

FINANCE AND PERSONNEL COMMITTEE

City of Kaukauna
Council Chambers
Municipal Services Building
144 W. Second Street, Kaukauna



Tuesday, December 16, 2025 at 6:30 PM

AGENDA

In-Person and Remote Teleconference via ZOOM

1. Correspondence.
2. Discussion Topics.
 - [a.](#) Building Permit Fee Update.
3. Adjourn.

NOTICES

Finance and Personnel Committee - Notice is hereby given this is a public meeting of the Finance and Personnel Committee. As such, all members or a majority of the City's Common Council and Standing Committees will likely be in attendance. While members of the Common Council or any Standing Committees may participate in discussions, only the Finance and Personnel Committee will take formal action.

IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.



MEETING ACCESS INFORMATION:

You can access this meeting by one of three methods: from your telephone, computer, or by an app. Instructions are below.

To access the meeting by telephone:

1. Dial 1-312-626-6799
2. When prompted, enter Meeting ID 234 605 4161 followed by #
3. When prompted, enter Password 54130 followed by #

To access the meeting by computer:

1. Go to <http://www.zoom.us>
2. Click the blue link in the upper right hand side that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow Zoom to access your microphone or camera if you wish to speak during the meeting

To access the meeting by smartphone or tablet:

1. Download the free Zoom app to your device
2. Click the blue button that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow the app to access your microphone or camera if you wish to speak during the meeting

Members of the public will be muted unless there is an agenda item that allows for public comment or if a motion is made to open the floor to public comment.



MEMO

PLANNING & COMMUNITY DEVELOPMENT

To: Finance and Personnel Committee
From: Adrienne Nelson, Associate Planner
Date: December 5, 2025
Re: Building Permit Fee Update

Background Information:

Staff have taken time to review the existing fee structure for building permits and are recommending the following fee changes to be more reflective of the cost to the city for review and inspection:

- **Accessory Structure Demolition:** Introduce a separate fee of **\$50** (accessory structure demolitions are currently included under general building demolition at **\$200**)
- **Decks:** Increase fee from **\$60** to **\$100** (due to review time and multiple inspections required)
- **Detached Garage:** Increase fee from **\$100** to **\$130** (due to review time and multiple inspections required)
- **Patios:** Introduce a new permit fee of **\$60** (currently no permit is required, but review of setbacks and lot coverage is still needed)
- **Storage Shed:** Increase fee from **\$60** to **\$80** (due to review time and multiple inspections required)
- **Swimming Pool:** Increase fee from **\$60** to **\$80** (due to review time and multiple inspection required)

Staff also updated the fee schedule format to provide greater clarity and simplicity. The other building permit fees were reviewed and found to be adequate for the time being, but moving forward, staff will be reviewing these fees on an annual basis.

Staff Recommendation

Recommend approval to the Common Council.

INSPECTION DEPARTMENT RESIDENTIAL FEE SCHEDULE 2025

Building Permit Fee Schedule

New Construction and Additions	\$35.00 + \$0.25 per sq. ft.
Renovations and Alterations	\$20.00 + \$0.25 per sq. ft. + \$7.00/\$1,000.00 of value (\$100.00 min.)
Re-Inspection	\$200.00

Electrical Permit Fee Schedule

New Construction and Additions	\$35.00 + \$0.25/sq. ft.
Alterations and Repairs	\$100.00 + \$0.50 per \$1,000.00 of cost
Electric Baseboard, Wall Unit, and Cabinet Unit	\$5.00 per kw
Illuminated Signs	\$150.00
Service Changes, Feeders, and Sub-Feeders (up to 200 amps)	\$150.00
Service Changes, Feeders, and Sub-Feeders (over 200 amps)	\$150.00 + \$20.00/100 amps > 200
All Other Applications	\$50.00 + \$2.00/\$100.00 of value
Re-Inspection	\$200.00

Heating, Ventilating, & Air Conditioning Permit Fee Schedule

New Construction and Additions	\$35.00 + \$0.25/sq. ft. for all heated spaces
Air Conditioning – Replacement, Renovations, and Alterations	\$50.00
Duct Work – Replacement, Renovations, and Alterations	\$100.00
Fireplace and Wood Stove – Replacement, Renovations, and Alterations	\$100.00
Furnace – Replacement, Renovations, and Alterations	\$50.00
High Pressure Boiler – Replacement, Renovations, and Alterations	\$80.00
All Other Applications	\$50.00 + \$1.00/\$100.00 of value
Re-Inspection	\$200.00

