

2023 Penfield Board Application Fees

Town Board	Fee ¹
Administrative Conditional Use Permit	\$125
Conditional Use Permit Application	\$125
Conditional Use Permit Issuance	\$100
Conditional Use Permit App/Issue - Residential (1-3 unit structures)	\$125
Public Information Meeting (Applicant Requested)	\$125
Special Use Permit Application	\$125
Special Use Permit Issuance	\$100
Special Permit (Historic District/Structure)	\$125
Rezoning/Map Amendment (per acre) - Residential	\$50/acre ²
Rezoning/Map Amendment (per acre) - Non-Residential	\$500/acre ²
Sketch Conference - Residential	\$150
Sketch Conference - Non-Residential	\$300
Preliminary/Final Site Plan - Residential	\$400 + Eng Review
Preliminary/Final Site Plan - Non-Residential	\$600 + Eng Review
Planning Board	Fee ¹
Administrative Review - Residential (1 lot)	\$150
Administrative Review - Non-Residential/ Mixed-Use	\$300
Conditional Use Permit Issuance	\$100
Preliminary/Final Subdivision - No Site Plan	\$150
Prelim/Final Site Plan and/or Subdivision - Residential ³	\$400 + Eng Review
Prelim/Final Site Plan and/or Subdivision - Non-Residential / MUD ³	\$600 + Eng Review
Sketch Plan - Residential (1-3 family dwelling)	\$150
Sketch Plan - Non-Residential / Mixed-Use	\$300
Additional Public Hearing (per hearing)	\$150
Zoning Board of Appeals (ZBA)	Fee ¹
Conditional Use/Special Use Application	\$150
Conditional Use Permit / Special Use Permit	\$100
Area Variance - Residential (+ each variance type)	\$75.00 (+ \$25.00 / type)
Area Variance - Non-Residential / Mixed-Use (+ each variance type)	\$150.00 (+ \$50.00 /type)
Use Variance - Residential Use (per lot)	\$250
Use Variance - Non-Residential / Industrial / Mixed-Use (per lot)	\$500
Signage Review Application	\$75
Itinerant Vendor License Application	\$125
Town Code Interpretation Request	\$75 + (\$25.00 / type)

¹ Sign posting fees included if required.

² Minimum fee: \$500; maximum fee: \$2500

³ Conditional Use application, if applicable, is included in the site plan application fee.

2023 Penfield Engineering Review Fees

Engineering Review	Fee
Plan Review - Residential Subdivision (Preliminary)	\$50/ lot
Plan Review - Residential Subdivision (Final)	\$75/lot
Plan Review - New Non-Residential / Mixed-Use	\$200 / 1,000 bldg sf (minimum: \$200)
Plan Review - Redevelopment & Miscellaneous ¹	\$100 / 1,000 sf (minimum: \$100)
Plan Review - Other (Telecom, Non-Inhabited Structures, etc.)	\$1,200 (up to 1 acre) + \$200 per additional acre
Sidewalk Waiver Fee	See Engineering Dept ²
Grade and Fill Permit	See Engineering Dept ²
Trust and Agency/Letter of Credit	See Engineering Dept ²
Easements, Inspections, Etc.	See Engineering Dept ²

¹ Redevelopment includes additions or major interior renovation to existing buildings and/or any site work on an existing developed lot. Any project involving demolition of more than 50 percent of the existing structure(s) will be deemed new development.

² When required, these fees are calculated separately on forms provided by the Penfield Engineering Department.

2023 Penfield Residential Construction Fees^{1 2}	
New Construction Residential³ - Required	Fee
Principal Structure	\$0.25 / sf (\$400 minimum)
Plumbing (per fixture)	\$10 / fixture
Certificate of Occupancy	\$50
Accessory Structure (e.g., decks, patios, sheds, etc.)	\$0.20 / sf (\$50 minimum)
Recreation Fee	\$1,000.00 / dwelling
Perinton Sewer + County Hook Up	\$850
Penfield Sewer Connection + County Hook Up	\$500
Webster Sewer Connection + County Hook Up	\$1,250
Sidewalk Waiver Fee	See Engineering Dept
Trust and Agency/Letter of Credit	See Engineering Dept
Permit Renewal	\$50
Existing Residential and Other Projects	Fee
Addition / Interior Remodeling	\$0.25 / sf (\$75 minimum)
Accessory Structure (e.g., decks, patios, sheds, etc.)	\$0.20 / sf (\$50 minimum)
Plumbing Permit (new or relocated fixtures)	\$50
Certificate of Occupancy / Compliance	\$50
Fireplace / Decorative Fuel Burning Appliance	\$100
Swimming Pool / Hot Tub	\$100
Underground Utility Repair/Replacement	\$50
Permit Renewal	\$50
Demolition - Primary Structure(s)	\$0.10 / sf
Demolition - Accessory Structure (s)	\$25.00 / accessory
Miscellaneous	Fee
Reinspection Fee (after 2nd failure by type)	\$25
Mobile Home (New or Relocated Unit) C of O Included	\$300
Customary Home Occupation - Sign Permit	\$20
EPOD Permit + Engineering Review	See Engineering Dept
Grade and Fill Permit	See Engineering Dept

