

CITY OF PORTSMOUTH  
PROPOSED SCHEDULE OF FEES  
FISCAL YEAR 2026



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The City of Portsmouth Fee Schedule is governed by City Ordinance Chapter 1 Article XVI: Adoption of Fees by Budget Resolution.

This ordinance was adopted for the purpose of creating a more efficient system for the City to adopt and adjust municipal fees.

To the extent permitted by law and notwithstanding any ordinance previously adopted to the contrary, all municipal fees, whether established by ordinance or otherwise shall be adopted and may be amended by resolution during the annual budget adoption process.

Any municipal fee which is not in the final resolution adopted during the annual budget process, or any municipal fee which is determined to require a process other than adoption by annual budget resolution, shall remain at the level at which it was last validly adopted by the City.

Fee revenue in the General Fund raises approximately 2% of total General Fund Revenue.

The following are the FY 2026 Departments with recommended fee changes:

Department	Page
Planning	13, 15
Public Works	31, 32, 33
Recreation	35, 36, 38
Health	41
Parking/Transportation	43, 44, 45
Water/Sewer	47, 48, 49, 51
Prescott Park	60

Statistics On Local Fees Governed  
by the Fee Committee and Local Ordinance:  
Chapter 1, Article XVI.

**GENERAL FUND**

FY 2025 Budget	\$144,861,347
Fees as a percentage of total General Fund Revenues: <b>2%</b>	

**Local Fees, Licenses, Permits portion of Budgeted Revenues:**

	FY 25 General Fund
Department	Budgeted Revenues From Fees
City Clerk	\$33,000
Planning	\$180,000
Inspection	\$1,500,000
Police	\$30,000
Fire	\$105,000
Public Works	\$171,600
Recreation	\$345,000
Health	\$100,000
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<b>Total Local Fees, Licenses and Permits</b>	
<b>Portion of GF</b>	<b>\$2,464,600</b>

**City of Portsmouth  
Fee Schedule  
Finance Department**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
* (Indicates change from current fee)					
<b>Non Sufficient Funds check processing fee</b>	<b>Pre FY 02</b>	<b>\$30.00</b>	<b>\$30.00</b>	<b>Per check</b>	<b>\$30.00</b>
<b>(1) Any copy made for non-City use</b>	<b>Pre FY 02</b>	<b>\$2.00</b>	<b>\$2.00</b>	<b>1st copy</b>	<b>\$2.00</b>
<b>(1) all subsequent pages</b>	<b>Pre FY 02</b>	<b>\$0.50</b>	<b>\$0.50</b>	<b>All subsequent pages</b>	<b>\$0.50</b>
<b>If electronic record - Per City Council Policy</b>					
<b>City Council Policy #2024-02</b>	<b>FY 25</b>	<b>N/A</b>	<b>\$1.00</b>	<b>Per record</b>	<b>\$1.00</b>
<b>(1) USB Drive for transfer of electronic files</b>	<b>FY 18</b>	<b>\$8.00</b>	<b>\$8.00</b>		<b>\$8.00</b>
<b>(1) Note: City records subject to Right to Know requests can be viewed at City Hall or downloaded free onto personal USB drives.</b>					
<b>All copies made on 11 x 17 pages.</b>	<b>Pre FY 02</b>	<b>\$0.50</b>	<b>\$0.50</b>	<b>Per copy</b>	<b>\$0.50</b>
<b>Tax bills prepared for parties other than owners.</b>	<b>Pre FY 02</b>	<b>\$2.00</b>	<b>\$2.00</b>	<b>1st copy</b>	<b>\$2.00</b>
<b>Tax Card/Tax Map from laser printer (Free to property owner)</b>	<b>FY 04</b>	<b>\$1.00</b>	<b>\$1.00</b>	<b>Each print</b>	<b>\$1.00</b>
<b>Standard Assessing mailing list file</b>	<b>Pre FY 02</b>	<b>\$75.00</b>	<b>\$75.00</b>		<b>\$75.00</b>
<b>Assessor created export file</b>	<b>FY 17</b>	<b>\$150.00</b>	<b>\$150.00</b>		<b>\$150.00</b>
<b>Tax Delinquency file</b>	<b>Pre FY 02</b>	<b>\$300.00</b>	<b>\$300.00</b>		<b>\$300.00</b>
<b>DVD copies of City related events</b>	<b>Pre FY 02</b>	<b>\$10.00</b>	<b>\$10.00</b>		<b>\$10.00</b>

**City of Portsmouth  
Fee Schedule  
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
<b>* (Indicates change from current fee)</b>					
<b><u>Chapter 6: Article I Section 109C</u></b>					
<b>Licenses-Gen. Provisions- Duties of licensee</b>					
<b>Change Location of Licensed Business</b>	<b>Pre FY 02</b>	<b>\$1.00</b>	<b>\$1.00</b>	<b>Per occurrence</b>	<b>\$1.00</b>
<b><u>Chapter 6: Article I Section 110B</u></b>					
<b>Licenses-Gen. Provisions-Transfer of license</b>					
<b>Transfer of License</b>	<b>Pre FY 02</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>Per occurrence</b>	<b>\$10.00</b>
<b><u>Chapter 6: Article II Section 201</u></b>					
<b>Billiards and Bowling</b>					
<b>License</b>	<b>FY 14</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>Per year, per table or lane</b>	<b>\$25.00</b>
<b><u>Chapter 6: Article III Section 302</u></b>					
<b>Model Slot Car Racing</b>					
<b>License</b>	<b>Pre FY 02</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>Per year</b>	<b>\$25.00</b>
<b><u>Chapter 6: Article IV Section 403C</u></b>					
<b>Coin Operated Amusement Devices</b>					
<b>License</b>	<b>FY 03</b>	<b>\$75.00</b>	<b>\$75.00</b>	<b>For each of the first 30 machines, per year</b>	<b>\$75.00</b>
	<b>FY 03</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>For each machine over 30, per year</b>	<b>\$10.00</b>

**City of Portsmouth  
Fee Schedule  
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
<b>* (Indicates change from current fee)</b>					
<b><u>Chapter 6: Article V Section 502</u></b>					
<b>Boxing and Wrestling</b>					
<b>License</b>	<b>Pre FY 02</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>Each day</b>	<b>\$10.00</b>
<b><u>Chapter 6: Article VI Section 602</u></b>					
<b>Dancing</b>					
<b>License</b>	<b>Pre FY 02</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>Per dance</b>	<b>\$10.00</b>
<b><u>Chapter 6: Article IX Section 901C12</u></b>					
<b>Circus License</b>					
<b>Amusement Devices</b>	<b>Pre FY 02</b>	<b>\$30.00</b>	<b>\$30.00</b>	<b>Per day</b>	<b>\$30.00</b>
<b>Carnivals (For Operation)</b>	<b>Pre FY 02</b>	<b>\$125.00</b>	<b>\$125.00</b>	<b>Per day</b>	<b>\$125.00</b>
<b>Including Each Amusement Device</b>	<b>Pre FY 02</b>	<b>\$30.00</b>	<b>\$30.00</b>	<b>Per day</b>	<b>\$30.00</b>
<b>Circus (For Operation)</b>	<b>Pre FY 02</b>	<b>\$125.00</b>	<b>\$125.00</b>	<b>Per day</b>	<b>\$125.00</b>
<b>Including Each Amusement Device</b>	<b>Pre FY 02</b>	<b>\$30.00</b>	<b>\$30.00</b>	<b>Per day</b>	<b>\$30.00</b>
<b>Fairs (For Operation)</b>	<b>Pre FY 02</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>Per day</b>	<b>\$10.00</b>
<b>Including Each Amusement Device</b>	<b>Pre FY 02</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>Per day</b>	<b>\$5.00</b>
<b>Temporary Structures</b>	<b>Pre FY 02</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>Per day</b>	<b>\$10.00</b>

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Fee Schedule  
City Clerk**

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<b>* (Indicates change from current fee)</b>					
<b><u>Chapter 6: Article IX Section 902</u></b>					
<b>Circus License</b>					
<b>Total fee for Circus license shall not be less than</b>	<b>Pre FY 02</b>	<b>\$75.00</b>	<b>\$75.00</b>	<b>Per day</b>	<b>\$75.00</b>
<b><u>Chapter 6: Article X Section 1003</u></b>					
<b>Theatricals, Parades, Open Air Meetings</b>					
<b>License</b>	<b>Pre FY 02</b>	<b>\$300.00</b>	<b>\$300.00</b>	<b>Not to exceed per day</b>	<b>\$300.00</b>
<b>License to exhibit in any hall</b>	<b>Pre FY 02</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>Not to exceed per day</b>	<b>\$50.00</b>
<b><u>Chapter 6: Article XIII Section 1315</u></b>					
<b>Hawkers and Peddlers</b>					
<b>License</b>	<b>Pre FY 02</b>	<b>\$250.00</b>	<b>\$250.00</b>	<b>Per year</b>	<b>\$250.00</b>
<b><u>Chapter 6: Article XIV Section 1402</u></b>					
<b>Pawn Brokers</b>					
<b>License</b>	<b>FY 14</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>Per year</b>	<b>\$50.00</b>



**City of Portsmouth  
Fee Schedule  
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
* (Indicates change from current fee)					
<u>Chapter 6: Article XV Section 1502</u>					
Roller Skating Rinks					
License	Pre FY 02	\$50.00	\$50.00	Per year	\$50.00
<u>Chapter 6: Article XVI Section 1608</u>					
Magazine Subscription Solicitors					
License	FY 06	\$50.00	\$50.00	Per year	\$50.00
<u>Chapter 9: Article V Section 504 C</u>					
Sidewalk Obstructions					
Obstruction (including Restaurant Table)	FY 18	\$75.00	\$75.00	Each obstruction (including restaurant table)	\$75.00
<u>Chapter 9: Article V Section 504 C</u>					
Sidewalk Obstructions					
Restaurant Chairs	FY 18	\$10.00	\$10.00	Each restaurant chair	\$10.00
<u>Chapter 6: Article XVII Section 6.1703</u>					
(Ordinance adopted at the February 20, 2024 City Council Meeting)					
Outdoor Dining Encumbrance Permit	FY 24	\$5.00	\$5.00	Per sq. ft. - 6 month season - no proration	\$5.00
	FY 24	\$750.00	\$750.00	Minimum fee	\$750.00

**City of Portsmouth  
Fee Schedule  
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>	<u>Suggested FY 2026 Schedule</u>
				* (Indicates change from current fee)
Ward checklist	FY 18	\$75.00	\$75.00	Per set \$75.00
Ward checklist for individual wards	FY 18	\$25.00	\$25.00	\$25.00
Event permit (fairs, parades etc. not governed by ordinance)	FY 18	\$50.00	\$50.00	\$50.00
Voter certification	FY 05	\$5.00	\$5.00	\$5.00
Articles of agreement filing	Pre FY 02	\$5.00	\$5.00	\$5.00
Restricted Property Listing	FY 12	\$15.00	\$15.00	Per form \$15.00

**City Clerk  
Revenues from fees**

	Actual FY 21	Actual FY 22	Actual FY 23	Actual FY 24	Budget FY 25
<b>Other Fees</b>	<b>\$15,968</b>	<b>\$16,760</b>	<b>\$14,045</b>	<b>\$13,382</b>	<b>\$13,000</b>
<b>Other Licenses</b>	<b>\$5,305</b>	<b>\$13,755</b>	<b>\$15,840</b>	<b>\$17,550</b>	<b>\$20,000</b>
<b>Total City Clerk Revenue from Fees</b>	<b>\$21,273</b>	<b>\$30,515</b>	<b>\$29,885</b>	<b>\$30,932</b>	<b>\$33,000</b>

