

RESOLUTION 23-14

A RESOLUTION SETTING FEES, COSTS, AND CHARGES (A FEE SCHEDULE)

EFFECTIVE JULY 18, 2023

**WHEREAS**, the Town Council acknowledges there are fees and costs identified in the Town of Jackson Municipal Code; and

**WHEREAS**, the Town Council acknowledges that in order to continue to maintain quality community services, fee amounts need to be reviewed on an ongoing basis and adjusted from time to time to offset the cost of providing those services; and

**WHEREAS**, the Town Council plans to expand community engagement during the annual budget process to include fee updates; and

**WHEREAS**, on March 15, 2021, the Town Council approved Ordinance 1280 which amended and reenacted sections of the Jackson Municipal Code allowing fees that may be set by resolution, to be set by resolution, and removes those fees from the Jackson Municipal Code; and

**WHEREAS**, The Town Council, by adoption of this resolution amends the **Town of Jackson Fee Schedule**, attached hereto as **Appendix A**; and

**WHEREAS**, this Fee Schedule is not applicable to governmental entities doing business with the Town of Jackson, nor is it applicable for interdepartmental transactions; and

**NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING**, having duly met on July 17, 2023, at a Regular Town Council Meeting, which was properly noticed and open to the public, and having fully considered the matter at hand, that the fee schedule is hereby amended as follows:

The Jackson Town Council adopts this Resolution #23-14, replacing the previous Town of Jackson Fee Schedule, with the updated Fee Schedule attached hereto as Appendix A.

**PASSED, APPROVED, AND ADOPTED** this 17<sup>th</sup> day of July 2023.

TOWN OF JACKSON

\_\_\_\_\_  
Hailey Morton Levinson, Mayor

ATTEST:

\_\_\_\_\_  
Riley Taylor, Town Clerk

**RESOLUTION 23-14, APPENDIX A  
FEE SCHEDULE, EFFECTIVE 7/18/2023**

*This Schedule excludes Water, Sewer, and Capacity Fees found in Title 13*

<b>Business License</b>		<b>\$ Current Fee</b>
5.16.010	<b>Sales Tax Collecting</b>	
	less than 10 employees	126.00
	11-49 employees	252.00
	50-99 employees	378.00
	100 employees, or more	630.00
5.16.020	<b>Non-Sales Tax Collecting</b>	
	less than 10 employees	164.00
	11-49 employees	365.00
	50-99 employees	492.00
	100 employees, or more	819.00
5.16.025	<b>Independent Contractors and Agents</b>	126.00
5.16.027	<b>Commercial Rentals</b>	128.00
5.16.027	<b>Residential Rentals</b>	128.00
5.06.130	<b>Solicitation - Commercial</b>	128.00
5.06.150	<b>Solicitation - Highway or Street</b>	128.00
5.60.040 C	<b>Short Term Rental</b>	114.00
5.20.010	<b>Installation Permit</b>	32.00
5.32.040	<b>Pawnbroker</b>	33.00
5.20.020	<b>Exposition Licenses</b>	
	5 or fewer vendors; for-profit expositions	131.00
	more than 5 vendors; for-profit expositions	263.00
	5 or fewer vendors; non-profit expositions	66.00
	more than 5 vendors; non-profit expositions	131.00
5.12.080 A	<b>Application Fee, Non-Refundable Portion</b>	
	processing fee for denied license	47.00
5.12.080 B	<b>Renewal Late Fee</b>	
	\$32 per month on January 30th not to exceed \$128	32.00
5.12.130	<b>Change of Location Fee</b>	
	notice given on new application	47.00
<b>Ground Transportation</b>		<b>\$ Current Fee</b>
5.50.040 B	<b>Transportation License</b>	
	< 10 employees	126.00
	> 10 employee	252.00
5.50.050 B	<b>Vehicle License Permit</b>	
	>30 mpg	48.00
	< 30 mpg	72.00
5.50.060 B	<b>Operator License Permit</b>	
	new	120.00
	renewal	61.00
5.50.085	<b>Taxi Fares</b>	
	see Resolution #21-10 "A RESOLUTION ESTABLISHING A GROUND TRANSPORTATION FARE MAP"	
	<a href="https://www.jacksonwy.gov/575/Taxi-Fee-Information">https://www.jacksonwy.gov/575/Taxi-Fee-Information</a>	

