



City of Gaithersburg Fee Schedule – FY19

Amended 9-17-2018

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PLANNING AND CODE ADMINISTRATION - LICENSING

Animal Control

Commercial Kennel License	Application Fee	\$250 Annually	
Pet Shop License	Application Fee	\$250 Annually	
Dog Park Membership	Application Fee	\$60 Annually	
Litter License	Application Fee	Animal Not Whelped	Animal Whelped
		\$25	\$100
Pet License	Application Fee	Spayed/Neutered	\$10
		Spayed/Neutered – Public Assistance or Senior Citizen	\$5
		Not Spayed/Neutered	\$35
		Animal under 1 Year of Age	\$0
		Service Animal	\$0

Business - Miscellaneous

Amusement Machine License	Application Fee	\$150 per Machine	
Donation Box License	Application Fee	\$50	
Home Based Business License	Application Fee	No Impact	Minor Impact
		\$0	\$50
Mobile Food Vendor License	Application Fee	\$250 Annually	
Solicitor License	Application Fee	\$250 Annually	

Electrical

Electrician License - Limited	Application Fee	\$175 Annually	
Electrician License - Master	Application Fee	\$175 Annually	

Fire Protection

Fire System License	Application Fee	< 31 Days Expired	\$65 per System
		<=31 Days or More Expired	\$65 per System



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Rental Housing

Hotel or Motel License	Application Fee	\$50 per Unit
	Reinspection Fee (two failed or missed inspections)	\$50 per Unit

Multi-Family Rental Housing License	Application Fee	\$110 per Unit
	Reinspection Fee (two failed or missed inspections)	\$50 per Unit

Rooming House License	Application Fee	5 or fewer units: \$70 More than 5 units: \$70 plus \$7 per unit for each unit over 5
	Reinspection Fee (two failed or missed inspections)	\$50 per Unit

Single Family Rental License	Application Fee	\$150
	Reinspection Fee (two failed or missed inspections)	\$50 per Unit

Public Swimming Pool

Electrical Safety License	Application Fee	No Charge
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PLANNING AND CODE ADMINISTRATION - PERMITS

Animal Control Traps

Trap Loan	Application Fee	\$75 (Refundable)
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Residential Construction - Model Home Plan Review

Residential – two over two Condo	Application Fee	\$250
	Plan Revision Fee	\$100
	Automation Fee	10% of all application and permit fees

Residential – Duplex	Application Fee	\$250
	Plan Revision Fee	\$100
	Automation Fee	10% of all application and permit fees

Residential – Single Family Detached	Application Fee	\$250
	Plan Revision Fee	\$100
	Automation Fee	10% of all application and permit fees

Residential – Townhouse	Application Fee	\$250
	Plan Revision Fee	\$100
	Automation Fee	10% of all application and permit fees

Residential Construction - New

Detached	Application Fee	\$200
	Home Builder Guaranty Fund	\$50
	Permit Fee – Building	Square Footage 0-5500: \$1100 Square Footage 5500+: \$1300
	Electrical Fee – Under 200 Amps	\$250
	Electrical Fee – Over 200 Amps	\$300
	Mechanical Fee	\$150
	Use and Occupancy Fee	\$150
	Fence Permit Fee	\$35
	Deck Permit Fee	Square footage up to 550 sq. ft.: \$85 Square footage 551 or more: \$140
	Plan Revision Fee	\$200
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$250
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees



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Residential Construction – New (continued)

Duplex	Application Fee	\$200
	Home Builder Guaranty Fund	\$50
	Permit Fee – Building	\$600
	Electrical Fee – Under 200 Amps	\$300
	Electrical Fee – Over 200 Amps	\$350
	Mechanical Fee	\$150
	Use and Occupancy Fee	\$150
	Fence Permit Fee	\$35
	Deck Permit Fee	Square footage up to 550 sq. ft.: \$85 Square footage 551 or more: \$140
	Plan Revision Fee	\$200
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$250
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
Automation Fee	10% of all application and permit fees	

Townhouse	Application Fee	\$200
	Home Builder Guaranty Fund	\$50
	Permit Fee – Building	\$800
	Electrical Fee – Under 200 Amps	\$300
	Electrical Fee – Over 200 Amps	\$350
	Mechanical Fee	\$150
	Use and Occupancy Fee	\$150
	Fence Permit Fee	\$35
	Deck Permit Fee	Square footage up to 550 sq. ft.: \$85 Square footage 551 or more: \$140
	Plan Revision Fee	\$200
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$250
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
Automation Fee	10% of all application and permit fees	



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Residential Construction – New (continued)

Two over Two Condo	Application Fee	\$200
	Home Builder Guaranty Fund	\$50
	Permit Fee – Building	\$800
	Electrical Fee – Under 200 Amps	\$300
	Electrical Fee – Over 200 Amps	\$350
	Mechanical Fee	\$150
	Use and Occupancy Fee	\$150
	Fence Permit Fee	\$35
	Deck Permit Fee	Square footage up to 550 sq. ft.: \$85 Square footage 551 or more: \$140
	Plan Revision Fee	\$200
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$250
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees



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Residential Construction - Improvements

Addition	Application Fee	\$50
	Permit Fee – Building	0.12 per square foot - \$30 minimum or \$350 minimum if project cost exceeds \$20,000
	Homeowner Approved Electric Permit Fee	\$100
	Homeowner Approved Mechanical Permit Fee	1 appliance: \$50 Each additional appliance: \$25
	Plan Revision Fee	\$50
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$250
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees

Basement Egress	Application Fee	\$50
	Permit Fee – Building	0.12 per square foot - \$30 minimum or \$350 minimum if project cost exceeds \$20,000
	Homeowner Approved Electric Permit Fee	\$100
	Plan Revision Fee	\$50
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$250
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees



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Residential Construction – Improvements (continued)

Exterior Alteration	Application Fee	\$50
	Permit Fee – Building	0.12 per square foot - \$30 minimum or \$350 minimum if project cost exceeds \$20,000
	Homeowner Approved Electric Permit Fee	\$100
	Plan Revision Fee	\$50
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$250
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees

Fire Damage Rehabilitation	Application Fee	\$50
	Permit Fee – Building	0.12 per square foot - \$30 minimum or \$350 minimum if project cost exceeds \$20,000
	Homeowner Approved Electric Permit Fee	\$100
	Homeowner Approved Mechanical Permit Fee	1 appliance: \$50 Each additional appliance: \$25
	Plan Revision Fee	\$50
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$250
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
Automation Fee	10% of all application and permit fees	



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Residential Construction – Improvements (continued)

Interior Alteration	Application Fee	\$50
	Permit Fee – Building	0.12 per square foot - \$30 minimum or \$350 minimum if project cost exceeds \$20,000
	Homeowner Approved Electric Permit Fee	\$100
	Homeowner Approved Mechanical Permit Fee	1 appliance: \$50 Each additional appliance: \$25
	Plan Revision Fee	\$50
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$250
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees

Roof Sheathing Replacement	Application Fee	\$50 0.12 per square foot - \$30 minimum or \$350 minimum if project cost exceeds \$20,000
	Homeowner Approved Electric Permit Fee	n/a
	Plan Revision Fee	\$50
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$250
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees



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Commercial Construction - New

Commercial	Application Fee	Project cost equal or greater than \$500,000: \$1,000 Project cost less than \$500,000: Square footage 0-750: \$100 Square footage 751-1,999: \$150 Square footage 2000+: \$250
	Permit Fee – Building (Includes 2 Plan Revisions)	\$.24 per square foot or 1% project cost (whichever is greater) - \$150 minimum
	Permit Fee – Building Third Plan Revision	75% of original permit fee not to exceed \$3,000
	Permit Fee – Building Each Subsequent Plan Revision	100% of original permit fee not to exceed \$5,000
	Permit Fee – Electrical	10% of Permit Fee - Building - \$100 minimum
	Permit Fee – Mechanical	10% of Permit Fee - Building - \$100 minimum
	Permit Fee – Life Safety	10% of Permit Fee - Building - \$100 minimum
	Plan Revision Fee	Building - .22 per square foot of revised area or 1% of the change in project cost (whichever is greater) – \$100 minimum Electrical – 10% of Building Plan Revision Fee, \$100 minimum Mechanical – 10% of Building Plan Revision Fee, \$100 minimum
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees



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Commercial Construction – New (continued)

Apartments	Application Fee	Project cost equal or greater than \$500,000: \$1,000 Project cost less than \$500,000: Square footage 0-750: \$100 Square footage 751-1,999: \$150 Square footage 2000+: \$250
	Permit Fee – Building (Includes 2 Plan Revisions)	\$.24 per square foot or 1% project cost (whichever is greater) - \$150 minimum
	Permit Fee – Building Third Plan Revision	75% of original permit fee not to exceed \$3,000
	Permit Fee – Building Each Subsequent Plan Revision	100% of original permit fee not to exceed \$5,000
	Permit Fee – Electrical	10% of Permit Fee - Building - \$100 minimum
	Permit Fee – Mechanical	10% of Permit Fee - Building - \$100 minimum
	Permit Fee – Life Safety	10% of Permit Fee - Building - \$100 minimum
	Permit Fee – Occupancy	\$150 per dwelling unit
	Plan Revision Fee	Building - .22 per square foot of revised area or 1% revised project cost (whichever is greater) – \$100 minimum Electrical – 10% of Building Plan Revision Fee, \$100 minimum Mechanical – 10% of Building Plan Revision Fee, \$100 minimum
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees



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Commercial Construction – New (continued)

Condos	Application Fee	Project cost equal or greater than \$500,000: \$1,000 Project cost less than \$500,000: Square footage 0-750: \$100 Square footage 751-1,999: \$150 Square footage 2000+: \$250
	Home Builder Guaranty Fund	\$50 per dwelling unit
	Permit Fee – Building (Includes 2 Plan Revisions)	\$.24 per square foot or 1% project cost (whichever is greater) - \$150 minimum
	Permit Fee – Building Third Plan Revision	75% of original permit fee not to exceed \$3,000
	Permit Fee – Building Each Subsequent Plan Revision	100% of original permit fee not to exceed \$5,000
	Permit Fee – Electrical	10% of Permit Fee - Building - \$100 minimum
	Permit Fee – Mechanical	10% of Permit Fee - Building - \$100 minimum
	Permit Fee – Life Safety	10% of Permit Fee - Building - \$100 minimum
	Permit Fee – Occupancy	\$150 per dwelling unit
	Plan Revision Fee	Building - .22 per square foot of revised area or 1% revised project cost (whichever is greater) – \$100 minimum Electrical – 10% of Building Plan Revision Fee, \$100 minimum Mechanical – 10% of Building Plan Revision Fee, \$100 minimum
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
Automation Fee	10% of all application and permit fees	

Telecommunication Facility – New Facility or Co-Location/Replacement	Application Fee	\$80
	Permit Fee	1.5% of Telecom Facility project cost; \$100 minimum
	Permit Fee – Electrical	10% of Permit Fee Telecom Facility; \$100 minimum
	Permit Fee – Mechanical	10% of Permit Fee Telecom Facility; \$100 minimum
	Automation Fee	10% of all application and permit fees
Telecommunication Facility – Small Cell: Private/Non-City ROW	Application Fee	\$80
	Permit Fee	1.5% of Telecom Facility project cost; \$100 minimum
	Permit Fee – Electrical	10% of Permit Fee Telecom Facility; \$100 minimum
	Permit Fee – Mechanical	10% of Permit Fee Telecom Facility; \$100 minimum
	Automation Fee	10% of all application and permit fees



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Commercial Construction – New (continued)

Telecommunication Facility – Small Cell: City ROW	Application Fee	\$80
	Permit Fee	1.5% of Telecom Facility project cost; \$100 minimum
	Permit Fee – Electrical	10% of Permit Fee Telecom Facility; \$100 minimum
	Permit Fee – Mechanical	10% of Permit Fee Telecom Facility; \$100 minimum
	Automation Fee	10% of all application and permit fees
Telecommunication Facility – Small Cell: Planning Commission	Application Fee	\$80
	Planning Commission Review	\$150
	Permit Fee	1.5% of Telecom Facility project cost; \$100 minimum
	Permit Fee – Electrical	10% of Permit Fee Telecom Facility; \$100 minimum
	Permit Fee – Mechanical	10% of Permit Fee Telecom Facility; \$100 minimum
	Automation Fee	10% of all application and permit fees

Commercial Construction - Improvement

Addition / Alteration	Application Fee	Project cost equal or greater than \$500,000: \$1,000 Project cost less than \$500,000: Square footage 0-750: \$100 Square footage 751-1,999: \$150 Square footage 2000+: \$250
	Permit Fee – Building (Includes 2 Plan Revisions)	\$.24 per square foot or 1% project cost (whichever is greater) - \$150 minimum
	Permit Fee – Building Third Plan Revision	75% of original permit fee not to exceed \$3,000
	Permit Fee – Building Each Subsequent Plan Revision	100% of original permit fee not to exceed \$5,000
	Permit Fee – Electrical	10% of Permit Fee - Building - \$100 minimum
	Permit Fee – Mechanical	10% of Permit Fee - Building - \$100 minimum
	Permit Fee – Life Safety	10% of Permit Fee - Building - \$100 minimum
	Plan Revision Fee	Building - .24 per square foot of revised area or 1% revised project cost (whichever is greater) – \$100 minimum Electrical – 10% of Building Plan Revision Fee, \$100 minimum Mechanical – 10% of Building Plan Revision Fee, \$100 minimum
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees



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Commercial Construction – Improvement (continued)

Interior Fit Up	Application Fee	Project cost equal or greater than \$500,000: \$1,000 Project cost less than \$500,000: Square footage 0-750: \$100 Square footage 751-1,999: \$150 Square footage 2000+: \$250
	Permit Fee – Building (Includes 2 Plan Revisions)	\$.24 per square foot or 1% project cost (whichever is greater) - \$150 minimum
	Permit Fee – Building Third Plan Revision	75% of original permit fee not to exceed \$3,000
	Permit Fee – Building Each Subsequent Plan Revision	100% of original permit fee not to exceed \$5,000
	Permit Fee – Electrical	10% of Permit Fee - Building - \$100 minimum
	Permit Fee – Mechanical	10% of Permit Fee - Building - \$100 minimum
	Permit Fee – Life Safety	10% of Permit Fee - Building - \$100 minimum
	Permit Fee - Early Start	\$.10 per square foot - \$200 minimum
	Plan Revision Fee	Building - .24 per square foot of revised area or 1% revised project cost (whichever is greater) – \$100 minimum Electrical – 10% of Building Plan Revision Fee, \$100 minimum Mechanical – 10% of Building Plan Revision Fee, \$100 minimum
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
Automation Fee	10% of all application and permit fees	



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Commercial Construction - Miscellaneous

Foundation	Application Fee	\$200
	Permit Fee – Building	Square footage 2000+: \$0.10 cents per square foot
	Permit Fee – Slab	\$0.05 cents per square foot of slab area
	Plan Revision Fee	\$0.10 cents per square foot of revised area or 1% revised project cost (whichever is greater), \$100 minimum. Additional \$.05 cents of revised slab area.
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees

Use and Occupancy	Application Fee	\$150 per 0-5,000 square feet or fraction thereof
	Occupying Without a Permit Fee	\$200
	Automation Fee	10% of all application and permit fees

Deck

New / Addition / Alteration	Application Fee	Square footage up to 550 sq. ft.: \$85 Square footage 551 or more: \$140
	Homeowner Approved Electric Permit Fee	\$80
	Permit Amendment Fee	\$50
	Plan Revision Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$250
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees



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Demolition/Relocation

Commercial - Entire Building	Application Fee	\$1,000
	Permit Amendment Fee	\$50
	Bond	\$10,000 or Approved Cost Estimate
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees
Commercial - Partial Building	Application Fee	\$200
	Permit Fee	Over 4000 square feet, \$0.05 cents per square foot, minimum \$50
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees
Commercial - Interior Building	Application Fee	\$80
	Permit Fee	Over 5000 square feet, \$0.03 cents per square foot, minimum \$20
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees



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Demolition/Relocation (continued)

