



City of Gaithersburg Fee Schedule – FY26

For Adoption

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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 Biennially	
Electrician License - Master	Application Fee	\$175 Biennially	

Fire Protection

Fire System Registration Reports	Application Fee	\$75 per System	
	Late Fee	>=31 Days or More Expired	\$20.00 per report



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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	\$130 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
Short-Term Rental License	Application Fee	\$150 per Unit
	Reinspection Fee (two failed or missed inspections)	\$50 per Unit
Single Family Rental License	Application Fee	\$150 per Unit
	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 – Stacked Dwelling Condo, Duplex, Triplex, Quadplex, Single Family Detached, Townhouse	Application Fee	\$550 per unit
	Plan Revision Fee	\$110
	Automation Fee	10% of all application and permit fees

Residential Construction – New

Stacked Dwelling Condo, Duplex, Triplex, Quadplex, Single Family Detached, Townhouse	Application Fee	\$225 per unit
	Home Builder Guaranty Fund	\$50 per unit
	Permit Fee – Building (Single Family Detached)	Square Footage 0-5500: \$1,400 Square Footage 5500+: \$1,600
	Permit Fee-Building (All others)	\$ 1,100 per unit
	Electrical Fee – ≤ 200 Amps	\$330 per unit
	Electrical Fee → 200 Amps	\$380 per unit
	Mechanical Fee	\$165 per unit
	Use and Occupancy Fee	\$165 per unit
	Fence Permit Fee	\$50
	Deck Permit Fee	\$165
	Automation Fee	10% of all application and permit fees

Residential Construction - Improvements

Addition, Basement Egress, Exterior Alteration, Fire Damage Rehabilitation, Interior Alteration and Roof Sheathing replacement	Application Fee	\$60
	Permit Fee – Building	0.20 per square foot - \$50 minimum, or \$375 minimum if project cost exceeds \$20,000
	Homeowner Approved Electric Permit Fee	\$110
	Homeowner Approved Mechanical Permit Fee	1 appliance: \$60 Each additional appliance: \$30
	Automation Fee	10% of all application and permit fees



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Commercial Construction - New

Apartments, Commercial Buildings, Condos (5 or more dwelling units)	Application Fee	Project cost equal to or greater than \$500,000: \$1,100 Project cost less than \$500,000: Square footage 0-750: \$125 Square footage 751-1,999: \$175 Square footage 2000+: \$275
	Home Builder Guaranty Fund	\$50 per dwelling unit (Condos only)
	Permit Fee – Building (Includes 2 Plan Reviews)	\$.30 per square foot or 1.50% of project cost (whichever is greater) - \$175 minimum
	Permit Fee – Building Third Plan Review	75% of total original permit fee(s) not to exceed \$3,000
	Permit Fee – Building Each Subsequent Plan Review	100% of original permit fee not to exceed \$5,000
	Permit Fee – Electrical	10% of Permit Fee - Building - \$125 minimum
	Permit Fee – Mechanical	10% of Permit Fee - Building - \$125 minimum
	Permit Fee – Life Safety	10% of Permit Fee - Building - \$125 minimum
	Permit Fee – Structural	10% of Permit Fee - Building - \$125 minimum
	Permit Fee – Sustainability	10% of Permit Fee - Building - \$125 minimum
Automation Fee	10% of all application and permit fees	

Telecommunication Facility – New Facility or Co-Location/Replacement; Small Cell: City ROW or Private	Application Fee	\$220
	Permit Fee	1.5% of Telecom Facility project cost; \$110 minimum
	Permit Fee – Electrical	10% of Permit Fee Telecom Facility; \$110 minimum
	Permit Fee – Mechanical	10% of Permit Fee Telecom Facility; \$110 minimum
	Permit Fee – Structural	10% of Permit Fee Telecom Facility; \$110 minimum
	Automation Fee	10% of all application and permit fees



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Commercial Construction - Improvement

Addition / Alteration, Interior Fit-up	Application Fee	Project cost equal to or greater than \$500,000: \$1,100 Project cost less than \$500,000: Square footage 0-750: \$125 Square footage 751-1,999: \$175 Square footage 2000+: \$275
	Permit Fee – Building (Includes 2 Plan Reviews)	\$.30 per square foot or 1.50% of project cost (whichever is greater) - \$175 minimum
	Permit Fee – Building Third Plan Review	75% of total original permit fee(s) not to exceed \$3,000
	Permit Fee – Building Each Subsequent Plan Review	100% of original permit fee not to exceed \$5,000
	Permit Fee – Electrical	10% of Permit Fee - Building - \$125 minimum
	Permit Fee – Mechanical	10% of Permit Fee - Building - \$125 minimum
	Permit Fee – Life Safety	10% of Permit Fee - Building - \$125 minimum
	Permit Fee – Structural	10% of Permit Fee - Building - \$125 minimum
	Permit Fee – Sustainability	10% of Permit Fee - Building - \$125 minimum
	Automation Fee	10% of all application and permit fees