¹Total permit fee is based on scope of project. Unless noted, all permits require a Certificate of Occupancy and or Compliance fee in addition to any other applicable fees required.

² For projects requiring third party electrical inspection, owners/applicants pay the selected third party agency directly; inspection fees rates vary.

³ Per New York State Uniform Code, projects subject to the requirements of the Residential Code of NYS are classified as a residential permits and projects subject to the requirements of the NYS Building Code are classified as commercial permits.

2023 Penfield Non-Residential Construction Fees^{1 2}	
Non-Residential Construction	Fee
New Construction (i.e., new building)	\$0.25 / sf
Addition and/or Interior Remodeling	\$0.25 / sf (\$200 Minimum)
Plumbing Permit (new or relocated fixtures)	\$150
Certificate of Occupancy / Compliance	\$100
Accessory Structure (e.g., decks and sheds)	\$0.20 / sf (\$100 minimum)
Perinton Sewer + County Hook Up	\$950
Penfield Sewer Connection + County Hook Up	\$600
Webster Sewer Connection + County Hook Up	\$1,350
Underground Utility Repair/Replacement	\$100
Demolition - Primary Structure(s)	\$0.10 / sf (Min: \$100)
Demolition - Accessory Structure(s) (e.g. deck, patio, etc.)	\$50.00 / accessory
Miscellaneous Fees	Fee
Fire Suppression, decorative appliances, fuel related, etc.	See FM Fee Schedule
Going Out of Business Permit	See Town Clerk
Recreation Fee (for residential dwellings only)	\$1,000.00 / dwelling unit
Permit Renewal	\$200
Telecommunication Tower (including small cell)	\$500
Telecommunication Antennae (new and replacement)	\$200/antennae
Telecommunication Accessory (new and replacement)	\$200 / type
Sidewalk waiver fee	See Engineering Dept
Trust and Agency/Letter of Credit	See Engineering Dept
Grade and Fill Permit	See Engineering Dept
EPOD Permit + Eng Review (See Eng Review Fees)	See Engineering Dept
Reinspection Fee (after 2nd failure by type)	\$50
Sign Installation Permit	Fee
Temporary Sign	\$50
Permanent signage (free standing, building mounted)	\$4 / sf (Minimum \$50)
Sign Certificate of Compliance	\$25

¹For projects subject to NYS Building Code. Total permit fee is based on scope of project. Unless noted, all permits require a Certificate of Occupancy and/or Compliance fee in addition to any other applicable fees

² For projects requiring third party electrical inspection, owners/applicants pay the selected third party agency directly; inspection fees rates vary.

³ For communication facilities, ground mounted units and antennae shall be counted separately.

