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TO: The Honorable Detroit City Council

FROM: David Whitaker, Director 
Legislative Policy Division Staff

DATE: February 26, 2026

RE: **CENTRALIZED FEE SCHEDULE**

Council Member Gabriela Santiago-Romero has requested that the Legislative Policy Division (LPD) prepare a report detailing what information, resources, and coordination would be required for the City to implement a publicly accessible centralized fee schedule. The requested report is attached.

Please reach out to us if we can be of further assistance.

1. Does the City of Detroit have an existing, publicly accessible centralized fee schedule, for public records, city services, and programs?

No, the City of Detroit does not currently have a centralized fee schedule for public records, city services, and programs. The City currently maintains various, mostly department-specific fee schedules, but there is no single, consolidated, master document for every possible city service. Instead, fees are managed and published by individual departments or boards (such as the Buildings, Safety, Engineering, and Environmental Department - BSEED, the Detroit Water and Sewerage Department - DWSD, and the Special Events team).

A centralized fee schedule is a unified, organized listing of standardized prices for services or procedures, managed within a single system to ensure consistent fee pricing, transparency, and accountability. It replaces fragmented, manual fee pricing with a central database. According to the Government Finance Officers Association (GFOA),¹ it is a best practice for a government to create a comprehensive fee list that identifies all user fees.²

The cost of services for doing business in the city of Eastpointe (referenced in the originating memo) is represented on the City of Eastpointe's centralized fee schedule. The City of Eastpointe's fee schedule is updated on an annual basis to reflect the true costs of services.

A. If not, can the LPD and OFCO compile a report detailing what information, resources, and coordination would be required for such a system to take shape in the city of Detroit?

In coordination with the Department of Innovation and Technology (DoIT), the City of Detroit can generate a publicly accessible centralized fee schedule using the [Data Shuttle feature in Smartsheet](#) or by using Microsoft [dataflows in other application programs, such as Microsoft](#).³ Smartsheet's Data Shuttle feature streamlines the process of transferring data between Smartsheet and other systems using dataflows, facilitating the importation and exportation of data (the updated fees) while maintaining an accurate and efficient centralized fee schedule.

The use of dataflows can ensure that the centralized fee schedule reflects each department's current fees as facilitated through a seamlessly streamlined process. Because Smartsheet dataflows are primarily managed through the Data Shuttle feature, the data, or updated fees, can be automatically imported (uploaded) or exported (offloaded) between Smartsheet and external sources (CSV, Excel, Google Sheets, OneDrive, Box). In this way, each department can maintain their own department fee schedule in Smartsheet (or CSV, Excel,

¹ Founded in February 1906, the [Government Finance Officers Association \(GFOA\)](#) is a premier professional organization representing over 20,000 public finance officials in the U.S. and Canada. Its core purpose is to advance excellence in government finance by establishing best practices, providing training, and advocating for policies that enhance financial management.

² GFOA Best Practice: [User Fee Policy](#).

³ *What Are Dataflows?*, Microsoft Learn (Feb. 20, 2025), <https://learn.microsoft.com/en-us/power-query/dataflows/overview-dataflows-across-power-platform-dynamics-365> (last visited Feb. 23, 2026) (explaining that Microsoft Power Platform/Dynamics 365 "dataflows" are self-service, cloud-based data preparation processes that use Power Query to ingest data from multiple sources, transform it, and load it into destinations such as Microsoft Dataverse, Power BI workspaces, or Azure Data Lake Storage, and that they can run on demand or on a schedule to keep data current).

Google Sheets, OneDrive, Box) and, using Data Shuttle, create workflows which are scheduled, run manually, or automatically to produce an update for the centralized fee schedule.

This process will automatically and seamlessly centralize each department's fee schedule data into a public facing single source, enabling confident, real-time decisions. This means that each participating department can maintain its fees in an independent database table within Smartsheet or a separate compatible application. When the department updates the database table with new fee information, the Smartsheet Data Shuttle feature or dataflow will facilitate an automatic update to the public facing centralized fee schedule without any additional manual steps required.

If the City decides to administer this process via [Smartsheet Data Shuttle](#)⁴ or dataflows, oversight and coordination of the development of the centralized fee schedule can be monitored by the office or department selected to maintain and control it. Thus, if the managing program is Smartsheet, an individual in the administering office or department would serve as the Smartsheet Administrator.

