

# VILLAGE OF BROCKPORT FEE SCHEDULE

APPROVED - 08/03/2026

## Administrative/Clerk Fees

|                                                                                                                                               |                  |           |
|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------|
| Copies                                                                                                                                        | \$ 0.25          | per page  |
| Fairs/Festivals - Use of Village Services, Employees, Equipment                                                                               | Actual Cost      |           |
| Fireworks Permit Application                                                                                                                  | No Charge        |           |
| Parade / Procession Permit Application                                                                                                        | No Charge        |           |
| Peddling & Soliciting Permit (Village Board approval required)                                                                                | See permit       |           |
| <i>A food truck vendor who operates in the Village and Town may pay 1/2 the vending fee upon submission of permit from the town of Sweden</i> | 1 to 7 days      | \$ 100.00 |
|                                                                                                                                               | 6 months or less | \$ 250.00 |
|                                                                                                                                               | 1 year           | \$ 500.00 |
| Returned Check Charge                                                                                                                         | \$ 20.00         |           |
| Tax Search                                                                                                                                    | \$ 30.00         |           |
| Temporary Use Dumpster Permit                                                                                                                 | No Charge        |           |
| Waste Hauler Permit - weekly service, annual fee                                                                                              | \$ 2,500.00      |           |
| Welcome Center - Boat Docking                                                                                                                 | \$ 25.00         | per night |
| Welcome Center - Tent Camping Key fee                                                                                                         | \$ 25.00         |           |

FOIL request fees - In accordance with Public Officers Law, Article 6-§87

## Department of Public Works

|                                           |                                 |                     |
|-------------------------------------------|---------------------------------|---------------------|
| Appliance with Freon Disposal             | \$ 40.00                        | Pay at Village Hall |
| Curb Cut / Asphalt Apron Installation     | Actual Cost plus 10% admin fee  |                     |
| Garbage and Trash Pickup (3 hour minimum) | Actual Cost plus \$50 admin fee |                     |
| Garbage Cans left at curb                 | \$ 25.00                        | per can             |
| Lawn Mowing (3 hour minimum)              | Actual Cost plus \$50 admin fee |                     |
| Accident/Event Cleanup (3 hour minimum)   | Actual Cost plus \$50 admin fee |                     |

**Terms** All bills and charges are payable net cash within thirty (30) days. A delinquent charge of 10% will be added for non-payment by the due date. Failure to pay may result in the re-levy of said charges plus delinquent charges on your next Village Tax Bill.

**Terms** Any services, materials, or permits provided by the Department of Public Works not specifically listed in this fee schedule shall be charged at actual cost plus a ten percent (10%) administrative fee.

## Police Department Fees

|                                          |           |                     |
|------------------------------------------|-----------|---------------------|
| Copy of Police Report                    | No Charge |                     |
| Fingerprinting - (non-resident/merchant) | \$ 45.00  | Pay at Village Hall |

## Parking

|                          |          |    |
|--------------------------|----------|----|
| Illegally Parked         | \$ 50.00 |    |
| Winter Parking Ordinance | \$ 50.00 |    |
| Fire Lane / Hydrant      | \$ 50.00 |    |
| Handicapped Parking      | \$ 75.00 | ** |