Residential - Entire Building	Application Fee	\$1,000
	Bond	\$10,000
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees

Electrical

Temporary Service	Application Fee	\$120
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Residential)	\$250
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Commercial)	\$500
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees

Commercial Addition/Alteration with No Service Change	Application Fee	1-19 receptacles and switches: \$120 20 or more receptacles and switches: \$175 Or 1% of project cost whichever is higher
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees



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Electrical (continued)

Commercial Addition/Alteration with Service Change	Application Fee	1-19 receptacles and switches: \$120 20 or more receptacles and switches: \$175 Or 1% of project cost whichever is higher
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees
Commercial Low Voltage	Application Fee	.5% cost of wiring (labor and materials), \$120 minimum
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$250
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees
Residential Addition or Alteration with No Service Change	Application Fee	\$200
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$250
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees



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Electrical (continued)

Residential Addition or Alteration with Service Change	Application Fee	\$300
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$250
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees

Electrical (continued)

Residential Addition or Alteration with No Service Change – Approved Homeowner Installation	Application Fee	\$100
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$250
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees



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Fence

Commercial New/Addition/Alteration	Application Fee	\$100 or 1% project cost (whichever is greater)
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$250
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees

New / Addition / Alteration	Application Fee	\$35
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$250
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees

Fire Protection

Blasting/Explosives	Application Fee	\$100
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees

Clean Agent	Application Fee	\$50
	Permit Fee (Includes one Plan Revision)	\$1 per pound of agent, \$150 minimum
	Second Plan Revision	75% of Original Permit Fee Not to Exceed \$3,000
	Each Subsequent Plan Revision	100% of Original Permit Fee Not to Exceed \$5,000
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees



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Fire Protection (continued)

Commercial Floor Re-Surfacing	Application Fee	\$50	
	Permit Amendment Fee	\$50	
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500	
	Reinspection Fee	\$200	
	Automation Fee	10% of all application and permit fees	
Fire Alarm - Alteration	Application Fee	\$50	
	Permit Fee (Includes one Plan Revision)	\$15 per device, maximum \$300 per floor altered	
	Second Plan Revision	75% of original permit fee not to exceed \$3,000	
	Each Subsequent Plan Revision	100% of original permit fee not to exceed \$5,000	
	Permit Amendment Fee	\$50	
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500	
	Reinspection Fee	\$200	
	Automation Fee	10% of all application and permit fees	
Fire Alarm - New	Application Fee (Includes one Plan Revision)	\$50	
	Permit Fee	\$300 per Story	
	Second Plan Revision	75% of original permit fee not to exceed \$3,000	
	Each Subsequent Plan Revision	100% of original permit fee not to exceed \$5,000	
	Permit Amendment Fee	\$50	
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500	
	Reinspection Fee	\$200	
	Automation Fee	10% of all application and permit fees	
Fire Marshal Inspection for Mandated Licenses	Application Fee	Group Home	\$50
		Daycare <13 Clients	\$50
		Daycare ≥13 Clients	\$100
		Private School	\$150
		Driving School	\$150
		Health Care	\$300
		Board & Care ≤16 Residents	\$100
		Board & Care > 16 Residents	\$200
		Safety Inspection	\$100



City of Gaithersburg Fee Schedule

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Fire Protection (continued)

Fireworks or Pyrotechnics	Application Fee	Pyrotechnics	Fireworks
		\$100	\$400
	Permit Amendment Fee	\$50	
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500	
	Reinspection Fee	\$200	
	Automation Fee	10% of all application and permit fees	
Hood and Duct - Alteration	Application Fee	\$50	
	Permit Fee (Includes one Plan Revision)	\$25 per nozzle, \$200 maximum	
	Second Plan Revision	75% of original permit fee not to exceed \$3,000	
	Each Subsequent Plan Revision	100% of original permit fee not to exceed \$5,000	
	Permit Amendment Fee	\$50	
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500	
	Reinspection Fee	\$200	
		Automation Fee	10% of all application and permit fees
Hood and Duct - New	Application Fee (Includes one Plan Revision)	\$50	
	Permit Fee	\$200 per System	
	Second Plan Revision	75% of original permit fee not to exceed \$3,000	
	Each Subsequent Plan Revision	100% of original permit fee not to exceed \$5,000	
	Permit Amendment Fee	\$50	
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500	
	Reinspection Fee	\$200	
		Automation Fee	10% of all application and permit fees
Smoke Control System	Application Fee (Includes one Plan Revision)	\$200	
	Second Plan Revision	75% of original permit fee not to exceed \$3,000	
	Each Subsequent Plan Revision	100% of original permit fee not to exceed \$5,000	
	Permit Amendment Fee	\$50	
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500	
	Reinspection Fee	\$200	
		Automation Fee	10% of all application and permit fees



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Fire Protection (continued)

Sprinkler – Add/Alteration	Application Fee	\$50
	Permit Fee (Includes one Plan Revision)	\$4 per sprinkler head, \$25 minimum
	Fire Pump Test	\$200 per pump
	Fire Main Flush/Flow or Hydro Test	\$250 per test witnessed
	Second Plan Revision	75% of original permit fee not to exceed \$3,000
	Each Subsequent Plan Revision	100% of original permit fee not to exceed \$5,000
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees

Sprinkler – New	Application Fee	\$50
	Permit Fee (Includes one Plan Revision)	\$4 per sprinkler head, \$25 minimum
	Fire Pump Test	\$200 per pump
	Fire Main Flush/Flow or Hydro Test	\$250 per test witnessed
	Second Plan Revision	75% of original permit fee not to exceed \$3,000
	Each Subsequent Plan Revision	100% of original permit fee not to exceed \$5,000
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees

Standpipe	Application Fee	\$50
	Permit Fee (Includes one Plan Revision)	\$200 per riser
	Second Plan Revision	75% of original permit fee not to exceed \$3,000
	Each Subsequent Plan Revision	100% of original permit fee not to exceed \$5,000
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees



City of Gaithersburg Fee Schedule

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Fuel Tank

Permanent - Install	Application Fee	\$100 per tank
	Permit Fee	1000 gallons or more: \$100 per tank
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Residential)	\$250
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Commercial)	\$500
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees



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Fuel Tank (continued)

Permanent - Remove	Application Fee	\$100 per tank
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Residential)	\$250
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Commercial)	\$500
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees

Permanent - Remove and Replace	Application Fee	\$100 per tank
	Permit Fee	1000 gallons or more: \$100 per tank
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Residential)	\$250
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Commercial)	\$500
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees



City of Gaithersburg Fee Schedule

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Fuel Tank (continued)

Temporary	Application Fee	\$100 per tank
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Residential)	\$250
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Commercial)	\$500
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees

Garage

New / Addition / Alteration	Application Fee	\$120
	Permit Fee	If construction cost exceeds \$15,000: \$350
	Homeowner Approved Electric Permit Fee	\$80
	Plan Revision Fee	\$50
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$250
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees



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Gazebo

New / Addition / Alteration	Application Fee	\$30
	Permit Fee	Pre-Fabricated: \$30 Not Pre-Fabricated: \$0.12 per square foot, \$80 minimum or \$350 minimum if the project cost exceeds \$20,000
	Homeowner Approved Electric Permit Fee	\$80
	Plan Revision Fee	\$50
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$250
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees

Mechanical

Residential	Application Fee	1 appliance: \$50 Each additional appliance: \$25
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$250
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees

Commercial	Application Fee	\$100
	Permit Fee	.5% of project cost
	Permit Fee Electric	10% of Permit Fee, \$100 Minimum
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees



City of Gaithersburg Fee Schedule

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Shed

New / Addition / Alteration	Application Fee	\$30
	Permit Fee	Pre-Fabricated: \$30 Not Pre-Fabricated: \$0.12 per square foot, \$50 minimum or \$350 minimum if the project cost exceeds \$20,000
	Homeowner Approved Electric Permit Fee	\$80
	Permit Amendment Fee	\$50
	Plan Revision Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$250
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees

Sign

Permanent	Application Fee	Non-Electric	Electric
		\$1.50 per square foot, \$50 minimum	\$1.50 per square foot, \$50 minimum, plus \$80
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$250	
	Permit Extension Fee	\$100	
	Automation Fee	10% of all application and permit fees	

Temporary	Application Fee	\$1.50 per square foot, \$50 minimum
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$250
	Automation Fee	10% of all application and permit fees



City of Gaithersburg Fee Schedule

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Site Development

Combination	Application Fee	\$200
	Permit Fee	10% of approved stormwater management project cost 10% of approved public improvement project cost 5% of approved private on-site project cost grading/sediment control/forest conservation - .05 cents per sq. ft. of disturbed area
	As Built Fee (SWM Only)	\$1,500 per stormwater management structure
	Floodplain Fee	\$500
	Bond	110% of approved cost
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees

Private On-Site	Application Fee	\$200
	Permit Fee	5% of project cost
	Bond	110% of approved cost
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees

Public Improvement	Application Fee	\$200
	Permit Fee	10% of project cost
	Bond	110% of approved cost
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees



City of Gaithersburg Fee Schedule

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Site Development (continued)

Retaining Wall Less than 4 Feet in Height	Application Fee	\$200
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees
Sediment Control, Grading, and Forest Conservation	Application Fee	\$200
	Permit Fee	\$.05 cents per square foot of disturbed area, \$200 minimum
	Bond	110% of approved cost
	Forest Conservation Fee in Lieu	\$3 per square foot
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500
	Permit Extension Fee (pre-expiration)	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees
Stormwater Management	Application Fee	\$200
	Permit Fee	10% of project cost
	As Built Fee	\$1,500 per stormwater management structure
	Bond	110% of approved cost
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
Automation Fee	10% of all application and permit fees	



City of Gaithersburg Fee Schedule

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Swimming Pool

Residential	Application Fee	\$180
	Plan Revision Fee	\$50
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$250
	Permit Extension Fee (pre-expiration)	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees
Commercial - New	Application Fee	\$300
	Permit Fee	1% of project cost
	Plan Revision Fee	1% of revised construction cost, \$100 minimum
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
Automation Fee	10% of all application and permit fees	
Commercial - Renovation	Application Fee	\$300
	Permit Fee	1% of project cost
	Plan Revision Fee	1% of revised construction cost, \$100 minimum
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
Automation Fee	10% of all application and permit fees	



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Tent

New	Application Fee	120 – 2000 square feet, \$100 2000+ square feet, \$200 plus \$0.02 per square feet over 2000 square feet
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$200
	Tent Event Fee	\$100 for 2 nd event & each subsequent event thereafter
	Automation Fee	10% of all application and permit fees

Trailer

Construction	Application Fee	\$150 per trailer
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$200
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees

Sales	Application Fee	\$250
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$200
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees

Storage	Application Fee	\$150 per trailer
	Permit Amendment Fee	\$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$200
	Permit Extension Fee	\$100
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees



City of Gaithersburg Fee Schedule

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Tree Removal

Tree Removal	Application Fee	\$5 per tree
	Reinspection Fee	\$200
	Automation Fee	10% of all application and permit fees
	Tree Removal Variance Request Application Fee	\$25 per tree; \$150 for 6 or more trees

Utility

Construction in Public Right-of-Way (Private Utility)	Application Fee	\$100
	Permit Fee	\$2 per linear foot under unpaved surfaces and \$4 per linear foot under paved surfaces, minimum total fee \$130
	Permit Amendment Fee	\$50
	Automation Fee	10% of all application and permit fees



City of Gaithersburg Fee Schedule

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PLANNING AND CODE ADMINISTRATION - PLANS

Abandonment

Abandonment – Public Right-of-Way	Application Fee	\$550
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Amendment to Schematic Development Plan

CD Zone – Schematic Development or Concept Plan: Change in Use, Change Other Than to Use	Application Fee	\$840
Height Waiver	Application Fee	\$1,100
Parking Waiver	Application Fee	\$1,100

MXD Zone – Schematic Development: Change in Use & Change Other than to Use	Application Fee	\$5,500
Height Waiver	Application Fee	\$1,100
Parking Waiver	Application Fee	\$1,100

Amendment to Final Site Plans

Consent Item	Application Fee	\$165
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Planning Commission Approval	Application Fee	\$550 plus \$50 per residential unit \$0.01 per additional square foot of nonresidential
Height Waiver	Application Fee	\$1,100
Parking Waiver	Application Fee	\$550

Staff Approval (Minor)	Application Fee	\$165
Parking Wavier	Application Fee	\$165

Amendment to Sketch Plans

MXD Zone – Change in Use	Application Fee	\$2,000
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MXD Zone – Change Other than to Use	Application Fee	\$4,000
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Board of Appeals - Administrative Review

Government Official	Application Fee	Individual Resides at Subject Location: \$265 Individual Does Not Reside at Subject Location: \$520 Commercial or Business Entity: \$1,050
	*Transcription Fee (if required)	\$7 per page, \$50 minimum

Historic District Commission	Application Fee	\$2,625
	*Transcription Fee (if required)	\$7 per page, \$50 minimum

Planning Commission	Application Fee	\$2,625
	*Transcription Fee (if required)	\$7 per page, \$50 minimum

**In cases of administrative appeals pursuant to Section 24-187 resulting in favor of an appellant, the City shall refund the fee and the cost of transcript*



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Board of Appeals - Special Exception

Auto Sales	Application Fee	\$5,000
Automobile, motorcycle, marine, and truck repair and service	Application Fee	\$5,000
Assembling/Manufacturing	Application Fee	\$5,000
Bed and Breakfast	Application Fee	\$500
Care Homes	Application Fee	\$1000
Family Daycare	Application Fee	\$500
Child/Adult Daycare Center	Application Fee	\$1,000
Fortunetelling	Application Fee	\$5000
Housing for the Elderly	Application Fee	\$1,000
Home Based Business – Material Impact	Application Fee	\$1,000
Hospital/Veterinary Hospital	Application Fee	\$10,000
Laboratories	Application Fee	\$1,000
Motor Vehicle Assembly	Application	\$10,000
Off Street or Off-Site Parking Lots and Garages	Application Fee	\$5,000
Outdoor Amusement and Recreational Facilities	Application Fee	\$2,500
Pawn Shops	Application Fee	\$5,000
Private Educational Institutions	Application Fee	\$1,000
Public Utilities	Application Fee	\$10,000
Radio and TV Broadcasting	Application Fee	\$15,000
Religious Facilities, including Convents and Seminaries	Application Fee	\$1,000
Tattoo/Body Piercing Parlor	Application Fee	\$2,500
Telecommunications Facility Requiring New Pole or Tower	Application Fee	\$10,000
Telecommunications Facilities – All Other	Application Fee	\$5,000
All Other Uses	Application Fee	\$500

Board of Appeals - Special Exception Amendment

Auto Sales	Application Fee	\$1,000
Automobile, motorcycle, marine, and truck repair and service	Application Fee	\$1,000
Assembling/Manufacturing	Application Fee	\$5,000
Bed and Breakfast	Application Fee	\$500
Care Homes	Application Fee	\$500
Family Daycare	Application Fee	\$500
Child/Adult Daycare Center	Application Fee	\$1,000
Fortunetelling	Application Fee	\$1,000
Housing for the Elderly	Application Fee	\$1,000
Home Based Business – Material Impact	Application Fee	\$500
Hospital/Veterinary Hospital	Application Fee	\$10,000
Laboratories	Application Fee	\$1,000
Motor Vehicle Assembly	Application Fee	\$2,000
Off Street or Off-Site Parking Lots and Garages	Application Fee	\$5,000



City of Gaithersburg Fee Schedule

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Board of Appeals - Special Exception Amendment (continued)

Outdoor Amusement and Recreational Facilities	Application Fee	\$500
Pawn Shops	Application Fee	\$5,000
Private Educational Institutions	Application Fee	\$1,000
Public Utilities	Application Fee	\$10,000
Radio and TV Broadcasting	Application Fee	\$3,000
Religious Facilities	Application Fee	\$500
Tattoo/Body Piercing Parlor	Application Fee	\$2,500
Telecommunications Facility Requiring New Pole or Tower	Application Fee	\$10,000
Telecommunications Facilities – All Other	Application Fee	\$5,000
All Other Uses	Application Fee	\$500