In order for the City of Detroit to effectively implement a centralized fee schedule, the administering department of the centralized fee schedule should initiate a coordinated implementation process which may include procedures as follows:

For the oversight department:

1. Serve as DoIT's point of contact and department liaison.
2. Identify each of the fee imposing city departments, providing notice of the City's establishment of a centralized fee schedule.
3. In collaboration with the Department of Innovation and Technology (DoIT), introduce the centralized fee schedule concept, explaining department expectations.
4. On an as needed basis, provide updates to the departments regarding process implementation.
5. Coordinate the necessary meetings between the department and DoIT that are required to develop or update the department's independent fee database.
6. Coordinate any department meetings associated with maintaining the centralized fee schedule or performing system upgrades or updates.
7. Ensure the public has user-friendly access to the centralized fee schedule and that it is prominently placed on the City of Detroit's website in a conspicuous manner.

In addition, each of the relevant departments may assign a point of contact within their department whose duty it is to update and maintain the independent fee schedule database by performing procedures identified by the administering department in collaboration with DoIT, which may include procedures similar to the following:

For individual departments:

⁴ *Data Shuttle*, Smartsheet, <https://www.smartsheet.com/marketplace/premium-apps/data-shuttle> (last visited Feb. 23, 2026) (describing Smartsheet's "Data Shuttle" premium app as a tool that imports and exports data between Smartsheet and external systems—such as ERPs, CRMs, and databases—including scheduled CSV/XLSX-based uploads and exports to help centralize data and automate recurring transfers).

1. Serve as the point of contact for the administering department.
2. Ensure the accuracy of the department's internal fee schedule.
2. Maintain a database of the department's internal fee schedule within an application program compatible with Smartsheet Data Shuttle or dataflows.
3. Update the department's internal fee schedule database in a timely fashion to ensure that the fee data imported to the public facing centralized database (or Smartsheet) via dataflow (or Data Shuttle) is consistently accurate.
4. Verify that the public facing fees on the centralized fee schedule are an accurate reflection of the department's internal fee schedule on a periodic basis.

2. Could such a system be maintained via a publicly accessible Smartsheet dashboard, similar to the City of Detroit's Directory of Departments?

Yes. As referenced in the above response to 1(a), this system can be maintained via a publicly accessible Smartsheet which can be updated using the Smartsheet's Data Shuttle feature. The data in this case would be the fees as solicited or imported from various individual departments; this data could be sent to the centralized fee schedule automatically when a triggering event occurs (i.e. when the department submits an updated fee approved by City Council). Using a data flow process coordinated by Smartsheet would allow the system to be consistent, current, and updated in a way that optimizes both centrality and efficiency.

3. If requested, can the Legislative Policy Division provide draft language for an ordinance that would compel the creation and maintenance of a publicly accessible centralized fee schedule?

Yes. LPD is prepared to draft language for a publicly accessible centralized fee schedule ordinance per specifications upon request. Consideration should be given to whether this request entails an annually updated system or will permit each department to update its fee schedule on an as needed basis. A precise replication of the City of Eastpointe's ordinance would codify the centralized fee schedule itself and require that it be updated on an annual basis. Such a process would allow residents to plan in advance with the security that the rates will not unforeseeably change for at least a calendar year. The City of Eastpointe's ordinance, entitled "City Fee Schedule for Public Records and City Services and Programs" is attached for your review.

City of Eastpointe
 Macomb County
 State of Michigan

ORDINANCE NO. 23-1234

AN ORDINANCE TO AMEND THE CODIFIED ORDINANCES OF THE CITY OF EASTPOINTE BY REPLACING SEC 2-525 WITH A NEW SEC. 2-525 ENTITLED "CITY FEE SCHEDULE FOR PUBLIC RECORDS AND CITY SERVICES AND PROGRAMS"

THE CITY OF EASTPOINTE ORDAINS:

SECTION 1: The following fee schedule is hereby established for public records, services, and programs provided by the City of Eastpointe.

Department Fee	Page
Assessing	2
Building & Enforcement	2-7
Building Department – Planning	8
City Clerk	8-13
City Manager	13
Finance	13
Fire	14
Library	15
Police	16
Public Works	17
Water/Sewer	18-19

Assessing Fees	
Lot Combination/Lot Split (per each new parcel number)	Residential: \$150.00 Commercial: \$200.00
Address Assignment	\$10.00

