

CITY OF SOUTH PORTLAND
Schedule of License, Permit, Inspection and
Application Fees (Master Fee Schedule)
This Schedule is subject to amendment by City Council Order.

Chapter 5 – Buildings		
Code of Ordinances or Statutory Reference	Type of Fee	Fee Effective: 11/29/21
§ 5-77	Estimated cost of work, per \$1,000.00	\$15.00
§ 5-77	Air conditioning, per \$1,000.00	\$15.00
§ 5-77	Signs, per \$1,000.00	\$15.00
§ 5-77	Heating installations: Single-family dwelling, flat fee Other, per \$1,000.00 Minimum fee	\$30.00 \$10.00 \$30.00
§ 5-77	HVAC system, per \$1,000.00	\$15.00
§ 5-77	Demolition of principal structures Demolition of accessory structures	\$50.00 \$25.00
§ 5-77	Relocations, per \$1,000.00 of assessed valuation	\$15.00
§ 5-77	Home Occupations	\$50.00
§ 5-77	Change of Occupancy (non-residential)	\$50.00
§ 5-77	Swimming pools, per \$1,000.00	\$15.00
§ 5-77	Plumbing (surcharge per permit)	\$10.00
§ 5-77	Minimum fee for every permit (unless otherwise indicated).	\$25.00
§ 5-77	After-the fact permits (permits not applied for until after the work for which permit is required has already been started)	Double the amount set forth herein; subject to a maximum of one thousand dollars (\$1,000.00) as to such additional amount
§ 5-77	Reinspection fee for each subsequent inspection determined by the Building Inspector to be necessary because the building or site being inspected has not been completed or is not eligible for a certificate of occupancy	\$50.00

Chapter 8 – Fire Protection and Prevention

Code of Ordinances or Statutory	Type of Fee	Revised: 3/16/2021
General Inspection Fees		
§ 8-4.8 & § 8-13.23	Initial inspection and first re-inspection	No charge
§ 8-4.8 & § 8-13.23	Second and future re-inspections	\$75 per inspection
Hazardous Materials Annual Site Inspection		
§ 8-13.8 & Table § 8-13.20(a)	Annual Inspection (Required for all facilities that have to submit Tier II Reports)	\$200.00
Commercial Fire Alarm Plan Review & Permit Fees		
<u>§ 8-3.15(4)</u>	New Fire Alarm Control Panel	\$100.00
<u>§ 8-3.15(4)</u>	Replacement of Fire Alarm panel with Exiting Devices	\$100.00

<u>Commercial Sprinkler System Plan Review & Permit Fees</u>		
§ 8- 4.20(b)(2)	Sprinkler Connection Fee	\$200.00
§8- 4.20(b)(2)	Sprinkler Annual Maintenance Fee	\$200.00
§ 8- 4.20(b)(2)	New Sprinkler Heads	\$1.00/Head
§ 8- 4.20(b)(2)	Relocation of Sprinkler Head	\$0.50/Head
§ 8-13.8 & Table § 8.13.20(a)	Fire Pump Installations	\$100.00 Each
Other Permit Fees		
§ 8-13.8 & Table § 8.13.20(a)	Blasting Permit Fee	\$50.00
§ 8-4.17	Portable Structure Permit Fee	\$100.00

§ 8-8.16	Tanker Vessel Inspection Fee (per docking)	\$135.00
§ 8-9.2	Minimum amount of Gas Line Operations Work liability insurance	\$500,000 per occurrence
AES Fire Alarm Fee		
§ 8-3.3.1 & § 8-3.10	AES Box Connection Fee	\$200.00
§ 8- 3.3.1.3(c)	AES Box Annual Maintenance Fee	\$200.00
False Alarm (Per Calendar Year)		
§ 8-3.5(a)	First Incident	No Charge
§ 8-3.5(a)	Second Incident	No Charge
§ 8-3.5(b)	Third Incident	\$250.00
§ 8-3.5(c)	Forth Incident	\$250.00
§ 8-3.5(c)	Fifth Incident	\$500.00
§ 8-3.5(d)	All future Incidents	\$1,000.00
Fire Lane Violations		
§ 8-11.6	Fire Lane parking violation fine	\$50-\$500
Fire Department Apparatus Fees		
§ 8-15.3	Aerial / Ladder Truck	\$300.00/hr.
§ 8-15.3	Pumper / Foam Truck	\$250.00/hr.
§ 8-15.3	Squad / Rescue Truck	\$250.00/hr.
§ 8-15.3	Command Truck	\$100.00/hr.
§ 8-15.3	Ambulance Unit	\$100.00/hr.