Commercial Construction - Miscellaneous

Foundation	Application Fee	\$500
	Permit Fee – Building	\$0.15 cents per square foot - \$175 minimum
	Permit Fee – Electrical	10% of Permit Fee - Building - \$125 minimum
	Permit Fee – Slab	\$0.05 cents per square foot of slab area
	Permit Fee – Structural	10% of Permit Fee - Building - \$125 minimum
	Permit Fee – Building Third Plan Review	75% of total original permit fee(s) not to exceed \$3,000
	Automation Fee	10% of all application and permit fees

Use and Occupancy	Application Fee	\$150 every 0-5,000 square feet
	Occupying Without a Permit Fee	\$500
	Automation Fee	10% of all application and permit fees

Deck

New / Addition / Alteration	Application Fee	\$165
	Homeowner Approved Electric Permit Fee	\$100
	Automation Fee	10% of all application and permit fees



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Demolition/Relocation

Commercial or Residential - Entire Building	Application Fee	\$1,000
	Bond	\$10,000 or Approved Cost Estimate
	Automation Fee	10% of all application and permit fees
Commercial - Interior Building or Partial Exterior	Application Fee	\$150
	Permit Fee	\$0.05 per square foot, minimum \$25
	Automation Fee	10% of all application and permit fees

Electrical

Temporary Service	Application Fee	\$120
	Automation Fee	10% of all application and permit fees
Commercial Addition/Alteration with or without Service Change	Application Fee	1-19 receptacles and switches: \$150 20 or more receptacles and switches: \$225 Or 1.5% of project cost whichever is higher
	Automation Fee	10% of all application and permit fees
Commercial Low Voltage	Application Fee	.5% cost of wiring (labor and materials), \$135 minimum
	Automation Fee	10% of all application and permit fees
Residential Addition or Alteration with No Service Change	Application Fee	\$200
	Automation Fee	10% of all application and permit fees
Residential Addition or Alteration with Service Change	Application Fee	\$300
	Automation Fee	10% of all application and permit fees
Residential Addition or Alteration with No Service Change – Approved Homeowner Installation	Application Fee	\$100
	Automation Fee	10% of all application and permit fees

Fence

Commercial New/Addition/Alteration	Application Fee	\$100 or 1.5% project cost (whichever is greater)
	Automation Fee	10% of all application and permit fees
Residential New / Addition / Alteration	Application Fee	\$50
	Automation Fee	10% of all application and permit fees

Fire Protection

Blasting/Explosives	Application Fee	\$150
	Automation Fee	10% of all application and permit fees
Clean Agent	Application Fee	\$55
	Permit Fee (Includes one Plan Revision)	\$150 plus \$1 per pound of agent.
	Automation Fee	10% of all application and permit fees



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Fire Protection (continued)

Fire Alarm – New or Alteration	Application Fee	\$55
	Permit Fee (Includes one Plan Revision)	18 per device, \$125 minimum permit fee
	Automation Fee	10% of all application and permit fees

Fire Marshal Inspection for Mandated Licenses	Application Fee	Group Home	\$55
		Daycare <13 Clients	\$55
		Daycare ≥13 Clients	\$110
		Private School	\$160
		Driving School	\$160
		Health Care	\$325
		Board & Care ≤16 Residents	\$110
		Board & Care > 16 Residents	\$220
		Safety Inspection	\$110

Fireworks or Pyrotechnics	Application Fee	Pyrotechnics	Fireworks
		\$110	\$440
	Automation Fee	10% of all application and permit fees	

Hood and Duct - New or Alteration	Application Fee (Includes one Plan Revision)	\$55
	Permit Fee	\$225 per System
	Automation Fee	10% of all application and permit fees

Smoke Control System	Application Fee (Includes one Plan Revision)	\$220
	Automation Fee	10% of all application and permit fees

Sprinkler – New, Add/Alteration, or Standpipes	Application Fee	\$55
	Permit Fee (Includes one Plan Revision)	\$5 per sprinkler head, \$125 minimum +\$150 per hydraulic calculation
	Fire Pump Test	\$220 per pump
	Standpipes	\$220 per riser
	Fire Main Flush/Flow or Hydro Test	\$275 per test witnessed
	Automation Fee	10% of all application and permit fees

Fuel Tank

Permanent – New Install, Removal, Temporary or Remove and Replace	Application Fee	\$110 per tank
	Permit Fee (not applicable to removal ONLY or temporary tank)	1,000 gallons or more: \$110 per tank
	Automation Fee	10% of all application and permit fees



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Garage

New / Addition / Alteration	Application Fee	\$135
	Permit Fee	If construction cost exceeds \$10,000: \$375
	Homeowner Approved Electric Permit Fee	\$90
	Automation Fee	10% of all application and permit fees