Building & Enforcement Fees	
Administrative	
Snow, Ice and Debris	Expense + \$25.00 administrative fee
Weed and Refuse	Expense + \$25.00 administrative fee
Permit Fees for Specified Work	
Above-Ground Swimming Pool	\$150.00
Demolition – Residential	\$200.00
Demolition – Commercial/Industrial	\$500.00
Parking Lot: 0-5,000 sq. ft.	\$150.00 + Engineering Review Fee
Parking Lot: 5,001+ sq. ft.	\$200.00 to Engineering Review Fee
Zoning: Shed - 200 sq. ft. or less *Sheds over 200 sq. ft. require building permits – fee calculated under Construction & Installation Permit Fees*	\$50.00
Commercial/Residential Fence (6' or less in height)	Residential: \$100.00 Commercial: \$150.00
Plan Review Fee	
Residential Plan Review (1-2 family residential structure)	\$250.00
Commercial/ Ind/Residential Plan Review (home in excess of 3,500 sq. ft.)	.002% of construction valuation, not less than \$200.00
Special Inspections/Permits	
Special Events & Activities Application	\$100.00
Annual Food Truck Permit	\$75.00
Chicken Keeping Permit	\$50.00
Temporary Outdoor Sales	\$50.00
Christmas Tree Lot - Bond	\$300.00
Garage Sale	\$5.00
Information Inspection (Business License)	\$150.00
Point of Sale Inspection – Initial/Reinspection	\$200.00
Commercial Signs	\$200.00

Building & Enforcement Fees Cont'd.	
Non-Owner-Occupied Properties	
Owner, Agent or Other Registration (one-time fee)	\$50.00/each
Single Family, Duplex, Multi-family to ten (10) units (includes 1-10 units)	\$200.00/unit; \$300 per Duplex
Eleven (11) or more units (for the 11 th + units)	Additional \$100.00/unit
3 rd Inspection or More	\$150.00
Late Fee (per unit, 21-day grace period)	\$50.00
Lock-out Fee (per unit)	\$100.00
Failure to Certify Rental Property within 120 days of expired Certificate	\$300.00
Vacant Structures	
Registration & Inspection	\$300.00
Annual Registration & Exterior Inspection	\$200.00
3 rd Inspection or More	\$150.00
Failure to Certify	\$500.00

Building & Enforcement Fees Cont'd.	
Contractor License Registration Fees	
All Trades Contractors *Registration valid for the term of the contractor's license with the State. No proration permitted.	\$45.00
Mechanical Contractors	\$15.00
Construction and Installation Permit Fees	
Application Fee	\$50.00
Construction cost up to \$1,000.00	\$100.00
Construction cost \$1,001.00 - \$10,000.00	\$225.00 + \$15.00 per \$1,000.00 in construction cost over \$1,000.00
Construction cost \$10,001.00 - \$100,000.00	\$560.00 + \$15.00 per \$1,000.00 in construction cost over \$10,000.00
Construction cost \$100,001.00 - \$500,000.00	\$2,410.00 + \$15.00 per \$1,000.00 in construction cost over \$100,000.00
Construction cost \$500,001 +	\$9,910.00 + \$10.00 per \$1,000.00 in construction cost over \$500,000.00
Permit Extension	\$100.00
Fine – Work Commencing Prior to Permit	Residential: \$250.00 Commercial: \$500.00
Additional Building Inspection	\$50.00
Refunds	First \$75.00 non-refundable
<i>Construction costs are based on State of Michigan Construction Codes Square Foot Construction Cost Table.</i>	

Building & Enforcement Fees Cont'd.	
Electrical Permit Fees	
Application Fee	\$75.00
Service through 200 amp	\$15.00
Service > 200 to 600 amp	\$20.00
Service > 600 to 800 amp	\$25.00
Service > 800 to 1200 amp	\$30.00
Service over 1200 amp GFI only	\$75.00
Circuits	\$10.00
Light Fixtures – per 25	\$10.00
Dishwasher	\$10.00
Furnace – unit heater	\$10.00
Electrical Heating Units (Baseboard)	\$5.00
Power Outlets (ranges, dryers)	\$10.00
Signs – Unit	\$15.00
Signs – Letter	\$20.00
Signs – Neon, each 25 ft	\$30.00
Feeders – bus ducts, etc. – per 50'	\$10.00
Units up to 20 K.V.A. or H.P.	\$10.00
Units 21 or higher K.V.A. or H.P.	\$15.00
Fire Alarms – up to 10 devices	\$75.00
Fire Alarms – 11 to 20 devices	\$125.00
Fire Alarms – Over 20 devices	\$10.00/each
Data/Telecommunications Outlet: 1-19 devices	\$10.00/each
Data/Telecommunications Outlet: 20-300 devices	\$200.00
Data/Telecommunications Outlet: Over 300 devices	\$350.00
New house (Includes 25 fixtures, 9 circuits, 100amp service, smoke detectors, range, dryer, range hood, and furnace connection)	\$200.00
Air Conditioning: Residential	\$20.00
Air Conditioning: Commercial – up to 5 tons	\$25.00
Air Conditioning: Commercial – 5 – 40 tons	\$35.00
Air Conditioning: Commercial – Over 40 tons	\$60.00
Stand-by Generator – Emergency Generator	\$60.00
Stand-by Generator – Over 30 K.W.	\$150.00
Special/Safety Inspection	\$100.00
Additional Inspection	\$75.00
Final Inspection	\$75.00
Electrical Plan Review: Commercial/Industrial	25% of building code review fee