§ 8-15.3	Marine Rescue Boat	\$75.00/hr.
§ 8-15.3	Supervisor with vehicle	\$100.00/hr.
§ 8-15.3	UTV-Gator	\$25.00/hr.
§ 8-15.3	4x4 Pick Up Vehicle	\$50.00/hr.
§ 8-15.3	Foam Trailer	\$25.00/hr. plus consumables
§ 8-15.3	Personnel Labor (Per person)	\$50.00/hr.
§ 8-15.3	Personnel (Call Company) Per Person	\$25.00/hr.
§ 8-15.3	Minimum Billable Time	2 hours
§ 8-15.3	Late Payment	\$20.00 flat fee first month and 0.5% of outstanding bill per month after first month
Confined Space Entry Standby (No Contract)		

§ 8-15.3	Per Entry Fee	\$500.00/hr.
Confined Space Entry Standby (Contract)		
§ 8-15.3	Base Contract Fee and 4 hours standby time per paid	\$5,500.00.
§ 8-15.3	Per Entry Fee	\$270.00/hr.
Hazardous Materials Response 38 M.R.S. § 1318-A & § 8-4.26 & § 8-15.3	Hazmat 402	\$1000.00/hr.
	Hazmat 401	\$500.00/hr.
	Pumper / Foam Truck	\$250.00/hr .
	Squad /Rescue Truck	\$250.00/hr
	Command Truck	\$100.00/hr.
	Ambulance Unit	\$100.00/hr.
	Supervisor with vehicle	\$100.00/hr .
	Foam Trailer	\$25.00/hr. plus consumables
	Personnel Labor (Per person)	\$50.00/hr.
	Personnel (Call Company) Per Person	\$25.00/hr.
	Consumables	Billed at Replacement Costs
	Extrication (Vehicle)	\$300.00
	Fluid Spill (Vehicle Accident)	\$100.00 (per vehicle)
	Fluid Spill (Gas Station)	\$100.00
	Minimum Billable Time	2 hours
	Late Payment	\$20.00 flat fee first month and 0.5% of outstanding bill per month after first month
Ambulance Billing Rates Fees are set in conjunction with CMS and State of Maine	Basic Life Support	\$800.00
	Advance Life Support Level 1	\$1,000.00
	Advance Life Support Level 2	\$1,500.00
	Mileage	\$18.00 per mile
	No Transport	\$300.00
	Paramedic Intercept Fee	\$300.00
<u>Fireworks Displays & Consumer Fireworks Penalties</u>		
§ 8-4.19	Minimum amount of Fireworks Display bond	\$100,000 per event
§ 8-12.2; 8 M.R.S. § 223- A(12)	First offense for any person who uses consumer fireworks or possesses consumer fireworks with the intent to use them in the City	At least \$200 and not more than \$400, plus costs

§ 8-12.2; 8 M.R.S. § 223- A(12)	First offense for any person who sells consumer fireworks or possesses consumer fireworks with the intent to sell them in the City	At least \$500, plus costs
§ 8-12.2; 8 M.R.S. § 223- A(12)	Second and subsequent offense for any person who sells consumer fireworks or possesses consumer fireworks with the intent to sell them in the City	At least \$1,000, plus costs, per violation

