

**RESOLUTION 2022-25**

**A RESOLUTION OF THE CITY OF CODY, WYOMING UPDATING  
A FEES AND CHARGES SCHEDULE FOR VARIOUS MUNICIPAL  
SERVICES AND PRODUCTS AND ESTABLISHING AN EFFECTIVE  
DATE OF OCTOBER 1, 2022.**

WITNESSETH

**WHEREAS**, the Governing Body for the City of Cody, Wyoming charges fees for certain permits, services, public documents, products, etc. that are not already set by Ordinance;

**WHEREAS**, the Governing Body of the City of Cody, Wyoming has set a policy stating that to the extent practical, the City shall set user fees based on cost recovery; and

**WHEREAS**, the Governing Body of the City of Cody, Wyoming finds that it is necessary to amend the fees and charges schedule to reflect current cost recovery levels.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CODY, WYOMING** hereby adopts the following fee schedule effective as of October 1, 2022.

Public Records Fees	
Photo Copies & Printed Materials – black & white up to 11x17	\$1.00 for the first page \$0.50 for each subsequent page
Photo Copies & Printed Materials – color up to 11x17	\$1.50 for the first page \$0.75 for each subsequent page
Photo Copies & Printed Materials – black & white larger than 11x17	\$5.00 each page
Photo Copies & Printed Materials – color larger than 11x17	\$10.00 each page
Producing or constructing records, programming, and computer service	\$20.00 minimum up to 1 hour of staff time \$5.00 for each additional 15 minutes of staff time
Fax Sent Fee	\$2.00 per fax up to 5 pages \$.25 for each subsequent page
Digital Disk	\$5.00 per disk
Video Disk	\$10.00 per disk
Flash Drive	\$5.00 4GB
	\$5.00 8GB
	\$8.00 16GB
	\$10.00 32GB
	\$12.50 64GB
Printed Documents	
Budget Document	\$140.00 each
Audit Report	\$50.00 each
Financial Management Policy	\$50.00 each
Master Plan	\$40.00 each
Site Map or Lot Map with aerial	\$6.00 each
Zoning and Street Maps (Zoning, address, street, etc.)	36x48 Color: \$10.00 each 42x60 Color: \$48.00 each
Scanning of Document on large scanner, up to 42" wide	\$7.50 each page
Lamination of Document	\$6.00 set up fee and \$2.00 per linear foot (24" wide) each
Whole Aerial & Utility Tiles w/Lot Lines (electronic)	\$36.00 each
½ Aerial & Utility Tiles w/Lot Lines (electronic)	\$18.00 each
¼ Aerial & Utility Tiles w/Lot Lines (electronic)	\$9.00 each
Other Fees	
Returned Payment Fee	\$30.00
Notary Signature	\$5.00 per document (city documents exempt from fee)
Alarm Reinstatement Fee	\$150.00
Police Patch	\$10.00 new
	\$5.00 used
Business Licenses & Permits	
Contractor License Fee	Initial Application Fee, or renewal of expired license \$200.00
	Application for additional or expanded license, \$100.00 for each category of licence added or modified (general, general-IRC, plumbing, plumbing-IRC, HVAC, HVAC-IRC, electrical, specialty)
	Annual Renewal \$150.00 per business (includes all licenses held by business)
	Renewal Late Fee \$30.00
Annual Short Term Rental/ Bed & Breakfast Registration per dwelling unit (non-transferrable)	\$100.00
Directional Wayfinding Signage Permit (Sheridan Ave. street signs)	\$60.00 per sign per calendar year
Right-of-Way Encroachment Permit	\$50.00 per each 45-day permit
	\$150.00 deposit (refundable) per permit if storing materials in City R-W or alley

**Parks, Athletic Fields, and Shelter Fees**

Tennis Courts - Paul Stock, Dorse Miller, Glendale, and City park	\$25.00 per day per court
Specialy Park Areas - skate park, basketball courts, volleyball court, horseshoe pits, climbing wall, dog park, trails, or open space	\$25.00 per event
Soccer Facility - Dacken, Holm View, Mentock, and other soccer/multi purpose park areas	Practices: \$50.00 per week per field or \$10.00 per hour per field League games: \$25.00 per game Field prep: \$15.00 per hour plus materials per day
Baseball Facility - Hugh Smith, Legion Field, Babe Ruth, Pee Wee, and Little League	Practices: \$50.00 per week per field League Games: \$75.00 per game Youth League Games: \$50.00 per game Field prep: \$25.00 per hour plus materials
East Sheridan Fields (includes softball)	Practices: \$50.00 per week per field or \$10.00 per hour per field League games: \$50.00 per game
Tournament Concession Stand Use	\$25.00 per event
Tournament Play, Camps, Clinics, Etc	\$175.00 per event for one field \$50.00 per day per field for additional fields
Park Shelters - Hugh Smith, Mentock, Glendale, and City Park	\$25.00 per day
Picnic Shelters - Beck Lake Lions Club, Shoshone River Trail, and Paul Stock Trail	\$50.00 per day for events open to the public only
Canal Park Amphitheater	\$100.00 per event and \$50.00 per day for additional days
City Park Band Shell	\$150.00 per event and \$50.00 per day after first day \$450.00 per event per day for sound system
Race, Walk, and Fitness Permit	\$25.00 per day