Gazebos and Sheds

New / Addition / Alteration	Application Fee	\$35
	Permit Fee	Pre-Fabricated: \$35 Not Pre-Fabricated: \$0.15 per square foot, \$90 minimum, or \$375 minimum if the project cost exceeds \$20,000
	Homeowner Approved Electric Permit Fee	\$90
	Automation Fee	10% of all application and permit fees

Mechanical

Residential	Application Fee	1 appliance: \$55 Each additional appliance: \$30
	Automation Fee	10% of all application and permit fees
Commercial	Application Fee	\$110
	Permit Fee	0.55% of project cost
	Permit Fee Electric	10% of Permit Fee, \$110 Minimum
	Automation Fee	10% of all application and permit fees

Outdoor Seating

Outdoor Seating Permit	Permit Fee	\$130
	Automation Fee	10% of permit fee

Parking

Parking Permit	Permit Fee	\$25
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Right-of-Way

Construction in Public Right-of-Way (Private Utility)	Application Fee	\$200
	Permit Fee	\$2 per linear foot under unpaved surfaces and \$4 per linear foot under paved surfaces, minimum total fee \$130
	Permit Amendment Fee	\$100
	Automation Fee	10% of all application and permit fees

Wireless Facilities	Application Fee	\$100
	Permit Fee	1.5% of Telecom Facility project cost; \$100 minimum
	Permit Fee Electric	10% of Permit Fee Telecom Facility; \$100 minimum
	Automation Fee	10% of all application and permit fees

Temporary Occupancy of Right-of-Way	Application Fee	No Charge
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Sign

Permanent	Application Fee	Non-Electric	Electric
		\$1.75 per square foot, \$55 minimum	\$1.75 per square foot, \$55 minimum, plus \$90
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$250	
	Permit Extension Fee	\$100	
Temporary	Automation Fee	10% of all application and permit fees	
	Application Fee	\$1.75 per square foot, \$55 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	

Sign Waivers

Waivers from Sign Ordinance	Application	Sign waiver major: \$500 per sign Sign waiver minor: \$250 per sign
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Site Development

Combination	Application Fee	\$220
	Permit Fee	10% of approved stormwater management project cost 12.5% of approved public improvement project cost 5% of approved private on-site project cost grading/sediment control/forest conservation - \$0.06 cents per sq. ft. of disturbed area
	As Built Fee (SWM Only)	\$1,600 per stormwater management structure
	Floodplain Permit Fee	\$500
	Bond	110% of approved cost
	Permit Amendment Fee	\$110
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$1,000
	Request to extend permit-unexpired	\$100
	Request to Extend Permit-expired < one year	50% of original permit fee or minimum permit cost, whichever is greater (maximum \$2,000)
	Reinspection Fee	\$250 for 1st reinspection; \$500 for each reinspection thereafter
Automation Fee	10% of all application and permit fees	
Private On-Site	Application Fee	\$220
	Permit Fee	5% of project cost
	Bond	110% of approved cost
	Permit Amendment Fee	\$110
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$1,000
	Request to extend permit-unexpired	\$100
	Request to Extend Permit-expired <one year	50% of original permit fee or minimum permit cost, whichever is greater (maximum \$2,000)
	Reinspection Fee	\$250 for 1st reinspection; \$500 for each reinspection thereafter
	Automation Fee	10% of all application and permit fees



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Site Development (continued)

Public Improvement	Application Fee	\$220
	Permit Fee	12.5% of project cost
	Bond	110% of approved cost
	Permit Amendment Fee	\$110
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$1,000
	Request to extend permit-unexpired	\$100
	Request to Extend Permit-expired < one year	50% of original permit fee or minimum permit cost, whichever is greater (maximum \$2,000)
	Reinspection Fee	\$250 for 1st reinspection; \$500 for each reinspection thereafter
	Automation Fee	10% of all application and permit fees
Retaining Wall Less than Four Feet in Height, Playhouses and similar uses, Swings and other Playground Equipment, Private Driveways accessory to One and Two-Family Dwellings	Application Fee	\$220
	Permit Amendment Fee	\$110
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$1,000
	Request to extend permit-unexpired	\$100
	Request to Extend Permit-expired < one year	50% of original permit fee or minimum permit cost, whichever is greater (maximum \$2,000)
	Reinspection Fee	\$250 for 1st reinspection; \$500 for each reinspection thereafter
Sediment Control, Grading, and Forest Conservation	Application Fee	\$220
	Permit Fee	\$0.06 cents per square foot of disturbed area, \$220 minimum
	Bond	110% of approved cost
	Forest Conservation Fee in Lieu	\$3 per square foot
	Permit Amendment Fee	\$110
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$1,000
	Request to extend permit-unexpired	\$100
	Request to Extend Permit-expired < one year	50% of original permit fee or minimum permit cost, whichever is greater (maximum \$2,000)
	Reinspection Fee	\$250 for 1st reinspection; \$500 for each reinspection thereafter
	Automation Fee	10% of all application and permit fees



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Site Development (continued)