Chapter 14 – Licenses, Permits and Business Regulations Generally

Code of Ordinances or Statutory Reference	Business or Occupation	Fee Effective 7/27/10
§ 14-3(b)	Application Processing Fee	\$20.00
§ 14-3(b)	Advertisement Fee	At Cost
§§ 14-3(b) & 14-8	Background Check Fee	\$25.00 per name
§§ 14-700 – 14-716	Adult Use Establishment	\$550.00
§ 14-27	Amplified sound license, per event	\$10.00
	Amusements	
§ 14-29	Amusement Center, device or park not otherwise defined	\$80.00
8 MRSA §§ 501-502	Carnival (traveling amusement show), per day	\$125.00
8 MRSA §§ 501-502	Circus, per day	\$300.00
§§ 14-401 – 14-413; 8 MRSA § 441 et seq.	Coin-operated amusement device, each machine	\$100.00 per machine (1-10 machines) \$50.00 per machine (11th & each add'l)/ maximum \$6,500.00
§ 14-34; 8 MRSA § 227	Fireworks, public display	As per 8 M.R.S.A. § 227-A(3)

§ 14-29; 8 MRSA § 1 et seq.	Shooting gallery	\$80.00
§ 14-23; 8 MRSA § 1 et seq.	Theater, motion picture – Seating capacity of 999 or less, per screen	\$300.00
§ 14-23	Theater, motion picture – Seating capacity of 1000 or more, per screen	\$400.00
§§ 14-751 – 14-758; 30-A MRSA § 3751 et seq.	Automobile Graveyard or Junkyard	\$300.00
§§ 14-751 – 14-758; 30-A MRSA § 3751 et seq.	Automobile Recycling Business	\$500.00

§§ 14-75 – 14-80	Automobile service station, flammable liquids	\$125.00
§§ 14-501 – 14-511	Automobile Used Car Lot	\$120.00
17 MRSA Ch. 13-A	Bingo, beano, games of chance	\$100.00
	Single day event or raffle	\$25.00
§§ 14-250 – 14-270	Bottle Clubs	\$830.00
§ 14-200 et seq.	Cable TV Franchise	
§ 14-203(1)	Application filing fee	\$25.00
§ 14-206(a)	Proposal Bond	\$15,000.00
§ 14-206(b)	Performance Bond	\$100,000.00
§ 14-18	Car Wash, for profit making purposes	\$50.00
§ 14-18	Car Wash, bona fide non profit organization on temporary, short- term basis	N/A
§ 14-15(b); § 14-101	Christmas trees	\$30.00
§ 14-25	Construction activity at night	\$30.00
§ 14-105	Farmers' Market License, per location	\$25.00
	Vendor Associated with a Farmers' Market License, per location	\$25.00
§ 14-32	Flammable liquids, oil, hazardous materials - manufacturing, refining, mixing or storing	
	Flammable and combustible liquids 1,000 to 25,000 gallons	\$125.00
	Flammable and combustible liquids greater than 25,000 gallons	\$200.00
	Compressed gas under 2,000 gallons	\$100.00
	Compressed gas greater than 2,000 gallons	\$150.00
	Aircraft refueling	\$160.00
	Marina with fuel dispensing	\$150.00
	All other flammable liquids, oil, hazardous materials	\$100.00
	Flea Market	
§ 14-22	Operator	\$75.00
§ 14-22	Vendor	N/A