Board of Appeals - Variance

Variance	Application Fee	Single Family: \$250 Townhouse: \$250 Multi-Family: \$1,000 Nonresidential or Mixed Use: \$2,500
Variance - Floodplain	Application Fee	\$2,500

Environment

Forest Conservation Plan	Application Fee	\$160 plus \$10 per acre for every acre over 10
Forest Conservation Plan Amendment	Application Fee	Staff Approval: \$160 Planning Commission: \$1,050
Natural Resources Inventory/Forest Stand Delineation	Application Fee	A Single Family Lot: \$160 Other: \$210 plus \$5 per acre for every acre over 10
Waiver	Application Fee	Single Family Lot: \$105 per waiver Multi-Family Lot: \$1,050 per waiver Nonresidential Lot: \$1,050 per waiver

High Rise

High Rise	Application Fee	\$5500
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Plat - Subdivision

Final Subdivision (Record) Plat (including resubdivision plats)	Application Fee	\$1,050 plus \$50 per lot, parcel or outlot
Minor Subdivision	Application Fee	\$1,050 plus \$50 per lot, parcel or outlot

Road Code Waiver

Road Code Waiver	Application Fee	\$550 per road, or \$2200 if more than 50 acres or in the MXD Zone
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City of Gaithersburg Fee Schedule

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Schematic Development Plans

Schematic Development Plan	Application Fee	MXD Zone: \$10,500 or CD Zone: \$840 plus \$50 per Residential Dwelling Unit and \$0.01 per square feet of Gross Floor Area of Nonresidential
Height Waiver	Application Fee	\$1,050
Parking Waiver	Application Fee	\$1,050

Site Development Plans

Site Development Plans – Concept <i>All Zones Except MXD</i>	Application Fee	\$790 plus \$50 per Residential Dwelling Unit and \$0.01 per square feet Gross Floor Area of Nonresidential
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Site Development Plans – Preliminary	Application Fee	\$790 plus \$50 per Residential Dwelling Unit and \$0.01 per square feet Gross Floor Area of Nonresidential
Height Waiver	Application Fee	\$1,050
Parking Waiver	Application Fee	\$1,050

Site Development Plans – Final	Application Fee	Non-MXD: \$790 plus \$50 per Residential Dwelling Unit and \$0.01 per square feet Gross Floor Area of Nonresidential or MXD: \$7,000 plus \$10 per Residential Dwelling Unit and \$0.025 per square feet Gross Floor Area of Nonresidential
	Extension to Final Site Plan	\$110
	Reapproval of Final Site Plan	\$330
Height Waiver	Application Fee	\$1,050
Parking Waiver	Application Fee	\$1,050

Sketch Plans

Sketch Plan	Application Fee	Less than 2 acres: \$2000 2 or more acres: \$4000
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City of Gaithersburg Fee Schedule

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Sediment & Erosion Control

Concept	Application Fee (Application fee includes 2 full review cycles and approval processing)	Up to 1 Acre: \$500 1-3 Acres: \$1,000 >3-5 Acres: \$1,500 Over 5 Acres: \$2,000 plus \$100 per Acre Over 5
	Each Additional Review Past 2: (Additional reviews may be required to ensure that plan comments and required items are fully addressed)	3 rd review: \$500 4 th review: \$1,000 5 th and subsequent reviews: \$1,500

Preliminary	Application Fee (Application fee includes 2 full review cycles and approval processing)	Up to 1 Acre: \$250 1-3 Acres: \$500 >3-5 Acres: \$750 Over 5 Acres: \$1,000 plus \$100 per Acre Over 5
	Each Additional Review Past 2: (Additional reviews may be required to ensure that plan comments and required items are fully addressed)	3 rd review: \$500 4 th review: \$1,000 5 th and subsequent reviews: \$1,500

Final	Application Fee (Application fee includes 2 full review cycles and approval processing)	Up to 1 Acre: \$250 1-3 Acres: \$500 >3-5 Acres: \$750 Over 5 Acres: \$1,000 plus \$100 per Acre Over 5
	Each Additional Review Past 2: (Additional reviews may be required to ensure that plan comments and required items are fully addressed)	3 rd review: \$500 4 th review: \$1,000 5 th and subsequent reviews: \$1,500
	Plan Revision Fee	\$500

Stormwater Management

Concept	Application Fee (Application fee includes 2 full review cycles and approval processing)	Up to 1 Acre: \$500 1-3 Acres: \$1,000 >3-5 Acres: \$1,500 Over 5 Acres: \$2,000 plus \$100 per acre over 5
	Each Additional Review Past 2: (Additional reviews may be required to ensure that plan comments and required items are fully addressed)	3 rd review: \$500 4 th review: \$1,000 5 th and subsequent reviews: \$1,500

Preliminary	Application Fee (Application fee includes 2 full review cycles and approval processing)	Up to 1 Acre: \$250 1-3 Acres: \$500 >3-5 Acres: \$750 Over 5 Acres: \$1,000 plus \$100 per acre over 5
	Each Additional Review Past 2: (Additional reviews may be required to ensure that plan comments and required items are fully addressed)	3 rd review: \$500 4 th review: \$1,000 5 th and subsequent reviews: \$1,500



City of Gaithersburg Fee Schedule

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Final	Application Fee (Application fee includes 2 full review cycles and approval processing)	Up to 1 Acre: \$250 1-3 Acres: \$500 >3-5 Acres: \$750 Over 5 Acres: \$1,000 plus \$100 per acre over 5
	Each Additional Review Past 2: (Additional reviews may be required to ensure that plan comments and required items are fully addressed)	3 rd review: \$500 4 th review: \$1,000 5 th and subsequent reviews: \$1,500
	Plan Revision Fee	\$500

Waiver - Administrative	Application Fee	\$1,000
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Traffic Impact Study

Minor	Application Fee	\$250
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Preliminary	Application Fee	Peak Hour Trips: 30-249: \$500 250-749: \$1,500 750-1,249: \$2,500 1,250-1,749: \$3,500 1,750+: \$5,000
	Each Review Past Two	20% of the total costs
	Parking Study	\$500, each additional review \$100
	Neighborhood Impact Study	\$500, each additional review \$100
	Average Daily Traffic Study	\$500, each additional review \$100
	Traffic Calming Study	\$500, each additional review \$100
	Traffic Timing Study	\$500, each additional review \$100
	Turning Lane Study	\$500, each additional review \$100
	Other Miscellaneous Traffic Study	\$500, each additional review \$100

Traffic Impact Study (continued)

Final	Preliminary Application Fee (if combo)	Peak Hour Trips: 30-249: \$500 250-749: \$1,500 750-1,249: \$2,500 1,250-1,749: \$3,500 1,750+: \$5,000
	Final Application Fee	20% of preliminary traffic study fee
	Each Review Past Two	20% of the total costs
	Parking Study	\$500, each additional review \$100
	Neighborhood Impact Study	\$500, each additional review \$100
	Average Daily Traffic Study	\$500, each additional review \$100
	Traffic Calming Study	\$500, each additional review \$100
	Traffic Timing Study	\$500, each additional review \$100
	Turning Lane Study	\$500, each additional review \$100
Other Miscellaneous Traffic Study	\$500, each additional review \$100	



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Use

Use - Conditional	Application Fee	\$5,025
Use – Conditional Radio & Television Broadcast Station	Application Fee	\$15,750
Use - Temporary	Application Fee	\$525

Verification

Zoning / Code / U&O Verification Request	Application Fee	Zoning and Code Verification: \$275 per parcel Use and Occupancy Verification: \$25 per address
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Zoning Map Amendment

Zoning Map Amendment - Standard	Application Fee	Less than 2 Acres: \$1,100 2 or More Acres: \$2,200
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Zoning Map Amendment – Standard (Optional Method)	Application Fee	Less than 2 Acres: \$2,200 2 or More Acres: \$4,400
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Zoning Map Amendment – MXD with Sketch Plan	Application Fee	Less than 2 Acres: \$4,400 2 or More Acres: \$6,600
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City of Gaithersburg Fee Schedule