Stormwater Management	Application Fee	\$220
	Permit Fee	10% of project cost
	As Built Fee	\$1,600 per stormwater management structure
	Bond	110% of approved cost
	Permit Amendment Fee	\$110
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$1,000
	Request to extend permit-unexpired	\$100
	Request to Extend Permit-expired < one year	50% of original permit fee or minimum permit cost, whichever is greater (maximum \$2,000)
	Reinspection Fee	\$250 for 1st reinspection; \$500 for each reinspection thereafter
	Waiver Fee for New Development and Redevelopment	$C = A \times I \times F$ C = the waiver fee contribution A = area (disturbed area for redevelopment, site area of new development) I = percent of A that is impervious F = the maximum fee per acre = \$43,560 Credit for previously paid redevelopment Stormwater Management Fee will be applied to the contribution.
	Automation Fee	10% of all application and permit fees

Swimming Pool

Residential	Application Fee	\$200
	Automation Fee	10% of all application and permit fees
Commercial - New or Renovation	Application Fee	\$330
	Permit Fee	1.6% of project cost
	Plan Revision Fee	1% of revised construction cost, \$100 minimum
	Automation Fee	10% of all application and permit fees

Tent

New	Application Fee	120 – 2000 square feet, \$110 2000+ square feet, \$220 plus \$0.03 per square feet over 2000 square feet
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500
	Tent Event Fee	\$100 for 2 nd event & each subsequent event thereafter
	After Hours Inspection Fee	\$225
	Automation Fee	10% of all application and permit fees



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Trailer

Temporary Construction, Sales and Storage	Application Fee	\$175 per trailer
	Automation Fee	10% of all application and permit fees

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

General Fees

General Fees – Residential Permits (applicable to Planning and Code Administration – Residential Permits)	Plan Revision Fee-NEW	\$225
	Plan Revision Fee- Improvements	\$75
	Permit Amendment Fee	\$60
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$250
	Request to Extend Permit-unexpired	\$100
	Request to Extend Permit-expired < one year	50% of original permit fee or minimum permit cost, whichever is greater (maximum \$1,000)
	Reinspection Fee	\$200
	Request to modify code	\$175
	Overtime Inspections	\$250 per inspector/per inspection (\$74 per hour or fraction thereof in excess of 4 hours)

General Fees – Commercial Permits (applicable to Planning and Code Administration – Commercial Permits)	Plan Revision Fee-Third Plan Review	75% of total original permit fee(s) not to exceed \$3,000
	Plan Revision Fee-Each Subsequent Plan Review	100% of total original permit fee(s) not to exceed \$5,000
	Permit Amendment Fee	\$110
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$1,000 for initial inspection \$1,500 for each subsequent inspection
	Request to Extend Permit-unexpired	\$100
	Request to Extend Permit-expired <one year	50% of original permit fee or minimum permit cost, whichever is greater (maximum \$2,000)
	Reinspection Fee	\$250 for 1 st reinspection; \$500 for each reinspection thereafter
	Request to modify code	\$175
	Overtime Inspections	\$250 per inspector/per inspection (\$74 per hour or fraction thereof in excess of 4 hours)



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General Fees (continued)

General Fees - Fire related Permits (applicable to Planning and Code Administration – Fire Related Permits)	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	\$110
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	\$500
	Request to Extend Permit- unexpired	\$100
	Request to extend permit-expired < one year	50% of original permit fee or minimum permit cost, whichever is greater (maximum \$2,000)
	Reinspection Fee	\$250
	Request to modify code	\$175
	Overtime Inspections	\$250 per inspector/per inspection (\$74 per hour or fraction thereof in excess of 4 hours)



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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 and MCD Zone	Application Fee	\$2000 + \$10 per dwelling unit + \$0.025 per square foot of nonresidential
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MXD Zone	Application Fee	\$5,500+ \$10 per dwelling unit + \$0.025 per square foot of nonresidential
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Amendment to Final Site Plans

Consent Item	Application Fee	\$650
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Planning Commission Approval	Application Fee	\$650 plus \$50 per new or altered dwelling unit \$0.025 per additional square foot of nonresidential
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Staff Approval (Minor)	Application Fee	\$250
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Staff Approval (Parking Wavier)	Application Fee	\$250
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Board of Appeals - Administrative Review

Government Official	Application Fee	Individual Resides at Subject Location: \$265 (per process) Individual Does Not Reside at Subject Location: \$520 (per process) Commercial or Business Entity: \$1,050 (per process)
	*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*

Board of Appeals - Special Exception

Family Daycare	Application Fee	\$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	\$2,000



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Board of Appeals - Special Exception Amendment

Family Daycare	Application Fee	\$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	\$1,000
Staff Approval	Application Fee	\$250

Board of Appeals - Variance

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

FAR Bonus Payment	Fee	\$63 per square foot of bonus above base FAR
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Environment