License	FY 22 Issued	FY 23 Issued	FY 24 Issued	FY 22 Revenue	FY 23 Revenue	FY 24 Revenue
Change Location of Licensed Business	0	0	0	\$0	\$0	\$0
Licenses-Gen. Provisions-Transfer	0	0	0	\$0	\$0	\$0
Billiards and Bowling	5	18	56	\$1,175	\$1,450	\$1,400
Model Slot Car Racing	0	0	0	\$0	\$0	\$0
Coin Operated Amusement Devices	7	45	92	\$3,650	\$5,740	\$5,665
Boxing and Wrestling	0	0	0	\$0	\$0	\$0
Dancing	0	0	0	\$0	\$0	\$0
Circus						
Amusement Devices	0	0	N/A	\$0	\$0	N/A
Carnivals (For Operation)	0	0	0	\$0	\$0	\$0
Including Each Amusement Device	0	0	N/A	\$0	\$0	N/A
Fairs (For Operation)	0	0	0	\$0	\$0	\$0
Including Each Amusement Device	0	0	N/A	\$0	\$0	N/A
Temporary Structures	0	0	0	\$0	\$0	\$0
Theatricals, Parades, open Air Meetings	0	0	0	\$0	\$0	\$0
Hawkers and Peddlers	4	2	3	\$1,000	\$500	\$750
Pawn Brokers	2	3	2	\$100	\$0	\$100
Roller Skating Rinks	0	0	0	\$0	\$0	\$0
Magazine Subscription Solicitors	0	0	0	\$0	\$0	\$0
Sidewalk Obstructions				\$0	\$7,985	\$5,030
Obstruction (including Restaurant Table)	26	40	49	\$1,950	\$0	\$3,675
<b>Other</b>						
Notarization	244	223	209	\$1,220	\$1,115	\$1,045
Tag day, permits	4	6		\$80	\$120	\$160
Ward checklist	0	0		\$0	\$1,819	\$2,249
Ward checklist for individual wards	0	0		\$0	\$0	\$0
Event permit	29	23	36	\$1,450	\$1,150	\$1,800
Voter certification	7	7	13	\$35	\$35	\$65
Articles of agreement filing	1	2	2	\$5	\$10	\$10
Restricted Property Listing	0	0	0	\$0	\$0	\$0

**City of Portsmouth  
Fee Schedule  
Planning Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>	<u>Suggested FY 2026 Schedule</u>
<b>PLANNING BOARD</b>				
<b>Recording</b>				
<b>Mylar Recording</b>	<b>FY 24</b>	<b>\$150.00</b>	<b>\$150.00</b>	<b>\$150.00</b>
<b>Deed Recording</b>	<b>FY 24</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>\$100.00</b>
<b>Preapplication review (site plan or subdivision)</b>				
<b>Preliminary conceptual consultation</b>	<b>FY 18</b>	<b>\$200.00</b>	<b>\$200.00</b>	<b>\$200.00</b>
<b>Design Review</b>	<b>FY 18</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>\$500.00</b>
<b>SUBDIVISIONS</b>				
<b>Subdivision application (residential)</b>	<b>FY 24</b>	<b>\$600.00</b>	<b>\$600.00</b>	<b>\$600.00</b>
<b>Plus Per Lot</b>	<b>FY 25</b>	<b>\$200.00</b>	<b>\$250.00</b>	<b>\$250.00</b>
<b>Subdivision application (non-residential)</b>	<b>FY 24</b>	<b>\$800.00</b>	<b>\$800.00</b>	<b>\$800.00</b>
<b>Plus Per Lot</b>	<b>FY 25</b>	<b>\$300.00</b>	<b>\$350.00</b>	<b>\$350.00</b>
<b>Subdivision Amendment</b>				
<b>Administrative Approval</b>	<b>FY 21</b>	<b>\$200.00</b>	<b>\$200.00</b>	<b>\$200.00</b>
<b>TAC or Planning Board Approval</b>	<b>FY 21</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>\$500.00</b>
<b>Lot Line Revision/Verification</b>	<b>FY 14</b>	<b>\$250.00</b>	<b>\$250.00</b>	<b>\$250.00</b>
<b>Lot Line Revision Amendment</b>				
<b>Administrative Approval</b>	<b>FY 24</b>	<b>\$200.00</b>	<b>\$200.00</b>	<b>\$200.00</b>
<b>TAC or Planning Board Approval</b>	<b>FY 24</b>	<b>\$250.00</b>	<b>\$250.00</b>	<b>\$250.00</b>

**City of Portsmouth  
Fee Schedule  
Planning Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>	<u>Suggested FY 2026 Schedule</u>
<b>MISCELLANEOUS</b>				
Voluntary Lot Consolidation (Merger) - no subdivision	FY 10	\$175.00	\$175.00	\$175.00
Conditional Use Permit (wetland) Area of disturbance in wetland or wetland buffer:				
-up to 250 sq ft	FY 25	\$100.00	\$150.00	\$150.00
-up to 1,000 sq ft	FY 15	\$500.00	\$500.00	\$500.00
-greater than 1,000 sq ft	FY 23	\$1,300.00	\$1,300.00	\$1,300.00
Conditional Use Permit (non-wetland) (e.g. Accessory Dwelling Units, Flexible Development, Drive-Through Facilities)	FY 24	\$500.00	\$500.00	\$500.00
Administrative approval of accessory dwelling unit (non-wetland)	FY 26	N/A	N/A	* \$150.00
<b>PLANNING-BOARD OF ADJUSTMENT</b>				
Residential application 1-2 dwelling units	FY 24	\$200.00	\$200.00	\$200.00
3-4 dwelling units	FY 24	\$300.00	\$300.00	\$300.00
5-and over	FY 24	\$350.00	\$350.00	\$350.00
For each unit over 4	FY 25	\$50.00	\$150.00	\$150.00
Total application fee shall not exceed (cap)	FY 15	\$3,000.00	\$3,000.00	\$3,000.00
Residential application-accessory structure under 500 sq ft.	FY 25	\$50.00	\$100.00	\$100.00
Residential application-accessory structure over 500 sq ft.	FY 26	N/A	N/A	* \$150.00
Non-residential applications	FY 24	\$400.00	\$400.00	\$400.00
In Addition:				
Per \$1,000 of valuation of new construction	Pre FY 02	\$5.00	\$5.00	\$5.00
Total application fee shall not exceed (cap)	FY 25	\$3,000.00	\$4,000.00	\$4,000.00

**City of Portsmouth  
Fee Schedule  
Planning Department**

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<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
<b>Signs</b>	<b>FY 25</b>	<b>\$200.00</b>	<b>\$300.00</b>		<b>\$300.00</b>
<b>Appeal of administrative decision</b>	<b>FY 25</b>	<b>\$50.00</b>	<b>\$100.00</b>		<b>\$100.00</b>
<b>Re-Hearing</b>	<b>FY 25</b>	<b>N/A</b>	<b>\$200.00</b>		<b>\$200.00</b>
<b>PLANNING-SITE PLAN REVIEW</b>					
<b>All developments</b>	<b>FY 24</b>	<b>\$600.00</b>	<b>\$600.00</b>		<b>\$600.00</b>
<b>In Addition: Per \$1,000 of site costs</b>	<b>Pre FY 02</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>Per \$1,000 of site costs</b>	<b>\$5.00</b>
<b>And per 1,000 square feet of site development area</b>	<b>FY 15</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>And per 1,000 sq. ft. of site development area</b>	<b>\$10.00</b>
<b>Total application fee shall not exceed (cap)</b>	<b>FY 24</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>		<b>\$20,000.00</b>
<b>Site plan amendment</b>					
<b>Administrative approval</b>	<b>FY 24</b>	<b>\$400.00</b>	<b>\$400.00</b>		<b>\$400.00</b>
<b>Administrative approval after work has been done</b>	<b>FY 25</b>	<b>\$500.00</b>	<b>\$600.00</b>		<b>\$600.00</b>
<b>TAC or Planning Board approval</b>	<b>FY 17</b>	<b>\$800.00</b>	<b>\$800.00</b>		<b>\$800.00</b>
<b>PLANNING-HISTORIC DISTRICT</b>					
<b>Residential applications Work Session (prior to application for approval)</b>	<b>FY 25</b>	<b>\$200.00</b>	<b>\$250.00</b>	<b>Per work session</b>	<b>\$250.00</b>
<b>Residential applications 1 dwelling unit</b>	<b>FY 25</b>	<b>\$100.00</b>	<b>\$150.00</b>		<b>\$150.00</b>
<b>2 dwelling units</b>	<b>FY 25</b>	<b>\$100.00</b>	<b>\$150.00</b>		<b>\$150.00</b>
<b>3 dwelling units</b>	<b>FY 15</b>	<b>\$250.00</b>	<b>\$250.00</b>		<b>\$250.00</b>
<b>4 and over dwelling units</b>	<b>FY 15</b>	<b>\$400.00</b>	<b>\$400.00</b>		<b>\$400.00</b>
<b>For each unit over 4</b>	<b>FY 15</b>	<b>\$100.00</b>	<b>\$100.00</b>		<b>\$100.00</b>
<b>Total application fee shall not exceed (cap)</b>	<b>FY 25</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>		<b>\$5,000.00</b>

**City of Portsmouth  
Fee Schedule  
Planning Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>	<u>Suggested FY 2026 Schedule</u>
Accessory structure, mechanical equipment or replacement of doors/windows only	FY 25	\$100.00	\$150.00	\$150.00
<b>Non-residential applications</b>	<b>FY 15</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>\$500.00</b>
In Addition:				
Per \$1,000 of valuation of new construction	Pre FY 02	\$5.00	\$5.00	\$5.00
Total application fee shall not exceed (cap)	FY 25	\$5,000.00	\$5,500.00	\$5,500.00
Non-residential applications-accessory structure, mechanical equipment or replacement of doors/windows only	FY 25	\$100.00	\$150.00	\$150.00
<b>Amendment to Certificate of Approval</b>				
Administrative approval	FY 25	\$100.00	\$150.00	\$150.00
Administrative approval after work has been done	FY 17	\$500.00	\$500.00	\$500.00
Commission approval	FY 17	\$800.00	\$800.00	\$800.00
Abutter notification (flat fee per notification)	FY 26	N/A	N/A	* \$10.00
Signs	FY 15	\$100.00	\$100.00	\$100.00

**PLANNING DEPARTMENT**  
**Revenues from fees**

	Actual FY 21	Actual FY 22	Actual FY 23	Actual FY 24	Budget FY 25
<b>Planning Board</b>	<b>\$162,856</b>	<b>\$159,288</b>	<b>\$153,176</b>	<b>\$107,395</b>	<b>\$100,000</b>
<b>Board of Adjustments</b>	<b>\$24,705</b>	<b>\$47,412</b>	<b>\$35,500</b>	<b>\$41,101</b>	<b>\$45,000</b>
<b>Site Review</b>	<b>\$9,290</b>	<b>\$5,741</b>	<b>\$16,052</b>	<b>\$27,142</b>	<b>\$35,000</b>
<b>Total Planning Department</b>	<b>\$196,851</b>	<b>\$212,441</b>	<b>\$204,727</b>	<b>\$175,637</b>	<b>\$180,000</b>

The Planning Department reported the following application numbers:

	FY 21	FY 22	FY 23	FY 24
Site Plan Review	18	13	14	22
Subdivision/Lot Line revisions	12	13	10	12
Wetland Conditional Use	28	17	18	21
Non-Wetland Conditional Use	18	13	16	15
HDC	227	159	172	186
Preliminary Conceptual Consultation	11	9	2	5
Design Review	2	4	0	5
Board of Adjustment	123	88	95	91



**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

Description	Fiscal Year Last Adjusted	FY 2024 Schedule	Suggested FY 2025 Schedule		Suggested FY 2026 Schedule
<b>Chapter 8: Article I Section 106 A</b>					
Street Obstructions (thirty working days or less)					
Please see Public Works for more than 30 working days fee					
Initial	FY 11	\$50.00	\$50.00		\$50.00
<b>BUILDING PERMIT FEES (Pursuant to RSA 155-A, state building code):</b>					
Note: All Construction Permit Fees rounded up to the nearest \$5.00					
Minimum Fee-Residential	FY 24	\$75.00	\$75.00		\$75.00
Special Inspection Fee (Residential and Commercial)	FY 07	\$60.00	\$60.00	Per hour	\$60.00
Emergency Inspection Fee (Residential and Commercial)	FY 07	\$60.00	\$60.00	Per hour	\$60.00
Minimum Fee-Commercial	FY 24	\$150.00	\$150.00		\$150.00
Demolition Permits (Residential and Commercial)	FY 24	\$75.00	\$75.00	For structures up to 2,000	\$75.00
				sq. ft. floor area	
	FY 04	\$10.00	\$10.00	Per \$1,000 of demolition cost for	\$10.00
				structures over 2,000 sq. ft.	
<b>New Construction, Renovation/Remodel and Additions</b>					
Residential Rates	FY 24	\$8.00	\$8.00	Per \$1,000 of renovation cost	\$8.00
Commercial Rates	FY 24	\$11.00	\$11.00	Per \$1,000 of renovation cost	\$11.00
Sign Permits-Minimum Fee	FY 04	\$50.00	\$50.00		\$50.00
Special Event Sign	FY 07	\$35.00	\$35.00	Per single event	\$35.00
Fee per sq. ft. of sign area (Permanent or Temporary)	FY 04	\$1.00	\$1.00		\$1.00
Reinspection Fee (Residential and Commercial)	FY 07	\$100.00	\$100.00	Per reinspection	\$100.00