Building & Enforcement Fees Cont'd.	
Mechanical Permit Fees	
Application Fee	\$75.00
Residential Heating System (includes duct and pipe – new buildings only)	\$75.00
Gas/Oil Burning Equipment (new or conversion units)	\$40.00
Residential Boiler	\$40.00
Water Heater	\$10.00
Flue/Vent Damper	\$10.00
Solid Fuel Equipment (including Chimney)	\$40.00
Solar (set of 3 panels, include piping)	\$30.00
Gas Piping – each opening, new installation	\$10.00
Air Conditioning (includes split system)	\$40.00
Heat Pumps	Complete Residential: \$40.00 Commercial: \$25.00
Bath & Kitchen Exhaust	\$10.00
Tanks – Above Ground/Connection	\$25.00
Tanks – Under Ground/Connection	\$30.00
Humidifiers	\$15.00
Piping& Duct – Minimum	\$35.00 or \$0.05/ft, whichever is greater
Process Piping	0.05/ft
Air Handlers/Heat Wheels: Under 10,000 CFM	\$25.00
Air Handlers/Heat Wheels: 10,001+ CFM	\$75.00
Commercial Hoods	\$20.00
Heat Recovery Units	\$15.00
V.A.V Boxes	\$15.00
Unit Ventilators	\$15.00
Unit Heaters (terminal units)	\$20.00
Fire Suppression/Protection – Minimum	\$30.00 or \$0.75/head, whichever is greater
Evaporator Coils	\$40.00
Refrigeration – Split System	\$40.00
Chiller, Cooling Tower or Compressor	\$40.00/each
Additional Inspection	\$75.00
Final Inspection	\$75.00
Mechanical Code Review: Commercial/Industrial	25% of building code review fee

Building & Enforcement Fees Cont'd.	
Plumbing Permit Fees	
Application Fee	\$75.00
Mobile Home Park Site	\$10.00/each
Fixture, Floor Drain, Special Drain, Water-Connected Appliance	\$10.00/each
Stacks (soil, waste, vent, and conductor)	\$5.00/each
Sewage Ejector or Sump	\$10.00/each
Sub-soil Drain	\$10.00/each
Water Service: Less than 2"	\$10.00
Water Service: 2" to 6"	\$35.00
Water Service: Over 6"	\$75.00
Connection of Building Drain – Building Sewers	\$10.00
Sewers – Sanitary, Storm or Combined: Less than 6"	\$10.00
Sewers – Sanitary, Storm or Combined: 6" and over	\$30.00
Manholes and Catch Basins	\$10.00/each
Watering Distribution Pipe: 3/4" pipe	\$10.00
Watering Distribution Pipe: 1" pipe	\$15.00
Watering Distribution Pipe: 1-1/4" pipe	\$20.00
Watering Distribution Pipe: 1-1/2" pipe	\$25.00
Watering Distribution Pipe: 2" pipe	\$30.00
Watering Distribution Pipe: Over 2" pipe	\$30.00
Reduced Pressure Zone Backflow Preventer	\$10.00/each
Domestic Water Treatment & Filtering Equipment	\$10.00
Medical Gas System	\$50.00
Additional Inspection	\$75.00
Final Inspection	\$75.00
Plumbing Code Review: Commercial/Industrial	25% of building code review fee

Building Department - Planning	
Daily Services	
Zoning Compliance Letter	\$100.00
Zoning Verification Application	Fee covered in the Building Department Certificate of Compliance Application
Pre-Development Meeting	\$200.00
Shared Parking Agreement and Application	\$290.00
Administrative Review Services	
Administrative Sketch Plan Review	\$300.00
Site Plan Review	\$500.00 + Deposit
Screening Device (wall, dumpster, etc.)	\$100.00
Planning Commission Review Services	
Site Plan Review	\$500.00 + Deposit
Special Land Use and Site Plan Review	\$1,000 + Deposit
Re-Zoning	\$500.00 + Deposit (additional planning reviews may be required)
<p>“Review Services” fees cover city administrative time to process applications and organize regular meetings. This includes the cost of meeting attendance, office space, and any meeting mailings (if needed).</p>	
Zoning Board of Appeals Services	
One variance or interpretation request	\$500.00 + Deposit
Multiple variances or interpretation requests	\$600.00 + Deposit
Special Meetings	
Special Meeting request	\$500.00
Deposit	
<p>The “Deposit” consists of a \$2,000 refundable deposit that is held in escrow by the City. The “Deposit” covers time spent reviewing project submittals, including revisions, and meeting publications in the local newspaper. The amount of escrow is to be determined by the Building Official, or their designee, with respect to the estimated cost of service. The “deposit” fee is in addition to building permits and fees required by other departments.</p>	