Forest Conservation Plan	Application Fee	\$160 plus \$10 per acre for every acre over 10
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Forest Conservation Plan Amendment	Application Fee	Staff Approval: \$160 Planning Commission: \$1,050
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Natural Resources Inventory/Forest Stand Delineation	Application Fee	A Single Family Lot: \$160 Other: \$210 plus \$5 per acre for every acre over 10
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Floodplain Study	Application Fee	\$1,000
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Waiver	Application Fee	Single Family Lot: \$105 per waiver Multi-Family Lot: \$1,050 per waiver Nonresidential Lot: \$1,050 per waiver
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Plat - Subdivision

Plat of Correction	Application Fee	\$1,050
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All other Final Subdivision (Record) Plat (including resubdivision and minor subdivision plats)	Application Fee	\$1,050 plus \$50 per lot, parcel or outlot
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Road Code Waiver

Road Code Waiver	Application Fee	\$550 per road, or \$2,200 if more than 50 acres or in the MXD Zone
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Schematic Development Plans

Schematic Development Plan	Application Fee	MXD Zone: \$10,500 + \$10 per dwelling unit + \$0.025 per square foot of nonresidential CD Zone and MCD Zone: \$5500 + \$10 per dwelling unit + \$0.025 per square foot of nonresidential
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Site Development Plans

Site Development Plans – Concept <i>All Zones Except MXD, CD, MCD</i>	Application Fee	\$900
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Site Development Plans – Preliminary <i>All Zones except MXD, CD, MCD</i>	Application Fee	\$3000 + \$20.5 per dwelling unit + \$0.025 per square foot of nonresidential
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Site Development Plans – Final	Application Fee	Non-MXD: \$3000 + \$20.5 per dwelling unit + \$0.025 per square foot of nonresidential or MXD: \$7,000 plus \$10 per dwelling unit + \$0.025 per square foot of nonresidential
	Extension to Final Site Plan	\$250
	Reapproval of Final Site Plan	\$650

Sketch Plans

Sketch Plan	Application Fee	\$3000 + \$100 per acre or portion thereof for applications greater than two (2) acres, not to exceed \$10,000
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Sediment & Erosion Control

Concept	Application Fee (Application fee is based on disturbed area and includes 2 full review cycles and approval processing)	Up to 1 Acre: \$750 1-3 Acres: \$1,500 >3-5 Acres: \$2,000 Over 5 Acres: \$2,500 plus \$150 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 is based on disturbed area and includes 2 full review cycles and approval processing)	Up to 1 Acre: \$500 1-3 Acres: \$750 >3-5 Acres: \$1,000 Over 5 Acres: \$1,250 plus \$150 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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Sediment & Erosion Control (continued)

Final	Application Fee (Application fee is based on disturbed area and includes 2 full review cycles and approval processing)	Up to 1 Acre: \$500 1-3 Acres: \$750 >3-5 Acres: \$1,000 Over 5 Acres: \$1,250 plus \$150 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 is based on disturbed area and includes 2 full review cycles and approval processing)	Up to 1 Acre: \$750 1-3 Acres: \$1,500 >3-5 Acres: \$2,000 Over 5 Acres: \$2,500 plus \$150 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 is based on disturbed area and includes 2 full review cycles and approval processing)	Up to 1 Acre: \$500 1-3 Acres: \$750 >3-5 Acres: \$1,000 Over 5 Acres: \$1,250 plus \$150 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 is based on disturbed area and includes 2 full review cycles and approval processing)	Up to 1 Acre: \$500 1-3 Acres: \$750 >3-5 Acres: \$1,000 Over 5 Acres: \$1,250 plus \$150 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	Application Fee	\$1,000
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City of Gaithersburg Fee Schedule

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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

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	

Use

Use - Conditional	Application Fee	\$5,025
Use – Conditional Radio & Television Broadcast Station	Application Fee	\$15,750
Use - Temporary	Application Fee	\$650

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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Waivers

Height, Parking, and/or Setback Waivers granted by City Council or Planning Commission	Application Fee	\$1100 per waiver request
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City of Gaithersburg Fee Schedule

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Zoning Map Amendment

Zoning Map Amendment - Standard	Application Fee (No associated plan)	Less than 2 Acres: \$1,100 2 or More Acres: \$2,200
Zoning Map Amendment – Standard (Optional Method)	Application Fee (Rezoning + Plan)	Less than 2 Acres: \$4100 + \$20.5 per dwelling unit + \$0.025 per square foot of nonresidential 2 or More Acres \$5200 + \$20.5 per dwelling unit + \$0.025 per square foot of nonresidential
Zoning Map Amendment – MXD with Sketch Plan	Application Fee (Rezoning + Plan)	Less than 2 Acres: \$4,400 + \$100 per acre or portion thereof 2 or More Acres: \$6,600+ \$100 per acre or portion thereof for applications greater than two (2) acres, not to exceed \$10,000
Zoning Map Amendment – CD or MCD with Schematic Development Plan	Application Fee (Rezoning + Plan)	Less than 2 Acres: \$6600 + \$10 per dwelling unit + \$0.025 per square foot of nonresidential 2 or More Acres: \$7700 + \$10 per dwelling unit + \$0.025 per square foot of nonresidential



