



RENTAL HOUSING CERTIFICATION 2022-23 FEE SCHEDULE

REGISTRATION (one-time fee per ownership of property)

SINGLE FAMILY HOUSES & ATTACHED CONDOMINIUMS	\$100
DUPLEX 2-FAMILY STRUCTURE	\$125
MULTIFAMILY BUILDINGS	\$150 EACH BUILDING
CHANGE OF OWNERSHIP OR AGENT	\$50 PER BUILDING

INSPECTIONS (biennial cycle)

Single Family House	\$150
Two-Family Duplex Structure - Exterior Bldg & Grounds	\$75 each building
Two-Family Duplex Structure - Interior Dwelling Unit	\$75 each dwelling unit
Multifamily - Building Exterior & Grounds	\$125 each building
Multifamily - Dwelling Unit	\$75 each apartment unit
Multifamily - Accessory Facilities (mechanical/laundry/etc.)	\$70 each accessory facility
Re-Inspections (all)	\$60 each re-inspection to verify compliance
Furnace/Boiler Certification by Licensed Mechanical Contractor	Licensed Contractor Fee at Owner's Expense

MISCELLANEOUS FEES

Late Cancellation <72 hrs notice	\$25 *(one per cycle at no cost)
Appointment No Show/Lock Out	Equal to scheduled inspection fee
Tenant Complaint Response/Inspection	\$75 Billed to Tenant if No Code Violations Verified
Tenant Complaint Re-Inspection	\$75 Billed to Owner if Code Violations Verified
Failure to Register Penalty	\$250 per Structure + required inspection fees
Administrative Inspection Warrant	\$300 Per Premises + required inspection fees

INSPECTION FEES MUST BE PAID IN FULL PRIOR TO THE INSPECTION DATE

PAYMENTS MAY BE MADE:

- In person at City Hall • Monday-Thursday • 7:30 am to 5:00 pm • (cash/check/credit card)
- City drop boxes: city hall parking lot • police station parking lot
- U.S.P.S. mail (checks only)