City Clerk Fees	
Adult Book Store	
Initial License/Investigation	\$310.00
Annual Renewal Fee	\$155.00
Adult Mini-Motion Picture Theatre (Less than 50 persons)	
Initial License/Investigation	\$310.00
Annual Renewal Fee	\$155.00

City Clerk Fees Cont'd	
Adult Motion Picture Theatre	
Initial License/Investigation	\$310.00
Annual Renewal Fee	\$155.00
Amusement Park/Carnival	
Less than 2 weeks a year: First Day	\$31.00
Less than 2 weeks a year: Each Additional Day	\$7.00
Over 2 weeks in a year	\$350.00/annually
IRS 501c3/ IRS 501c3 Solicitors	
Exempt	Exempt
Auction/Auctioneer	
Registration Fee	\$72.00
Bar-Tavern	
Annual Fee	\$72.00
Billiard Rooms	
Initial License/Investigation	\$310.00
Annual Renewal Fee (Includes first table)	\$36.00
Each additional table	\$7.00
Bike License (4-Year Cycle)	
4 Year	\$3.00
3 Year	\$2.25
2 Year	\$1.50
1 Year	\$.75
Block Party	
Per Event	\$50.00 Cash/Personal or Surety Bond
Business Listing Report	
Per Report – Printed Only	\$50.00
Cabaret	
Initial License/Investigation	\$310.00
Annual Renewal Fee	\$155.00
Car Wash	
Annual Fee	\$31.00
Copies	
Misc. Single Paged Copies	\$1.00 first page, \$.50/each additional
Dance Hall	
Initial License/Investigation	\$310.00
Annual Renewal Fee	\$31.00

City Clerk Fees Cont'd	
Dog License	
Neutered/Spayed	\$7.00/1 year or \$10.00/3 years
Show Dog	\$10.00/1 year
Non-Neutered/Spayed	\$13.00/1 year or \$25.00/3 years
Puppy	\$7.00/1 year
Late License (After March 1 or after 30 days)	\$10.00 additional
Replacement Tag	\$2.00
Vicious Dog	\$25.00/1 year
Kennel Permit Application & Inspection	\$20.00
Duplicate Business License	
Replacing Lost/Damaged License	\$5.00
Fire Extinguisher (Portable Services, Non-Transferrable)	
Initial Registration	\$103.00
Annual Renewal Fee	\$31.00
Firework Sales (Brick and Mortar Location)	
Annual Fee	\$31.00
Fortunetelling Business	
Annual Fee	\$31.00
Fortuneteller (each individual)	
Initial License/Registration	\$155.00
Annual Renewal Fee	\$31.00
Going Out of Business Sale	
Registration Fee	\$52.00
Handbill Distribution (Political Exempt)	
Registration Fee	\$55.00
Home Occupation Fee (Includes Building Dept.)	
Initial Registration	\$35.00
Annual Renewal Fee	\$20.00
Hotels and Motels	
First 10 Units	\$31.00
Additional Unit	\$3.00/each
Ice Cream Vendor (Clerk's)	
First Vehicle & Driver	\$36.00
Each Additional Driver	\$20.00

City Clerk Fees Cont'd	
Kennel Business	
License (10 Dogs)	\$31.00
Additional per Dog (11 to 20)	\$7.00
Additional per Dog (21+)	\$3.00
Martial Arts Weapon Sales (Non-Transferrable)	
Initial License/Investigation	\$310.00
Annual Renewal Fee	\$31.00
Massage Parlor (Non-Transferrable)	
Initial License/Investigation	\$310.00
Annual Renewal Fee	\$155.00
Mechanical Amusement Devices & Electronic Video ALL NON-REFUNDABLE	
Games Distribution Fee: Initial License	\$206.00
Games Distribution Fee: Annual Renewal Fee	\$31.00
<i>Game = Token or Coin Operated</i>	
Arcade (4+ Devices) Initial License	\$650.00
Arcade (4+ Devices) License per Device	\$31.00 (\$500.00 max/year)
Arcade (4+ Devices) Annual Renewal Fee per Device	\$31.00 (\$500.00 max/year)
Arcade (3 or Less Devices) Initial License	\$31.00
Arcade (3 or Less Devices) License per Device	\$31.00
Arcade (3 or Less Devices) Annual Renewal Fee per Device	\$31.00
Miscellaneous Licensing	
Includes, but not limited to: Contracting Business, Employment Agency, Garage, Laundromat, Manufacturing/Processing, Recreational (bowling, batting cage, laser tag, etc.) Rental Shops, Repair Service, Retail, School, Wholesale	\$31.00
Pawnbroker/Secondhand & Junk Dealer (Non-Transferrable)	
Annual Fee	\$515.00
Peddlers & Vendors	
3-Day License: Initial License/Investigation (Company + 10 employees)	\$55.00
3-Day License: Additional Employees	\$5.00/each
3-Day License: Renewal Fee – 3-days	\$30.00
3-Day License: Current Eastpointe Business	\$35.00
3-Day License: Expedited Processing Fee (within 7 days of event)	\$50.00