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PLANNING AND CODE ADMINISTRATION - MUNICIPAL INFRACTIONS

Animals and Fowl – Chapter 4

Cruelty to Animals – Sec. 4-3	Fine	\$500
Public Nuisance – Sec. 4-4	Fine	\$100
Potential Dangerous/Dangerous Section 4-5(b, e, g)	Fine	\$500
Sanitation – Sec. 4-6	Fine	\$100
Licensing – Sec. 4-8 (a,c)	Fine	\$100
Rabies Vaccination Required – Section 4-9	Fine	\$500
Reports of Animal Attacks or Bites – Section 4-10	Fine	\$500
Confinement of Animals – Section 4-11	Fine	\$500
Notice of Rabies to State – Section 4-12	Fine	\$500
Enforcement During Quarantine – Section 4-13	Fine	\$500
Restrictions on Animals with Rabies – Section 4-14	Fine	\$500
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	\$750
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



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Health and Sanitation – Chapter 12

Health and Sanitation Section 12-1, 12-2, 12-4	Fine	\$500
Health and Sanitation Section 12-3, 12-5, 12-6, 12-7	Fine	\$200

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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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

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PLANNING AND CODE ADMINISTRATION - 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	\$25
Small Pet Waste Sign	Fee	\$20
Pet Waste Sign Post	Fee	\$13
Pet Waste Sign Hardware	Fee	\$3

Gaithersburg MCPS Utilization Premium Payment Fee

School Level	Fee Rate (percent of applicable Montgomery County Impact Tax)			
	No Fee	Tier 1	Tier 2	Tier 3
Elementary School	–	16⅔%	33⅓%	50%
Middle School	–	10%	20%	30%
High School	–	13⅓%	26⅔%	40%
Total	–	40%	80%	120%

Development Rights and Responsibilities Agreement (DRRA)

DRRA	Application Fee	\$500 Petition Processing Fee \$3000 Petition Filing Fee (If petition is accepted by the City Council)
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City of Gaithersburg Fee Schedule

FY26 Adopted Budget

PARKS, RECREATION & CULTURE – RENTAL FEES

Activity Center

Activity Rooms (per hour)	Type	Resident	Nonresident
	Individual / Non-Profit	\$43 - \$60	\$65 - \$90
	Business/Commercial	\$60 - \$80	\$90 - \$120
Gymnasiums - Social Events (per hour)	Individual / Business / Commercial	\$75 - \$120	\$110 - \$180
Gymnasium - Athletic Events (per hour)	Individual / Non-Profit	\$40 - \$70	\$60 - \$105
	Business/Commercial	\$75 - \$105	\$110 - \$155

Fees vary based on peak and non-peak times (i.e. weekend, M-F before 3pm and M-F after 3pm, etc.).
Government agencies/schools pay resident rates during non-peak hours.

Aquatic Center

Group Rentals (per hour, based on number of participants)	Number of Participants	Resident	Nonresident
	1-40	\$95-\$195	\$95-\$195
	41-99	\$115- \$215	\$115- \$215
	100-140	\$135- \$235	\$135- \$235
	141-175	\$155- \$255	\$155- \$255

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	\$90 - \$175	\$120 - \$250
	Non Profit	\$60 - \$110	\$80 - \$140
	Recital (2-hour block)	\$200 - \$275	\$225 - \$300
Room Rentals (per hour)	Classroom	\$45	\$60
	Classroom Non Profit	\$40	\$45
	Birthday Parties	\$75 - \$100	\$95 - \$115
Studio Rental	Monthly	\$305	\$347.50

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 - \$120	\$38 - \$180
	Non Profit	\$22 - \$77	\$33 - \$140
	Business/Commercial	\$43 - \$140	\$65 - \$210

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	\$20 / \$20 - \$30	\$25 / \$25 - \$40
Light Fees / hour	\$25 - \$50	\$25 - \$50	
General Field Rental Fees / hour	\$15 - \$20	\$20 - \$25	
RP Synthetic Turf Rental Fees / hour	\$60 - \$95	\$70 - \$110	
LP Synthetic Turf Rental Fees / hour	\$60 - \$160	\$70 - \$185	
KP Synthetic Turf Rental Fees / hour	\$50 - \$80	\$60 - \$90	
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).

Kentlands Mansion

Event	Function Type	Resident	Nonresident
	Sunday-Friday Social (7 hour rental)	\$2,184	\$2,775
Saturday Social (8 hour rental)	\$2,775	\$3,535	
Mini Socials (4 hour rental)	\$500	\$600	
Business Meeting (7 &-hr rental)	\$150 - \$450	\$175 - \$525	
Extra Hours (varies based on Event type)	\$100 - \$200	\$100 - \$300	
2-Hr Recital	\$175	\$200	

Business Meeting fees vary based on the room(s) or floor(s) rented.