**Recreation Memberships**

Recreation Center Annual Memberships	Adult: \$315.00 Senior: \$282.00 Additional Adult: \$189.00 Additional Senior: \$168.00 Additional Youth (up to 4): \$63.00 Additional Youth over 4: \$30.00 Student (16 yrs - college): \$219.00 Youth (5-15 yrs): \$156.00 Golden Individual, 65+ years \$282.00 Golden Couple, 65+ years \$450.00 Corporate Family: \$507.00 Corporate Individual: \$255.00
Recreation Center Other Memberships	Monthly: \$60.00 6 Month Adult: \$202.00 6 Month Additional Adult: \$121.00 6 Month Youth: \$102.00 6 Month Additional Youth: \$40.50 6 Month Student: \$142.00
Recreation Center Daily Use Rate	Adult (16+yrs): \$10.00 Resident \$15.00 Non-Resident Student & Youth: \$7.00 Resident \$10.00 Non-Resident Military: \$6.00 Resident \$10.00 Non-Resident Last Two Hours: \$4.00 Resident & Non-Resident
Recreation Center Guest Passes - 10 pack	Adult Resident: \$90.00 Student (16 yrs - college): \$63.00 Youth (5-15 yrs): \$45.00 Military: \$63.00

**Aquatics Fees**

Competitive Swimming Fee	Base Rate: \$100.00 per hour for 6 lanes Lane Rate: \$17.00 per lane per hour Exclusive Use Fee: \$75.00 per hour
Group Reservations	\$5.50 per person
Aquatics Area Special Events	\$150.00 per hour plus \$1.00 per swimmer for 40 or more swimmers

**City Facility Fees**

Auditorium	\$500.00 per event (1/2 day set up, event day, 1/2 day tear down) \$75 per day each additional day \$50 per event surcharge if alcohol is served or consumed on the premissis
Cody Club Room	\$150.00 per event (1/2 day set up, event day, 1/2 day tear down) \$75 per day each additional day \$50 per event surcharge if alcohol is served or consumed on the premissis
Cody Club Room Kitchen	\$150.00 per event (1/2 day set up, event day, 1/2 day tear down) \$75 per day each additional day \$50 per event surcharge if alcohol is served or consumed on the premissis
Equipment and Fixtures	\$5.00 each table \$10.00 per dozen chairs \$75.00 per day bleachers plus \$25.00 delivery, \$25.00 pickup \$50.00 per day per recepticle for outdoor electricity \$75.00 per hour manlift