City Clerk Fees Cont'd	
Peddlers & Vendors Cont'd.	
90-Day License: Initial License/Investigation (Company + 10 employees)	\$160.00
90-Day License: Additional Employees	\$5.00/each
90-Day License: Renewal Fee – 90-days	\$30.00
90-Day License: Current Eastpointe Business	\$35.00
90-Day License: Expedited Processing Fee (within 7 days of event)	\$50.00
Precious Metal & Gem Dealer	
State Law Fee	\$50.00
Restaurant	
Annual Renewal Fee	\$31.00
Service Stations & Motor Lubricants	
Annual License	\$31.00
First Pump	\$8.00
Additional Pumps	\$4.00/each
Snow Removal	
Annual License	\$20.00
Additional Vehicle	\$5.00/vehicle
Snow Ban Parking Permit	
Per Permit	\$15.00
Tattoo Parlor (Non-Transferrable)	
Initial License/Investigation	\$310.00
Annual Renewal	\$155.00
Theater (Indoor)	
Annual Fee	\$55.00
Trailer Rental Agency	
Annual Fee	\$31.00
Tree Trimmer	
Registration Fee	\$15.00/vehicle
Used Car Lot/Sales	
Initial License/Investigation	\$155.00
Annual Renewal Fee	\$31.00
Vending Device	
Coin-operated children's amusement	\$15.00/device
Coin-operated billiards table	\$15.00/table
Coin-operated vending (food, tobacco, beverage)	\$10.00/device

City Clerk Fees Cont'd	
Voter Information	
Voter Listing on USB/Email	\$20.00
Weekly AV Report by Email	\$1.00/per page
Precinct Map	\$2.50
<i>*Licensing fees are in addition to the general business license fee</i>	

City Manager Fees	
Freedom of Information Act Requests	
<p>Fees will be administered per the Michigan FOIA statute for the costs associated with processing requests. For additional details please review the policy linked below.</p> <p>https://www.cityofeastpointe.net/government/freedom of information act (foia).php</p>	

Finance Fees	
Recreate Tax Bill	\$2.00
Recreate Water Bill	\$2.00
Monthly Water Bill – Mailed in United States	No Charge
Monthly Water Bill – Emailed	No Charge
Monthly Water Bill – Mailed Non-U.S.	Current USPS Rate
Duplicate Monthly Water Bill – Mailed	Current USPS Rate + \$.25
Duplicate Monthly Water Bill – Emailed	No Charge
Create Final Water Bill	\$10.00
Returned Check Charge	\$42.00
Create Tax Certification	\$10.00

Fire Fees	
Fire Investigation Fees	
Audio CD (Dispatch Recordings)	\$75.00
Basic Fire/Ambulance Report	\$10.00
Investigative Fire Report (report, drawings, field notes, witness statements, etc.)	\$50.00
Mailing Fee (Certified)	\$10.00
Paper Copies	\$1.00/First Page, \$0.50/each additional page
Photos: 5"X7"	10.00
Photos: 8"X10"	\$15.00
Photos: Photo CD	\$50.00
Fire Prevention User Fee	
Annual Fire Inspection	No Charge
Commercial Plan Review	\$100.00
Dry/Wet Fire Suppression Plan Review	\$25.00
False Alarm Fee: 1 st Response	No Charge
False Alarm Fee: 2 nd Response	\$115.00
False Alarm Fee: 3 rd Response	\$270.00
False Alarm Fee: 4 th Response+	\$550.00
<i>False Alarm Fees are totaled within a 12-month period.</i>	
Fire Alarm Plan Review	\$50.00
LLC Inspection	\$75.00
New Business License (C of O)	\$75.00
Reinspection: 1 st Visit	No Charge
Reinspection: 2 nd Visit	\$125.00
Reinspection: 3 rd Visit	\$200.00
Reinspection: 4 th Visit +	\$325.00
Sprinkler Plan Review, Plus Witness Hydrostatic & Flow Test: 1-100 Heads	\$225.00
Sprinkler Plan Review, Plus Witness Hydrostatic & Flow Test: 101-20 Heads	\$250.00
Sprinkler Plan Review, Plus Witness Hydrostatic & Flow Test: 200+ Heads	\$350.00
Witness Fire Alarm or Puff Test	\$75.00