Picnic Pavilions

Individual/Non Profit	Pavilion	Resident	Nonresident
	Park/Pond/Hillside (per rental)	\$240-\$335	\$360-\$505
	Park/Pond/Hillside (by the hour)	\$25 per hour	\$35 per hour
	City Hall (per rental)	\$190	\$290
Business/Commercial	Pavilion	Resident	Nonresident
	Park/Pond/Hillside (per rental)	\$310-\$475	\$465-\$710
	Park/Pond/Hillside (by the hour)	\$30 per hour	\$45 per hour
	City Hall (per rental)	\$240	\$360

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



City of Gaithersburg Fee Schedule

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Benjamin Gaither Center

Rate (per hour) Varies depending on room	Type	Resident	Nonresident
	Individual	\$40 - \$100	\$60 - \$120
	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	Out of County
	Picnic Pavilion Rental	\$60	\$100	\$130

Youth Center – Olde Towne

Rental (per hour)	Type	Resident	Nonresident
	Individual / Non Profit	\$50 - \$70	\$60 - \$85
	Business/Commercial	\$60 - \$85	\$70 - \$100
	Member (studio rental only)	\$50	\$50
	Non-Member (studio rental only)	\$65	\$80
Fee range depends on number of rooms rented (individual room vs. entire facility).			

Youth Center – Robertson Park

Rental (per hour)	Type	Resident	Nonresident
	Individual / Non Profit	\$50 - \$70	\$60 - \$85
	Business/Commercial	\$60 - \$85	\$70 - \$100
Fee range depends on number of rooms rented (individual room vs. entire facility).			

Pleasant View Park – Community Garden Plots

Rental (annual; residents only)	Type	Resident	Nonresident
	Large Plot (48 sq. ft.)	\$35	N/A
	Regular Plot (32 sq. ft.)	\$25	N/A



City of Gaithersburg Fee Schedule

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PARKS, RECREATION & CULTURE – MEMBERSHIP FEES

Aquatics

Individual	Term	Resident	Nonresident	Out of County
	Annual (GAC & WP)	\$250 - \$450	\$400 - \$600	\$500 - \$700
GAC only (annual)	\$200 - \$400	\$200 - \$400	\$200 - \$400	
Summer (WP only)	\$150 - \$300	\$200 - \$350	\$300 - \$450	
Monthly (GAC only)	\$50 - \$200	\$50 - \$200	\$50 - \$200	
2 Person	Term	Resident	Nonresident	Out of County
	Annual (GAC & WP)	\$300 - \$500	\$500 - \$700	\$600 - \$800
GAC only (annual)	\$250 - \$450	\$250 - \$450	\$250 - \$450	
Summer (WP only)	\$200 - \$350	\$250 - \$400	\$350 - \$500	
Monthly (GAC only)	\$75 - \$250	\$75 - \$250	\$75 - \$250	
Family	Term	Resident	Nonresident	Out of County
	Annual (GAC & WP)	\$350 - \$550	\$600 - \$800	\$800 - \$1,000
GAC only (annual)	\$300 - \$500	\$300 - \$500	\$300 - \$500	
Summer (WP only)	\$250 - \$450	\$300 - \$500	\$500 - \$700	
Monthly (GAC only)	\$100 - \$300	\$100 - \$300	\$100 - \$300	

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

Community Museum

	Term	Resident	Nonresident
Individual Friend of the Museum membership	Annual	\$20- \$100	\$25-\$135
Business Friend of the Museum membership	Annual	\$35 - \$150	\$45-\$160

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	



City of Gaithersburg Fee Schedule

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Benjamin Gaither Center

Member	Type	Resident	Nonresident
	Annual	\$50	\$125
Annual 2 Person	\$80	\$195	
Monthly	\$10	\$25	
Fitness Center (must be a BGC Member)	Annual	\$75	\$75
	Monthly	\$15	\$15

Student Union

Participant	Term	Resident	Nonresident
	Annual	\$10 - \$15	\$15 - \$20

Youth Centers

Participant	Term	Resident	Nonresident
	Annual	\$20 - \$25	\$25 - \$30



City of Gaithersburg Fee Schedule

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PARKS, RECREATION & CULTURE – ADMISSION FEES

Aquatic Center

Daily Admission	Type	Resident	Nonresident
	Adult	\$5 - \$8	\$5 - \$8
	Child	\$4 - \$7	\$4 - \$7

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	\$7 / \$9 - \$9 / \$11	\$8 / \$10 - \$10 / \$12
	Senior	\$6 / \$9 - \$8 / \$11	\$7 / \$10 - \$9 / \$12
	Group Rate	\$6 / \$8 - \$8 / \$10	\$6 / \$8 - \$8 / \$10
	20 Admission Punch Pass	\$100	\$120