**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

Description	Fiscal Year Last Adjusted	FY 2024 Schedule	Suggested FY 2025 Schedule	Suggested FY 2026 Schedule
<b>Fee for Nonpermitted Work (Residential and Commercial)</b>				
Any person who is found to have demolished, constructed, altered, removed, or changed the use of a building or structure without the benefit of a building, electrical, plumbing, mechanical, or change in use permit shall, upon issuance of said permit(s), be assessed a charge of (1) <b>200%</b> of regular permit fee or (2) <b>\$300.00</b> whichever is greater. If the regular permit fee is over (3) <b>\$300.00</b> , the permit fee shall be the regular fee plus (4) <b>\$300.00</b> .				
	FY 04	(1) 200%	(1) 200%	(1) 200%
	FY 07	(2) \$300	(2) \$300	(2) \$300
	FY 07	(3) \$300	(3) \$300	(3) \$300
	FY 07	(4) \$300	(4) \$300	(4) \$300
<b>Fee for Certificate of Use and Occupancy</b>				
	FY 07	\$100.00	\$100.00	\$100.00
<b>Outside Plan Review Services (adjustment to permit)</b>				
(for all applicable building permits meaning				
building, electric, plumbing, mechanical				
or fire protection permits)				
	FY 14	-20%	-20%	-20%

City of Portsmouth  
 Fee Schedule  
 Inspection Department

\* (Indicates change from current fee)

Description	Fiscal Year Last Adjusted	FY 2024 Schedule	Suggested FY 2025 Schedule		Suggested FY 2026 Schedule
<b>ELECTRICAL FEES:</b>					
Plan Review Fee (Residential and Commercial)	FY 24	\$75.00	\$75.00		\$75.00
Special Inspection Fee (Residential and Commercial)	FY 07	\$60.00	\$60.00	Per hour	\$60.00
Emergency Inspection Fee (Residential and Commercial)	FY 07	\$60.00	\$60.00	Per hour	\$60.00
Reinspection fees (Residential and Commercial)	FY 07	\$100.00	\$100.00	Each additional inspection after the second rejection for the same item(s)	\$100.00
Minimum Residential Electric Permit Fee	FY 24	\$75.00	\$75.00		\$75.00
<b>Residential-Service Equipment</b>					
Single Phase	FY 18	\$50.00	\$50.00	Up to & including 100 Amps.	\$50.00
Single Phase	FY 18	\$75.00	\$75.00	101 to 200 Amps.	\$75.00
Single Phase	FY 18	\$150.00	\$150.00	201 to 400 Amps.	\$150.00
<b>Residential Lighting Fixtures, Power Utilization</b>					
Equipment & Outlets	FY 04	\$1.00	\$1.00	Each device	\$1.00
<b>Residential Pad Mounted Generators:</b>					
12 KW or less	FY 12	\$75.00	\$75.00		\$75.00
13 KW to 20 KW	FY 12	\$125.00	\$125.00		\$125.00
21 KW and above	FY 12	\$175.00	\$175.00		\$175.00
Manual Gen. set transfer	FY 12	\$10.00	\$10.00		\$10.00
Automatic Gen. set transfer	FY 12	\$25.00	\$25.00		\$25.00

**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

Description	Fiscal Year Last Adjusted	FY 2024 Schedule	Suggested FY 2025 Schedule		Suggested FY 2026 Schedule
<b>Commercial Electrical</b>					
<u>All fees shall be rounded up to the nearest</u>					
\$5.00 with a minimum fee of \$100 (Commercial)	FY 24	\$100.00	\$100.00		\$100.00
<b>Commercial-Contract Cost Fee Method</b>					
<u>First \$5000.00 of electrical construction cost from</u>					
\$0.01 to \$5,000.00	FY 04	\$25.00	\$25.00	Rate per thousand dollars of contract cost	\$25.00
<u>Next \$5000.00 of electrical construction cost from</u>					
\$5,000.01 to \$10,000.00	FY 04	\$20.00	\$20.00	Rate per thousand dollars of contract cost	\$20.00
<u>Next \$5000.00 of electrical construction cost from</u>					
\$10,000.01 to \$15,000.00	FY 04	\$15.00	\$15.00	Rate per thousand dollars of contract cost	\$15.00
<u>Each \$1000.00 of electrical construction cost from</u>					
\$15,000.01 & over	FY 07	\$10.00	\$10.00	Rate per thousand dollars of contract cost	\$10.00

**Reinspection fees (residential and commercial)**

If, upon being called for any inspection, the work is not in compliance with this Code, verbal notice will be given as to the deficiencies and such deficiencies shall be noted on the code official's report. The permit holder shall be responsible for correcting the item(s) and for notifying the code official to reinspect said deficiencies. If when called to reinspect these deficiencies, all is correct, no further action will be taken. However, if during the first reinspection, the work in question has not been corrected, there will be a **\$100.00** reinspection fee assessed, which must be paid at the Inspection Office before a third inspection will be made. For each subsequent reinspection of the same deficiency or deficiencies, a like procedure and fee shall be assessed.

	FY 07	\$100.00	\$100.00		\$100.00
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**Chapter 14: Section 102A E**

**Housing Code**

Certificate of Occupancy	FY24	\$35.00	\$35.00	Per dwelling unit (good for 3 years)	\$35.00
	FY 24	\$100.00	\$100.00	Minimum fee	\$100.00

**PLUMBING/MECHANICAL PERMIT FEES:**

<b>Residential rate:</b>					
Fee per fixture (plumbing or gas)	Pre FY 02	\$5.00	\$5.00	Each	\$5.00
Water distribution piping (per dwelling)	FY 07	\$30.00	\$30.00	Each	\$30.00
Waste and vent piping (per dwelling)	FY 07	\$30.00	\$30.00	Each	\$30.00
Septic System (per dwelling)	FY 07	\$30.00	\$30.00	Each	\$30.00
Gas distribution piping (per gas meter)	FY 07	\$30.00	\$30.00	Each	\$30.00
<b>Heating &amp; Cooling Equipment: (Boiler, Furnace, Airhandlers, Unit Heaters, Condenser, Gas Logs, Fireplace Inserts, Solid Fuel Stoves, etc...)</b>					
	FY 10	\$20.00	\$20.00	Per mechanical equipment	\$20.00

**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

Description	Fiscal Year Last Adjusted	FY 2024 Schedule	Suggested FY 2025 Schedule	Suggested FY 2026 Schedule
<b>Gas Appliance: (Cloths Dryers, Range/Oven Water Heater, etc....)</b>	FY 10	\$5.00	\$5.00	\$5.00
			Per gas appliance	
<b>Air Distribution System:</b>	FY 10	\$5.00	\$5.00	\$5.00
			Per register	
<b>Minimum Permit Fee</b>	FY 24	\$75.00	\$75.00	\$75.00
<b>Commercial rate:</b>				
<b>Required Plan Review Fee</b>	FY 04	\$50.00	\$50.00	\$50.00
			Plumbing	
<b>(Per contractor and for each revision of plans)</b>	FY 04	\$50.00	\$50.00	\$50.00
			Mechanical	
<b>Minimum Permit Fee:</b>	FY 24	\$100.00	\$100.00	\$100.00
<b>Commercial-Contract Cost Fee Method</b>				
<b>First \$5000.00 of plumbing/Mechanical construction cost from</b>				
\$0.01 to \$5,000.00	FY 07	\$25.00	\$25.00	\$25.00
			Rate per thousand dollars of contract cost	
<b>Next \$5000.00 of plumbing/electrical construction cost from</b>				
\$5,000.01 to \$10,000.00	FY 07	\$20.00	\$20.00	\$20.00
			Rate per thousand dollars of contract cost	
<b>Next \$5000.00 of plumbing/electrical construction cost from</b>				
\$10,000.01 to \$15,000.00	FY 07	\$15.00	\$15.00	\$15.00
			Rate per thousand dollars of contract cost	
<b>Each \$1000.00 of plumbing/electrical construction cost from</b>				
\$15,000.01 & over	FY 07	\$10.00	\$10.00	\$10.00
			Rate per thousand dollars of contract cost	
<b>Commercial Range &amp; Duct Extinguishing System:</b>				
<b>Base Permit Fee (Per System):</b>	FY 06	\$150.00	\$150.00	\$150.00
At time of first inspection, if system(s) are not ready for testing within 1/2 hour from time of Inspectors arrival, or if system fails the inspection, a reinspection shall be scheduled after paying a \$150 fee. This procedure and fee shall be repeated for each failed inspection or incomplete system visit.				
	FY 13	\$300.00	\$300.00	\$300.00
<b>Special Inspection Fee</b>	FY 07	\$60.00	\$60.00	\$60.00
			Per hour	
<b>Emergency Inspection Fee</b>	FY 07	\$60.00	\$60.00	\$60.00
			Per hour	
<b>Reinspection Fee</b>	FY 07	\$100.00	\$100.00	\$100.00
<b>Work Commencing Before Permit Issuance</b>				
Any person who is found to have done plumbing work without the proper permits shall, upon issuance of said permit(s), be assessed a charge of (1) 200% of the regular permit fee or (2) \$300.00 whichever is greater. If the regular permit fee is over (3) \$300.00, the permit fee shall be the regular fee plus (4) \$300.00				
	FY 04	(1) 200%	(1) 200%	(1) 200%
	FY 07	(2) \$300	(2) \$300	(2) \$300
	FY 07	(3) \$300	(3) \$300	(3) \$300
	FY 07	(4) \$300	(4) \$300	(4) \$300

**City of Portsmouth  
Fee Schedule  
Inspection Department**

*\* (Indicates change from current fee)*

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>	<u>Suggested FY 2026 Schedule</u>
<b>Commencing work before permit issuance</b>				
Any person who is found to have done mechanical work without the proper permits shall, upon issuance of said permit(s), be assessed a charge of (1) <b>200%</b> of the regular permit fee or (2) <b>\$300.00</b> whichever is greater. If the regular permit fee is over (3) <b>\$300.00</b> , the permit fee shall be the regular fee plus (4) <b>\$300.00</b> .				
	<b>FY 04</b>	<b>(1) 200%</b>	<b>(1) 200%</b>	<b>(1) 200%</b>
	<b>FY 07</b>	<b>(2) \$300</b>	<b>(2) \$300</b>	<b>(2) \$300</b>
	<b>FY 07</b>	<b>(3) \$300</b>	<b>(3) \$300</b>	<b>(3) \$300</b>
	<b>FY 07</b>	<b>(4) \$300</b>	<b>(4) \$300</b>	<b>(4) \$300</b>

**INSPECTION DEPARTMENT  
Revenues from fees**

	Actual FY 21	Actual FY 22	Actual FY 23	Actual FY 24	Budget FY 25
<b>Total Inspection Department</b>	<b>\$1,773,397</b>	<b>\$1,270,718</b>	<b>\$1,428,857</b>	<b>\$2,557,207</b>	<b>\$1,500,000</b>
	FY 21	FY 22	FY 23	FY 24	
<b>Permits</b>					
<b>Residential</b>	2027	2041	2045	2373	
<b>Commercial</b>	1028	1055	1056	959	
<b>Value</b>	<b>\$212,826,565</b>	<b>\$144,822,449</b>	<b>\$171,553,531</b>	<b>\$256,979,823</b>	
<b>Inspections</b>	6719	7087	11051	12654	

**City of Portsmouth  
Fee Schedule  
Police Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
<b><u>Chapter 5: Article VIII Section 802</u></b>					
<b>Alarm Systems Service Charge</b>					
Police-Unfounded Emergency calls	Pre FY 02	No Charge	No Charge	0-3 occurrences per calendar year	No Charge
Police-Unfounded Emergency calls	FY 08	\$75.00	\$75.00	4th occurrence per calendar year	\$75.00
Police-Unfounded Emergency calls	FY 08	\$75.00	\$75.00	5th occurrence per calendar year	\$75.00
Police-Unfounded Emergency calls	FY 08	\$75.00	\$75.00	6th occurrence per calendar year	\$75.00
Police-Unfounded Emergency calls	FY 08	\$100.00	\$100.00	7th occurrence per calendar year	\$100.00
Police-Unfounded Emergency calls	FY 10	\$150.00	\$150.00	8th occurrence per calendar year	\$150.00
Police-Unfounded Emergency calls	FY 10	\$200.00	\$200.00	9th occurrence per calendar year	\$200.00
Police-Unfounded Emergency calls	FY 08	\$300.00	\$300.00	10th-15th occurrences per calendar year	\$300.00
Police-Unfounded Emergency calls	FY 09	\$400.00	\$400.00	16th-20th occurrences per calendar year	\$400.00
Police-Unfounded Emergency calls	FY 10	\$500.00	\$500.00	21th-25th occurrences per calendar year	\$500.00
Police-Unfounded Emergency calls	FY 10	\$1,000.00	\$1,000.00	Each occurrences 26 or over per calendar year	\$1,000.00
<b><u>Chapter 7: Article V Section 504</u></b>					
<b>Bicycles</b>					
License	Pre FY 02	No Charge	No Charge		No Charge
U-Visa research	FY 13	\$150.00	\$150.00		\$150.00