FY19 Adopted Budget - Amended 9-17-2018

PLANNING AND CODE - MUNICIPAL INFRACTIONS

Animals and Fowl – Chapter 4

Public Nuisance – Sec. 4-4	Fine	\$100
Sanitation – Sec. 4-6	Fine	\$100
Licensing – Sec. 4-8 (a,c)	Fine	\$100
All Other Sections	Fine	\$250

Buildings – Chapter 5

Buildings	Fine	\$500
Buildings, Repeat Violations	Fine	\$1,000
Buildings – Sec. R310 and all sub-sections	Fine	\$500

Electricity – Chapter 7

Electricity	Fine	\$200
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Erosion, Sediment Control and Stormwater Management – Chapter 8

Erosion, Sediment Control, Stormwater Management	Fine	\$500
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Excavation of Underground Utility Facilities – Chapter 9

Excavation of Underground Utility Facilities	Fine	\$200
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Fire Safety – Chapter 11

Fire Safety – Initial Violation	Fine	\$500
Fire Safety – Repeat Violation(s)	Fine	\$1,000

Floodplain Management – Chapter 10

Floodplain Management – Initial Violation	Fine	\$500
Floodplain Management – Repeat Violation(s)	Fine	\$1,000

Health and Sanitation – Chapter 12

Health and Sanitation	Fine	\$500
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Landlord Tenant Relations – Chapter 13

Landlord Tenant Relations	Fine	\$200
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Parks and Other Properties – Chapter 15A

Parks and Other Properties – Sec. 17 (Dog Exercise Area)	Fine	\$100
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Peddlers, Hawkers and Solicitors – Chapter 16

Peddlers, Hawkers and Solicitors	Fine	\$200
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City of Gaithersburg Fee Schedule

FY19 Adopted Budget - Amended 9-17-2018

Property Maintenance – Chapter 17AA

Property Maintenance	Fine	\$100
Overcrowding - Initial Violation	Fine	\$500
Overcrowding - Repeat Violation(s)	Fine	\$1,000

Refuse and Garbage - Chapter 18

Refuse and Garbage – Sec. 18-4(a)	Fine	\$500
Refuse and Garbage – All Other Sections	Fine	\$200

Rental Housing Licensing – Chapter 18AA

Rental Housing Licensing	Fine	\$500
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Smoking – Chapter 18A

Smoking and/or vaping	Fine	\$100
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Streets and Sidewalks – Chapter 19

Streets and Sidewalks	Fine	\$100
Streets and Sidewalks – Sec. 19-2	Fine	\$500

Trees and Vegetation – Chapter 21

Trees and Vegetation	Fine	\$500
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Forest Conservation- Chapter 22

Forest Conservation	Fine	\$200 per violation
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Zoning – Chapter 24

Zoning	Fine	\$200
Zoning – Sec. 24-184	Fine	Initial Violation: \$200 Repeat Violation(s): \$500



City of Gaithersburg Fee Schedule

FY19 Adopted Budget - Amended 9-17-2018

PLANNING AND CODE - MISCELLANEOUS FEES

Non-Business Hours Inspection Fee

Non-Business Hours Inspection Fee	Fee	\$150 per Hour, \$600 Minimum
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Animal Control Signage

Large Pet Waste Sign	Fee	\$21
Small Pet Waste Sign	Fee	\$15
Pet Waste Sign Post	Fee	\$13
Pet Waste Sign Hardware	Fee	\$3



City of Gaithersburg Fee Schedule

FY19 Adopted Budget - Amended 9-17-2018

PARKS, RECREATION & CULTURE – RENTAL FEES

Activity Center

Activity Rooms (per hour)	Type	Resident	Nonresident
	Individual	\$40 - \$50	\$40 - \$75
	Business/Commercial	\$58 - \$68	\$85 - \$102
Gymnasiums - Social Events (per hour)	Individual / Business / Commercial	\$75 - \$110	\$75 - \$160
Gymnasium - Athletic Events (per hour)	Individual	\$40 - \$63	\$40 - \$95
	Business/Commercial	\$75 - \$95	\$110 - \$140

Fees vary based on peak and non-peak times (i.e. weekend, M-F before 3pm and M-F after 3pm, etc.).

Aquatic Center

Group Rentals (per hour)	Number of Participants	Resident	Nonresident
	1-40	\$95	\$95
	41-99	\$115	\$115
	100-140	\$135	\$135
	141-175	\$155	\$155

Group rental fees are based on number of participants (i.e. swim team practices – participants are likely to be a combination of residents and Nonresidents).

Arts Barn

Theater/Gallery (per hour)	Type	Resident	Nonresident
	Individual	\$85 - \$150	\$110 - \$220
	Non Profit	\$50 - \$80	\$60 - \$110
	Recital (2-hour block)	\$150	\$175
Room Rentals (per hour)	Classroom Individual	\$40	\$55
	Classroom Non Profit	\$35	\$40
	Birthday Parties	\$65	\$80

Fees vary based on peak and non-peak times (i.e. weekend, weekday, evenings, etc.).

Casey Community Center

Rate (per hour) Varies depending on room	Type	Resident	Nonresident
	Individual Rate	\$25 - \$90	\$38 - \$135
	Non Profit	\$22-\$47	\$33-\$70
	Business/Commercial	\$43-\$110	\$65 - \$165

Fees are based upon room size.

Community Museum

Rate (per hour) Varies depending on room/train car Non Profit – 50% off posted Individual Rate	Type	Resident	Nonresident
	Individual Rate	\$25-\$130	\$30-\$170
	Business/Commercial	\$30-\$160	\$35-\$190

Additional rooms/space added to rental options. Fees vary based upon what car is rented and/or option to rent the museum complex.



City of Gaithersburg Fee Schedule

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Field Use

Rates	Fee	Resident	Nonresident
	Staff Fees/Administrative Fees	\$15 - \$25	\$20 - \$35
	Light Fees / hour	\$25 - \$50	\$25 - \$50
	General Field Rental Fees / hour	\$15	\$20
	Synthetic Turf Rental Fees / hour	\$100 - \$160	\$120 - \$185
	Criswell Field KP / hour	\$20 - \$30	\$40 - \$60

Rental and Administrative fees vary based on type of group (i.e. Commercial or Individual/Non Commercial). Light fees vary depending on field.

Kentlands Green*

Rate (per hour)	Type	Resident	Nonresident
	Community Event	\$15 - \$25	\$25 - \$35
	Private Social Event	\$150	\$300

Fees vary based on peak and non-peak times (i.e. weekend versus weekday).

*New rental opportunity

Kentlands Mansion

Event	Function Type	Resident	Nonresident
	Weekend Social (7 hour rental)	\$1,815	\$2,310
	Weekend Social (8 hour rental)	\$2,420	\$3,080
	Mini Socials (4 hour rental)	\$450	\$550
	Business Meeting (8-hr rental)	\$150 - \$450	\$175 - \$525
	2-Hr Recital (Monday-Thursday)	\$175	\$200

Business Meeting fees vary based on the room(s) or floor(s) rented; rate change based on market price study.

Main Street Park and Pavilion

Rate (per 5 hour block)	Type	Resident	Nonresident
	Nonprofit	\$80	\$100
	Commercial	\$120	\$140
	Each additional hour	\$25	\$25

Picnic Pavilions

Individual/Non Profit (per rental)	Pavilion	Resident	Nonresident
	Park/Pond/Hillside	\$225-\$315	\$335-\$475
	City Hall / Duvall Park	\$180	\$270
Business/Commercial (per rental)	Pavilion	Resident	Nonresident
	Park/Pond/Hillside	\$290-\$450	\$435-\$660
	City Hall	\$225	\$340

Changes in fees reflect market conditions. Fees vary based on size of group.



City of Gaithersburg Fee Schedule

FY19 Adopted Budget - Amended 9-17-2018

Benjamin Gaither Center

Rate (per hour) Varies depending on room	Type	Resident	Nonresident
	Individual	\$40 - \$80	\$60 - \$100
	Non Profit	\$30 - \$60	\$40 - \$85
Fees vary based on the room rented.			

