



Comprehensive Fee Schedule

Chapter 130 Municipal Court

<i>Court Costs</i>	\$12.00
Training of Police Officers	\$3.00
Domestic Shelter	\$2.00
Crime Victims	\$7.50
Court Automation Fee	\$7.00

Chapter 140 City Cemetery

Fees for Burial Services and Marker Placements

Opening/Closing Fees	
Standard (M-F)	\$500.00
Standard (Sat-Sun-Holidays)	\$600.00
Cremation (M-F)	\$300.00
Cremation (Sat-Sun-Holidays)	\$375.00
Marker Placement	
Double/Companion	\$200.00
Single	\$150.00
Veteran	No Charge
Veteran Companion	\$150.00
Burial Spaces	
Burial Spaces	\$500.00

Chapter 150 Police Department

Records Request

Paper Copy (not larger than nine by fourteen inches)	\$.10/page
Police Report	\$10.00
Incident Report	\$10.00
DWI Report	\$10.00
A.I.R. Report	\$5.00
BAC Maintenance Report	\$5.00
Accident Report	\$10.00
Ticket Copy	\$3.00
Certified police record copy	\$5.00 plus reproduction cost
Background Checks	\$15.00
Adoption Letters	\$15.00
Fingerprinting Card (resident)	\$15.00/card
Fingerprinting Card (non-resident)	\$20.00/card
USB drive or physical media	\$20.00

Additional audio/video file from same request	\$10.00
Chapter 210 Animals	
<i>Richmond Animal Shelter</i>	
Pickup Fee	\$25.00
Impound Fee	\$30.00 + daily holding charge of \$15.00 per day
<i>Licenses Required</i>	
Unneutered Male Dog	\$25.00
Unneutered Male Cat	\$25.00
Unspayed Female Dog	\$25.00
Unspayed Female Cat	\$25.00
Neutered Male Dog	\$10.00
Neutered Male Cat	\$10.00
Spayed Female Dog	\$10.00
Spayed Female Cat	\$10.00
Duplicate License	\$3.00
Chapter 220 Nuisance Abatement	
<i>Nuisance Abatement (Mowing)</i>	
Administrative	\$25.00
Minimum Fees	\$180.00
Minimum Time after 1 hour	\$30.00 Per Hour
Additional personnel	\$20.00 Per Hour
<i>Nuisance Abatement (Trash)</i>	
Administrative	\$25.00
Minimum Fees	\$180.00
Minimum Time after 1 hour	\$30.00 Per Hour
Additional personnel	\$20.00 Per Hour
Chapter 235 Garbage and Trash	
<i>Fees Contracted to be picked up by Trash company</i>	
Regular as of 6/25/24	\$18.00
Non Residents	Not currently allowing use
Chapter 240 Parks and Recreation	
<i>Shelter Rental</i>	
One Shelter	\$40.00
Shelter w/ Water	\$25.00/addition to shelter fee
<i>Sponsorships</i>	
Disc Golf Course Hold Sponsorship	\$300/3 years
Commorative Pavers	\$100 pavers/\$165.00 paver w/logo
Chapter 250 City Recreation Program	
<i>Youth Basketball League</i>	
Registration Fee	\$90.00

Sibling Discount	\$5.00 off each additional sibling registration fee
With Late Fee	\$15 per child
<i>Youth Cheer League</i>	
Registration Fee	\$65.00
Sibling Discount	\$5.00 off each additional sibling registration fee
With Late Fee	\$15 per child
<i>Adult Co-Ed Volleyball Fundraiser Tournament</i>	
Registration Fee	\$200/team
<i>Adult Stretch & Flex Classes</i>	
1 Session	\$35.00
1 Single Exercise Class	\$5.00/individual class if not signed up for session
<i>Pickle Ball Tournament</i>	
Registration Fee	\$50.00/team
<i>Youth Soccer League</i>	
Registration Fee	\$70.00/person
Sibling Discount	\$5.00 off each additional sibling registration fee
With Late Fee	\$15 per child
<i>Tri-County Baseball/Softball League</i>	
Registration Fee	\$90.00/person
Sibling Discount	\$5.00 off each additional sibling registration fee
With Late Fee	\$15 per child
<i>Corn Hole Tournament</i>	
Registration Fee	\$25/team
Early Bird Special	\$20/team
<i>Machine Pitch Ball League</i>	
Registration Fee	\$75.00/person
Sibling Discount	\$5.00 off each additional sibling registration fee
With Late Fee	\$15 per child
<i>Coach Pitch Ball League</i>	
Registration Fee	\$65.00/person
Sibling Discount	\$5.00 off each additional sibling registration fee
With Late Fee	\$15 per child
<i>T-Ball League</i>	
Registration Fee	\$60.00/person
Sibling Discount	\$5.00 off each additional sibling registration fee
With Late Fee	\$15 per child
<i>American Red Cross Lifeguard Certification Course</i>	
New Lifeguard	\$200/person
Recertification	\$225/person
New Lifeguard/SV Pool Employee	\$100.00/person