\*\* Applicable NYS surcharges may be applied by the adjudicating agency

**Terms** Fines double if unpaid after 10 days  
Fines quadruple if unpaid after 30 days

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**Planning Board**

|                                                       |    |          |                   |
|-------------------------------------------------------|----|----------|-------------------|
| Change of Use - Commercial / Industrial / Residential | \$ | 250.00   |                   |
| Changes/Alteration of previous approved plans         | \$ | 100.00   |                   |
| Telecommunications Systems - Additions or changes     | \$ | 1,500.00 |                   |
| Telecommunications Systems - New construction         | \$ | 2,500.00 |                   |
| Extension of previous approvals                       | \$ | 50.00    |                   |
| Fence - Commercial/Industrial and dumpster enclosure  | \$ | 100.00   |                   |
| Parking Lot - Commercial / Industrial / Residential   | \$ | 200.00   |                   |
| Site Plan - New Construction - 5 acres or less        | \$ | 300.00   |                   |
| Site Plan - New Construction - 5 acres or more        | \$ | 600.00   |                   |
| Site Plan - Other                                     | \$ | 250.00   |                   |
| Subdivisions - Residential - 5 acres or less          | \$ | 200.00   | plus \$50 per lot |
| Subdivisions - Residential - 5 acres or more          | \$ | 600.00   | plus \$50 per lot |
| Subdivisions - Re-subdivide                           | \$ | 200.00   | plus \$50 per lot |
| Special Meeting at request of applicant               | \$ | 50.00    | plus base fee     |
| Public Hearing                                        | \$ | 100.00   | plus base fee     |

**Note:** Plus fees for stormwater pollution prevention plan review, if applicable

**Note:** Plus all incurred costs (ie: publication, legal, postage, etc)

**Zoning Board of Appeals**

|                                              |    |          |
|----------------------------------------------|----|----------|
| Area Variance                                | \$ | 200.00   |
| Home Occupations                             | \$ | 150.00   |
| Incentive Zoning Application                 | \$ | 1,500.00 |
| Interpretation Request                       | \$ | 150.00   |
| Other: Special Permit/Authorization required | \$ | 175.00   |
| Rezoning Application                         | \$ | 500.00   |
| Use Variance                                 | \$ | 300.00   |
| Zoning Compliance Letter                     | \$ | 30.00    |
| Zoning Map - Color                           | \$ | 5.00     |

**Note:** Plus fees for stormwater pollution prevention plan review, if applicable

**Note:** Plus all incurred costs (ie: publication, engineering, legal, postage, etc)

**Terms** Engineering Inspections and Stormwater Inspections

Engineering costs charged to the Village for site inspections or stormwater inspections shall be the responsibility of the applicant/developer. Village engineering inspections are based on time spent and will either be invoiced or utilized from the letter of credit.

APPROVED 08/03/2026

**Residential Accessory Structures, Demolition and Misc (Includes Certificate of Compliance Inspection)**

|                                                 |    |                     |                    |
|-------------------------------------------------|----|---------------------|--------------------|
| Chicken Permit - valid 3 years                  | \$ | 15.00               |                    |
| Decks                                           | \$ | 65.00               |                    |
| Demolition - Accessory Structure (except sheds) | \$ | 100.00              |                    |
| Demolition - Residential Dwelling               | \$ | 100.00              |                    |
| Driveway Expansion                              | \$ | 100.00              | plus all DPW costs |
| Dumpster Permit                                 | \$ | 30.00               |                    |
| Gas Appliance ex: gas, solid fuel fireplace     | \$ | 65.00               |                    |
| Pool - Above ground                             | \$ | 65.00               |                    |
| Pool - In ground                                | \$ | 65.00               |                    |
| Roof - Contractor Installed                     | \$ | 65.00               |                    |
| Roof - Homeowner Installed                      |    | No Charge           |                    |
| Sheds over 144 square feet                      | \$ | 65.00               |                    |
| Sign -for approved customary home occupations   | \$ | 30.00               | per sign           |
| Solar Electric System                           | \$ | 65.00               |                    |
| Standby Generator                               | \$ | 65.00               |                    |
| Trailer - Temporary Construction                | \$ | 65.00               |                    |
| Renewal - of any permit                         |    | 75% of original fee |                    |

**Residential Permits**

|                                  |    |                                |                                          |
|----------------------------------|----|--------------------------------|------------------------------------------|
| Additions and Alterations Permit | \$ | 100.00                         | or 20¢ per sq/ft<br>whichever is greater |
| ROW                              |    | Actual cost plus 10% admin fee |                                          |