**POLICE DEPARTMENT**  
**Revenues from fees**

	Actual FY 21	Actual FY 22	Actual FY 23	Actual FY 24	Budget FY 25
<b>Police Alarms</b>	<b>\$33,555</b>	<b>\$37,025</b>	<b>\$40,375</b>	<b>\$25,725</b>	<b>\$30,000</b>

**Alarm Systems Service Charge**  
**Police-Unfounded Emergency calls**

	FY 21	FY 22	FY 23	FY 24
0-3 Occurrences per calendar year	553	601	542	483
4th Occurrence per calendar year	61	79	61	60
5th Occurrence per calendar year	42	58	45	44
6th Occurrence per calendar year	30	39	33	29
7th Occurrence per calendar year	29	21	19	21
8th Occurrence per calendar year	18	15	18	14
9th Occurrence per calendar year	13	10	16	11
10th-15th Occurrences per calendar year	46	35	45	47
16th-20th Occurrences per calendar year	5	14	10	11
21th-25th Occurrences per calendar year	0	5	1	4
Each Occurrences 26 or over per calendar year	0	3	0	0
<b>Total Calls</b>	<b>797</b>	<b>880</b>	<b>790</b>	<b>724</b>

**City of Portsmouth  
Fee Schedule  
Fire Department**

**\* (Indicates change from current fee)**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>	<u>Suggested FY 2026 Schedule</u>
<b><u>Chapter 5: Article IX Section F403.2</u></b>				
<b>Copy of incident report</b>	<b>Pre FY 02</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>\$10.00</b>
<b>Environmental Reports and Research</b>	<b>FY 06</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>\$25.00</b>

**INSPECTION FEES**

**PLACE OF ASSEMBLY**

An occupancy used for a gathering of 50 or more persons for deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation, or similar uses; or used as a special amusement building, regardless of occupant load.

Establishments with an occupancy of less than 50 persons with an on-premise liquor license are required by the State Liquor Commission to have a valid Permit to Operate a Place of Assembly.

Full Place of Assembly inspections are performed annually in conjunction with the issuance of the Permit to Operate a Place of Assembly.

<b>Occupancy Less than 50</b>	<b>FY 20</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>Annually</b>	<b>\$50.00</b>
<b>Occupancy 51 to 100</b>	<b>FY 20</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>Annually</b>	<b>\$100.00</b>
<b>Occupancy 101 to 300</b>	<b>FY 20</b>	<b>\$200.00</b>	<b>\$200.00</b>	<b>Annually</b>	<b>\$200.00</b>
<b>Occupancy 301 to 1000</b>	<b>FY 20</b>	<b>\$300.00</b>	<b>\$300.00</b>	<b>Annually</b>	<b>\$300.00</b>
<b>Occupancy 1001 and above</b>	<b>FY 20</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>Annually</b>	<b>\$500.00</b>

**City of Portsmouth  
Fee Schedule  
Fire Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>	<u>Suggested FY 2026 Schedule</u>
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**DAYCARE**

An occupancy in which four or more clients receive care, maintenance, and supervision, by other than their relatives or legal guardians, for less than 24 hours per day. Excludes Family Daycares.

**Daycare Center:**

<b>(12 plus or 5 plus under 2 years old)</b>	<b>FY 20</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>Every 3 years in conjunction with State licensing</b>	<b>\$100.00</b>
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**APARTMENTS**

A building or portion thereof containing three or more dwelling units with independent cooking and bathroom facilities.

<b>APARTMENT BUILDING</b>	<b>FY 20</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>Every three years</b>	<b>\$100.00</b>
<b>Per dwelling unit</b>	<b>FY 20</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>Every three years</b>	<b>\$10.00</b>

**HOTEL**

A building or groups of buildings under the same management in which there are sleeping accommodations for more than 16 persons and primarily used by transients for lodging with or without meals

<b>HOTEL</b>	<b>FY 20</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>Annually</b>	<b>\$100.00</b>
<b>Per room</b>	<b>FY 20</b>	<b>\$2.50</b>	<b>\$2.50</b>	<b>Annually</b>	<b>\$2.50</b>

**ROOMING HOUSE**

Buildings that provide sleeping accommodations for 16 or fewer persons on either a transient or permanent basis, with or without meals, but without separate cooking facilities for individual occupants;

<b>Rooming house</b>	<b>FY 20</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>Annually</b>	<b>\$100.00</b>
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**City of Portsmouth  
Fee Schedule  
Fire Department**

**\* (Indicates change from current fee)**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>	<u>Suggested FY 2026 Schedule</u>
<b>EDUCATIONAL</b>				
Buildings used for educational purposes through the twelfth grade by six or more persons for 4 or more hours per day or more than 12 hours per week				
<b>Educational</b>	<b>FY 20</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>Annually</b>
				<b>\$100.00</b>
<b>STATE REQUIRED DWELLING UNIT</b>				
Residential Placements, Foster Care, Adoptions, Family Daycares				
<b>State Required Dwelling Unit</b>	<b>FY 20</b>	<b>\$30.00</b>	<b>\$30.00</b>	<b>Every 3 years in conjunction with State licensing</b>
				<b>\$30.00</b>
<b>HEALTH FACILITIES</b>				
Inspections required for the licensing of healthcare facilities by NH DHHS				
<b>Health Facilities</b>	<b>FY 20</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>Inspections related to State licensing</b>
<b>Per bed</b>	<b>FY 20</b>	<b>\$2.50</b>	<b>\$2.50</b>	<b>\$2.50</b>
<b>RE-INSPECTION</b>				
Fire Alarm and Sprinkler Suppression System, Place of Assembly, Daycare, Apartment Building, Hotel, Rooming House, Educational, State Required Dwelling Unit, and Health Facilities.				
<b>First Occurrence</b>	<b>FY 20</b>	<b>\$300.00</b>	<b>\$300.00</b>	<b>\$300.00</b>
<b>Second Occurrence</b>	<b>FY 20</b>	<b>\$400.00</b>	<b>\$400.00</b>	<b>\$400.00</b>
<b>Third and Additional Occurrences</b>	<b>FY 20</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>\$500.00</b>

**City of Portsmouth  
Fee Schedule  
Fire Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
<b>Fire Sprinkler Systems</b>	<b>FY 20</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>Per application</b>	<b>\$50.00</b>
	<b>FY 20</b>	<b>\$0.05</b>	<b>\$0.05</b>	<b>Per sq. ft. of protected area</b>	<b>\$0.05</b>
<b>Fire Alarm Systems:</b>	<b>FY 20</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>Per application</b>	<b>\$50.00</b>
	<b>FY 20</b>	<b>\$0.05</b>	<b>\$0.05</b>	<b>Per sq. ft. of protected area</b>	<b>\$0.05</b>
<b>Hot Work Permit-1 day</b>	<b>FY 22</b>	<b>\$50.00</b>	<b>\$50.00</b>		<b>\$50.00</b>
<b>Hot Work Permit-per month</b>	<b>FY 23</b>	<b>\$100.00</b>	<b>\$100.00</b>		<b>\$100.00</b>
<b>Hot Work Permit-per year</b>	<b>FY 23</b>	<b>\$500.00</b>	<b>\$500.00</b>		<b>\$500.00</b>
<b><u>Chapter 5: Article VIII Section 802</u></b>					
<b>Alarm Systems Service Charge</b>					
<b>Fire-Unfounded Emergency calls</b>	<b>FY 20</b>	<b>\$300.00</b>	<b>\$300.00</b>	<b>Malicious</b>	<b>\$300.00</b>
<b>Fire-Unfounded Emergency calls</b>	<b>FY 20</b>	<b>No Charge</b>	<b>No Charge</b>	<b>0-3 occurrences per calendar year</b>	<b>No Charge</b>
<b>Fire-Unfounded Emergency calls</b>	<b>FY 20</b>	<b>\$200.00</b>	<b>\$200.00</b>	<b>4th occurrence per calendar year</b>	<b>\$200.00</b>
<b>Fire-Unfounded Emergency calls</b>	<b>FY 20</b>	<b>\$200.00</b>	<b>\$200.00</b>	<b>5th occurrence per calendar year</b>	<b>\$200.00</b>
<b>Fire-Unfounded Emergency calls</b>	<b>FY 20</b>	<b>\$200.00</b>	<b>\$200.00</b>	<b>6th occurrence per calendar year</b>	<b>\$200.00</b>
<b>Fire-Unfounded Emergency calls</b>	<b>FY 20</b>	<b>\$300.00</b>	<b>\$300.00</b>	<b>Each occurrences 7 or over per calendar year</b>	<b>\$300.00</b>

**FIRE DEPARTMENT  
Revenues from fees**

	Actual FY 21	Actual FY 22	Actual FY 23	Actual FY 24	Budget FY 25
<b>Fire Inspections</b>	\$126,316	\$103,848	\$94,831	\$120,786	\$105,000
<b>Total Fire Department</b>	\$126,316	\$103,848	\$94,831	\$120,786	\$105,000

**City of Portsmouth  
Fee Schedule  
Public Works**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
<u>Memorial Bridge Lighting Request</u>	<u>FY 23</u>	<u>\$75.00</u>	<u>\$75.00</u>	<u>Application/permit fee</u>	<u>\$75.00</u>
(Available to Non-Profits only)					
City Council Policy 2018-02					
Encumbrance of City Property (31 working days or more)					
Any City land that includes unmetered parking					
<u>spaces, travel ways, loading zones and sidewalks</u>	<u>FY 19</u>	<u>\$0.05</u>	<u>\$0.05</u>	<u>Per sq. ft. per day</u>	<u>\$0.05</u>
(Above Fee will be doubled if the encumbrance period extends beyond its term)					
(Metered parking spaces having their own fee-					
please see Parking Fees-Temporary Meter Parking Space Permit)					
<u>Any other City land/right of way not included above</u>	<u>FY 19</u>	<u>\$400.00</u>	<u>\$400.00</u>	<u>Per each 400 sq. ft. for 1st 30 days</u>	<u>* \$500.00</u>
	<u>FY 19</u>	<u>\$200.00</u>	<u>\$200.00</u>	<u>Each additional 30 day period</u>	<u>* \$250.00</u>
<u>Blasting Permit</u>	<u>FY 25</u>	<u>\$100.00</u>	<u>\$370.00</u>		<u>* \$400.00</u>
<u>New Driveway Permit</u>	<u>FY 25</u>	<u>\$50.00</u>	<u>\$75.00</u>		<u>\$75.00</u>

**City of Portsmouth  
Fee Schedule  
Public Works**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
<b>Excavation Permit</b>	FY 25	\$250.00	\$275.00	1st 100 sq. ft.	* \$300.00
	FY 25	\$500.00	\$550.00	Expedited permit (within 3 business days)	* \$600.00
	FY23	\$500.00	\$500.00	Refundable deposit	\$500.00
	FY21	\$150.00	\$150.00	Each additional 100 sq. ft.	\$150.00
<b>Flagging Permit</b>	FY 23	\$50.00	\$50.00		\$50.00
	FY 23	\$75.00	\$75.00	Expedited permit (within 3 business days)	\$75.00
<b>Cracksealing Fee</b>	FY 25	\$300.00	\$390.00		* \$500.00
<b>Roadway &amp; Utility Excavation Contractor Permit</b>					
Electric/Lighting/Signal					
Gas/Telephone/Cable					
Road/Sidewalk					
	FY22	\$50.00	\$50.00	Initial certification	\$50.00
	FY22	\$25.00	\$25.00	Annual fee: certification renewal	\$25.00
	FY22	\$25.00	\$25.00	Annual fee; additional certifications	\$25.00
	FY22	\$500.00	\$500.00	Recertification following suspension	\$500.00
<b>Wood Barricade</b>	FY 25	\$2.00	\$5.00	Each per event	\$5.00
<b>Metal Barricade</b>	FY 25	\$100.00	\$10.00	Each per event	\$10.00
<b>Event Delivery/Pickup</b>	FY 25	N/A	\$50.00	Per event	\$50.00