2023 Penfield Fire Marshal Operating Permit Fees

Fee Type	Base Permit	Aggregate	Inspection	Special Instructions
Tents & Membrane Structures	\$60.00			Temp Use (180 Days Max)
Cutting & Welding (IFC Chapter 31)	\$60.00			Motor Vehicle Repairs - Annual
Hot Works - Temporary use	\$60.00	Per week		Construction / Demolition Sites - Per Week
Explosives / Fireworks	\$60.00		\$120.00	
Compressed Gas	\$60.00	\$20.00		Oxygen, Acetylene, Helium, etc.
CO2 - Systems	\$60.00	\$20.00		Beverage Systems
LPG (Liquified Propane Gas)	\$60.00	\$20.00		Storage / Refill / Exchange
Hazardous Materials	\$60.00			
Battery Systems	\$120.00			Electrolyte capacity >50 gallons
Spraying and Dipping Operations	\$60.00			Per Booth / Operation
Flam. / Comb. Fuel-Dispensing	\$120.00			Primary Operation
UST / AST - Tanks	\$60.00	\$30.00		Aggregate Fee = per tank
Public Assembly / > 50 persons				
100 - 500 Persons	\$60.00			
> 500 Persons	\$120.00			
*Multiple Residency Group > 3 family	\$120.00	\$60.00		Aggregate Fee = per building
*Multiple Residential Occupancy permits are calculated in whole, but billed 1/3 annually for billing and revenue stability.				
Multiple Residential inspections are required once every 3 years				
Fire Protection Systems				
Periodic Inspection (All Fire Protection Systems)		\$60.00		
Periodic Re-Inspection		\$120.00		If inspection fails on 3rd inspection
PROFESSIONAL SERVICES				
Qualified - Certified - Licensed / issued annually	\$30.00	\$10.00	Where Code calls for qualified persons / contractor per Authorized Official Having	

2023 Penfield Fire Marshal Construction and Special Fees

Construction Permit Fees

(Applies to installation, alteration, repairs, extension, and/or removal of the equipment & structures)

Permit Type	Base Permit Fee	Notes and Additional Fees (if applicable)
Fire Alarm ¹	\$300.00	Separate Permit Applications: NYS Licensed Installer
Fire Sprinkler (IFC Section 903) ¹	\$300.00	Separate Permit Application: Per Riser or FDC
Fire Water Systems ¹	\$300.00	Private Water Mains, Fire Hydrants, Fire Pumps, Stand Pipes
Fire Suppression Systems ¹	\$300.00	Type I Hoods, Canopy Systems, Clean Agent Systems
Decorative Appliances	\$100.00	Solid & Gas Fuel Appliances; free standing, inserts, replacements
Chimney Repairs	\$100.00	Changing Fuel, Fire Damage Repair, Reliner
Generators - Non-Residential	\$300.00	Standby & Emergency Powering fire life safety device
Generators - Residential	\$100.00	Standby electric power systems (fixed)
Egress Windows	\$100.00	Emergency Escape and Rescue Windows
Petroleum Storage Tanks - Residential	\$100.00	* \$50.00 / additional tanks (add or remove)
Petroleum Storage Tanks - Non-Residential	\$300.00	* \$50.00 / additional tanks (add or remove)
Carbon Dioxide Systems	\$200.00	Liquified Carbon Dioxide Beverage Systems
Compressed Gas	\$300.00	Installation of Compressed Gas Storage or Use Systems
Heat Applied Roofing	\$300.00	Any Installation, Repairs, or Roof Treatment where heat is applied
Remove Fire Protection Systems / Equipment	\$300.00	Prior to any removal of any Fire Protection System / Equipment
Miscellaneous - Residential	\$100.00	For any permit not provided elsewhere
Miscellaneous - Non-Residential	\$300.00	For any permit not provided elsewhere

¹ Does not apply to any projects that are subject to review under the New York State Residential Code.

2023 Penfield Fire Marshal Construction and Special Fees

Special Fees

Inspections/ Corrective Actions	Fee	Notes and Additional Fees
Tagged Appliances & Equipment	\$100.00	Additional fees may apply for after hours services or special contractors required.
Posted Properties (or portions thereof)	\$100.00	
Orders Issued (Stop Work, Etc.)	\$100.00	
Special Events (Carnivals, Fairs, block parties, etc.)	\$60.00	
Change of Occupancy / Owner / Operator (no construction) < 3000 SF	\$60.00	For occupancies under 3,000 SF
Change of Occupancy / Owner / Operator (no construction) > 3000 SF	\$120.00	For occupancies 3,000 SF and greater
Fire safety Inspection	\$60.00	Home Occupation (no construction)
Re-Inspection Fee	\$90.00	After 2 prior failures of same category
Large Project Inspection - Extended Review Fee	\$60.00	When review/inspection exceeds two (2) hours for same category or system, this fee applies to the additional time needed (prorated).