City Facility Fees	
Recreation Center Conference Room A	\$100.00 per day Commercial & Non Members
	\$50.00 per day Non-Profit & Members
Recreation Center Conference Room B	\$100.00 per day Commercial & Non Members
	\$50.00 per day Non-Profit & Members
Recreation Center Gymnasium - one	\$300.00 per day Commercial & Non Members
	\$150.00 per day Non-Profit & Members
Recreation Center Gymnasium - two	\$600.00 per day Commercial & Non Members
	\$300.00 per day Non-Profit & Members
Recreation Center Gymnasiums - all	\$900.00 per day Commercial & Non Members
	\$450.00 per day Non-Profit & Members
Recreation Center Multi Purpose Room	\$200.00 per day Commercial & Non Members
	\$100.00 per day Non-Profit & Members
Recreation Center Raquetball Court	\$100.00 per day Commercial & Non Members
	\$50.00 per day Non-Profit & Members
Recreation Center Spectator Room	\$100.00 per day Commercial & Non Members
	\$50.00 per day Non-Profit & Members
Recreation Center Hallway	\$100.00 per day Commercial & Non Members
	\$50.00 per day Non-Profit & Members
Recreation Center Walking/Running Track	\$100.00 per day Commercial & Non Members
	\$50.00 per day Non-Profit & Members
Recreation Center Locker Rental	\$0.50 per day, small size (free for members)
	\$0.75 per day, medium size (free for members)
	\$45.00 for three months, large size
	\$90.00 for six months, large size
	\$10.00 each key replacement
Mini Golf Park	\$7.00 per person General Admission (all ages)
	Group Rate: \$20 up to 5, \$30 up to 10, \$3.00 per person over 10
Planning & Zoning Fees	
Commercial/Industrial Site Plan, Landscaping, Parking, and Architectural Reviews:	
Site Plan Review of new facility, and expansion of $\geq$ 20%.	\$0.75 per square foot of building (GFA), \$650.00 minimum
Site Plan Review for addition or expansion of < 20%.	\$300.00
Review of Landscape plan, Parking plan, or modification to Architecture of building.	\$50.00 for each type of review
Multi-family Residential Site Plan Review (all multi-family projects in commercial zones and projects of > 4 dwellings in residential zones.)	\$30.00 per dwelling unit
Sign Plans (attached wall, projecting, awning, inflatable, freestanding on existing supports)	\$40.00 (no fee if submitted and reviewed with a site plan review)
Sign Plans (freestanding requiring new base structure, electronic message boards)	\$50.00 for one sign, \$10.00 for each additional (no fee if submitted and reviewed with a site plan review)
Sign Plans (billboards)	\$200.00
Fence height waiver request	\$80.00
Special Exemption Application	Exemption from numerical standards \$300.00 plus advertising/mailing costs; Similar Use Determination \$400.00 plus advertising/mailing costs.
Conditional Use Permit	\$350.00 plus advertising/mailing costs.
Special Use Permit - Airport Overlay	\$350.00 plus advertising/mailing costs.
Nonconforming Expansions and Changes requiring review under City Code 10-13-06	\$350.00 plus advertising/mailing costs.
Zoning Variance	\$500.00
Appeal to Board of Adjustment	\$300.00
Petition for Rezone or Text Amendment to Zoning Ordinance (not initiated by City)	\$750.00 plus advertising/mailing costs
Minor Subdivision of 5 lots or less with each lot having direct access to a paved public street and no public infrastructure improvements other than electrical.	\$300.00 preliminary plat review; \$100 final plat review.
Infill Minor Subdivision not qualifying for category immediately above.	\$650.00 preliminary plat review; \$300 final plat review.
Major Subdivision (more than 5 lots, and 5 lots or fewer if public infrastructure other than electrical is required)	Conceptual Plat \$250.00 (Consult w/ City Planner to determine if necessary.)
	Preliminary Plat \$650.00 plus \$30.00 per lot
	Final Plat/Construction Plan Review \$1,100.00 plus \$30.00 per lot
	Phasing the acceptance of the subdivision improvements: \$500.00 for each phase of construction beyond initial phase. Request to accept performance bond, letter of credit, or cash deposit for remaining subdivision improvements, to obtain building permit(s) prior to City accepting subdivision infrastructure: \$500.00
Plat Amendment/Vacation	To a recorded Final Plat Minor Subdivision, with no additional lots: \$150.00 plus any advertising/mailing costs. If creating additional lots, use regular subdivision fee.
	To a recorded Final Plat Major Subdivision, with no additional lots: \$300.00 plus any advertising/mailing costs. If creating additional lots, use regular subdivision fee.
Planned Unit Development (PUD)	\$4,500.00 plus the subdivision plat review fees and advertising/mailing costs.
Boundary Line Adjustment	\$150.00 for the first two parcels, \$50 for each additional parcel involved.
Vacation of Land or Right-of-Way	\$500.00 plus advertising/mailing costs

Annexation or Deannexation (not initiated by City), including City zoning of property.	Applicant responsible for annexation survey and advertising/ mailing costs
Mobile Home Park Permit (Chapter 9-06)	\$1,750.00 (up to 5 spaces) \$30.00 each additional space
Fee for P.W. review of engineering plans for public infrastructure not associated with a subdivision or PUD application	Actual Cost

**Building Permit & Inspection Fees (Items marked with "\*" are not applicable if a general building permit and resulting fee includes the work identified.)**