Recertification/SV Pool Employee	\$75.00/person
<i>Dolphin Swim Team</i>	
Registration Fee	\$100/person
Sibling Discount	\$5.00 off each additional sibling reg. fee
Late Fee	\$15 per child
<i>Swimming Lessons</i>	
Group Lessons	\$75/session/child
Private Lessons	\$20.00/ 30 minutes/child
Private Lessons - Highschool & older w/friend	\$25.00/ 30 minutes
<i>Adult Water Fitness Classes</i>	
1 Session	\$55.00
2 Sessions Discount	\$80.00
1 Single Exercise Class	\$10.00/individual class if not signed up for session
<i>Adult Co-Ed Softball League</i>	
Registration Fee	\$400/team
<i>Youth Flag Football League</i>	
Registration Fee	\$65.00/person
Sibling Discount	\$5.00 off each additional sibling registration fee
Late Fee	\$15 per child
<i>Youth Volleyball League</i>	
Registration Fee	\$75.00/person
Sibling Discount	\$5.00 off each additional sibling registration fee
Late Fee	\$15 per child
<i>Adult Volleyball Co-Ed League</i>	
Registration Fee	\$275/team
<i>Southview Pool</i>	
Season Passes	
Single	\$90.00/person*
Senior Citizen (60+)-Single	\$50.00*
Ideal Consumer & Direct Care Giver	\$60.00
*Holiday Special	30% Off Original Price
Punch Cards	
10 Day	\$40.00*
Ideal Consumer & Direct Care Giver	\$28.00
5 Day	\$25.00*
Ideal Consumer & Direct Care Giver	\$10.00
*Christmas Special	30% Off Original Price
Discounted Season Pass OR Punch Card	
Discounted Water Fitness Season Pass	\$25.00 season pass for individuals signed up for two sessions of water fitness

Day Pass

4 years-59 years \$7.00/person

4:00pm-6:00pm \$3.50/person

Senior Citizen (60+) \$3.50/person

4:00pm-6:00pm \$2.00/person

Lap Swim \$3.50/person

Senior Citizen (60+) \$2.00/person

Southview Pool Special Events

Opening Day Celebration Day Passes \$1.00 person

Twilight Swims

4 years-59 years Day Passes \$3.50/person

Senior Citizen (60+) Day Passes \$2.00/person

Facility Rentals

Ball Field Rentals w/ Fields prepared & Marked \$30.00

City Gym \$30.00/hour

Southview Pool

Monday - Thursday (After Hours)

1-99 People Entering Facility \$250.00/1.5 hours

100-300 People Entering Facility \$300.00/1.5 hours

Friday - Sunday (After Hours)

1-99 People Entering Facility \$350.00/1.5 hours

100-300 People Entering Facility or (any pool party offered to public) \$375.00/1.5 hours

Option to not rent slide w/party \$-15.00 from above prices

Party Pavilion (During General Swim)

Rental Time Weekdays (Mon-Fri)

1:00-3:00 PM \$40.00

2:00-4:00 PM \$45.00

3:30 - 5:30 PM \$40.00

Full Day (1:00-5:50 PM) \$75.00

Rental Time Weekends (Sat & Sun)