	Food Establishments (FE) without alcoholic beverage	
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§ 14-100 et seq.	Food preparation on site	\$200.00
§ 14-100 et seq.	No food preparation on site	\$150.00
§ 14-104	Mobile ice cream vending unit	\$120.00
§ 14-104	Mobile vending unit	\$120.00
§ 14-104	Pushcart	\$50.00
§ 14-104	Stationary vending unit	\$120.00
§ 14-104	Temporary (less than 2 weeks)	\$35.00
§ 14-104	Catering	\$95.00
28-A MRSA § 653	Food Establishment (FE) with alcoholic beverage	
§ 14-100 et seq	Club (non-profit) w/liquor	\$600.00
§ 14-16	Hotel w/liquor	\$1,700.00
§ 14-100 et seq.	Restaurant, Class A w/liquor	\$1,400.00
§ 14-100 et seq.	Catering Establishment	\$600.00
§ 14-100 et seq.	Restaurant w/malt and/or vinous	\$600.00
§ 14-100 et seq.	Retail store w/malt and/or vinous	\$300.00
§ 14-100 et seq.	Class A lounge w/liquor	\$2,100.00
§ 14-100 et seq.	Tavern, stand-up bar w/malt	\$600.00
28-A MRSA §1052	Off-Premise Special Event Catering (State)	\$20.00
§§ 14-45 – 14-48	Special amusement w/dancing	\$250.00
§§ 14-45 – 14-48	Special amusement w/o dancing	\$100.00
§ 14-36	Garage sale	\$5.00
30-A MRSA § 3781	Going out-of-business sale	\$75.00
§§ 14-90 – 14-93; 30-A MRSA § 3811; CMR DHS Rules Ch. 206	Lodging Establishment	\$50.00 plus \$3.00 per room/ maximum \$300.00
	Massage Establishments and Therapists	
§ 14-601 et seq.	Massage Establishment	\$60.00
§ 14-601 et seq.	Massage Therapist	\$30.00
§ 14-601 et seq.	Combined Massage Establishment /Massage Therapist	\$40.00
§ 14-601 et seq.	Conditional Massage Therapist	\$30.00
	Peddlers or Solicitors/ Temporary Vendors	
§ 14-15	30 days or less	\$60.00
§ 14-15	More than 30 days but less than 90 days	\$85.00
§ 14-20; 30-A MRSA § 3971	Secondhand dealer	\$90.00
§ 14-19; 30-A MRSA §	Pawnbroker	\$60.00

§ 14-24	Public Sidewalk, Use of	\$25.00
	Adult Use Marijuana Establishments	
28-B MRSA § 101 <i>et seq.</i> ; § 14-770 <i>et seq.</i>	Adult Use Marijuana Cultivation Facility	\$600.00
28-B MRSA § 101 <i>et seq.</i> ; § 14-770 <i>et seq.</i>	Adult Use Marijuana Products Manufacturing Facility	\$300.00
28-B MRSA § 101 <i>et seq.</i> ; § 14-770 <i>et seq.</i>	Adult Use Marijuana Social Club	Prohibited
28-B MRSA § 101 <i>et seq.</i> ; § 14-770 <i>et seq.</i>	Adult Use Marijuana Retail Store	\$1,400.00
28-B MRSA § 101 <i>et seq.</i> ; § 14-770 <i>et seq.</i>	Adult Use Marijuana Testing Facility	N/A - License not required
	Medical Marijuana Establishments	
22 MRSA § 2421 <i>et seq.</i> ; § 14-770 <i>et seq.</i>	Medical Marijuana Cultivation Facility	\$600.00
22 MRSA § 2421 <i>et seq.</i> ; § 14-770 <i>et seq.</i>	Medical Marijuana Dispensary	\$1,400.00
22 MRSA § 2421 <i>et seq.</i> ; § 14-770 <i>et seq.</i>	Medical Marijuana Products Manufacturing Facility	\$300.00
22 MRSA § 2421 <i>et seq.</i> ; § 14-770 <i>et seq.</i>	Medical Marijuana Retail Store	\$1,400.00
22 MRSA § 2421 <i>et seq.</i> ; § 14-770 <i>et seq.</i>	Medical Marijuana Testing Facility	N/A - License not required
§ 14-804 & Article XVII	Short-Term Residential Rentals	Fee Effective: 4/15/18
	Hosted Home Stay Registration (one rental in a one-, two-, three-, or four-family dwelling unit, or authorized accessory dwelling unit)	\$200.00
	Non-Hosted Home Stay Registration (one rental in a one-family dwelling unit)	\$400.00
	Inspection Fee (for Fire Department inspection on initial/renewal registration) (required for a rental in a three- or four- family dwelling unit; may be required at discretion of Fire Chief for a rental in a one- or two-family dwelling unit, or authorized accessory dwelling unit)	\$100.00
	Taxicabs	
§ 14-58	Certificate of Public Convenience	N/A
§ 14-59	Each taxicab	\$60.00
§ 14-60	Driver (includes badge)	\$25.00
§§ 15-269 – 15-285	Towing and Wrecker Business	\$240.00

§§ 14-725 – 14-728	Transfer Station for Municipal Solid Waste	\$500.00
§ 14-33; § 9-33 et seq.	Trucking, refuse removal	\$25.00