**City of Portsmouth  
Fee Schedule  
Public Works**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
Recycle Bin	FY 23	\$10.00	\$10.00	*	\$15.00
Disposal of Tires	FY 04	\$5.00	\$5.00	Per tire	\$5.00
Disposal of Electronics	FY 15	\$10.00	\$10.00	Per unit	\$10.00
CFC Removal	FY 17	\$20.00	\$20.00	Per unit	\$20.00
Propane Tanks (20# & larger)	FY 18	\$5.00	\$5.00	Per tank	\$5.00
Yard Waste Disposal (contractors)	FY21	\$50.00	\$50.00	Per 4 cubic yards	\$50.00
Yard Waste Disposal (contractors)	FY25	N/A	\$25.00	Per 2 cubic yards	\$25.00
Clean Wood	FY 25	N/A	\$25.00	Per 4 cubic yards	\$25.00
Clean Wood	FY 25	N/A	\$15.00	Per 2 cubic yards	\$15.00
Bulky Waste Pick-Up	FY 25	\$5.00	\$10.00	Each event	\$10.00
Disposal of following whether pick-up or drop-off:					
Upholstered Furniture (Chairs, Couches, Sleep Sofa, Loveseats)	FY 21	\$5.00	\$5.00	Each	\$5.00
Wood Furniture	FY 25	N/A	\$5.00	Each	\$5.00
Clothes Washer	FY 21	\$5.00	\$5.00	Each	\$5.00
Clothes Dryer	FY 21	\$5.00	\$5.00	Each	\$5.00
Mattresses	FY 21	\$5.00	\$5.00	Each	\$5.00
Box Springs	FY 21	\$5.00	\$5.00	Each	\$5.00
Dishwasher	FY 21	\$5.00	\$5.00	Each	\$5.00
Cooking Range	FY 21	\$10.00	\$10.00	Each	\$10.00
Gas Grill	FY 25	N/A	\$5.00	Each	\$5.00
Refrigerators	FY 21	\$20.00	\$20.00	Each	\$20.00

<b>PUBLIC WORKS DEPARTMENT</b>	Actual	Actual	Actual	Actual	Budget
<b>Revenues from fees</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 23</b>	<b>FY 24</b>	<b>FY 24</b>
<b>Excavation Permit</b>	<b>\$57,200</b>	<b>\$97,500</b>	<b>\$179,915</b>	<b>\$57,980</b>	<b>\$75,000</b>
<b>Flagging Permit</b>	<b>\$11,800</b>	<b>\$10,600</b>	<b>\$14,875</b>	<b>\$22,475</b>	<b>\$20,000</b>
<b>Solid Waste</b>	<b>\$85,162</b>	<b>\$89,188</b>	<b>\$76,322</b>	<b>\$82,664</b>	<b>\$76,000</b>
<b>Blasting Permit</b>	<b>\$400</b>	<b>\$100</b>	<b>\$300</b>	<b>\$200</b>	<b>\$100</b>
<b>New Driveway Permit</b>	<b>\$800</b>	<b>\$450</b>	<b>\$500</b>	<b>\$450</b>	<b>\$500</b>
<b>Total Public Works Department</b>	<b>\$154,162</b>	<b>\$197,288</b>	<b>\$271,911</b>	<b>\$163,769</b>	<b>\$171,600</b>

	<b>FY 21</b>	<b>FY 22</b>	<b>FY 23</b>	<b>FY 24</b>
<b>Blasting Permits</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>1</b>
<b>New Driveway Permits</b>	<b>13</b>	<b>9</b>	<b>12</b>	<b>18</b>
<b>Excavation Permits</b>	<b>117</b>	<b>158</b>	<b>113</b>	<b>156</b>
<b>Excavation Permits (expedited)</b>	<b>48</b>	<b>24</b>	<b>47</b>	<b>63</b>
<b>Flagging Permits</b>	<b>177</b>	<b>208</b>	<b>142</b>	<b>115</b>
<b>Flagging Permits (expedited)</b>	<b>77</b>	<b>20</b>	<b>18</b>	<b>121</b>

**City of Portsmouth  
Fee Schedule  
Recreation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
<b>RECREATION-SPINNAKER PT.</b>					
Adult Resident	FY 23	\$220.00	\$220.00	Per year	\$220.00
Adult Resident	N/A	N/A	N/A	Per month	* \$20.00
Senior Citizen Resident	FY 23	\$110.00	\$110.00	Per year	\$110.00
Senior Citizen Resident	N/A	N/A	N/A	Per month	* \$11.00
Adult Non-Resident	FY 23	\$440.00	\$440.00	Per year	\$440.00
Adult Non-Resident	N/A	N/A	N/A	Per month	* \$38.00
Senior Citizen Non-Resident	FY 23	\$220.00	\$220.00	Per year	\$220.00
Senior Citizen Non-Resident	N/A	N/A	N/A	Per month	* \$20.00
Daily Guest Fee Resident	PRE FY 02	\$5.00	\$5.00	Per day	\$5.00
Daily Guest Fee Non-Resident	FY 12	\$10.00	\$10.00	Per day	\$10.00
New Member Processing Fee	N/A	N/A	N/A	Initial fee	* \$25.00

**RECREATION-INDOOR POOL**

17 & Under, Resident	FY 11	\$3.00	\$3.00	Per session	\$3.00
17 & Under, Non-Resident	FY 11	\$5.00	\$5.00	Per session	\$5.00
17 & Under, Resident/Membership	FY 23	\$190.00	\$190.00	Per year	\$190.00
17 & Under, Resident	N/A	N/A	N/A	Per month	* \$17.00
17 & Under, Non-Resident/Membership	FY 23	\$254.00	\$254.00	Per year	\$254.00
17 & Under, Non-Resident	N/A	N/A	N/A	Per month	* \$23.00
18-59, Resident	FY 11	\$5.00	\$5.00	Per session	\$5.00
18-59, Non-Resident	FY 11	\$10.00	\$10.00	Per session	\$10.00
18-59, Resident/Membership	FY 23	\$318.00	\$318.00	Per year	\$318.00
18-59, Resident	N/A	N/A	N/A	Per month	* \$28.00
18-59, Non-Resident/Membership	FY 23	\$572.00	\$572.00	Per year	\$572.00
18-59, Non-Resident	N/A	N/A	N/A	Per month	* \$49.00

**City of Portsmouth  
Fee Schedule  
Recreation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
Senior Citizen, Resident	FY 11	\$3.00	\$3.00	Per session	\$3.00
Senior Citizen, Non-Resident	FY 11	\$5.00	\$5.00	Per session	\$5.00
Senior Citizen, Resident/Membership	FY 23	\$254.00	\$254.00	Per year	\$254.00
Senior Citizen, Resident	N/A	N/A	N/A	Per month	* \$23.00
Senior Citizen, Non-Resident/Membership	FY 23	\$318.00	\$318.00	Per year	\$318.00
Senior Citizen, Non-Resident	N/A	N/A	N/A	Per month	* \$28.00
First Adult, Resident/Family Rate	FY 23	\$318.00	\$318.00	Per year	\$318.00
First Adult, Non-Resident/Family Rate	FY 23	\$572.00	\$572.00	Per year	\$572.00
Second Adult, Resident/Family Rate	FY 23	\$190.00	\$190.00	Per year	\$190.00
Second Adult, Non-Resident/Family Rate	FY 23	\$318.00	\$318.00	Per year	\$318.00
Maximum Per Family, Resident/Family Rate	FY 23	\$763.00	\$763.00	Per year	\$763.00
Maximum Per Family, Non-Resident/Family Rate	FY 23	\$1,018.00	\$1,018.00	Per year	\$1,018.00
Pool Rental	FY 23	\$192.00	\$192.00	Per hour	\$192.00
per staff	FY 09	\$40.00	\$40.00	Per hour	\$40.00
New Member Processing Fee	FY 19	\$25.00	\$25.00	Initial fee	\$25.00

**RECREATION-OUTDOOR POOL**

18 & Under, Resident	PRE FY 02	\$0.00	\$0.00	Per day	\$0.00
18 & Under, Non-Resident	FY 23	\$3.00	\$3.00	Per day	\$3.00
19 & Over, Resident	FY 23	\$3.00	\$3.00	Per day	\$3.00
19 & Over, Non-Resident	FY 23	\$5.00	\$5.00	Per day	\$5.00
<b>Military Discount: (City Council adopted 05/02/22)</b>					
18 & Under	FY 22	\$0.00	\$0.00	Per day	\$0.00
19 & over	FY 22	\$2.00	\$2.00	Per day	\$2.00

**City of Portsmouth  
Fee Schedule  
Recreation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
<b>RECREATION-MISCELLANEOUS</b>					
*Grass Field - (Game or Practice)	FY 22	\$20.00	\$20.00	Per hour	\$20.00
*Gym - (Game or Practice)	FY 22	\$50.00	\$50.00	Per hour	\$50.00
*Does not include local non-profits & youth sports leagues					
Co-sponsored (non-swim team) programs					
maintenance fee (placed in maintenance fund)	FY 06	\$200.00	\$200.00	Per team	\$200.00
Non-Resident participants in co-sponsored (non-swim team) programs (placed in maintenance fund)					
Turf Field - (Game or Practice)	FY 22	\$75.00	\$75.00	Per lane	\$20.00
*Does not include local non-profits & youth sports leagues					
Electrical Light Usage at Ballfields (does not apply to youth athletics)	FY 25	\$60.00	\$65.00	Per usage	\$65.00
Room Rentals:					
Senior Activity Center Room #1	FY 22	\$50.00	\$50.00	Per hour	\$50.00
Senior Activity Center General (Rooms #4, #5, kitchen)	FY 22	\$25.00	\$25.00	Per hour	\$25.00
Senior Activity Center Assembly Hall	FY 22	\$50.00	\$50.00	Per hour	\$50.00

**City of Portsmouth  
Fee Schedule  
Recreation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
<b>PIERCE ISLAND BOAT LAUNCH</b>					
Boat Launch (Non-Resident)	FY 23	\$175.00	\$175.00	Per season	\$175.00
Boat Launch (Non-Resident)	FY 14	\$20.00	\$20.00	Per launch	\$20.00
Kayak, non-motorized, (Non-Resident)	FY 14	\$10.00	\$10.00	Per launch	\$10.00
Kayak, non-motorized, (Non-Resident)	FY 23	\$100.00	\$100.00	Per season	\$100.00
Kayak rack rental, (Resident)	N/A	N/A	N/A	Per season	* \$200.00
Kayak rack rental, (Non-Resident)	N/A	N/A	N/A	Per season	* \$240.00
Commercial (Non-Resident)	FY 14	\$50.00	\$50.00	Per launch	\$50.00
Commercial (Non-Resident)	FY 22	\$300.00	\$300.00	Per season	\$300.00
<b>Military Discount: (City Council adopted 05/02/22)</b>					
Motorized craft	FY 22	\$10.00	\$10.00	Per launch	\$10.00
Motorized craft	FY 22	\$75.00	\$75.00	Per season	\$75.00
Non-Motorized craft	FY 22	\$5.00	\$5.00	Per launch	\$5.00
Commercial boats	FY 22	\$15.00	\$15.00	Per launch	\$15.00

**RECREATION DEPARTMENT**  
**General Fund Revenues from fees**

	Actual FY 21	Actual FY 22	Actual FY 23	Actual FY 24	Budget FY 25
<b>Outdoor Pool</b>	\$1,276	\$14,300	\$41,779	\$44,067	\$40,000
<b>Spinnaker Point</b>	\$2,868	\$179,307	\$309,748	\$367,606	\$275,000
<b>Boat Ramp Fees</b>	\$17,338	\$19,397	\$26,267	\$25,434	\$20,000
<b>Rentals</b>	N/A	\$5,345	\$10,770	\$22,495	\$10,000
<b>Total General Fund Recreation Fee Revenue</b>	<b>\$21,482</b>	<b>\$213,004</b>	<b>\$388,564</b>	<b>\$459,602</b>	<b>\$345,000</b>
<b>Special Revenue Fund Fee Revenue</b>					
	Actual FY 21	Actual FY 22	Actual FY 23	Actual FY 24	Budget FY 25
<b>Indoor Pool</b>	(\$6,046)	\$251,031	\$362,895	\$359,522	\$367,000
<b>Total Recreation Revenue from Fees</b>	<b>\$15,436</b>	<b>\$464,035</b>	<b>\$751,459</b>	<b>\$819,123</b>	<b>\$712,000</b>