Water Park

Daily Admission	Type	Resident	Nonresident (In County)	Nonresident (Out of County)
	Pool Pass	\$7 - \$12	\$12 - \$18	N/A
	Putt & Pool Pass	\$12 - \$17	\$16 - \$22	\$19.50 - \$27
	Group Rates	\$6 - \$9.50	\$6 - \$20	\$6 - \$25

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

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

Recreation Classes

Rate (per class)	Type	Resident	Nonresident
	Participant	\$3-\$400	\$5-\$410

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	\$20 - \$225
	Adult Sports (Drop-in, Leagues & Tournaments)	\$4 - \$1,500	\$5 - \$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 - \$80	\$55 - \$80
	Aquatic Classes	\$30-\$350	\$30-\$350
	Winter Swim	\$475	\$475
	Special Event / Promotional Rate	\$2 - \$50	\$2 - \$50
Non Member	Type	Resident	Non Resident
	Swim Lessons (dependent on location)	\$60 - \$90	\$60 - \$100
	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

Participant	Type	Resident	Nonresident
	Early Childhood Programs	\$2 - \$418	\$2 - \$532
	Let's Cook at Casey Camps & Classes	\$5 - \$565	\$5 - \$565
	Classes, Workshops & Events	\$2 - \$540	\$2 - \$540

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).



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Community Museum / Observatory Park

Participant	Type	Resident	Nonresident
	Lecture / Tour / Class / Workshop	\$2 - \$250	\$2 - \$300
Camps	\$33 - \$440	\$41 - \$540	
Party Package	\$100 - \$500	\$125 - \$500	
Theater / Events	\$1 - \$100	\$1 - \$125	

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 Fees	Type	Resident	Nonresident
	Crafter	\$10 - \$300	\$25 - \$400
Food/Beverage Vendor	\$30 - \$450	\$40 - \$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).



City of Gaithersburg Fee Schedule

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Event Permits

Event Permit Fee	Event Attendance	Resident/Nonprofit	Nonresident/Nonprofit
	1 – 200 attendees	\$75 / \$60	\$100 / \$80
	201 – 1,000 attendees	\$300 / \$240	\$400 / \$320
	1,001 – 5,000 attendees	\$500 / \$400	\$750 / \$600
	5,001 – 10,000 attendees	\$1,000 / \$800	\$1,500 / \$1,200
	10,001 and over attendees	\$1,500 / \$1,200	\$2,250 / \$1,800
Street Closure Permit Fee	Type of Street Closure	Resident	Nonresident
	Festival	\$200	\$200
	Parade	\$200	\$200
	Race/Walk	\$200	\$200

If warranted, the applicant will be responsible for costs associated with, but not limited to crowd control, traffic management and/or additional permits or inspections.

Change Justification: The in-kind support application has historically been used by a single nonprofit organization to obtain special event permits, which has led to inequities in access to City resources. By introducing a nonprofit rate, the City can now recover the administrative costs of processing permits while offering a discounted fee structure to all nonprofit applicants.

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)	\$35 - \$350	\$40 - \$400
	Concerts / Events / Classes	\$3 - \$175	\$3 - \$175

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).

Benjamin Gaither Center

Member	Type	Resident	Nonresident
	Classes	\$1 - \$150	\$1 - \$150
	Fitness Program	\$1 - \$150	\$1 - \$150
	Trips	\$1 - \$150	\$1 - \$150

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



City of Gaithersburg Fee Schedule

FY26 Adopted Budget

Skate Park

Participant	Type	Resident	Nonresident
	Lessons	\$20 - \$100	\$27 - \$125
	School of Skate	\$100 - \$150	\$125 - \$175
	Competition / Special Event	\$3 - \$45	\$5 - \$50

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	\$80 - \$275	\$100 - \$350
	Middle School & Specialty Camps	\$75 - \$450	\$100 - \$600
	Half Day Camps	\$50 - \$220	\$60 - \$285

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 - \$100	\$10 - \$125
	Spring Break Camps	\$100 - \$250	\$125 - \$300
	Counselor in Training	\$25 - \$125	\$30 - \$175
	High School Trips & Activities	\$5 - \$100	\$10 - \$125
	GYC Trips	\$5 - \$100	\$10 - \$125

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



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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

Civil Penalty

Photo Speed Enforcement (Speed Camera)	\$40
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Services

Vehicle Collision Report Document Fee	\$10
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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:	\$143.56
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	\$107.67
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	\$71.78
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	\$35.89

Storm Water Program Fee

Fee per year, per Equivalent Residential Unit or 500 Sq. Ft. of Impervious Surface (ERU)	1 ERU Rate = \$32.28
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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



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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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Fingerprint Services

Fees	Type	Resident	Nonresident
	Service Fee		\$10 - \$44.50

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.



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COMMUNITY SERVICES – MISCELLANEOUS FEES

Resident Monthly Services Fees

Wells Robertson House Resident	\$0 - \$250
DeSellum 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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