Transportation Department – South Portland Bus Service		
Code of Ordinances or Statutory Reference	Type of Fee	Fee Effective 06/13/19
	Normal Fare	\$1.50
	Senior Citizens, Medicare Card Holds and the Disabled with ID Cards	\$0.75
	Students (with valid ID)	\$1.25
	South Portland High School Students (with valid student ID)	Free
	Regional Monthly Bus Pass	\$45.00
	10 Ride Tickets:	
	Normal Fare	\$13.50
	Students	\$11.25
	Seniors or Persons with Disabilities	\$6.75
	Group Rates for Employees of Businesses/Organizations with 50 or More Riders (requires contract and valid IDs)	\$1.00

Chapter 24 – Subdivisions		
Code of Ordinances or Statutory Reference(s)	Type of Fee	Fee Effective 07/01/19
	Pre-Application meeting for subdivision applications	\$200.00 in addition to the application fee
	Minor subdivision	\$500.00
	Amended minor subdivision	\$300.00
	Major subdivision, preliminary plan	\$750.00 plus \$100.00/lot or unit for each lot/unit > 3
	Major subdivision, final plan	\$100/lot or unit

	Amended major subdivision	\$500.00 if no additional lots created; otherwise same as for preliminary plan except that existing lots do not count in calculating fee
	Re-approval of lapsed subdivision plan	\$300.00
	Any “after-the-fact” approval	Double the fee that would otherwise have been charged

Chapter 27 – Zoning		
Code of Ordinances or Statutory Reference	Type of Fee	Fee Effective 07/01/19
	Pre-Application meeting for: <ul style="list-style-type: none"> • zoning map and text change applications • nonconforming lot of record applications • master plans • site plans 	\$200 in addition to the application fee
	Pre-Application meeting for: <ul style="list-style-type: none"> • special exception applications • accessory dwelling unit applications • requests to purchase City property • requests to sell or vacate/discontinue a street • shoreland zoning applications 	\$200 counted toward the application fee
§ 27-115(b)	Zoning map change application fee	\$1,000.00
	Zoning text change application fee	\$1,000.00
§ 27-115(f)	Maximum Amount of Rezoning Performance Bond	\$50,000.00
§ 27-154	Board of Appeals application fee	\$100.00
§ 27-304	Nonconforming residential lot of record application fee	\$750.00
§ 27-747	Master plan application fee	\$400.00
§ 27-1403	Special Exception application fee	\$500.00 except \$750.00 for marijuana establishments
	Site plan application fee	\$500.00 plus \$100/1,000 sq. ft. of total building gross area
	Site plan required due to land disturbance only	\$500.00, or \$750.00 for disturbance > 2 acres
	Amended site plan application fee	\$500.00, except \$250 if modifications would not otherwise have required site plan approval
	Re-approval of lapsed site plan	\$300.00
§ 27-1577	Accessory dwelling unit application fee	\$500.00
	Request to purchase City-owned property	\$300.00

	Request to sell or vacate/discontinue a street	\$300.00
	Shoreland zoning application fee	\$500.00
	De Minimis Change application fee	\$150.00
	<u>Any “after-the-fact” approval</u>	<u>Double the fee that would otherwise have been charged</u>

Chapter 25 – Swimming Pools and Wading Pools

Code of Ordinances or Statutory Reference	Type of Fee	Amount of Fee
§ 25-20(b)	Annual routine inspection if paid by May 31	\$40.00
§ 25-20(b)	Annual routine inspection if paid after May 31	\$80.00, plus City’s collection costs
§ 25-20(b)	Inspection in response to complaint or subsequent reinspections following closure or noncompliance event, per inspection	\$100.00

Chapter 32 – Landcare Management

Code of Ordinances or Statutory Reference	Type of Fee	Amount of Fee
	Soil Quality Permit Fees	
§ 32-25	Projects < 1 acre (includes travel time, soil sampling and compaction testing for up to 7 locations and reporting)	\$330.00
§ 32-25	Projects 1 – 10 acres (includes travel time, soil sampling and compaction testing for up to 21 locations and reporting)	\$440.00
§ 32-25	Projects > 10 acres (includes travel time, soil sampling and compaction testing for up to 50 locations and reporting)	\$550.00