**City of Portsmouth  
Fee Schedule  
Health Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>	<u>Suggested FY 2026 Schedule</u>	
<b>HEALTH</b>					
(*All initial annual food permits will be prorated on the date of issuance from Oct 1st)					
<b>Class</b>					
A4 Restaurants (400 + seating capacity)	FY 21	\$650.00	\$650.00	Annually*	\$650.00
A3 Restaurants (300-399 seating capacity)	FY 21	\$600.00	\$600.00	Annually*	\$600.00
A2 Restaurants (200-299 seating capacity)	FY 21	\$550.00	\$550.00	Annually*	\$550.00
A1 Restaurants (100-199 seating capacity)	FY 21	\$450.00	\$450.00	Annually*	\$450.00
B Restaurants (76-99 seating capacity)	FY 21	\$350.00	\$350.00	Annually*	\$350.00
C Restaurants (51-75 seating capacity)	FY 21	\$300.00	\$300.00	Annually*	\$300.00
D Restaurants (26-50 seating capacity)	FY 21	\$275.00	\$275.00	Annually*	\$275.00
E Restaurants (0-25 seating capacity)	FY 21	\$200.00	\$200.00	Annually*	\$200.00
E Bakeries	FY 21	\$200.00	\$200.00	Annually*	\$200.00
E Markets or stores with less than 2 food preparation areas selling prepared foods and including fish markets, seafood stores and fish processing facilities	FY21	\$200.00	\$200.00	Annually*	\$200.00
E Catering only	FY 25	\$150.00	\$200.00	Annually*	\$200.00
F Supermarkets, hospitals, hotels	FY21	\$650.00	\$650.00	Annually*	\$650.00
G Bed and Breakfast Operations	FY21	\$125.00	\$125.00	Annually*	\$125.00
N Nursing Home (Food Service)	FY21	\$100.00	\$100.00	Annually*	\$100.00
H Prepackaged Foods (movie theaters, gas stations, video, candy, department, drug stores)	FY21	\$100.00	\$100.00	Annually*	\$100.00
M Mobile Food Operations	FY 12	\$200.00	\$200.00	Annually*	\$200.00



City of Portsmouth  
 Fee Schedule  
 Health Department

\* (Indicates change from current fee)

	Description	Fiscal Year Last Adjusted	FY 2024 Schedule	FY 2025 Schedule		Suggested FY 2026 Schedule
T	Temporary Food Permit - on site prep (Portsmouth business with food service permit exempt)	FY 14	\$125.00	\$125.00	(Up to two (2) weeks before the day of the event)	\$125.00
		PRE FY 02	\$100.00	\$100.00	(Additional thereafter)	\$100.00
TT	Temporary Food Permit - sell/sample only (Portsmouth business with food service permit exempt) (Temporary food permit exemptions will also apply to human services and non profit businesses)	FY 25	\$15.00	\$50.00	(Up to four (4) weeks before the day of the event)	\$50.00
V	Limited Events (permit covers up to 4 events per year)	FY 10	\$40.00	\$40.00	(Additional thereafter)	\$40.00
		FY 25	\$150.00	\$200.00	Limit 1 permit per year	\$200.00
W	Farmer's Market Permit (period 5/01/xx-11/01/xx)	FY 07	\$140.00	\$140.00	Annually	\$140.00
	Winter Farmer's Market Permit (11/1/xx-4/30/xx)	N/A	N/A	N/A	Annually	* \$140.00
X	No Fundraiser Fee for Health Department Permits: Religious Organizations Youth Groups Veteran Groups Disabled School Related organizations	FY 10	No Fee	No Fee		No Fee
	(These organizations will need to obtain the appropriate Health Permit however there will be no fee associated with the permit.)					
Y	Fundraiser Permit	FY 14	\$200.00	\$200.00	Per event	\$200.00
	Plan Review - Food Service Plans	N/A	N/A	N/A	Per plan	* \$50.00
	<b>INSPECTION FEES:</b>					
	Family Day Care & Foster Care	FY 16	\$10.00	\$10.00	Every 3 years	\$10.00
Z	Daycare with more than 100 children	FY 16	\$100.00	\$100.00	Every 3 years	\$100.00
	Customer Appreciation Events	FY 18	\$75.00	\$75.00		\$75.00
AB	Temporary Event Coordinator Application	FY 21	\$100.00	\$100.00	Per event	\$100.00

**HEALTH DEPARTMENT  
Revenues from fees**

	Actual FY 21	Actual FY 22	Actual FY 23	Actual FY 24	Budget FY 25
<b>Health Permits</b>	<b>\$58,030</b>	<b>\$94,960</b>	<b>\$120,615</b>	<b>\$109,605</b>	<b>\$100,000</b>

FY 24 Health Permits were as follows:

# of Permits	Fees Collected	
3	\$1,950.00	Restaurants (400 + seating capacity)
9	\$5,400.00	Restaurants (300-399 seating capacity)
20	\$11,000.00	Restaurants (200-299 seating capacity)
45	\$20,250.00	Restaurants (100-199 seating capacity)
17	\$5,950.00	Restaurants (76-99 seating capacity)
36	\$10,800.00	Restaurants (51-75 seating capacity)
24	\$6,600.00	Restaurants (26-50 seating capacity)
101	\$20,200.00	Restaurants (0-25 seating capacity)
1	\$150.00	Catering
7	\$4,550.00	Supermarkets
0	\$0.00	Bed and Breakfast Operations
4	\$400.00	Nursing Homes
1	\$10.00	Foster Homes
8	\$800.00	Late Fees
1	\$200.00	Mobile Push Cart
11	\$1,100.00	Prepackaged Foods (movie theaters, gas stations, video, candy, department, drug stores)
14	\$2,800.00	Mobile Food Operations
6	\$1,200.00	Temporary Food Permit
15	\$1,500.00	Temporary Event Coordinator Fee
23	\$2,875.00	Temporary Event Food Truck
9	\$135.00	Temporary Event Food Sampling
22	\$2,750.00	Temporary Event Vendor Fee
3	\$75.00	Limited Events (1 to 4 events per year)
17	\$2,380.00	Farmer's Market Permit (period 5/01/xx-11/01/xx)
	\$0.00	No Fundraiser Fee for Health Department Permits: Religious Organizations Youth Groups Veteran Groups Disabled School Related organizations These organizations will need to obtain the appropriate Health Permit however there will be no fee associated with the permit.

**City of Portsmouth  
Fee Schedule  
Parking / Transportation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
<b>Note: When using an EZ Park transponder or the smart phone ParkMobile App at a meter parking space, residence receive a \$0.50 hourly discount.</b>					
<b>Sign Permit-Private Parking Lot</b>	<b>FY 21</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>Annually</b>	<b>\$50.00</b>
<b>Chapter 6: Article XIII Section 1307</b>					
<b>Vendor From Motor Vehicle Permit April 15- November 15</b>	<b>FY 24</b>	<b>\$1,500.00</b>	<b>\$1,500.00</b>	<b>Minimum bid</b>	<b>\$1,500.00</b>
<b>Valet Parking</b>					
<b>Valet Station- from High Occupancy Metered Parking Spaces</b>	<b>FY 25</b>	<b>\$30.00</b>	<b>\$50.00</b>	<b>Space per day</b>	<b>\$50.00</b>
Valet Station parking spaces are only used when restaurant is open. Parking space may be used by public when not used by the valet service.					
<b>Valet - from Commercial Loading Zone</b>	<b>FY 23</b>	<b>\$1,500.00</b>	<b>\$1,500.00</b>	<b>Annually</b>	<b>\$1,500.00</b>
Valet Station parking spaces are only used when restaurant is open. Parking space may be used by public when not used by the valet service.					
<b>Chapter 7: Article I Section 114A</b>					
<b>Construction Permit</b>					
<b>Temporary Metered Parking Space Permit</b>	<b>FY 18</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>High occupancy space per day</b>	<b>\$50.00</b>
<b>Temporary Metered Parking Space Permit</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>Low occupancy space per day</b>	<b>\$35.00</b> *
<b>Chapter 7: Article III Section 321G</b>					
<b>Snow Emergency-Parking Ban</b>					
<b>Resident Snow Ban Rate for Parking in High Hanover</b>	<b>FY 25</b>	<b>\$5.00</b>	<b>\$10.00</b>	<b>Per snow ban event</b>	<b>\$10.00</b>
<b>Resident Snow Ban Rate for Parking in Foundry Place</b>	<b>FY 24</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>Per snow ban event</b>	<b>\$10.00</b> *

**City of Portsmouth  
Fee Schedule  
Parking / Transportation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
<b>Chapter 7: Article IV Section 402 C</b>					
<b>High Hanover Parking Garage</b>					
<b>Rates</b>	<b>FY 21</b>	<b>\$2.00</b>	<b>\$2.00</b>	<b>Hourly rate</b>	<b>\$2.00</b>
	<b>FY 21</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>Resident-Sunday-maximum</b>	<b>\$5.00</b>
	<b>FY 20</b>	<b>\$200.00</b>	<b>\$200.00</b>	<b>Monthly 24 hr-resident pass</b>	<b>\$200.00</b>
	<b>FY 21</b>	<b>\$275.00</b>	<b>\$275.00</b>	<b>Monthly-24 hr-all other Passes</b>	<b>* \$300.00</b>
	<b>FY 17</b>	<b>20 Hrs@ Hr rate</b>	<b>20 Hrs@ Hr rate</b>	<b>Lost ticket fee/max daily rate</b>	<b>20 Hrs@ Hr rate</b>
	<b>FY 16</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>Garage pass deposit</b>	<b>\$100.00</b>
	<b>FY 08</b>	<b>\$15.00</b>	<b>\$15.00</b>	<b>Pass late fee</b>	<b>* \$25.00</b>
<b>Chapter 7: Article IV Section 402 L</b>					
<b>Foundry Place Parking Garage</b>					
<b>Rates</b>	<b>FY 19</b>	<b>\$1.00</b>	<b>\$1.00</b>	<b>Hourly rate</b>	<b>\$1.00</b>
	<b>FY 19</b>	<b>Free</b>	<b>Free</b>	<b>Resident-Sunday</b>	<b>Free</b>
	<b>FY 19</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>Monthly 24 hr-resident Pass</b>	<b>\$100.00</b>
	<b>FY 19</b>	<b>\$125.00</b>	<b>\$125.00</b>	<b>Monthly-24 hr-all other Passes</b>	<b>* \$200.00</b>
	<b>FY 19</b>	<b>20 Hrs@ Hr rate</b>	<b>20 Hrs@ Hr rate</b>	<b>Lost ticket fee/max daily rate</b>	<b>20 Hrs@ Hr rate</b>
	<b>FY 19</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>Garage pass deposit</b>	<b>\$100.00</b>
	<b>FY 19</b>	<b>\$15.00</b>	<b>\$15.00</b>	<b>Pass late fee</b>	<b>* \$25.00</b>

**City of Portsmouth  
Fee Schedule  
Parking / Transportation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
<b>Downtown Employee HOURLY Parking Program:</b>					
This program serves active individual employees of Downtown Portsmouth businesses. Each employee holds his/her own account with the parking garage, and renews pre-purchased hours as needed.					
	FY 21	\$3.00	\$3.00	Per use: maximum allowable days: 20 (10 hr pass)	\$3.00
<b>Electric Vehicle Charging</b>	FY 20	\$1.25	\$1.25	Hourly first 4 hours	* \$2.00
	FY 20	\$3.00	\$3.00	Hourly thereafter	* \$4.00
Current Locations-City Hall, High Hanover Parking Garage and Foundry Place Parking Garage Note: If Parking in a Parking Facility regular Parking Fees will be charged in addition to charging station fees.					
<b><u>Chapter 7: Article IV Section 408</u></b>					
<b>Boat launch</b>					
<b>Peirce Island Overnight Boat Launch Parking</b>	FY 19	\$15.00	\$15.00	Nightly	\$15.00
<b><u>Chapter 7: Article VI Section 604</u></b>					
<b>Truck Loading/Unloading Zones</b>					
<b>Commercial Loading Zone Permit</b>	FY 22	\$250.00	\$250.00	Annually	\$250.00
<b><u>Chapter 7: Article IX Section 903</u></b>					
<b>Summons Administration Fee</b>					
<b>Summons Administration Fee</b>	FY 16	\$150.00	\$150.00		* \$300.00
<b><u>Chapter 7: Article X Section 1004B</u></b>					
<b>Towing</b>					
<b>Immobilization Administration Fee</b>	FY 15	\$150.00	\$150.00		* \$300.00
<b>Residential Neighborhood Parking</b>	N/A	N/A	N/A		TBD

**PARKING / TRANSPORTATION DIVISION**  
**Revenues from fees**

	Actual FY 21	Actual FY 22	Actual FY 23	Actual FY 24	Budget FY 25
<b>Parking-Area Service Agreements</b>	\$371,002	\$48,900	\$32,209	\$42,520	\$52,000
<b>Foundry Place Parking Garage Hourly</b>	\$170,210	\$327,813	\$422,563	\$478,709	\$430,000
<b>Foundry Place Parking Garage Passes</b>	\$305,634	\$393,844	\$482,150	\$530,557	\$523,500
<b>Hanover Parking Garage Hourly</b>	\$1,805,836	\$2,549,787	\$2,357,141	\$1,993,811	\$2,350,000
<b>Hanover Parking Garage Passes</b>	\$1,308,949	\$1,304,841	\$1,239,062	\$1,088,839	\$1,168,800
<b>Hanover Parking Garage Passes Reinstatement</b>	\$990	\$1,241	\$660	\$285	\$750
<b>Foundry Place Parking Garage Passes Reinstatement</b>	\$1,395	\$1,775	\$1,150	\$1,470	\$750
<b>Immobilization Admin Fee</b>	\$5,250	\$5,614	\$5,700	\$11,475	\$6,000
<b>Total Parking/Transportation Fee Revenue</b>	<b>\$3,961,632</b>	<b>\$4,625,186</b>	<b>\$4,540,636</b>	<b>\$4,147,667</b>	<b>\$4,531,800</b>

Note: 1) Parking revenues are recorded in both the General Fund and the Special Revenue Parking/Trans Fund.  
 2) Parking Meters and Parking Violations are administered through ordinance not the fee schedule.