Library Fees	
General Fee	
Any Case Not Returned for AV Material	\$2.50
Lost AV/Damaged Material	Replacement Cost + \$5.00 Processing Fee
Lost/Damaged Book	Replacement Cost + \$10.00 Processing Fee
Lost/Damaged Magazine	\$3.00
Non-Resident Card (Outside Cooperative)	\$200.00/Year
RFID Tag Removed	\$2.00
Barcode Removed	\$1.00
Billing Fee	\$5.00
Loan Fines:	
Wi-Fi Hotspots	\$1.00/Day
Library of Things	\$1.00/Day
Maximum Fines	
Wi-Fi Hotspots	\$20.00
Library of Things	\$20.00

Police Department Fees	
General Fees	
Audio Tape	\$25.00
Black & White Photographs	\$5.00/Page
Color Photographs	\$10.00/Disc
Compact Disc/DVD	\$25.00/Disc
False Alarm Fee – 1 st Event	No Charge
False Alarm Fee – 2 nd Event	\$25.00
False Alarm Fee – 3 rd Event	\$50.00
False Alarm Fee – 4 th Event	\$100.00
False Alarm Fee – 5 th Event	\$150.00
False Alarm Fee – 6 th Event or More	\$250.00
Fingerprints	\$20.00
Ice Cream Truck: Inspection	\$35.00
Ice Cream Truck: Reinspection	\$35.00
Impounded Vehicles	\$60.00
Purchase Permit Requiring Notarization (Duplicate or Replacement)	\$15.00
Preliminary Breath Tests	\$10.00/Resident \$20.00/Non-Resident
Public Vehicle License – Original/Renewal	\$20.00
Gun Purchase Permit	\$10.00 per weapon
Record Check/CCH	MSP Form
Release of Prisoner Property	\$15.00
Defective Equipment Inspection Fee	\$5.00/resident or \$10.00/non-resident
Drug Kits	\$10.00 Single Panel (THC or Opioids) \$25.00 Multi-Panel
Animal Control Fees	
Microchip	\$25.00 per dog returned
Boarding Overnight	\$30.00/day
Owner Surrender	\$100.00
Humane Euthanasia	\$100.00
Impound	\$35.00/day
Disposal (Domestic)	\$20.00
Liquor License Fees (Non-Refundable)	
Application for SDM/SDD	\$600.00
Application for Class B, C, Private Club, Tavern	\$1,000.00
Drop/Add Names (Immediate Family or Shareholder Partial Transfer)	\$150.00
Temporary Liquor License	\$50.00

Public Works Fees	
Rubbish	Current Labor and Benefit rate charged in increments of one hour, per employee. One hour of supervision time will be charged for each pick-up. Equipment: Current State Schedule C Rental Rates
Solid Waste Collection & Disposal	\$15.56 per month per residential address
Disposal – Less than a Pick-Up Truck Load	\$30.00
Disposal – Full Pick-Up Truck Load	\$60.00
Disposal – Dump Truck Load	\$100.00 + dump fees
Signs – Damaged or New	Cost of Material, Labor, Benefits, Equipment + 10% administrative fee
Sidewalk Assessment Program	Actual Construction Cost + 10% Administrative Fee
Trees – Private Trees That Fall Into ROW	Cost of Material, Labor, Benefits, Equipment + 10% Administrative Fee
Fee in Lieu of Tree	\$500.00
Memorial Tree and Plaque	\$300.00
Showmobile (Requires Proof of Liability Insurance)	
Daily Rental Rate	\$175.00
Engineering & Architectural	
Plan Review	Consultant fee + 15% administrative fee
Plan Revision Review	Consultant fee + 15% administrative fee
Engineering Bid Packet	Consultant fee + 15% administrative fee
R.O.W Permits	
Review Fees – Public Improvements	Consultant fee + 15% administrative fee
Review Fees – Privately Owned Facility	Consultant fee + 15% administrative fee
Inspection	Consultant fee + 15% administrative fee
Telecommunications R.O.W. Application Fee	\$550.00
Inspection Fee	Consultant fee + 15% administrative fee
Alley, Right of Way, and Easement Vacations	Attorney & Consultant Fees + \$250.00
Easement Encroachments	Attorney & Consultant Fees + \$275.00

