured or Modular Dwelling, Service, and/or Feeder	\$69	JCMC 15.05/Res
Services or Feeders Installation, Alteration, and/or Relocation		
200 amps or less	\$87	JCMC 15.05/Res
201 amps to 400 amps	\$103	JCMC 15.05/Res
401 amps to 600 amps	\$172	JCMC 15.05/Res
601 amps to 1,000 amps	\$224	JCMC 15.05/Res
Over 1,000 amps or volts	\$516	JCMC 15.05/Res
Reconnect Only	\$69	JCMC 15.05/Res
Temporary Services or Feeders Installation, Alteration, and/or Relocation		
200 amps or less	\$69	JCMC 15.05/Res

201 amps to 400 amps	\$95	JCMC 15.05/Res
Item	Fee	Set By
601 amps to 1,00 amps	\$200	JCMC 15.05/Res
Over 1,000 amps or volts	\$465	JCMC 15.05/Res
Branch Circuits		
Brach Circuits with Service or Feeder Fee, each Branch	\$4.40	JCMC 15.05/Res
Brach Circuits without Service or Feeder Fee, each Branch Unit	\$59	JCMC 15.05/Res
Each Additional Branch Circuit	\$4.40	JCMC 15.05/Res
Miscellaneous		
Pump or Irrigation Cycle	\$69	JCMC 15.05/Res
Sign or Outline Lighting	\$69	JCMC 15.05/Res
Signal Circuit(s) or Limited Energy Panel, Alteration, or Extension	\$69	JCMC 15.05/Res
Each Additional Inspection	\$60.50	JCMC 15.05/Res
Limited Energy Permits (Residential)		
Fee for All Systems*	\$27.50	JCMC 15.05/Res
Limited Energy Permits (Commercial)		
Audio and Stereo Systems	\$27.50	JCMC 15.05/Res
Boiler Controls	\$27.50	JCMC 15.05/Res
Clock Systems	\$27.50	JCMC 15.05/Res
Data Telecommunication Installation	\$27.50	JCMC 15.05/Res
Fire Alarm Installation	\$27.50	JCMC 15.05/Res
HVAC	\$27.50	JCMC 15.05/Res
Instrumentation	\$27.50	JCMC 15.05/Res
Intercom and Paging Systems	\$27.50	JCMC 15.05/Res
Landscape Irrigation Control	\$27.50	JCMC 15.05/Res

Medical	\$27.50	JCMC 15.05/Res
Item	Fee	Set By
Outdoor Landscape Lighting	\$27.50	JCMC 15.05/Res
Protective Signaling	\$27.50	JCMC 15.05/Res
State surcharge of 12% added to the total		

**These include audio and stereo, burglar alarm, garage door opener, heating, ventilation, air conditioning, and vacuum systems*

Mechanical Permits

Item	Fee	Set By
State surcharge of 12% added to the total and a minimum permit fee of \$79.75		
Residential Equipment/System Fees		
Heating/Cooling		
Furnace Add-On Air Conditioning	\$19	JCMC 15.05/Res 1171
Gas Heat Pump	\$15.40	JCMC 15.05/Res 1171
Duct Work	\$15.40	JCMC 15.05/Res 1171
Hydronic Hot Water System	\$15.40	JCMC 15.05/Res 1171
Residential Boiler	\$11	JCMC 15.05/Res 1171
Unit Heaters (fuel-type, not electric), in-wall, in-duct, suspended, etc.	\$11	JCMC 15.05/Res 1171
Flue/Vent for any of the Above	\$11	JCMC 15.05/Res 1171
Other Fuel Appliances		
Water Heater	\$11	JCMC 15.05/Res 1171
Gas Fireplace	\$11	JCMC 15.05/Res 1171
Flue Vent for Water Heater or Gas Fireplace	\$11	JCMC 15.05/Res 1171
Log Lighter (gas)	\$11	JCMC 15.05/Res 1171
Wood/Pellet Stove	\$11	JCMC 15.05/Res 1171

Wood Fireplace/Insert	\$11	JCMC 15.05/Res 1171
Item	Fee	Set By
Environmental Exhaust and Ventilation		
Range Hood/Other Kitchen Equipment	\$11	JCMC 15.05/Res
Clothes Dryer Exhaust	\$11	JCMC 15.05/Res
Single-Duct Exhaust	\$7.40	JCMC 15.05/Res
Attic/Crawl Space Fans	\$7.40	JCMC 15.05/Res
Other	\$6.30	JCMC 15.05/Res
Fuel Piping		
First Four	\$5.90	JCMC 15.05/Res
Each Additional	\$1.10	JCMC 15.05/Res
Furnace, etc.	\$15.40	JCMC 15.05/Res
Gas Heat Pump	\$15.40	JCMC 15.05/Res
Wall/Suspended/Unit Heater	\$15.40	JCMC 15.05/Res
Water Heater	\$11	JCMC 15.05/Res
Fireplace	\$11	JCMC 15.05/Res
Range	\$11	JCMC 15.05/Res
Barbecue	\$11	JCMC 15.05/Res
Clothes Dryer (gas)	\$11	JCMC 15.05/Res
Commercial Mechanical Permits (Based on total valuation)*		
\$1 to \$5,000	\$79.75 minimum fee	JCMC 15.05/Res
\$5,001 to \$10,000	\$79.75 for the first \$5,000 (plus \$1.67 for each additional \$100 or fraction thereof, up to and including \$10,000)	JCMC 15.05/Res 1171