	Actual FY 21	Actual FY 22	Actual FY 23	Actual FY 24
<b>Vendor From Motor Vehicle</b>				
Permits	0	0	0	0
Revenue	\$0	\$0	\$0	\$0
<b>Hanover Parking Garage Monthly Passes Issued</b>				
Resident	161	118	114	108
Non-Resident	286	282	275	259
Total	447	400	389	367
<b>Foundry Place Parking Garage Monthly Passes Issued (Opened 10-31-18)</b>				
Resident	96	122	127	136
Non-Resident	176	221	242	225
Total	272	343	369	361
<b>Peirce Island Overnight Parking</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 23</b>	<b>FY 24</b>
Permits	0	1	1	0
Revenue	\$0	\$15	\$15	\$0
<b>Commercial Loading Zone permit</b>				
Permits	20	5	13	12
Revenue	\$2,000	\$1,250	\$3,250	\$3,000

**City of Portsmouth  
Fee Schedule  
Water / Sewer Divisions**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>	<u>Suggested FY 2026 Schedule</u>
<b>Chapter 11: Article II Section 204</b>				
<b>Private Sewage Disposal</b>				
Inspection Fee	PRE FY 02	N/A	N/A	N/A
<b>Chapter 11: Article II Section 205</b>				
<b>Building Sewers and Connections</b>				
<b>Storm Water Connection Permit Fee (Dependent upon revision of ordinance)</b>				
Stormwater Connection Fee	FY 25	N/A	\$400.00	New customer \$400.00
<b>Industrial Discharge Permit Fee, Including Permit Renewals</b>				
Regulatory Compliance Sampling	N/A	N/A	N/A	* \$500.00
Class 1, Permit	FY 08	Consultant Based Fee	Consultant Based Fee	Consultant Based Fee
Class 2, Permit	FY 08	Consultant Based Fee	Consultant Based Fee	Consultant Based Fee
Class 3, Permit	FY 08	\$500.00	\$500.00	Per permit \$500.00
Class 4, Permit	FY 08	\$500.00	\$500.00	Per permit \$500.00
Class 5, Permit	FY 08	\$500.00	\$500.00	Per permit \$500.00
Class 6, Permit	N/A	N/A	N/A	Per permit * \$500.00
Oil and Grease Trap Permit Fee	FY 15	\$150.00	\$150.00	New customer (inspection included) \$150.00
Oil and Grease Trap Permit Renewal Fee	FY 15	\$75.00	\$75.00	Annual \$75.00
Re-Inspection Fee	FY19	\$100.00	\$100.00	Per visit \$100.00
Renewal Fee w/out Compliance or Documentation	N/A	N/A	N/A	Annual * \$175.00

**City of Portsmouth  
Fee Schedule  
Water / Sewer Divisions**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>	<u>Suggested FY 2026 Schedule</u>
<b>WATER and SEWER FEES</b>				
Finance Charge, Unpaid balances after due date	PRE FY 02	18% annual	18% annual	18% annual
Turn On	FY 16	\$40.00	\$40.00	Per occurrence \$40.00
Delinquent Tag	FY 19	\$25.00	\$25.00	After threshold of \$150 \$25.00
Turn Off	FY 16	\$40.00	\$40.00	Per occurrence \$40.00
Final Billing Request	FY 14	\$40.00	\$40.00	Per occurrence \$40.00
Final Billings (if customer reads)	FY 05	N/A	N/A	Per occurrence N/A
Hydrant Meter Rental Deposit	FY 20	\$1,500.00	\$1,500.00	Per occurrence \$1,500.00
Yearly Account History	PRE FY 02	\$10.00	\$10.00	Per occurrence \$10.00
Frozen Meter Repairs <= 1 1/2"	FY 15	\$50.00	\$50.00	Per occurrence \$50.00
Frozen Meter Repairs >1 1/2"	FY 15	\$100.00	\$100.00	Per occurrence \$100.00
If parts exceed the minimum charge, customer is charged for parts.				
Emergency Callout	FY 19	\$300.00	\$300.00	Per occurrence \$300.00
Based on current wages + benefits Minimum callout=4 hours overtime per union contracts				
Meter Testing <1 1/2"	FY 14	\$50.00	\$50.00	Per occurrence \$50.00
Meter Testing >=1 1/2"	FY 17	\$75.00	\$75.00	Per occurrence \$75.00
When requested by customer, (if meter test fails no charge to customer)				
Water Services Application Fee	FY 15	\$150.00	\$150.00	Per occurrence * \$300.00
Meter Reading System Repairs	FY 17	\$60.00	\$60.00	Per occurrence \$60.00
Plus cost of parts				
Meter Rental (any size)	FY 20	\$10.00	\$10.00	Daily \$10.00



**City of Portsmouth  
Fee Schedule  
Water / Sewer Divisions**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
<b>Water Services Application Fee</b>					
5/8" & 3/4"	PRE FY 02	\$4.95	\$4.95	Monthly	\$4.95
1"	PRE FY 02	\$8.27	\$8.27	Monthly	\$8.27
1 1/2"	PRE FY 02	\$14.25	\$14.25	Monthly	\$14.25
2"	PRE FY 02	\$22.91	\$22.91	Monthly	\$22.91
3"	PRE FY 02	\$36.26	\$36.26	Monthly	\$36.26
4"	PRE FY 02	\$68.74	\$68.74	Monthly	\$68.74
6"	PRE FY 02	\$120.27	\$120.27	Monthly	\$120.27
8"	PRE FY 02	\$168.01	\$168.01	Monthly	\$168.01
10"	PRE FY 02	\$252.02	\$252.02	Monthly	\$252.02
<b>Fire Flow Testing</b>	FY 13	\$200.00	\$200.00	Per test	* \$300.00
	FY 17	\$100.00	\$100.00	Per visit	\$100.00
<b>Fire Services, Fee per Month</b>					
1"	FY 08	\$2.55	\$2.55	Monthly	\$2.55
1 1/2"	FY 08	\$3.82	\$3.82	Monthly	\$3.82
2"	FY 08	\$5.09	\$5.09	Monthly	\$5.09
2 1/2"	FY 08	\$7.64	\$7.64	Monthly	\$7.64
3"	FY 08	\$12.22	\$12.22	Monthly	\$12.22
4"	FY 25	\$23.93	\$25.06	Monthly	\$25.06
5"	FY 25	\$43.73	\$46.04	Monthly	\$46.04
6"	FY 25	\$70.99	\$74.86	Monthly	\$74.86
8"	FY 25	\$152.65	\$161.45	Monthly	\$161.45
10"	FY 25	\$275.42	\$291.62	Monthly	\$291.62
12"	FY 25	\$445.77	\$472.31	Monthly	\$472.31
<b>Hydrant Service Fee to Municipalities</b>	FY 25	\$375.00	\$400.00	Annually (per hydrant)	* \$425.00

**City of Portsmouth  
Fee Schedule  
Water / Sewer Divisions**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
Roadway & Utility Excavation Contractor Permit	FY22	\$50.00	\$50.00	Initial certification	\$50.00
(Electric/Lighting/Signal/Gas/Telephone/Cable	FY22	\$25.00	\$25.00	Annual fee: certification renewal	\$25.00
Road/Sidewalk)	FY22	\$25.00	\$25.00	Annual fee; additional certifications	\$25.00
	FY22	\$500.00	\$500.00	Recertification following suspension	\$500.00
Backflow Test	FY 23	\$60.00	\$60.00	Per device each occurrence	\$60.00
Backflow Test (Repeat-within 15 days)	FY 20	n/c	n/c	No charge	n/c
Backflow Test (Repeat-beyond 15 days)	FY 20	\$75.00	\$75.00	Per occurrence	\$75.00
Backflow Permits and Inspection	FY 19	\$100.00	\$100.00	Per occurrence	\$100.00
Bacteria Test and Sampling	FY 17	\$75.00	\$75.00	Per occurrence	\$75.00
Sewer Surcharges-BOD Portsmouth	FY 15	\$0.20	\$0.20	Per LB	\$0.20
Pease	FY 15	\$0.20	\$0.20	Per LB	\$0.20
TSS Portsmouth	FY 15	\$0.17	\$0.17	Per LB	\$0.17
Pease	FY 15	\$0.17	\$0.17	Per LB	\$0.17
Dumping Fees per 1,000 gals	FY 25	\$75.00	\$100.00	Per 1,000 gallons	\$100.00
Recreation Vehicles *Non-Resident*	FY 17	\$30.00	\$30.00	Per visit	\$30.00
Sewer Connection Permits, as req'd ENV-WQ 703.07	FY 15	\$150.00	\$150.00	New customer	\$150.00
Sewer Connection Fees	FY 15	\$350.00	\$350.00	New customer	\$350.00

**City of Portsmouth  
Fee Schedule  
Water / Sewer Divisions**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
Equipment Rate (Water & Sewer) - Pick Up	FY 12	\$15.00	\$15.00	Per hour	* \$25.00
Pump Truck	FY 20	\$150.00	\$150.00	Per hour	* \$165.00
Backhoe	FY 23	\$60.00	\$60.00	Per hour	\$60.00
Excavator	FY 16	\$75.00	\$75.00	Per hour	* \$140.00
1-Ton Dump	FY 23	\$65.00	\$65.00	Per hour	* \$35.00
6-Wheeler Dump	N/A	N/A	N/A	Per hour	* \$75.00
10-Wheeler Dump	N/A	N/A	N/A	Per hour	* \$95.00
Compressor	FY 17	\$20.00	\$20.00	Per hour	* \$35.00
Tapping	FY 17	\$25.00	\$25.00	Per hour	* \$35.00
Pump	FY 14	\$15.00	\$15.00	Per hour	* \$25.00
Loader	FY 16	\$60.00	\$60.00	Per hour	* \$80.00
Steamer	FY 14	\$15.00	\$15.00	Per hour	* \$25.00
Vactor	FY 23	\$175.00	\$175.00	Per hour	* \$225.00
TV Camera Vehicle	FY 17	\$150.00	\$150.00	Per hour	* \$175.00
Mini Excavator	N/A	N/A	N/A	Per hour	* \$75.00

**Water - Capacity Surcharge Fee  
EDU = equivalent dwelling unit**

1"	FY 23	\$1,434.00	\$1,434.00	Per EDU new service	\$1,434.00
1 1/2"	FY 23	\$2,868.00	\$2,868.00	Per EDU new service	\$2,868.00
2"	FY 23	\$4,588.80	\$4,588.80	Per EDU new service	\$4,588.80
3"	FY 23	\$9,177.60	\$9,177.60	Per EDU new service	\$9,177.60
4"	FY 23	\$14,340.00	\$14,340.00	Per EDU new service	\$14,340.00
6"	FY 23	\$28,680.00	\$28,680.00	Per EDU new service	\$28,680.00
8"	FY 23	\$45,888.00	\$45,888.00	Per EDU new service	\$45,888.00
10"	FY 23	\$68,832.00	\$68,832.00	Per EDU new service	\$68,832.00

**City of Portsmouth  
Fee Schedule  
Water / Sewer Divisions**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
<b>Sewer - Capacity Surcharge Fee</b>					
EDU = equivalent dwelling unit					
1"	FY 23	\$3,985.00	\$3,985.00	Per EDU new service	\$3,985.00
1 1/2"	FY 23	\$7,970.00	\$7,970.00	Per EDU new service	\$7,970.00
2"	FY 23	\$12,752.00	\$12,752.00	Per EDU new service	\$12,752.00
3"	FY 23	\$25,504.00	\$25,504.00	Per EDU new service	\$25,504.00
4"	FY 23	\$39,850.00	\$39,850.00	Per EDU new service	\$39,850.00
6"	FY 23	\$79,700.00	\$79,700.00	Per EDU new service	\$79,700.00
8"	FY 23	\$127,520.00	\$127,520.00	Per EDU new service	\$127,520.00
10"	FY 23	\$191,280.00	\$191,280.00	Per EDU new service	\$191,280.00