1:00 - 3:00 PM \$60.00

2:00 - 4:00 PM \$65.00

3:30 - 5:30 PM \$60.00

Full Day (1:00-5:50 PM) \$100.00

Baseball/Softball Sponsorship Rates

T-Ball Teams \$130 per T-Ball Team

Coach Pitch Teams	\$130 per Coach Pitch Team
Machine Pitch Teams	\$130/Machine Pitch Team
Tri-County Teams	\$180/ 13U Ball Team
5K Run (Mushroom Festivals, Jingle Jog , etc.)	
5K Run	\$30/Person
After Cutoff Date	\$40/Person
Miscellaneous Events	
Pooch Pool Party	\$20.00/dog
Puzzle Contest	\$40/Team
Cardboard Boat Race	\$25/Boat
Jingle Jog Sponsorship	\$100/sponsorship
City Gym Sponsorship Program	\$600/per 5 years
Beginners D&D	\$10/Person
Basketball Clinics	\$45/Person
Chapter 300 Traffic Code	
Permit	
All Terrain Vehicle Permit - Golf Cart / ATV *	\$25.00
Motorized Bicycle*	\$5.00
Replacement Permit*	\$5.00
Curb Loading Zone	
Permit	\$10.00
Chapter 400 Land Use	
Application Fees	
Preliminary Plat	\$200.00
Final Plat	\$150.00
Conditional Use	\$210.00
Towers	\$1,500.00
Rezoning	\$210.00
Variance/Appeal	\$210.00
Construction (land disturbance)	\$50.00
Alley/street/utility/right of way vacate	\$125.00
Sign Permit	\$75.00
Certificate of Occupancy	\$50.00
Chapter 500 Building and Construction	
Commercial Permit Fees	
New Construction	0.45% of Valuation
Remodel	\$0.25/sq. ft
Hood System	\$100.00
Commerical Roof	\$75.00
Sprinkler System-Fire	\$150.00

Fence (over 6')	\$50.00
Accessory Structure	
Up to 1,000 sq. ft.	\$100.00
Over 1,000 sq. ft.	New Construction Rate
Demolition	\$100.00
Land Disturbance	\$100.00
Sign Permit	\$75.00
Temporary	\$25.00
Tower	
New	\$1,500.00
Antenna Repair or Replacement	\$150.00
Grease Trap	\$50.00
Back Flow Prevention	\$50.00
Certificate of Occupancy	\$50.00
Foundation Repairs	\$75.00/per wall

Residential Permit Fees

New Construction	\$0.40/sq. ft.
Renovation	\$0.20/sq. ft.
Addition	\$0.20/sq. ft.
Basement Finish	\$0.20/sq. ft.
Deck	\$50.00
Covered Deck	\$75.00
Accessory Structure	
Up to 600 sq. ft.	\$50.00
Over 600 sq. ft.	\$0.20/sq. ft.
Foundation Repairs	\$50.00/ per wall
Pool	
Above Ground	\$40.00
Above Ground with Deck	\$60.00
In Ground	\$60.00
Fence (over 6')	\$50.00
Roofing	\$50.00
Demolition	\$100.00
Hood System	\$30.00
Land Disturbance	\$50.00
Mechanical	
Water Heater	\$35.00
Furnace	\$50.00
Air Conditioning	\$25.00
Fireplace/Wood Stove	\$40.00

Electrical

Up to 200 amp	\$50.00
201 - 400 amp	\$60.00
401 - 800 amp	\$70.00
Over 800 amp	\$80.00
Three Phase	\$80.00
Rough In	\$50.00
Generator	\$50.00
Solar	\$50.00

Plumbing

Rough In	\$50.00
Water Line	\$50.00
Sewer Line	\$50.00
Gas Line	\$50.00
Irrigation System	\$40.00

Plan Review

Residential	\$1.00 per \$1,000 of Valuation
Commercial	\$2.00 per \$1,000 of Valuation
Outside Consultant(s)	Actual Cost (Includes administrative and overhead costs)

Permit Renewal

Residential	50% of Original Fee
Commercial	50% of Original Fee

Inspection Fee Per Hour:

Where No Permit is Required	\$50.00
Outside of Normal Business Hours	\$50.00
Re-inspection Shall apply after the second re-inspection has f	\$50.00
No fee is specifically indicated	\$50.00
Additional Plan Review Required by changes, additions, or revisions to approved plans	\$40.00
Outside Consultant(s)	Actual Cost (Includes administrative and overhead costs)