\$10,001 to \$25,000	\$163.25 for the first \$10,000 (plus \$1.69 for each additional \$100 or fraction thereof, up to \$25,000)	JCMC 15.05/Res 1171
Item	Fee	Set By
\$25,001 to \$50,000	\$416.75 for the first \$25,000 (plus \$1.60 for each \$100 or fraction thereof, up to and including \$50,000)	JCMC 15.05/Res
\$50,001 and up	\$816.75 for the first \$50,000 (plus \$1.32 for each additional \$100 or fraction thereof, up to and including \$50,000)	JCMC 15.05/Res 1171
Other Inspection Fess		
Inspections Outside of Normal Business Hours	\$68.75/Hour/Two Hour Minimum	JCMC 15.05/Res
Inspections for Which No Fee is Indicated	\$68.75/Hour/Half Hour Minimum	JCMC 15.05/Res
Additional Plan Review	\$68.75/Hour/Half Hour Minimum	JCMC 15.05/Res

**25% plan review fee required on all commercial permits*

Plumbing Permit

Item	Fee	Set By
State surcharge of 12% added to the total and a minimum permit fee of \$79.75		
New Single and Two-Family Dwelling		
Single Family Residential (SFR) 1 Bath	\$274.10	JCMC 15.05/Res
SFR 2 Bath	\$385	JCMC 15.05/Res
SFR 3 Bath	\$438.90	JCMC 15.05/Res
Each Additional Bath/Kitchen	\$274.10	JCMC 15.05/Res
Site Utilities		
Catch Basin or Area Drain	\$18.30	JCMC 15.05/Res
Drywell, Leach Line, or Trench Drain	\$18.30	JCMC 15.05/Res
Manholes	\$18.30	JCMC 15.05/Res

Rain Drain Connector	\$18.30	JCMC 15.05/Res
Fixtures or Items		
Absorption Valve	\$18.30	JCMC 15.05/Res
Item	Fee	Set By
Dishwasher	\$18.30	JCMC 15.05/Res
Drinking Fountain	\$18.30	JCMC 15.05/Res
Ejectors/Sump	\$18.30	JCMC 15.05/Res
Expansion Tank	\$18.30	JCMC 15.05/Res
Fixture/Sewer Cap	\$18.30	JCMC 15.05/Res
Floor Drain/Floor Sink/Hub	\$18.30	JCMC 15.05/Res
Garbage Disposal	\$18.30	JCMC 15.05/Res
Hose Bib	\$18.30	JCMC 15.05/Res
Ice Maker	\$18.30	JCMC 15.05/Res
Interceptor/Grease Trap	\$18.30	JCMC 15.05/Res
Primer	\$18.30	JCMC 15.05/Res
Roof Drain (commercial)	\$18.30	JCMC 15.05/Res
Sink/Basin/Lavatory	\$18.30	JCMC 15.05/Res
Tub/Shower/Shower Pan	\$18.30	JCMC 15.05/Res
Urinal	\$18.30	JCMC 15.05/Res
Water Closet	\$18.30	JCMC 15.05/Res
Water Heater plus a Mechanical Permit	\$18.30	JCMC 15.05/Res
Laundry Tray	\$18.30	JCMC 15.05/Res
Washing Machine	\$18.30	JCMC 15.05/Res

Floor Drain/Floor Sink (2", 3", or 4")	\$18.30	JCMC 15.05/Res
MFG Home New Water Service	\$51	JCMC 15.05/Res
MFG Home New San./Storm Sewer	\$51	JCMC 15.05/Res
Item	Fee	Set By
Other Fixtures	\$18.30	JCMC 15.05/Res
Sewer		
1 st 100'	\$60.50	JCMC 15.05/Res
Each Additional 100'	\$51	JCMC 15.05/Res
Water Service		
1 st 100'	\$60.50	JCMC 15.05/Res
Each Additional 200'	\$51	JCMC 15.05/Res
Storm & Rain Drain		
1 st 100'	\$60.50	JCMC 15.05/Res
Each Additional 100'	\$51	JCMC 15.05/Res
Commercial Backflow Prevention Device	\$51	JCMC 15.05/Res
Residential Backflow Prevention Device	\$30.30	JCMC 15.05/Res
Catch Basin	\$18.30	JCMC 15.05/Res
Inspection of Existing Plumbing or Specially Requested Inspections	\$68.75	JCMC 15.05/Res
Rain Drain, Single Family Dwelling	\$71.75	JCMC 15.05/Res
Grease Traps	\$18.30	JCMC 15.05/Res

Miscellaneous Permits

Item	Fee	Set By
Appeal of a Civil Administrative Penalty	\$250.00	JCMC 15.05/Res
Medical Gas Systems (Based on Total Valuation)		