**Commercial Permits**

|                                        |    |                     |                                                     |
|----------------------------------------|----|---------------------|-----------------------------------------------------|
| Additions and Alterations              | \$ | 250.00              | or 20¢ per sq/ft<br>whichever is greater            |
| Blasting Permit                        | \$ | 500.00              |                                                     |
| Commercial Solar Electric System*      | \$ | 500.00              | plus .50¢ per KW                                    |
| Demolition - Commercial Structures     | \$ | 500.00              |                                                     |
| Demolition - Industrial Structures     | \$ | 1,000.00            |                                                     |
| Electric Vehicle Charging Station      | \$ | 65.00               | per port<br>or 5¢ per sq/ft<br>whichever is greater |
| Roof                                   | \$ | 250.00              |                                                     |
| ROW Permit Addition/Alteration         | \$ | 1,500.00            | Per Street Affected                                 |
| ROW Permit - New Construction          | \$ | 2,500.00            | Per Street Affected                                 |
| Sign - Commercial                      | \$ | 10.00               | per square foot                                     |
| Telecommunications Tower or 5G Install | \$ | 2,500.00            |                                                     |
| Renewal - of any permit                |    | 75% of original fee |                                                     |

\* Installer to document assurance against abandonment with bond, letter of credit or annual licensing fee



|                                        |
|----------------------------------------|
| <b>FEES ASSOCIATED WITH NEW BUILDS</b> |
|----------------------------------------|

**Residential New Build**

|                                   |    |        |                    |
|-----------------------------------|----|--------|--------------------|
| New Home Construction             | \$ | 250.00 | plus 20¢ per sq ft |
| Truss Identification Placard      | \$ | 25.00  |                    |
| Certificate of Occupancy          | \$ | 100.00 |                    |
| Parks fee per dwelling unit       | \$ | 350.00 |                    |
| Plus Accessory permit fee, if any |    |        |                    |

**Commercial and Industrial New Build**

|                                        |    |        |                    |
|----------------------------------------|----|--------|--------------------|
| New Commercial/Industrial Construction | \$ | 250.00 | plus 20¢ per sq ft |
| Certificate of Occupancy               | \$ | 100.00 |                    |
| Plus Accessory permit fee, if any      |    |        |                    |

**Plumbing and Sewer Fees**

|                                                 |    |        |                       |
|-------------------------------------------------|----|--------|-----------------------|
| Plumbing Permit                                 | \$ | 40.00  | plus \$10 per fixture |
| Sewer Tap Inspection (Monroe County Pure Waters | \$ | 250.00 |                       |
| Plus: if Village Installed                      |    | Cost   | plus 10% admin fee    |
| Plus: if Contractor Installed                   | \$ | 125.00 |                       |

**Service Connections**

The Commissioners will install the service pipe and appurtenances on public streets from the water main to and including the curb box and shutoff. Easements acceptable to the Commissioners must be furnished to them for service installation if private property is involved. Water meters will be furnished and connected by the Commissions and will remain the property of the Commissioners

**Where a tap already exists, or is being installed under a Main Extension**

|                                               |    |        |                                |
|-----------------------------------------------|----|--------|--------------------------------|
| 3/4" and 1" with 5/8" or 3/4" meter and under | \$ | 375.00 |                                |
| 3/4" and 1" with 1" meter                     | \$ | 425.00 |                                |
| 1 1/2" meter and above                        |    |        | actual cost plus 10% admin fee |

**Where no tap exists, fees charged upon application for water service tap**

|                                               |    |          |                                |
|-----------------------------------------------|----|----------|--------------------------------|
| 3/4" and 1" with 5/8" or 3/4" meter and under | \$ | 1,000.00 |                                |
| 3/4" and 1" with 1" meter                     | \$ | 1,880.00 |                                |
| 1 1/2" meter and above                        |    |          | actual cost plus 10% admin fee |