<b>Miscellaneous</b>		<b>\$ Current Fee</b>
<b>Public Records</b>		
<b>Copy</b>		
electronic document, <i>per document</i>		11.00
black and white paper		0.27 /page
color paper		0.53 /page
<b>Plotted Map</b>		
size 11x17, each		15.00
size 24x36, each		38.00
size 36x54, each		53.00
<b>Photograph</b>		15.00
<b>Police Report</b>		15.00
<b>LDRs and Comprehensive Plan</b>		62.00
<b>Research / Compilation Services</b>		16.00
<b>External electronic media (disk, usb drive, etc.)</b>		15.00
<b>Postage / shipping</b>		actual cost
<b>Other special circumstances</b>		actual cost
<b>Vehicle Inspection</b>		10.00
<b>Public Intoxication Administrative Fee (Set by Ordinance)</b>		25.00
<b>DUI Administrative Fee (Set by Ordinance)</b>		
Convicted		800.00
Deferred		750.00
<b>Boot list Administrative Fee (Set by Ordinance)</b>		50.00
<b>Municipal Court Record Search</b>		10.00
<b>Jackson Hole Airport</b>		<b>\$ Current Fee</b>
2.36.120	<b>Passenger Boarding Fee</b>	
	Per passenger enplaning commercial aircraft, not to exceed	6.00
<b>Liquor License</b>		<b>\$ Current Fee</b>
6.20.006 C	<b>Annual Liquor License</b>	
	Bar and Grill: renewal	3,000.00
	Bar and Grill: new application	10,500.00
	Limited Retail (Club)	500.00
	Microbrewery	500.00
	Resort	3,000.00
	Restaurant	3,000.00
	Retail	1,500.00
	Satellite Manufacturer	100.00
	Satellite Winery	100.00
	Winery	500.00
6.20.006 D	<b>Temporary, 24-Hour Permits</b>	
	Catering	50.00
	Malt Beverage	50.00
	Manufacturer's Off-Premises	100.00
<b>Animal Shelter Impounding, Board, Adoption</b>		<b>\$ Current Fee</b>
7.02.040 B	<b>Capture of Animals, Impoundment</b>	
	First	33.00
	Same animal, second within one year	46.00
	Same animal, third within one year	65.00
	Same animal fourth and more within one year	130.00
	<b>Impoundment, Boarding</b>	
	First 24-hours included in impoundment fee	-
	per animal for each 24-hours	19.00
7.02.050	<b>Adoption</b>	
Res 09-04	Dog, impounded for 7+ days	117.00
Res 09-04	Cat, impounded for 7+ days	101.00

<b>Animal Control, Dog and Cat License</b>		<b>\$ Current Fee</b>
7.12.020	<b>Dog, annual fee</b>	64.00
	<b>Cat, annual fee</b>	64.00
	<b>Owner Surrender</b>	37.00
	<b>Rabies voucher</b>	27.00
	<b>Teton County License</b>	27.00
	Altered	11.00
	Unaltered	27.00

<b>Health and Safety, Alarms</b>		<b>\$ Current Fee</b>
8.32.090	<b>Police response to a false alarm</b>	207.00

<b>Waste Reduction Fee (Plastic Bag)</b>		<b>\$ Current Fee</b>
8.36.020 J	<b>Consumer Waste Reduction Fee, paper or plastic bag</b>	0.20
8.36.050 A	Store retains	0.10
8.36.050 B	Remit to Town of Jackson	0.10
8.36.070 D	Late remittance to Town of Jackson	10.00
8.36.070	<b>Audit and Violations</b>	
8.36.070 C	First conviction	55.00
8.36.070 C	Second conviction	110.00
8.36.070 C	Third Conviction goes to Municipal Court	-

