

**Appendix C**  
**Rental Property License, Inspection, Penalty and Misc. Fees**

**A) Rental Operating Licenses**

(i) Combined annual Residential License Registration fee and Bi-Annual Inspection (Up to Five [5] units at one address or complex)	\$115.00 per unit*
(ii) Combined annual Residential License Registration fee and Bi-Annual Inspection (For all units over Five [5] at one address of complex)	\$105.00 per unit
(iii) Registration for a new Rental Operating License after March 1, of any calendar year	\$105.00 per unit

**B) Inspection Fees\*\***

(i) 3rd Inspection due to prior Inadequate or Failed Inspections	\$50.00 per unit
(ii) 4th Inspection due to prior Inadequate or Failed Inspections	\$75.00 per unit
(iii) Property Tenant Change Inspection	\$75.00 per unit

**C) Penalty and Misc. Fees**

(i) Late Charge for Failure to pay renewal by prior to March 1	\$57.50 per unit
(ii) Penalty for Failure to Register prior to Initial Occupancy	\$150.00 per unit
(iii) Inspection due to Enforcement of Violations	\$150.00 per unit
(iv) Fee for Certified Mail Sent	\$10.00 per letter

**D) Commercial Operating Licenses**

Commercial Operating Licenses under Ordinance 866 shall utilize the same fee schedule as Residential Rental units provided herein.

\* Per Unit shall apply to each individual dwelling unit that is occupied under the Ordinance's standards.

\*\* No more than four inspections shall be conducted for one application for a Rental Operating License. Failure to pass a fourth inspection will result in an application's denial; reapplication would be necessary to obtain new license with no refund of paid fees.

*Adopted December 17, 2024*