Skate Park

Rate (per hour)	Type	Resident	Nonresident
	Park Rental	\$60 - \$150	\$80 - \$225
Fees vary based on type of rental (i.e. exclusive use of park versus a rental held while park is open to public).			

Water Park

Exclusive Use Group Rental (rate per 4 hours)	Type	Resident	Nonresident
	Park Rental	\$1,800 - \$2,600	\$2,000 - \$2,800
Limited availability / Fees vary based on size of group.			

Rental (per day; Friday, Saturday, Sunday & Holidays)	Type	Resident	Nonresident
	Picnic Pavilion Rental	\$60	\$120

Youth Center – Olde Towne

Rental (per hour)	Type	Resident	Nonresident
	Individual	\$70	\$85
	Business/Commercial	\$85	\$100
	Member (studio rental only)	\$50	\$50
	Non-Member (studio rental only)	\$65	\$80
Adding rental options for non-members.			

Youth Center – Robertson Park

Rental (per hour)	Type	Resident	Nonresident
	Individual / Non Profit	\$70	\$85
	Business/Commercial	\$100	\$100



City of Gaithersburg Fee Schedule

FY19 Adopted Budget - Amended 9-17-2018

PARKS, RECREATION & CULTURE – MEMBERSHIP FEES

Aquatics

Individual	Term	Resident	Nonresident
	Annual (GAC & WP)	\$250	N/A
GAC only (annual)	\$200	\$200	
Summer (WP only)	\$150	\$200	
Monthly (GAC only)	\$50	\$50	
2 Person	Term	Resident	Nonresident
	Annual (GAC & WP)	\$300	N/A
GAC only (annual)	\$250	\$250	
Summer (WP only)	\$200	\$250	
Monthly (GAC only)	\$75	\$75	
Family	Term	Resident	Nonresident
	Annual (GAC & WP)	\$350	N/A
GAC only (annual)	\$300	\$300	
Summer (WP only)	\$250	\$300	
Monthly (GAC only)	\$100	\$100	

Offering general membership fees rather than resident and non-resident rates at Aquatic Center per an MOU with Montgomery County government.

Fitness Center at Bohrer Park

Membership (varies depending on term)	Type	Resident	Nonresident
	Adult	\$55- \$150	\$85-\$215
Senior	\$55 - \$120	\$85-\$180	
Youth	\$55 - \$120	\$85-\$180	
2 Person	\$245	\$355	
Family	\$290	\$420	

Fees vary depending on term of membership (i.e. Annual, 25-admission, 3-month)

Recreation Super Pass

Annual Membership	Type	Resident	Nonresident
	Adult	\$305	\$500
2 Person	\$455	\$685	
Family	\$540	\$805	

Benjamin Gaither Center

Member	Type	Resident	Nonresident
	Annual	\$45	\$125
Annual (spouse)	\$30	\$70	

Student Union

Participant	Term	Resident	Nonresident
	Annual	\$10	\$15



City of Gaithersburg Fee Schedule

FY19 Adopted Budget - Amended 9-17-2018

Youth Centers

Participant	Term	Resident	Nonresident
	Annual	\$20	\$25



City of Gaithersburg Fee Schedule

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PARKS, RECREATION & CULTURE – ADMISSION FEES

Aquatic Center

Daily Admission	Type	Resident	Nonresident
	Adult	\$5	\$5
	Child	\$4	\$4

Going to a general admission fee rather than resident/nonresident fees per an MOU with Montgomery County government. Fees were streamlined, eliminating Senior Membership Plan.

Fitness Center

Daily Admission	Type	Resident	Nonresident
	Adult	\$5	\$6
	Senior	\$4	\$5
	Youth	\$4	\$5
	Designated Promo Times	\$3	\$3

Miniature Golf

Daily Admission (Varies depending on 1-round / unlimited play)	Type	Resident	Nonresident
	Individual	\$6/\$8	\$7/\$9
	Senior	\$5/\$8	\$6/\$9
	Group Rate	\$5	\$5

Water Park

Daily Admission	Type	Resident	Nonresident (In County)	Nonresident (Out of County)
	Weekday (Mon-Thurs)	\$5	\$10	\$15
	Weekend (Fri-Sun & Holiday)	\$5	\$16	\$21
	Putt & Pool Pass Weekday	\$9.50	\$13.50	\$17
	Putt & Pool Pass Weekend	\$9.50	\$20	\$25
	Seasonal Group Rate (pool only)	\$5	\$5	\$5
	School Group Rate (pool only)	\$5.75	N/A	N/A
	Advance Group Rate (pool only) Weekday / Weekend	\$5	\$8.50 / \$14.50	\$13 / \$20
	Seasonal Group Rate (Putt & Pool)	\$9	\$9	\$9
	School Group Rate (Putt & Pool)	\$9.25	N/A	N/A
	Advance Group Rate (Putt & Pool) Weekday / Weekend	\$8.50	\$12 / \$19	\$15 / \$23

The various group rates are dependent on type of user group and the times reserved (i.e. seasonal groups that reserve 4 or more dates, school groups reserving May 31-June 17, or groups of 20+ that purchase Advance Passes).



City of Gaithersburg Fee Schedule

FY19 Adopted Budget - Amended 9-17-2018

PARKS, RECREATION & CULTURE - PROGRAM, CLASS & LESSON FEES

Recreation Classes

Rate (per class)	Type	Resident	Nonresident
		Participant	\$3-\$400

Fee ranges increased due to specialty classes being offered during a recital year (held every other year). Fees vary based on type and cost of class and number of sessions.

Sports Programs

Participant / Team	Type	Resident	Nonresident
		Youth & Teen Sports	\$15 - \$200
	Adult Sports (Leagues & Tournaments)	\$20 - \$1,500	\$20 - \$1,500

Fees vary based on type and cost of class and number of sessions (i.e. a variety of youth & teen leagues, clinics and camps are offered; a variety of adult sports options are offered from 1 day tournaments to softball & volleyball leagues).

Aquatics

Member	Type	Resident	Non Resident
	Swim Lessons	\$55	\$55
	Aquatic Classes	\$30-\$350	\$30-400
	Winter Swim	\$475	\$475
	Special Event / Promotional Rate	\$2 - \$50	\$2 - \$50
Non Member	Type	Resident	Non Resident
	Swim Lessons (dependent on location)	\$60	\$60 - \$65
	Aquatic Classes (dependent on location)	\$30 - \$250	\$30 - \$250
	Winter Swim	\$500	\$500
	Special Event / Promotional Rate	\$2 - \$75	\$2 - \$75

Fee range for Aquatic Classes increased to include Water Safety Courses. Class fees vary based on type and cost of class and number of sessions. Special Event/Promotional rates provide flexibility to offer new and inventive programming.

Casey Community Center Programs

Creative Tot Time	Session	Resident	Nonresident
	School Year	\$700/\$975	\$825/\$1,150
	Summer	\$160	\$195

Fees vary based on number of sessions (i.e. 4 year olds meet 3 times/week and 3 year olds meet 2 times/week).

Arts Barn

Participant	Type	Resident	Nonresident
	Classes	\$5 - \$435	\$5 - \$480
	Theater & Concert Tickets	\$3 - \$100	\$3 - \$120
	Camps	\$80 - \$520	\$95 - \$620

Class and camp fees vary based on the number of hours and length of each class or camp offered (i.e. drop-in attendance for workshops, 6 weeks of structured, 3 hour classes per week, or 1 or 2 week long camps). Theater and Concert Tickets vary based on the performance (i.e., drama or a more costly to produce musical, amateur or professional artists).



City of Gaithersburg Fee Schedule

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Community Museum

Participant	Type	Resident	Nonresident
	Lecture/Tour/Class/Workshop	\$2 - \$250	\$2 - \$300
	Camps	\$33 - \$440	\$41 - \$540
	Party Package	\$100 - \$500	\$125 - \$500

Fees vary based on the hours and length of the event and the number of rooms used. Lowest rate is for drop-in attendance to small events.

Cultural Arts

Vendor Permits	Type	Resident	Nonresident
	Arts & Crafts - Seasonal	\$50 - \$300	\$70 - \$400
	Book Festival	\$35 - \$300	\$35 - \$300

Rates vary based on the size of the event (i.e., number of event attendees).