<b>Encroachment Permit</b>		<b>\$ Current Fee</b>
12.08.030	<b>Encroachment Agreements</b>	
	Deposit on Application: Non-Refundable, applied to final request	50.00
	Request for Encroachment	601.00
	Encroachment Agreement	601.00
	Crane in PROW (set in crane agreements, per license)	
	Crane Swing in PROW (set in crane agreements, per license)	
	Amendments to Agreements: Half the cost of the Agreement Fee	
	Compliance Fees: Two times the regular fee (Failure to obtain permit prior to commencing the work)	
12.08.060	<b>Encroachment Activity:</b>	
	Minimum Fee: Non-Refundable, applied to full Permit Fee	50.00
	Amendment to Permit: Non-refundable	25.00
	Utility Excavation in public street - per utility	500.00
	Utility Excavation in public alley - per utility	300.00
	Utility Excavation in public easement - per utility	300.00
	Driveway cuts/curb cuts installation/replacement - each	180.00
	Curb and gutter installation - each block	180.00
	Sidewalk installation - each block	180.00
	Construction-related, occupy street travel lane - per 50 ft of lane/day	75.00
	Construction-related, occupy bike travel lane/pathway/cycle track - per 50 ft of lane/day	20.00
	Construction-related, occupying sidewalk and buffer area - per 50 ft of lane/day	15.00
	Construction-related, occupy public alley - per day	180.00
	Construction-related, occupy time-restricted parking space - per space/day	89.00
	Construction-related, occupy non-time restricted parking space - per space/day	50.00
	House moving, per Town staff assistance	45.00
	Other, as deemed appropriate by Public Works Director	
	Compliance Fees: Two times the regular fee (Failure to obtain permit prior to commencing the work)	
	Excavation, Construction, and Occupancy fees are cumulative	
	Fees are per the table unless otherwise noted, conditioned, or regulated (e.g. restrictions for winter snow removal ordinance). Minimum permit fees may apply. Minimum pay quantity is as shown.	
	Fees, other than the Deposit on Permit, are non-refundable unless staff determines that it was notified prior to the permitted dates that the permit activity would not occur.	

Full lane closure is inclusive of adjacent parking, does not include sidewalk and buffer area fee.

Fee Waivers are in accordance with the Planning Permit Fee Waiver policy or other established agreements.

**Special Event Permit** **\$ Current Fee**

12.28.050 F	<b>Applicants:</b>	
	Non-Profit	29.00
	For-Profit, including commercial film/photo	1,000.00
	Expressive Activity	-

**Planning Permit** **\$ Current Fee**

<b>Fee Waiver</b>		
The Town Council may reduce, defer, or waive application fees upon request if the proposed project advances significant community goals, which include but are not limited to, the following:		
1. A project that is sponsored by a governmental entity, or a project that received public funding.		
2. A project that provides extraordinary charitable, civic, educational, or similar benefits to the community.		
Such requests shall be submitted, for action by the Town Council, to the Planning Director within 30 days of receipt and prior to the submittal of an application. All requests shall be made prior to initiating a project as set forth in LDR Division 5100.		
Fees are non-refundable once processing has commenced unless staff has determined that the permit is unnecessary.		
<b>General Pre-Application Conference</b> (per Pre-App meeting)		
	Sketch Plan, Special Use, Planned Unit Development	767.00
	Conditional Use, Development Plan, Map Amendment	384.00
	Development Option Plan	384.00
	Grading & Erosion Control	192.00
	Optional/Elective Conference with:	
	Staff	192.00
	Planning Commission or Town Council	original fee
	Design Review Committee	255.00
<b>Physical Development</b>		
	Sketch Plan, Development Plan	3,198.00
<b>Sign Permit</b>		
	Per Sign	96.00
	Master Signage Plan	384.00
<b>Basic Use Permit</b>		
		640.00
<b>Conditional Use Permit</b>		
	Use Permit only	3,198.00
	Concurrent with application requiring public hearing	640.00
<b>Special Use Permit</b>		
		3,198.00
<b>Development Option or Subdivision</b>		
	Development Option Plan	640.00
	Subdivision Plat, <i>plus technical review fee</i>	1,279.00
	Exempt Land Division	no charge
<b>Boundary Adjustment</b>		
	Plat Required, <i>plus technical review fee</i>	1,279.00
	Without Plat, <i>plus technical review fee</i>	576.00