Work Without a Permit	Permit Fee plus a penalty of 100% of Permit Fee
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Chapter 510 Excavations

Single Permit

Permit Fee	\$50.00
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Financial Security for Excavation Permit

For excavating or digging in concrete streets	\$1,500.00
For excavating or digging in asphalt or oil streets	\$750.00
For excavating or digging in rock or dirt streets	\$500.00
For excavating within the right-of-way/easement, not including streets	\$500.00

Multiple permits within one (1) calendar year may provide a letter of credit

Ten (10) or fewer	\$7,500.00
Over ten (10)	\$10,000.00

Utility Company

Surety Bond with any and all excavating	\$25,000.00
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Chapter 600 Business and Occupation

Liquor License

Retail liquor by the drink	\$450.00
5% by drink (includes Sunday sales)	\$75.00
5% by drink wine	\$75.00
5% Sunday by the drink	\$300.00
3.2% Non-intox. beer by drink	\$37.50
Sunday by drink	\$300.00
Sunday by drink temporary (90 days)	\$75.00
Sunday original package liquor	\$300.00
Retail liquor by drink picnic (7 days)	\$37.50
5% beer by drink wine picnic (7 days)	\$150.00
Retail liquor by drink caterer (per day)	\$15.00
Caterer retail by drink unlimited	\$1,500.00
Caterer retail by drink (50 days max.)	\$500.00
5% beer wine caterer (per day)	\$15.00
Original package liquor	\$150.00
Original package 5% include Sundays	\$75.00
Original package 3.2% beer	\$22.50
Consumption of intoxicating liquor	\$90.00
Missouri wine by drink	\$450.00
Original package tasting	\$37.50
Sunday Sale of Liquor by a Restaurant Bar	\$200.00
Annual License Renewal is Late	Additional 10% of License Fee
License Replacement Fee	\$5.00

Business Licenses

Business Licenses are prorated after June first (1st) for the remaining months until November. (Only on new businesses.)

1/2 the listed fee.

All Businesses/Contractors

One employee	\$40.00
2 to 5 employees	\$50.00
6 to 10 employees	\$70.00
10 employees	\$70.00 plus \$1.50 per person over 10

Business selling retail not based in City Limits	\$40.00
Pawnshops Application	
Applicant is unlicensed at the time of applying for the pawnshop license	\$500.00
Involves a second (2nd) or additional license to an applic:	\$250.00
Annual Fee	\$500.00
Kennel License	\$200.00
Peddlers and Solicitors	
Merchant not otherwise licensed in Richmond	\$5.00 per day/per person
Surety Bond Payment	\$100.00
Utility Services	
License Tax (Telephone)	6% of gross sales
Tax Imposed (Gas and Electricity)	5% of gross sales
Antenna Television System	
Franchise Fee	3% of gross sales
System Construction Bond.	Corporate Surety Bond \$20,000
<i>Special Events</i>	
Application/Permit Fee	\$50.00
City Services Fee	
One (1) day or less	\$250.00
Two (2) days	\$500.00
Three (3) or more days	\$1,500.00
Attendance of 1,000 Posted Security Required	Determined by City Administrator
Farmers' Market	
Annual Permit	\$50.00
Permit - one day	\$10.00
Carnivals, Circuses, Rodeos, Side Shows, and Other Events	
Special Event Permit (See Above)	\$50.00
Garage Sales	
Permit	\$10.00
Fireworks Sales	
Seasonal Event License	\$50.00
Mobile Food Vending	
Mobile Food Vendor Permit	\$50.00
Chapter 700 Utilities	
<i>Water Meters & MTU Replacements</i>	
5/8" x 3/4" T-10 E-coder Neptune meters	\$299.00
3/4" x 3/4" T-10 E-coder Neptune meters	\$299.00
1" T-10 E-coder Neptune meters	\$527.00
1 1/2" T-10 E-coder Neptune meters	\$1,090.00