2023 Penfield Department of Public Works Fees

Permit Type ¹	Fee
Residential Driveway (new, replace, enlarge)	\$25.00 / curb cut
Non-Residential Driveway (new, replace, enlarge)	\$75.00 / curb cut
Temporary Driveway / Commercial Entrance(s)	\$50.00
Underground Utility Installation	\$50.00 + \$0.50 per LF
Road Cutting	\$50.00 + \$0.50 per SF
Permit Renewal (Utility) ²	\$100.00
Subdivision - New Roads (per street)	\$200.00
Annual Contract for Routine Maintenance on Applicant's Infrastructure (excludes replacement or installation of new equipment or infrastructure)	\$2,000.00
Small Cell Telecommunication Poles (Replacement)	\$500.00
Small Cell Telecommunication Poles (New Pole)	\$750.00
Small Cell Telecommunications Mounted on Existing Pole	\$250.00

¹ Applies to town roads and rights-of-way only. For properties accessed from state and county roadways, check with NYSDOT and MCDOT, respectively, for permitting requirements and fees.

² Applied when a previously issued permit can't be completed within one year of original issuance and an extension is granted by the DPW Director.

2023 Penfield Town Clerk's Office Fees

Dog Related	Fee
License - Dog Spayed/Neutered	\$10.00 per year
License for Dog Spayed/Neutered - Senior Owner ³	\$5.00 per year
License for Not Spayed/Neutered	\$20.00 per year
License for Not Spayed/Neutered - Senior Owner ³	\$15.00 per year
Dog License Renewal Late Fee ¹	\$5.00 per month (per dog)
Replacement Tag	\$3.00 each
Dog Pick-Up	\$30.00
Dog Impound	\$50.00 per day
Other	Fee
Marriage License (Includes Certified Copy of License)	\$50.00
Certified Copy of Marriage License	\$10.00
New York E-Zpass	\$25.00
Copies ²	\$1.00/page
Selling Permits	\$250.00 plus \$100 per selling rep.
Town Map	\$3.00 per map

¹Late fee will be applied 30 days from renewal date and for each month following until license(s) are renewed.

² Up to 8.5 " x 14" pages. This fee does not apply to copies for a FOIL request, which is set by state law.

³ For owners who are 65 and older. Please inform Town Clerk staff.

2023 Penfield Recreation Department Fees

2023 Town of Penfield Fee Structures (Flat Fee, per day)	Tier 1 ¹	Tier 2 ²	Tier 3 ³	Additional Fees	
Dolomite Lodge	No Charge	\$200.00	\$300.00		
HW Lodge	No Charge	\$150.00	\$250.00		
HWP Open Shelter	No Charge	\$30.00	\$40.00		
VMP Open Shelter	No Charge	\$20.00	\$30.00		
CPP Open Shelter	No Charge	\$20.00	\$30.00		
Amphitheater	No Charge	\$200.00	\$400.00	\$100.00	Electric
Park & Property Event/Tournament (Park Event, Disc Golf Tournament, etc.)	No Charge	\$150.00	\$300.00	\$100.00	Electric
Event Vendor (Food Truck or Cart): Amphitheater	No Charge	\$50.00	\$50.00	\$50.00	Electric
Event Vendor (Food Truck or Cart): Independence Day	No Charge	\$150.00	\$150.00	\$50.00	Electric
Food Truck/Cart (per park/property location, seasonal, May - Oct)	No Charge	\$750.00	\$750.00		
2023 Town of Penfield Fee Structures (Hourly Fee)	Tier 1 ¹	Tier 2 ²	Tier 3 ³	Additional Fees	
Grass Rectangle Field* (Soccer, Lacrosse, Football, etc.)	No Charge	\$10.00	\$25.00	\$25.00	Field Lining (if applicable)
Diamond Field * (Softball & Baseball)	No Charge	\$10.00	\$25.00	\$25.00	Field Lining (if applicable)
Box Turf Field*	No Charge	\$10.00	\$25.00	\$25.00	Field Lining (if applicable)
Tennis & Pickleball Courts (Per Court)	No Charge	\$10.00	\$25.00	\$25.00	Lights

¹ Tier 1: Penfield Town & School District

² Tier 2: Penfield Residents; Community Groups or Partners with 80% or more Penfield residents; and/or 5013c Non-Profits

³ Tier 3: Non-Residents; Community Groups or Partners with 79% or less Penfield residents; and/or For-Profit organizations

*Community Sport Group Equipment Fee (Determined by Rec Director & Parks Foreman Based on Needs; goals, nets, fencing, etc.)
in lieu of hourly fees which are determined in winter meetings