<b>Interpretations</b>	
Formal Interpretation	640.00
Zoning Compliance Verification	640.00
<b>Amendments</b>	
LDR Text	1,919.00
Zoning Map	1,919.00
Planned Unit Development	1,919.00
<b>Relief</b>	
Administrative Adjustment	640.00
Variance	640.00
Appeal of Administrative Decision	640.00
Beneficial Use Determination	1,279.00
<b>Enforcement</b>	
After-the-Fact Permit	initial fee x 2
<b>Amendments of Permits or Approvals</b>	
Re-Submittal while in review process	half initial fee
To approved plans and permits, <i>fee for permit review required by net change in density/intensity</i>	calculation
To condition requiring Council approval	640.00
<b>Miscellaneous</b>	
Administrative decision elevated to public hearing	640.00
Planner of Day, miscellaneous services, research, <i>per hour</i>	100.00

<b>Building Permit (IBC)</b>		<b>\$ Current Fee</b>
15.04.020 7	<b>Deposit on Building Permit</b>	
	Non-refundable, applied to full BP fee	532.00
15.04.090	<b>New Buildings and Additions</b>	
	Single Family Residence	1.60/sf
	Commercial, Office, Multi-family and similar	1.06/sf
	Warehouse, storage and similar	1.06/sf
15.04.090	<b>Remodels and Alterations</b>	
	<u>Total Valuation</u> <u>Fee Calculation</u>	
	\$1 to 17,000	272.00
	\$17,001 to 40,000	\$272 for the first \$17,000 plus \$11 for each additional \$1000 or fraction thereof, to and including \$40,000
	\$40,001 to 100,000	\$518 for the first \$40,000 plus \$9 for each additional \$1,000 or fraction thereof, to and including \$100,000
	\$100,001 to 500,000	\$1,093 for the first \$100,000 plus \$7.00 for each additional \$1,000 or fraction thereof, to and including \$500,000
	\$500,001 to \$1million	\$4,072 for the first \$50,000 plus \$5 for each additional \$1,000 or fraction thereof, to and including \$100,000
	\$1,000,001 to \$5million	\$6,732 for the first \$100,000 plus \$3 for each additional \$1,000 or fraction thereof, to and including \$5,000,000
	\$5million +	\$19,501 for the first \$500,000 plus \$1 for each additional \$1,000 or fraction thereof
15.04.090	<b>Other Inspections</b>	
	Plan review assessed @ 65% of building permit fee	
	outside normal business hours	106.00/hr
	Re-inspection under Section 305(g)	80.00/hr
	No fee specifically indicated	80.00/hr
	Review of revisions made to Approved Plan	106.00/hr

<b>Mechanical Permit (IMC)</b>		<b>\$ Current Fee</b>
15.12.030	<b>Mechanical / Fuel Gas Permit</b>	
	For the issuance of each permit	53.00
	For issuing each supplemental permit	21.00
	Install or relocate gravity/forced air furnace to 100,000 btu/h	27.00
	Install or relocate gravity/forced air furnace over 100,000 btu/h	32.00
	Install or relocate each floor furnace, including vent	23.00
	Install or relocate suspended, recessed or floor mounted heater	23.00
	Install, relocate or replace appliance vent	16.00
	Repair or alter any heating, cooling, absorption or evaporative system	21.00
	Install or relocate boiler or compressor to 3 hp	23.00
	Install or relocate absorption system to 100,000 btu/h	23.00
	Install or relocate boiler or compressor 3-15 hp	43.00
	Install or relocate absorption system 100,000-500,000 btu/h	43.00
	Install or relocate boiler or compressor 15-30 hp	59.00
	Install or relocate absorption system 500,000-1,000,000 btu/h	59.00
	Install or relocate boiler or compressor 30-50 hp	90.00
	Install or relocate absorption system 1,000,000-1,750,000 btu/h	90.00
	Install or relocate boiler or compressor over 50 hp	160.00
	Install or relocate absorption system over 1,750,000 btu/h	160.00
	Each air-handling unit up to 10,000 cfm and attached ducts	21.00
	Each air-handling unit over 10,000 cfm	32.00
	Each evaporative cooler other than portable type	21.00
	Each ventilation fan attached to a single duct	16.00
	Each ventilation system not part of heating or air conditioning system	21.00
	Installation of hood system serving any mechanical exhaust, including ducts	21.00
	Install or relocate domestic type incinerator	32.00
	Install or relocate commercial or industrial incinerator	122.00
	Install, relocate or alter any unclassified equipment	21.00
	Install Hydronic Heating- up to 1000 sq. ft	23.00
	Install Hydronic Heating- 1001 sq. ft. - 2500 sq. ft	37.00
	Install Hydronic Heating- 2501 sq. ft. - 5000 sq. ft	53.00
	Install Hydronic Heating- 5001 sq. ft. and over	80.00
	Gas-piping Systems to 5 outlets	16.00
	For each additional Gas-piping System outlet, per outlet	5.00

