

Formerly known as the Permitting, Planning & Inspection Fees Policy
Approved by Council on April 12, 2016
Revised/Approved by Council on March 16, 2021

CITY OF BARRE

PERMIT, LICENSE, REGISTRATION and INSPECTION FEE COLLECTION POLICY

POLICY OBJECTIVE: To establish policy for collecting fees for any and all applications, approvals, permits, hearings, registrations, inspections, licenses and services provided through all Departments of the City of Barre.

APPLICABILITY: Any person or entity, such as organizations, businesses and contractors, and all other applicants seeking to obtain a license, inspection, registration or permit, or apply for any hearing with any City Department shall be subject to all required fees collected through an application process.

EXEMPTION: The City of Barre, when acting as the applicant, shall be exempt from any and all license, registration and permit fees as established.

PROCEDURE: In accordance with City Ordinance Chapter 10 Licenses, as well as any enumeration of powers allowed by Vermont Statute, fees are established and approved by the City Council, and are published on the City Fee Schedule found on the City's website.

City offices and Departments issuing approvals such as licenses, permits, registrations and inspections include but are not limited to:

- City Manager's Office
- City Clerk's Office
- Public Works Department
- Buildings and Community Services Department
- Planning, Permitting and Assessing Department
- Barre City Fire Department
- Code Enforcement Office
- Barre City Police Department

1. Any applicant completing a form, application or response to a notice of any kind shall include any fee as required.
2. Should the fee be absent or incorrect, the applicant shall be contacted as to how best it can be sent and/or corrected (i.e., new check, additional check with fee difference, etc.). The application, form or notice shall be held for not more than thirty (30) days until the proper amount is forthcoming.
3. On the thirty-first (31) day, if fees have not been submitted to make a whole and complete submittal, the application, form or notice shall be deemed invalid as if never received.

SEVERABILITY: If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Policy, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Policy or any part thereof.

EFFECT: No section of this Policy shall be construed to supersede or replace any Vermont Statute.

Reviewed, revised and readopted by the Barre City Council on the 16th day of March, 2021.