2" T-10 E-coder Neptune meters	\$1,378.00
2" Honeywell meter	TBD
3" Honeywell meter	TBD
4" Honeywell meter	TBD
Aclara MTU	\$149.00
Aclara Dual Port MTU	\$226.00
Aclara RDD MTU	\$226.00
Aclara RDD Device	\$226.00
Meter Lid Replacment	\$65.00
Setter	\$400.00
Meter Pit	\$65.00
Meter Ring	\$45.00
Labor to Replace Damaged Meter Parts/Components	\$25.00/per hr - one hour minimum will be charged
<i>Water Deposit</i>	
Property Owner	\$100.00
Non-owner of Property	\$150.00
<i>Water Rates Within City Limits Effective November 15, 2025</i>	
First 1,000 gallons, minimum bill	\$14.42
Over 1,000 gallons, per 1,000 gallons used	\$14.42
<i>Water Rates Outside City Limits</i>	
Per 1,000 gallons of water or any portion thereof used	\$19.10
<i>Sewer Rates Within City Limits Effective December 15, 2025</i>	
Residents of the City on City	
Base Rate	\$20.09
Each 1,000 or fraction of water used	\$9.98
Non-Residents	
Woodrail	\$17.37 per 1,000 gallons
Henrietta	Charged pursuant to the terms of a contract for sewer services between the City and Henrietta
All others outside Richmond City limits	\$17.37 per 1,000 gallons
Sewer Rates when water is not supplied (i.e., no water meter)	\$32.80
Penalty for Late Payment	An additional charge of 10%
<i>Reconnection Charges</i>	
Additional Water Deposit	\$25.00
<i>Reconnect fees for turn on</i>	
1st reconnect in 12 months	\$15.00
After Normal Business Hrs	\$25.00

2nd reconnect fee in 12 months	\$25.00
After Normal Business Hrs	\$40.00
3rd reconnect fee in 12 month	\$50.00
After Normal Business Hrs	\$65.00
4th reconnect fee in 12 months	\$75.00
After Normal Business Hrs	\$90.00
<i>Industrial Service Permit and Inspection fee</i>	
Residential	\$50.00
Commercial	\$50.00
Industrial	\$100.00
<i>Water System Connection Charge</i>	
Lines up to 1 inch	\$800.00
Lines over 1 inch	\$1,500.00
Residential Installation Fee	\$150.00
Commercial Installation Fee	\$500.00
Cost of Materials as listed above	TBD
<i>Sewer System Connection Charge</i>	
Residential unit connection charge	\$1,000.00
Water usage of less than 5,000 gallons	\$1,000.00
Water usage of 5,000 to less than 25,000 gallons	\$2,000.00
Water usage of 25,000 to less than 75,000 gallons	\$3,500.00
Water usage over 75,000 gallons	\$6,500.00
Richmond Downtown Redevelopment Policy	
<i>Filing Fee</i>	
Level A & B	\$750.00
Level C	\$250.00
Encroachment Policy	
<i>Public Right of Way Encroachment Permit</i>	
Temporary Permit	\$30.00
Permanent Administrative Fee	
Commercial/Industrial Permit	\$100.00
Residential	\$50.00
Miscellaneous Fees	
Trackhoe	\$150.00
Dozer	\$125.00
Dumptruck	\$100.00/load
Vac Truck	\$200.00
Smaller Equipment	\$80.00/hr
Bulk Water	\$1.00 per approximately 50 gallons
NSF Check Fee	\$35.00

Rental of Training Room	\$50.00/hr
Clerical Services	\$25.00/hr
Scanning Services	\$25.00/hr
Professional Services	\$50.00/hr
Regular Copies	\$0.10/page
24" Copies	\$5.00/page
36" Copies	\$8.00/page
Credit Card Processing Fees	3.00%
Refund Fees	\$5.00/per transaction



Memo

To: Mayor and City Council
From: Tonya Willim, City Administrator 
Date: September 22, 2026
Subject: Amending Comprehensive Fee Schedule

The attached Comprehensive Fee Schedule incorporates the additions and increases adopted in the FY27 budget. As part of the City's annual budget process, staff reviews all program, utility, and service fees to ensure they align with Council-approved revenues and expenditures, with changes highlighted in yellow (additions/increases) and green (deletions). Approval of the resolution will ensure the City's published schedule remains accurate and consistent with the FY27 budget.

RECOMMENDATION: Council approve Resolution No. 474 amending the Comprehensive Fee Schedule.

Attachments:

1. Comprehensive Fee Schedule