15.12.030	<b>Inspections</b>	
	Inspections outside normal business hours	106.00/hr min
	Re-inspection fee	80.00/hr min
	For which no fee is specifically indicated	80.00/hr min
	Additional plan review required by changes, additions, or revisions to approved plans (minimum charge 1 hour)	106.00/hr min

<b>Electrical Code</b>		<b>\$ Current Fee</b>
15.20.010 3	<b>Valuation of Electrical Work</b>	
	1.00 to 500	38.00
	500.01 to 600	44.00
	600.01 to 700	49.00
	700.01 to 800	53.00
	800.01 to 900	59.00
	900.01 to 1,000	64.00
	1,000.01 to 1,100	68.00
	1,100.01 to 1,200	73.00
	1,200.01 to 1,300	79.00
	1,300.01 to 1,400	84.00
	1,400.01 to 1,500	88.00
	1,500.01 to 1,600	94.00
	1,600.01 to 1,700	99.00
	1,700.01 to 1,800	103.00
	1,800.01 to 1,900	109.00
	1,900.01 to 2,000	114.00
	2,000.01 to 3,000	129.00

3,000.01 to 4,000	149.00
4,000.01 to 5,000	168.00
5,000.01 to 6,000	188.00
6,000.01 to 7,000	209.00
7,000.01 to 8,000	229.00
8,000.01 to 9,000	249.00
9,000.01 to 10,000	269.00
10,000.01 to 11,000	288.00
11,000.01 to 12,000	309.00
12,000.01 to 13,000	329.00
13,000.01 to 14,000	349.00
14,000.00 to 15,000	369.00
15,000.01 to 16,000	389.00
16,000.01 to 17,000	429.00
17,000.01 to 18,000	449.00
18,000.01 to 19,000	469.00
19,000.01 to 20,000	489.00
20,000.01 to 21,000	510.00
21,000.01 to 22,000	529.00
22,000.01 to 23,000	549.00
23,000.01 to 24,000	569.00
24,000.01 to 25,000	591.00
25,000.01 to 50,000 = \$591.00 for the first \$25,000.00, plus \$11.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00	
50,000.01 to 100,000 = \$966.00 for the first \$50,000.00, plus \$10.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00	
100,000.01 and Up = \$1,467.00 for the \$100,000.00 plus \$8.00 for each additional \$1,000.00 or fraction thereof	
Connect all temporary services	35.00

<b>Plumbing Permits</b>		<b>\$ Current Fee</b>
15.24.030	<b>Plumbing and Fuel Gas Permits</b>	
	For issuing each permit	53.00
	For each plumbing fixture on one trap or set of fixtures on one trap (including water, drainage piping and backflow protection)	16.00
	For each building sewer and trailer park sewer	27.00
	Rainwater systems – per drain (inside building)	16.00
	For each water heater and/or vent	16.00
	For each gas-piping system of one to five outlets	16.00
	For each additional gas-piping system outlet, per outlet	5.00
	For each industrial waste pretreatment interceptor including its trap and vent, excepting kitchen type grease interceptors functioning as fixture traps	16.00
	For each installation, alteration or repair of water piping and/or water treating equipment, each fixture	16.00
	For each repair or alteration of drainage or vent piping, each fixture	16.00
	For each lawn sprinkler system on any one meter including backflow protection devices	16.00
	For atmospheric-type vacuum breakers not included in Item #10:	-
	1 to 5 each	16.00
	over 5 each	5.00
	For each backflow protective device, other than atmospheric-type vacuum breakers:	-
	2 inch diameter and smaller	16.00
	over 2 inches in diameter	27.00
	Install Hydronic Heating- up to 1000 sq. ft	23.00
	Install Hydronic Heating- 1001 sq. ft. - 2500 sq. ft	37.00
	Install Hydronic Heating- 2501 sq. ft. - 5000 sq. ft	53.00
	Install Hydronic Heating- 5001 sq. ft. and over	80.00
	For each Fire Sprinkler System	16.00
	<b>Inspections</b>	
	Inspections outside normal business hours	106.00/hr min
	Re-inspection fee	80.00/hr min