**WATER AND SEWER DIVISION**  
**Revenues from fees**

	Actual FY 21	Actual FY 22	Actual FY 23	Actual FY 24	Budget FY 25	
<b>Hydrant Rentals to Municipalities</b>						
Permits	1040	1040	1038			
Revenue	\$312,000	\$338,000	\$363,300	\$399,750	\$426,400	Water Only
<b>Backflow Test</b>						
Permits	2057	1778	1846	2087	2088	
Revenue	\$102,850	\$97,790	\$110,770	\$125,221	\$125,000	Water Only
<b>Dumping Fees per 1,000 gals</b>						
M gallons	1.075	1636	2160	2497	3000	
Revenue	\$80,634	\$102,805	\$161,990	\$187,283	\$225,000	Sewer Only
<b>Water - Capacity Improvement Multiplier (CIM)</b>	\$65,950	\$153,870	\$149,237	\$97,512	\$140,000	
<b>Sewer - Capacity Improvement Multiplier (CIM)</b>	\$136,080	\$181,020	\$255,837	\$194,468	\$275,000	

Note: Revenue recorded in Enterprise Funds

**City of Portsmouth  
Fee Schedule  
Library**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>	<u>FY 2026 Schedule</u>
<b>LIBRARY</b>				
<u>Interlibrary loan fee for out of state materials</u>	<u>FY 24</u>	<u>\$15.00</u>	<u>\$15.00</u>	<u>\$15.00</u>
<u>Non-Resident Library Card</u>	<u>FY 20</u>	<u>\$100.00</u>	<u>\$100.00</u>	<u>\$100.00</u>
<u>Non-Resident Library Card-3 months</u>	<u>FY 24</u>	<u>\$35.00</u>	<u>\$35.00</u>	<u>\$35.00</u>
<u>Non-Resident Library Card-6 months</u>	<u>FY 20</u>	<u>\$55.00</u>	<u>\$55.00</u>	<u>\$55.00</u>
<u>Non-Resident Library Card-Senior Rate</u>	<u>FY 20</u>	<u>\$90.00</u>	<u>\$90.00</u>	<u>\$90.00</u>
<u>Non-Resident Library Card-Senior Rate-3 months</u>	<u>FY 24</u>	<u>\$30.00</u>	<u>\$30.00</u>	<u>\$30.00</u>
<u>Non-Resident Library Card-Senior Rate-6 months</u>	<u>FY 20</u>	<u>\$50.00</u>	<u>\$50.00</u>	<u>\$50.00</u>

Businesses located within the city are eligible for a free Portsmouth Public Library Business card, whether the business owns or rents space.

Non-profit organizations and state agencies are included in these provisions.

**Library  
Revenues from fees**

	Actual FY 21	Actual FY 22	Actual FY 23	Actual FY 24
<b>Library Cards</b>	<b>\$25,170</b>	<b>\$31,950</b>	<b>\$34,755</b>	<b>\$36,994</b>

Note: Revenue recorded in a Special Revenue Fund

**City of Portsmouth  
Fee Schedule  
Prescott Park**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
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**Chapter 8: Article II Section 202 E 7 b**

Park Property-

Park Property-Per Hour Docking Fees

\*Note: A cancellation request within 24 hrs of reservation will not be refunded

**HOURLY RATE WOODEN DOCKS**

**HOURLY RATE - WOODEN DOCKS**

**RESIDENT (May 1-Sep 30)**

Craft up to twenty (20) ft in length overall	FY 24	\$5.00	\$5.00	Per hour	\$5.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$6.00	\$6.00	Per hour	\$6.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$7.00	\$7.00	Per hour	\$7.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$10.00	\$10.00	Per hour	\$10.00
For craft over fifty (50) ft overall	FY 24	\$11.00	\$11.00	Per hour	\$11.00

**NON-RESIDENT (May 1-Sep 30)**

**HOURLY RATE - WOODEN DOCKS**

Craft up to twenty (20) ft in length overall	FY 24	\$9.00	\$9.00	Per hour	\$9.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$12.00	\$12.00	Per hour	\$12.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$16.00	\$16.00	Per hour	\$16.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$20.00	\$20.00	Per hour	\$20.00
For craft over fifty (50) ft overall	FY 24	\$24.00	\$24.00	Per hour	\$24.00

**RESIDENT (Oct 1-Apr 30)**

**HOURLY RATE - WOODEN DOCKS**

Craft up to twenty (20) ft in length overall	FY 24	\$4.00	\$4.00	Per hour	\$4.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$5.00	\$5.00	Per hour	\$5.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$6.00	\$6.00	Per hour	\$6.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$9.00	\$9.00	Per hour	\$9.00
For craft over fifty (50) ft overall	FY 24	\$10.00	\$10.00	Per hour	\$10.00



**City of Portsmouth  
Fee Schedule  
Prescott Park**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
<b>NON-RESIDENT (Oct 1-Apr 30)</b>					<b><u>HOURLY RATE - WOODEN DOCKS</u></b>
Craft up to twenty (20) ft in length overall	FY 24	\$6.00	\$6.00	Per hour	\$6.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$9.00	\$9.00	Per hour	\$9.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$10.00	\$10.00	Per hour	\$10.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$11.00	\$11.00	Per hour	\$11.00
For craft over fifty (50) ft overall	FY 24	\$14.00	\$14.00	Per hour	\$14.00
<b><u>4 HOUR MINIMUM RATE - CEMENT DOCK</u></b>					<b><u>4 HOUR MINIMUM RATE - CEMENT DOCK</u></b>
<b>RESIDENT (May 1-Sep 30)</b>					
Craft up to twenty (20) ft in length overall	FY 24	\$13.00	\$13.00	Per 4 hours-over 4 hrs pay daily rate	\$13.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$17.00	\$17.00	Per 4 hours-over 4 hrs pay daily rate	\$17.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$21.00	\$21.00	Per 4 hours-over 4 hrs pay daily rate	\$21.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$33.00	\$33.00	Per 4 hours-over 4 hrs pay daily rate	\$33.00
For craft over fifty (50) ft overall	FY 24	\$37.00	\$37.00	Per 4 hours-over 4 hrs pay daily rate	\$37.00
<b>NON-RESIDENT (May 1-Sep 30)</b>					<b><u>4 HOUR MINIMUM RATE - CEMENT DOCK</u></b>
Craft up to twenty (20) ft in length overall	FY 24	\$25.00	\$25.00	Per 4 hours-over 4 hrs pay daily rate	\$25.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$33.00	\$33.00	Per 4 hours-over 4 hrs pay daily rate	\$33.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$41.00	\$41.00	Per 4 hours-over 4 hrs pay daily rate	\$41.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$65.00	\$65.00	Per 4 hours-over 4 hrs pay daily rate	\$65.00
For craft over fifty (50) ft overall	FY 24	\$73.00	\$73.00	Per 4 hours-over 4 hrs pay daily rate	\$73.00

**City of Portsmouth  
Fee Schedule  
Prescott Park**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
<b>RESIDENT (Oct 1-Apr 30)</b>					<b><u>4 HOUR MINIMUM RATE - CEMENT DOCK</u></b>
Craft up to twenty (20) ft in length overall	FY 24	\$9.00	\$9.00	Per 4 hours-over 4 hrs pay daily rate	\$9.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$13.00	\$13.00	Per 4 hours-over 4 hrs pay daily rate	\$13.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$17.00	\$17.00	Per 4 hours-over 4 hrs pay daily rate	\$17.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$29.00	\$29.00	Per 4 hours-over 4 hrs pay daily rate	\$29.00
For craft over fifty (50) ft overall	FY 24	\$33.00	\$33.00	Per 4 hours-over 4 hrs pay daily rate	\$33.00
<b>NON-RESIDENT (Oct 1-Apr 30)</b>					<b><u>4 HOUR MINIMUM RATE - CEMENT DOCK</u></b>
Craft up to twenty (20) ft in length overall	FY 24	\$13.00	\$13.00	Per 4 hours-over 4 hrs pay daily rate	\$13.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$25.00	\$25.00	Per 4 hours-over 4 hrs pay daily rate	\$25.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$29.00	\$29.00	Per 4 hours-over 4 hrs pay daily rate	\$29.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$33.00	\$33.00	Per 4 hours-over 4 hrs pay daily rate	\$33.00
For craft over fifty (50) ft overall	FY 24	\$45.00	\$45.00	Per 4 hours-over 4 hrs pay daily rate	\$45.00

**City of Portsmouth  
Fee Schedule  
Prescott Park**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
<b>Park Property-Per Day Docking Fees</b>					
<b>(to be paid in advance)</b>					
<b>RESIDENT (May 1-Sep 30)</b>					
Craft up to twenty (20) ft in length overall	FY 24	\$38.00	\$38.00	Per day	\$38.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$44.00	\$44.00	Per day	\$44.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$50.00	\$50.00	Per day	\$50.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$62.00	\$62.00	Per day	\$62.00
For craft over fifty (50) ft overall	FY 24	\$74.00	\$74.00	Per day	\$74.00
<b>NON-RESIDENT (May 1-Sep 30)</b>					
Craft up to twenty (20) ft in length overall	FY 24	\$50.00	\$50.00	Per day	\$50.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$74.00	\$74.00	Per day	\$74.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$98.00	\$98.00	Per day	\$98.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$122.00	\$122.00	Per day	\$122.00
For craft over fifty (50) ft overall	FY 24	\$146.00	\$146.00	Per day	\$146.00
<b>RESIDENT (Oct 1-Apr 30)</b>					
Craft up to twenty (20) ft in length overall	FY 24	\$20.00	\$20.00	Per day	\$20.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$24.00	\$24.00	Per day	\$24.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$26.00	\$26.00	Per day	\$26.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$32.00	\$32.00	Per day	\$32.00
For craft over fifty (50) ft overall	FY 24	\$38.00	\$38.00	Per day	\$38.00

**City of Portsmouth  
Fee Schedule  
Prescott Park**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
<b>NON-RESIDENT (Oct 1-Apr 30)</b>					
Craft up to twenty (20) ft in length overall	FY 24	\$26.00	\$26.00	Per day	\$26.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$38.00	\$38.00	Per day	\$38.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$50.00	\$50.00	Per day	\$50.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$62.00	\$62.00	Per day	\$62.00
For craft over fifty (50) ft overall	FY 24	\$74.00	\$74.00	Per day	\$74.00
<b>Park Property-Seasonal Rental Docking Fees</b>					
<b>RESIDENT (April 2 - November 1)</b>	FY24	\$140.00	\$140.00	Per season per boat foot	* \$150.00
	FY 24	\$2,100.00	\$2,100.00	Per season minimum	\$2,100.00
<b>NON-RESIDENT (April 2 - November 1)</b>	FY24	\$173.00	\$173.00	Per season per boat foot	* \$185.00
	FY 24	\$2,595.00	\$2,595.00	Per season minimum	\$2,595.00
<b>Park Property-Docking Utility Access Fees</b>					
<b>Dock Utility Access:</b>					
<b>Resident</b>	FY 24	\$15.00	\$15.00	Per day	\$15.00
	FY 24	\$300.00	\$300.00	Per season	\$300.00
<b>Non Resident</b>	FY 24	\$15.00	\$15.00	Per day	\$15.00
	FY 24	\$300.00	\$300.00	Per season	\$300.00

**City of Portsmouth  
Fee Schedule  
Prescott Park**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>	<u>Suggested FY 2026 Schedule</u>
<b>Park Property-Wedding Reservation Fee</b>				
The wedding reservation fee shall be waived when either one of the persons being married is a Portsmouth resident. The fee shall be refunded in the event that the wedding cannot be held in Prescott Park due to inclement weather.				
<b>Weddings which include 1-10 participants in total</b>	<b>FY 21</b>	<b>\$175.00</b>	<b>\$175.00</b>	<b>\$175.00</b>
<b>Weddings which include 11-74 participants in total</b>	<b>FY 21</b>	<b>\$400.00</b>	<b>\$400.00</b>	<b>\$400.00</b>
<b>Weddings which include more than 74 participants in total</b>	<b>FY 21</b>	<b>\$775.00</b>	<b>\$775.00</b>	<b>\$775.00</b>

**Prescott Park  
Revenues from fees**

	Actual FY 21	Actual FY 22	Actual FY 23	Actual FY 24
<b>Dock Fees (Marine Maintenance Trust)</b>	\$58,812	\$71,975	\$73,451	\$74,367
<b>Weddings</b>	\$3,225	\$3,525	\$3,450	\$2,325

Note: Revenue recorded in a Special Revenue Fund