Water/Sewer Fees	
<i>*Customer to engage licensed contractor to do specified work.</i>	
Water Tap & Meter Fees	
5/8" – 6" Service	Permit + Meter + Concrete Replacement Cost + 10% Administrative Fee
Meter Only	Cost + 10% Administrative Fee
Water Disconnection Fee at Stop Box or Main	
With Return of Meter & MTU	Labor + Material + Equipment + 10% Administrative Fee
Without Return of Meter & MTU	Labor + Material + Equipment + Cost of Meter & MTU + 10% Administrative Fee
Construction Water Use	
Hydrant at Water Department	Up to 3,000 gallons - \$125.00 Over 3,000 gallons - \$125.00 + \$15 for each additional unit
Hydrant within City Boundaries	Deposit of \$2,000.00 required for the Hydrant Meter and Backflow Prevention Mechanism
Hydrant Flow Testing, Inspection Fee	\$150.00
Hydrant Flow Testing; if Salt is Needed	\$225.00
Usage of Fire Hydrant without Permit	\$500.00
Frozen Meter Charges (With Service Charge)	
5/8" – 4"	Actual Meter Cost + \$180.00
Damage to City Water & Sewer Appurtenances	
Repair Costs	Labor + Material + Equipment + 10% Administrative Fee
No-Show for Appointment	
Fee	\$90.00
Overtime Charge for Water & Sewer Service	
Monday – Saturday	\$180.00
Sundays & Holidays	\$300.00
Turn Water Stop Box On Without City Approval	
With Meter Set Correctly	\$200.00
Without Meter Set Correctly	\$500.00
<i>*100 Units – City May Prosecute for usage and any costs of damaged units</i>	
Residential Meter Tampering	
50 Units	City May Prosecute \$100.00 + charges for Service Call
Commercial Meter Tampering	
50 Units	City May Prosecute \$200.00 + charges for Service Call

Water/Sewer Fees Cont'd	
By-Pass Violations	
100 Units	City May Prosecute \$500.00 + Service Call
<i>*Cost of damages to equipment will be added to all above costs</i>	
Water Meter Testing	
Customer Requested	\$125.00
City Requested	No Charge
Water Meter Size Change	
Fee	Meter Cost + \$180.00 (Customer Must Engage Licensed Plumber)
Sewer Tap and Repair	
Permit & Inspection *Surety Bond Required with City Listed as Additionally Insured Party	\$125.00
Sewer Tap Disconnection	
Fee	Contractual Cost + Permit + 10% Administrative Fee
Concrete/Street Repair	
Full Panel (10'x10')	\$800.00
City Order Repair of Sanitary Sewer Service	
Fee	Contractual Cost + 20% Administrative Fee + Permit
Water Shut-Off Policy Charge	
Fee	\$125.00
Service Line Assurance Program (S.L.A.P)	
Monthly Charge	\$6.00

CERTIFICATION

We, Monique Owens, Mayor, and Mariah Walton, City Clerk, for the City of Eastpointe, Macomb County, Michigan, do hereby certify that the foregoing Ordinance No. 23-1234 was duly adopted by the City Council after a second reading thereof, at a regular meeting of said Council held on Tuesday, May 16, 2023.



Monique Owens, Mayor

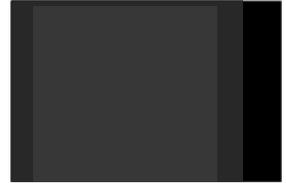


Mariah Walton, City Clerk

City of Detroit

CITY COUNCIL

GABRIELA SANTIAGO-ROMERO
COUNCIL MEMBER, DISTRICT 6



MEMORANDUM

TO: David Whitaker, Director
Legislative Policy Division
Tanya Stoudemire, Chief Financial Officer
Office of the Chief Financial Officer

THRU: Council President James Tate

FROM: Council Member Gabriela Santiago-Romero 

DATE: February 2, 2026

RE: Centralized Fee Schedule for City Services

The City of Eastpointe, Michigan has an ordinance in place establishing a Centralized Fee Schedule for all fee-based services, records, and programs provided by that City. (Ordinance No. 23-1234)

In the spirit of increasing the transparency and accessibility of fee-based City of Detroit services, such as permitting, application, inspection, and registration, please answer the following questions:

1. Does the City of Detroit have an existing, publicly accessible centralized fee schedule, for public records, city services, and programs?
 - a. If not, can the LPD and OFCO compile a report detailing what information, resources, and coordination would be required for such a system to take shape in the city of Detroit?
2. Could such a system be maintained via a publicly accessible Smartsheet dashboard, similar to the City of Detroit's Directory of Departments?
3. If requested, can the Legislative Policy Division provide draft language for an ordinance that would compel the creation and maintenance of a publicly accessible centralized fee schedule?

Please do not hesitate to contact my office if you have any questions. Thank you.

Cc: Honorable Detroit City Council
Louise Jones, City Clerk's Office
Malik Washington, City Council Liaison