Inspections for which no fee is specifically indicated	80.00/hr min
Additional plan review required by changes, additions, or revisions to approved plans (minimum charge 1 hour)	106.00/hr min

<b>Flood Damage Prevention</b>	<b>\$ Current Fee</b>
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15.30.110	<b>Floodplain Development Permit</b>	
	Deposit on Permit: Non-Refundable, applied to full Permit Fee	50.00
	Scale of project is determined by the Floodplain Administrator and examples of projects are included in the application:	
	Small Scale	300.00
	Large Scale	750.00
	Floodplain Map Revision (CLOMR and LOMR) Application	1,200.00
	Permit Revisions: half the cost of the original permit	
	Variance Application	750.00
	No Fee Specifically Indicated	150.00/hour
	Compliance Fees: Two times the regular fee (Failure to obtain permit prior to commencing the work - not including Emergency Waiver)	
	Third Party Technical Review	actual cost

<b>Contractor Licensing</b>	<b>\$ Current Fee</b>
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15.36.040 i	<b>Classification:</b>	
	General Contractor (Class A)	426.00
	Building Contractor (Class B)	426.00
	Building Contractor Restricted (Class Br)	426.00
	Residential Contractor (Class C)	426.00
	Electrical Contractor	426.00
	Low Voltage Electrical Contractor	426.00
	Plumbing Contractor	426.00
	HVAC Contractor	426.00
	Woodstove/Gas Stove Installer	426.00
	Gas Service Contractor	426.00
	Lawn Sprinkler Installer	426.00
	Water Conditioning Installer	426.00
	Refrigerator Contractor	426.00
	Fire Sprinkler Contractor	426.00
15.36.050 G	<b>Certificates of Qualification</b>	
	Initial Certificate	160.00
	Renewal of Certificate	80.00

<b>Demolition Standards</b>		<b>\$ Current Fee</b>
15.38.010	<b>Demolition Permit</b>	
	Deposit on Permit: Non-Refundable, applied to full Permit Fee	50.00
	Demolition Permit	250.00
	Permit Revisions: half the cost of the original permit	
	No Fee Specifically Indicated	150.00/hour
	Compliance Fees: Two times the regular fee (Failure to obtain permit prior to commencing the work - not including Emergency Waiver)	
	Third Party Technical Review	actual cost

<b>Grading, Erosion Control, and Stormwater Management</b>		<b>\$ Current Fee</b>
LDR: 5.7	<b>Grading Permit</b>	
	Deposit on Grading Permit: Non-Refundable, applied to full Grading Permit Fee	50.00
	Individual Residential (Primary + 1 accessory):	
	Statement	200.00
	Plan Level	600.00
	Multi-Unit Residential (3+ Units)	
	Statement	200.00/unit
	Plan Level	350.00/unit
	Multi-Lot Residential/Subdivision: Plan Level Only	350.00/lot
	Commercial Development: \$0.10/square foot of total development area; minimum fee \$200	
	Permit Revisions: half the cost of the original permit	
	Fee Specifically Indicated: \$100/hour/reviewer	
	Compliance Fees: Two times the regular fee (Failure to obtain permit prior to commencing the work - not including Emergency Waiver)	
	Third Party Technical Review	actual cost

<b>Cemetery</b>		<b>\$ Current Fee</b>
Res 05-28	<b>Fees:</b>	
	Internment - Open/Close Full	493.00
	Internment - Open/Close Cremation	70.00
	Weekend / Holiday Charge	140.00
	Deed Filing Fee	28.00
	Winter Charge ( Dec 1 - April 30 )	140.00
	Plot Purchase - Full	422.00
	Plot Purchase - Cremation/Infant	140.00
	Disinterment - Open/Close Full	634.00
	Disinterment - Open/Close Cremation	140.00