**Terms** Additional parts required to effect installation will be the responsibility of the property owner.

BUILDING DEPARTMENT, CODE ENFORCEMENT, COMPLIANCE  
APPROVED 08/03/2026

**Residential Rental Registration**

|                                                |    |        |              |
|------------------------------------------------|----|--------|--------------|
| *Initial Residential Rental Registration       | \$ | 500.00 | per building |
| Annual Renewal Residential Rental Registration | \$ | 125.00 | per building |
| Payment August 1st - September 1st             | \$ | 100.00 | per building |
| Payment AFTER September 15th                   | \$ | 200.00 | per building |

*After November 1st - Certificate of Occupancy will be revoked and a "DO NOT OCCUPY" will be posted on the structure.*

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Vacant residential structures are required to be registered as rentals pursuant to Village Code 18.13

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\*Initial Residential Rental Registration fee applies to buildings that were previously not used as rentals, and to any rental that has an expired rental registration or certificate of occupancy of 45 days or longer.

*Initial Residential Registration Fee applies to new rentals, and to any rental with an expired rental registration or C of O of 45 days or more. Structures with a bonafide building permit for changes that affect habitability are exempt from the fee for a period not to exceed one year.*

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**\*\* Refer to Village of Brockport Code for definition of "rental" \*\***

**More than 12 units per facility are exempt from registration fee, but must submit registration.**

**Vacant Property Registration**

|          |    |          |
|----------|----|----------|
| 1st Year | \$ | 500.00   |
| 2nd Year | \$ | 1,000.00 |
| 3rd Year | \$ | 1,500.00 |
| 4th Year | \$ | 2,000.00 |
| 5th Year | \$ | 2,500.00 |

**\*NO FEE - Property w/ ZERO property maintenance issues as approved by the AHJ, and a prompt registration.**

**Rental Property - Certificate of Occupancy / Operational Application Fees**

|                                                  |    |                       |
|--------------------------------------------------|----|-----------------------|
| Single Family Rental - Code 210                  | \$ | 300.00                |
| Two Family Rental - Code 220                     | \$ | 500.00                |
| Three Family Rental - Code 230                   | \$ | 700.00                |
| Inn / Rooming House - Code 418                   | \$ | 700.00                |
| Apartments/Townhouse - Code 411                  | \$ | 700.00 or \$50 a unit |
| Penalty for unpaid or lapsed CO's beyond 60 days | \$ | 250.00                |
| Re-inspection fee                                | \$ | 100.00                |

**Operational Fire-Safety Permits & Inspection Application Fee**

|                                                     |    |        |
|-----------------------------------------------------|----|--------|
| Educational - Annual                                | \$ | 200.00 |
| Assembly - 50 or more occupants - Annual            | \$ | 200.00 |
| Manufacturing - Annual                              | \$ | 200.00 |
| Repair / Service Garages - 3-year intervals         | \$ | 200.00 |
| Mercantile - 3 year intervals                       | \$ | 200.00 |
| Business - 49 or fewer occupants - 3 year intervals | \$ | 200.00 |
| Penalty for unpaid or lapsed CO's beyond 60 days    | \$ | 250.00 |
| Re-inspection fee                                   | \$ | 100.00 |

**Terms:**

\*Rental Certificate of Occupancy Fee is Reduced by 50% if paid within 30 days.

\*Operational Fire-Safety Certificate of Occupancy Fee is Reduced by 50% if paid within 30 days.

\*Property owners will be charged a re-inspection fee for each inspection following the 1st non-compliant re-inspection.

**Beginning January 1, 2024, all smoke/carbon detectors MUST be hard wired or of the 10-year variety.**

WATER/SEWER DEPARTMENT  
VOB Approved 08/03/2026

**WATER - Monthly Metered Service**

|                          |    |       |                                          |
|--------------------------|----|-------|------------------------------------------|
| Inside Village Boundary  | \$ | 6.79  | per 1,000 gallons                        |
| Minimum Billing          | \$ | 33.95 | per month (includes first 5,000 gallons) |
| Outside Village Boundary | \$ | 8.84  | per 1,000 gallons                        |
| Minimum Billing          | \$ | 44.20 | per month (includes first 5,000 gallons) |