Plumbing Permit Fee Schedule

New Construction	\$35.00 + \$0.25 sq. ft. + \$7.00 for garage drains
Additions, Renovations, Alterations, and Replacements	\$30.00 base fee + \$7.00 per fixture Fixtures include but are not limited to: area drain, water line, dishwasher, disposal, bathtub, sink, etc.
Re-Inspection	\$200.00

Miscellaneous Permit Fee Schedule

Accessory Structure Demolition	\$50.00
Building Demolition	\$200.00
Decks	\$100.00
Detached Garage	\$130.00
Fences	\$60.00
Garage Moving/Relocation	\$200.00
House Moving/Relocation	\$500.00
Patios	\$60.00
Siding	\$60.00
Signs (illuminated signs under electrical)	\$100.00
Storage Shed	\$80.00
Swimming Pools	\$80.00
Re-Inspection	\$200.00

Note: Other permits and fees may be required from other departments depending on the type of project. Contractors/Property owners must notify inspection staff at least 48-hours before an inspection is needed. Re-inspection fees may be charged if multiple inspections are needed due to failure of contractor or property owner to allow proper access to inspection area or incomplete work. Verification of property lines and easements is the responsibility of the property owner.

INSPECTION DEPARTMENT COMMERCIAL FEE SCHEDULE 2025

Building Permit Fee Schedule

New Construction and Additions	\$35.00 + \$0.25 per sq. ft.
Renovations and Alterations	\$20.00 + \$0.25 per sq. ft. + \$7.00/\$1,000.00 of value (\$100.00 min.)
Re-Inspection	\$200.00

Electrical Permit Fee Schedule

New Construction and Additions	\$35.00 + \$0.25/sq. ft.
Alterations and Repairs	\$100.00 + \$0.50 per \$1,000.00 of cost
Electric Baseboard, Wall Unit, and Cabinet Unit	\$5.00 per kw
Illuminated Signs	\$150.00
Service Changes, Feeders, and Sub-Feeders (up to 200 amps)	\$150.00
Service Changes, Feeders, and Sub-Feeders (over 200 amps)	\$150.00 + \$20.00/100 amps > 200
All Other Applications	\$100.00 + \$2.00/\$100.00 of value
Re-Inspection	\$200.00

Heating, Ventilating, & Air Conditioning Permit Fee Schedule

New Construction and Additions	\$35.00 + \$0.25/sq. ft. for all heated spaces
Air Conditioning – Replacement, Renovations, and Alterations (up to 36,000 BTUs)	\$150.00 + \$5.00/10,000 BTUs thereafter
Duct Work – Replacement, Renovations, and Alterations	\$100.00
Fireplace and Wood Stove – Replacement, Renovations, and Alterations	\$100.00
Furnace – Replacement, Renovations, and Alterations (up to 150,000 BTUs)	\$150.00 + \$5.00/10,000 BTUs thereafter
High Pressure Boiler – Replacement, Renovations, and Alterations	\$80.00
All Other Applications	\$100.00 + \$2.00/\$100.00 of value
Re-Inspection	\$200.00

Plumbing Permit Fee Schedule

New Construction	\$35.00 + \$0.25 sq. ft. + \$7.00 for garage drains
Additions, Renovations, Alterations, and Replacements	\$30.00 base fee + \$7.00 per fixture + \$50.00 per high pressure boiler (if applicable) Fixtures include but are not limited to: area drain, water line, dishwasher, disposal, bathtub, sink, etc.
All Other Applications (\$0.00 - \$49,999.99)	\$50.00 + 8% of value
All Other Applications (\$50,000.00 - \$100,000.00)	\$450.00 + 0.5% of value
All Other Applications (over \$100,000.00)	\$700.00 + 0.1% of value
Re-Inspection	\$200.00

Miscellaneous Permit Fee Schedule

Accessory Structure Demolition	\$50.00
Building Demolition	\$200.00
Detached Garage	\$130.00
Fences	\$60.00
Fire Suppression and Sprinkler System	\$200.00
Radio Towers	\$200.00
Siding	\$60.00
Signs (illuminated signs under electrical)	\$100.00
Storage Shed	\$80.00
Underground Storage Tank	\$200.00
*Re-Inspection	\$200.00

Note: Other permits and fees may be required from other departments depending on the type of project. Contractors must notify inspection staff at least 48-hours before an inspection is needed. Re-inspection fees may be charged if multiple inspections are needed due to failure of contractor or property owner to allow proper access to inspection area or incomplete work. Verification of property lines and easements is the responsibility of the property owner.