\$1 to \$5,000	\$79.75/Minimum	JCMC 15.05/Res
\$5,001 to \$10,000	\$72.50 for the first \$5,000 and \$1.67 for each additional \$100 or fraction thereof, to and including	JCMC 15.05/Res 1171
Item	Fee	Set By
\$25,001 to \$50,000	\$416.75 for the first \$25,000 and \$1.60 for each additional \$100 or fraction thereof, to an including	JCMC 15.05/Res 1171
\$50,000 and up	\$816.75 for the first \$50,000 and \$1.32 for each additional \$100 or fraction thereof	JCMC 15.05/Res 1171
Residential Fire Suppression Permit (Multipurpose or Continuous Loop)		
0 to 2,000 Sq. Ft.	\$126.50	JCMC 15.05/Res
2,001 to 3,600 Sq. Ft.	\$176.00	JCMC 15.05/Res
3,601 to 7,200 Sq. Ft.	\$242. 00	JCMC 15.05/Res
7,201 Sq. Ft. and Greater	\$339.90	JCMC 15.05/Res
Residential Fire Suppression Permit (Stand Alone System)		
0 to 2,000 Sq. Ft.	\$206.25	JCMC 15.05/Res
2,001 to 3,600 Sq. Ft.	\$255.75	JCMC 15.05/Res
3,601 to 7,200 Sq. Ft.	\$321.00	JCMC 15.05/Res
7,201 Sq. Ft. and Greater	\$419.65	JCMC 15.05/Res
Phased Projects	\$200.00 plus 10% of the total project building permit fee not to exceed \$1500 for each phase	JCMC 15.05/Res 1171
Deferred Submittals	65% of the building permit fee, but no less the \$200	JCMC 15.05/Res
Manufactured Home Placement Permit		
Set Up Permit	\$115.50	JCMC 15.05/Res
Permanent Steps & Skirting	\$11.00	JCMC 15.05/Res

Plumbing Permit	\$157.08	JCMC 15.05/Res
Electrical Permit	Separate	JCMC 15.05/Res
State MH Fee	\$30 .00	JCMC 15.05/Res
Appeal Fee	\$250.00	JCMC 15.05/Res

Appendix – Sources

Building Permits	Fees are based upon Junction City Municipal Code and Resolutions
Business Licenses	HMC 5.05 & Resolution No. 1254
Social Game Licenses	HMC 5.15 & Resolution No. 1254
Curbs, Gutters and Sidewalk Requirements:	HMC 12.10
Garage Sales:	HMC 5.05
Grass/Vegetation Cutting:	HMC 8.05 & Resolution No. 1254
Gazebo Use & Rental:	Resolution Nos. 542, 1221 & 1254
Harrisburg Municipal Center Rent:	Resolution No. 1254, Council 10.13.99
Heritage Park Rent:	Museum Board is separate from City
Land Use & Development Fees:	Resolution No. 1250
Library Patron Fines and Fees:	HMC 2.20 & Resolution No. 1254
Lien Search Fees:	Resolution No. 1254
Liquor License:	OLCC – ORS 471.313, Resolution No. 1254
Marijuana Tax Rate:	Resolution No. 1092, and 1254
Municipal Court Fees:	Resolution No. 1254
NSF Checks:	Resolution No. 1254
Notary Fees:	Resolution No. 1254
Permits	
Building Permits:	Junction City Code & Fees
Demolition Permit:	HMC 15.05 & Resolution No. 718 & 1254
Electrical Permits:	Junction City Code & Fees
Fence Permit:	HMC 18.80
Fill Permit:	HMC 15.05 & Resolution No. 1254

Mobile Home Placement Permits:	Junction City Code & Fees
Parade Permit:	HMC 10.05, 20.05.270-10.05.300
Plumbing, Mechanical & Specialty Code:	Junction City Code & Fees
Public Event Permit:	HMC 9.52 & Resolution No. 1254
Right-of-Way Permit:	HMC 9.52 & Resolution No. 1254
Second Hand Dealer Permit:	Resolution No. 1254
Sound Amplification Permit:	Resolution No. 1254
Photo Copies:	Resolution No. 1254
Public Dance License:	HMC 9.50& Resolution No. 1254
Public Record Request:	Resolution No. 1254
Public Records Fee Schedule:	HMC 2.25 & Resolution No. 1254
Skatepark Reservation:	Resolution No. 1254
Small or Miniature Animal Livestock Fee:	HMC 6.05.110.2 & Resolution No. 1254
Street Trees Fees:	Resolution No. 1254
Systems Development Fees:	HMC 12.35 & Resolution No. 1018
Utility Fees:	
Sewer Connections Required:	HMC 13.05
Sewer Fees & Rates:	Resolution No. 579, 1174 & 1254
Monthly Sewer Rates:	Resolutions No. 579, 1174 & 1254
Storm Drainage Rates:	Resolution No. 1106, 1174 & 1254
Water Connections Required:	HMC 13.15
Water Fees & Rates:	Resolutions No. 578, 977 & 1254