Economic Development Fees

Fee	Amount
Application for designation of project specific Development (a/k/a Tax Increment Financing) District.	\$1,500
Application for Amendment of Project Specific Development (a/k/a Tax Increment Financing) District or Credit Enhancement Agreement.	\$750
All third-party/external costs incurred by the City of South Portland relating to or resulting from any Application for the designation of a project specific Development (a/k/a Tax Increment Financing) District or Related Credit Enhancement Agreement(CEA), regardless of the whether the District is ultimately designated or the Credit Enhancement Agreement (CEA) approved.	100% of such fees shall be the responsibility of the Applicant and to the extent any such fees have been paid by the City of South Portland, the Applicant agrees to reimburse the City in full for such costs.
Credit Enhancement Agreement (CEA) Annual Review - Administrative Fee.	1% of annual payment due to applicant or other designated fund recipient under the terms of an approved Credit Enhancement Agreement (CEA), with a minimum annual fee of five hundred and 00/100 U.S. Dollars (\$500.00), provided such language is included in the terms set forth within any CEA.



Transfer Facility
929 Highland Avenue – 207-767-7671
Accepted Items & Fee Schedule
Effective 11/01/2019

Acceptable Materials	Cars	Vans/Small Trailers	Pick-up trucks	Pick-ups w/extended sides, one-tons, large trailers
	(All rates are based on material fee structure and attendants' best judgment)			
Brush, Branches, Logs & Small Stumps (to 6" diameter), Wood Chips	\$5.00	\$10.00	\$20.00	\$30.00
Demo wood and lumber (wood must not be mixed with or attached to non-wood products such as shingles, sheetrock, insulation, vinyl, sheet metal, wiring)	\$5.00	\$10.00	\$20.00	\$40.00
Sheetrock, fiberglass insulation, clean scrap metal, vinyl siding, roofing shingles (mixed loads must be sorted by the resident)	\$10.00	\$20.00	\$30.00	\$50.00

Appliances & Furniture

Refrigerators, freezers, air conditioners	\$25.00 per item
Washers, dryers, stoves, dishwashers, hot water tanks, lawn mowers, microwaves, dehumidifiers, gas grills, sinks, toilets	\$10.00 per item
Mattresses, box springs, furniture	\$10.00 per item

Batteries

Automotive	\$5.00 per item
Rechargeables, NiCad, hearing aid	Recyclable No charge
Alkaline (standard household)	Not recyclable at this time – can be thrown away in your household trash No charge

Leaves & Grass (In biodegradable paper bags or loose bulk only)

Residents, any size vehicle	No charge
Contractors - Pick-up Trucks	\$10.00 per load
Contractors - Pick-ups w/extended Sides, Large Trailers, One-tons	\$20.00 per load

Propane Tanks (tanks must have no leaks)

20 lb. tank	\$5.00 per item
30 lb. tank	\$10.00 per item

Rubbish (Overflow household rubbish)

35 or 55 gallon bag	\$5.00 per bag
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Tires

Without rims	\$5.00 per item
With rims	\$10.00 per item

Universal Waste

Mercury items (thermometers, thermostats)	Charged by weight
Fluorescent Lightbulbs (tubes)	\$2.00 per bulb
Compact fluorescents (bulbs)	\$0.50 per bulb

Waste Oil

Bulk only. Pour into holding tank	No charge.
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Small Wireless Facilities Fees

Fee	Amount
Application for new small wireless facility (collocation on existing pole)	\$500 (up to 5 facilities); \$100 per each additional facility.
Application for new small wireless facility (non-collocation on new pole)	\$1,000 per facility
Annual license fee for new or existing facilities	\$270 per facility

Adopted: July 7, 2010

Amended: July 19, 2010
October 4, 2010
December 3, 2012
December 17, 2012
March 18, 2013
May 19, 2014
November 6, 2017
February 20, 2018
March 20, 2018
April 17, 2018
October 2, 2018
December 18, 2018
June 4, 2019
June 13, 2019
October 15, 2019
July 16, 2020
March 16, 2021
August 31, 2021
October 19, 2021
November 9, 2021