**WATER - Quarterly Metered Service**

|                          |    |         |                                                     |
|--------------------------|----|---------|-----------------------------------------------------|
| Inside Village Boundary  | \$ | 6.39    | per 1,000 gallons                                   |
| Minimum Billing          | \$ | 31.95   | per quarter (includes first 5,000 gallons per bill) |
| Outside Village Boundary | \$ | 8.44    | per 1,000 gallons                                   |
| Minimum Billing          | \$ | \$42.20 | per quarter (includes first 5,000 gallons per bill) |

|                           |                 |         |                                                  |
|---------------------------|-----------------|---------|--------------------------------------------------|
| <b>WATER - Un-Metered</b> | Rate            | \$8.84  | per 1,000 gallons                                |
|                           | Minimum Billing | \$44.20 | per bill (includes first 5,000 gallons per bill) |

**SEWER - Monthly Metered Service**

|                          |    |        |                                           |
|--------------------------|----|--------|-------------------------------------------|
| Inside Village Boundary  | \$ | 8.00   | per 1,000 gallons up to 20,000 gallons    |
|                          | \$ | 2.00   | per 1,000 gallons over 20,000 gallons     |
| Minimum Billing          | \$ | 80.00  | per month (includes first 10,000 gallons) |
| Outside Village Boundary | \$ | 10.00  | per 1,000 gallons up to 20,000 gallons    |
|                          | \$ | 2.50   | per 1,000 gallons over 20,000 gallons     |
| Minimum Billing          | \$ | 100.00 | per month (includes first 10,000 gallons) |

**SEWER - Quarterly Metered Service**

|                          |    |         |                                                      |
|--------------------------|----|---------|------------------------------------------------------|
| Inside Village Boundary  | \$ | 4.00    | per 1,000 gallons                                    |
| Minimum Billing          | \$ | 40.00   | per quarter (includes first 10,000 gallons per bill) |
| Outside Village Boundary | \$ | 5.00    | per 1,000 gallons                                    |
| Minimum Billing          | \$ | \$50.00 | per quarter (includes first 10,000 gallons per bill) |

|                           |                 |          |                                           |
|---------------------------|-----------------|----------|-------------------------------------------|
| <b>SEWER - Un-Metered</b> | Rate            | \$10.00  | per 1,000 gallons up to 20,000 gallons    |
|                           |                 | \$2.50   | per 1,000 gallons over 20,000 gallons     |
|                           | Minimum Billing | \$100.00 | per month (includes first 10,000 gallons) |

|                       |    |      |                   |
|-----------------------|----|------|-------------------|
| <b>Technology Fee</b> | \$ | 1.00 | per billing cycle |
|-----------------------|----|------|-------------------|



WATER/SEWER DEPARTMENT  
VOB Approved 08/03/2026

All bills and charges of the Water/Sewer Department are payable by the last working day of the month.  
A delinquent charge of 10% will be added to the bill for non-payment by due date.

**Frozen Meter Fee** \$ 500.00 \*plus: materials, equipment and labor

**Water Shutoff Notice Service Fee** \$ 25.00 per notice

**Suspend Service / Restore Service Fee** \$ 100.00

Any water service which carries an unpaid balance for two billing quarters, or more, is subject to discontinue of service and a fee of \$100.00 will be collected prior to restoration of the service.

**Unauthorized Use** \$ 500.00

Any use or attachment to an unprotected, unmetered fire hydrant for other than fire-fighting purposes is subject to an Unauthorized Hydrant Use fee of \$500.00

**Sewer Camera**

Sewer Camera Request \$ 75.00 day hours \*  
\$ 250.00 after hours \*  
\*plus: materials, equipment and labor

**Stormwater**

Stormwater Inspection Fee Actual cost plus 10% admin fee

**Private Hydrant Inspection**

Inspection Fee \$ 300.00  
Repairs Actual cost plus 10% admin fee