Building Permit Fee, unless listed otherwise.  (Fee shall be based on the total market value of the work, including materials and labor. Claimed valuation shall be no less than the national average per square foot, unless demonstrated otherwise to the building official.)	Building Permit Fee Table:
	Valuation: Fee:
	\$1 to \$500 \$40
	\$501 to \$2,000 \$40 for the first \$500; plus \$3 for each additional \$100 or fraction thereof.
	\$2,001 to \$40,000 \$69 for the first \$2,000; plus \$11 for each additional \$1,000 or fraction thereof
	\$40,001 to \$100K \$487 for first \$40,000; plus \$9 for each additional \$1,000 or fraction thereof
	\$100,001 to \$500K \$1,027 for the first \$100K; plus \$7 for each additional \$1,000 or fraction thereof
	\$500,001 to \$1 million \$3,827 for the first \$500K; plus \$5 for each additional \$1,000 or fraction thereof
\$1,000,001 to \$5 million \$6,327 for the first \$500K; plus \$3 for each additional \$1,000 or fraction thereof	
\$5,000,001 and over \$18,327 for the first \$5 million; plus \$1 for each additional \$1,000 or fraction thereof	
Building Plan Review Fees	Minor Residential Plan Review (e.g. addition, finish basement) \$50.00 per each 250 sq. ft. or portion thereof, or the fee for Residential Plan Review, whichever is less.
	Residential Plan Review (Single-family, duplex, townhouse, ADU) \$250.00 per dwelling unit
	Industrial/Commercial/Multi-Family Plan Review: 25% of building permit fee Fire District Review, Pass Through Fee: 10% of City's building permit fee, when Fire Review is required (industrial, commercial, multi-family).
Fee for work done without required permit(s), or commencing before permit issuance without building official permission	Additional 25% of permit fee, \$20.00 minimum
Fence Permit (Residential use)	\$50.00
Fence Permit (Commercial/Industrial use)	\$50.00
Pre-Fabricated Storage Building, without foundation (>120 SF only)	\$40.00
Demolition/Moving Permit (not placement)	\$40.00
Drywall/Plaster Permit (Residential)*	\$40.00
Insulation Permit (Residential)*	\$40.00
Fire Suppression/Sprinkler System Permit (Residential)*	\$40.00
Masonry/Concrete/Retaining Wall Permit (Residential)*	\$40.00
Window Glass/Glazing Permit*	\$40.00
Fireplace/Stove Installation Permit*	\$40.00
Siding/Stucco Permit (Residential)*	\$40.00
Re-Roof Permit (Residential)*	\$40.00
Ground Stabilization (Mud Jacking/Helical pier) Permit	\$150.00
Sign Installation Permit*	Use "Building Permit Fee Table" for billboards, electronic message boards, freestanding signs on new bases or that enlarge the total sign face. No building permit fee for temporary signs and other signs not listed herein (covered by zoning sign plan review fee.)
Inspections Outside Normal Business Hours	\$60.00 per hour, minimum 2 hours
Reinspection Fees Assessed Under Building Code (3rd or more)	\$40.00
Additional Plan Review due to changes, additions or plan revisions	\$45.00 per hour minimum 1 hour

**Electrical Permit Fees**

Electrical Permit Fees	Service Upgrade, through 200 amp: \$100.00
	Service Disconnect or Reconnect \$40.00 (\$80 for both)
	Small Jobs/Modifications as determined by building official (e.g. adding or extending circuit) \$50.00
	Electrical Permit, if the valuation of the electrical work is included in the valuation of the general building permit: \$50.00
	Electrical Permit, if the valuation of the electrical work is not included in the valuation of the general building permit: Fee per "Building Permit Fee Table".
Reinspection (3rd or more) \$50.00	

Plumbing & HVAC Permit Fees (Items marked with "*" are not applicable if a general building permit and resulting fee includes the work identified.)	
Plumbing & HVAC Permit Fees	Plumbing/HVAC permit, if the valuation of the plumbing/HVAC work is included in the valuation of the general building permit: \$50.00
	Plumbing/HVAC permit, if the valuation of the plumbing/HVAC work is not included in the valuation of the general building permit: Fee per "Building Permit Fee Table".
Sewer Service Inspections*	\$40.00
Gas Piping Pressure Inspections (existing gas line)*	\$40.00
Furnace Replacement (Residential size or equivalent)* (per system)	\$40.00
Boiler Replacement (Residential size or equivalent)* (per system)	\$40.00
A/C Unit Replacement (Residential size or equivalent)* (per system)	\$40.00
Water Heater Replacement (Residential size or equivalent)* (per system)	\$40.00
Mini-Split Unit*	\$40.00
Other Small Jobs, as determined by Building Official	\$40.00

PASSED, APPROVED AND ADOPTED THIS 6<sup>th</sup> DAY OF SEPTEMBER, 2022

\_\_\_\_\_  
Mayor Matt Hall

Attest:

\_\_\_\_\_  
Cindy Baker, Administrative Services Officer