Cultural Arts Programs

Participant	Activity or Program	Resident	Nonresident
	Community Chorus	\$75 - \$125	\$80 - \$150

Rate increase proposed in lieu of Chorus members' continued fundraising to offset lower than market rate registration fees (based on feedback from Chorus members).

Events Programs

Participant	Activity or Program	Resident	Nonresident
	Events / Trips	\$10 - \$150	\$12 - \$175

Rate calculated to recover trip costs (i.e., gas, driver, entrance fees).

Events

Vendor Permits	Type	Resident	Nonresident
	Crafter	\$10 - \$300	\$25 - \$400
	Food Vendor	\$50-\$450	\$70-\$500
	Political Candidate or Non Profit	\$20-\$100	\$40-\$125
	Business	\$50-\$350	\$70-\$400

Rates vary based on the size of the event (i.e., number of event attendees).

Event Permits

Permit Fee	Event Attendance	Resident	Nonresident
	Under 1,000 attendees	\$100-\$150	\$100-\$150
	1,000 – 5,000 attendees	\$500-\$750	\$500-\$750
	5,000 – 10,000 attendees	\$1,000-\$1,500	\$1,000-\$1,500
	Over 10,000 attendees	\$1,500-\$2,250	\$1,500-\$2,250



City of Gaithersburg Fee Schedule

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Permit Fee	Fee Category	Resident	Nonresident
	Event Permits- Street Closure Permit for Festival	\$100	\$100
	Event Permits- Street Closure Permit for Parade	\$100	\$100
	Event Permits- Street Closure Permit for Race/Walk	\$100	\$100
No change in fees-previously omitted from Fee Schedule.			

Winter Lights

Vehicle or Participant	Event	Resident	Nonresident
	Winter Lights Activities	\$8 - \$100	\$8 - \$100

Fees vary based on size of the vehicle (i.e., car, bus), day of week (weekday or weekend), walk or run based event, special event, etc.

Kentlands Mansion Programs

Participant or Vendor	Type	Resident	Nonresident
	Vendors (shows/events)	\$150 - \$200	\$175 - \$250
	Concerts/Events	\$3 - \$100	\$3 - \$125

Vendor fees vary based on the size of the event (i.e., number of attendees). Concert/Event tickets vary based on the performance/event (i.e., drama or a more costly to produce musical, amateur or professional artists, large or small special event).

Miniature Golf Course

Birthday Party	Description	Resident	Nonresident
	Party Package	\$11 - \$18	\$11 - \$18

Fees vary based on party package (i.e. adding the pool option).



City of Gaithersburg Fee Schedule

FY19 Adopted Budget - Amended 9-17-2018

PARKS, RECREATION & CULTURE - PROGRAM, CLASS & LESSON FEES (CONTINUED)

Senior Center

Member	Type	Resident	Nonresident
	Classes	\$1 - \$120	\$1 - \$120
	Fitness Program	\$1 - \$130	\$1 - \$130
	Trips	\$1 - \$125	\$1 - \$125

Class fees vary depending on number and type of class. Trip fees vary based on actual cost of trip.

Skate Park

Participant	Type	Resident	Nonresident
	Lessons	\$20 - \$100	\$27 - \$125
	School of Skate	\$100 - \$150	\$125 - \$175
	Competition / Special Event	\$3 - \$20	\$3 - \$20

Fees vary based on number of classes or lessons and whether they are private or group.

Summer Programs

Participant (per session)	Type	Resident	Nonresident
	Elementary	\$126 - \$264	\$155 - \$320
	Middle School & Specialty Camps	\$75-\$457	\$100-\$604
	Youth Activity Program & Fun Zone	\$50 - \$220	\$60 - \$285
	Extended Care	\$25 - \$80	\$35 - \$100

Ranges increased to include additional program options. Program fees vary based on number of sessions, length of day and type of programming.

Youth & Teen Programs

Participant	Type	Resident	Nonresident
	Break Blasts & Early Release Trips	\$5 - \$40	\$15 - \$45
	Spring Break Camps	\$100 - \$170	\$125 - \$200
	Counselor in Training	\$30 - \$125	\$35 - \$175
	High School Trips & Activities	\$5-\$50	\$5-\$50
	GYC Trips	\$5-125	\$5 - \$125
	Ski Club	\$300 - \$500	\$300 - \$500

Ranges increased to include additional program options. Program fees vary based on number of sessions and type of programming.



City of Gaithersburg Fee Schedule

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PARKS, RECREATION & CULTURE – MISCELLANEOUS FEES

Fingerprint Services

Fees	Type	Resident	Nonresident
	Service Fee	\$10 - \$44.50	\$20 - \$54.50
Fees set at state and federal level and vary depending on requested background check. A \$10 resident and \$20 nonresident service charge is added and included in the above ranges.			



City of Gaithersburg Fee Schedule

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POLICE – MISCELLANEOUS FEES

Motor Vehicles & Traffic (Chapter 14) Violation Fines

Handicapped Parking	\$250
Fire Lane/Yellow curb	\$250
Parking Next to Fire Hydrant	\$250
All Other Parking Violations	\$60

Services

Digital Video Copy (body-worn, in-car or fixed camera)	\$75
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City of Gaithersburg Fee Schedule

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PUBLIC WORKS – MISCELLANEOUS FEES

Recycling Fees – Single Family & Townhouse

Fee Per Year, Per Dwelling Unit Fee is authorized to be placed on the County’s consolidated property tax bill of all properties receiving curbside recycling services. Fee to be placed on the consolidated County property tax bill of new dwelling units as they are added to the tax roll according to the following schedule:	\$93.16
Payment of ¾ Year Fee – Dwelling units added to the tax roll from July 1 to September 30 will be charged the fee at 75% of the annual City fee	\$52.12
Payment of ½ Year Fee – Dwelling units added to the tax roll from October 1 to December 31 will be charged the fee at 50% of the annual City fee	\$34.75
Payment of ¼ Year Fee – Dwelling units added to the tax roll from January 1 to March 30 will be charged the fee at 25% of the annual City fee	\$17.37

Storm Water Program Fee

Fee per year, per Equivalent Residential Unit or 500 Sq. Ft. of Impervious Surface (ERU)	1 ERU Rate = \$29.16
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Storm Water Program Fee – Credit and Appeal Applications

Application Fee, Stormwater Fee Credit Application	\$100 flat application fee application, plus \$50 per stormwater BMP included in application
Application Fee, Fee Appeal or Adjustment	\$25, refundable if appeal is approved
Application Fee, Hardship Appeal	\$0



City of Gaithersburg Fee Schedule

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GENERAL GOVERNMENT - MISCELLANEOUS FEES

Copying and Printing

Copying and Printing Requests	Size	Black and White	Color
	Letter/Legal, 1-10 pages	No Charge	\$1.00 each
Letter/Legal, 11 or more pages	\$.20 each	\$1.00 each	
11"x17"	\$.50 each	\$2.00 each	
18"x 24"	\$3.00 each	\$5.00 each	
21"x24"	N/A	\$6.00 each	
24"x36"	\$6.00 each	\$10.00 each	
30"x42"	\$9.00 each	\$15.00 each	
36"x36"	\$9.00 each	\$15.00 each	
36"x48"	\$12.00 each	\$20.00 each	
42"x42"	\$12.00 each	\$20.00 each	
Custom Sizes	\$1.00 per Sq. Ft.	\$1.67 per Sq. Ft.	

Electronic Information

Copy of VHS Tape, DVD, or Audio Recording of Meeting	Fee	\$25
Documents Provided Via E-Mail	Fee	\$10 per E-mail
Documents Provided Via CD	Fee	\$10 per CD
Documents Provided Via USB Key	Fee	\$20 per USB Key

Dishonored Checks

Dishonored Check Fee	Fee	\$35
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City of Gaithersburg Fee Schedule

FY19 Adopted Budget - Amended 9-17-2018

COMMUNITY SERVICES – MISCELLANEOUS FEES

Resident Monthly Services Fees

Wells Robertson House Resident	\$0 - \$250
DeSillum House Resident	\$230 - \$300

Residential Rental (for City owned property)

Residential Rental Fee	Fee	Market rental rate of the surrounding area
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