

# 2026 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

**NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME**

YOY Change

## Changes highlighted

	Animal Control	Town Fee	State Fee	Total	Town Fee	State Fee	Total
1	Animal Control						
2	Impounded dog redemption (see notes at the bottom of this document)	15.00		15.00			
3	Animal adoption	5.00	45.00	50.00			
4	Quarantine of animal (per day - state)	25.00		25.00	10.00		10.00
5	Associated Legal Fees	Actual		Actual			
6	Advertising of animal	Cost		Cost			
7	Boarding fee 24 hours after notification by phone or advertising (per day)	25.00		25.00	10.00		10.00
8	Disposal of deceased animal (veterinarian fee) depends on size	Cost		Cost			
9	Removal of Feces (Ticket is issued) – Code Section 3-12	50.00		50.00			
10	Violation – Chapter Three of Code – per violation	100.00		100.00			
11	Transporting animals to out of town vets after hours	Cost		Cost			
12	Assessor						
13	Grand List-RE, MV, PP (on CD), for each Type; no charge if e-mailed (FOI)	1.00		1.00			
14	Assessor card - .50/page front and back (state statute)	1.00		1.00			
15	Labels, per name (Labels Must Be Provided) – state statute	0.03		0.03			
16	Berlin-Peck Memorial Library						
17	Lost/Severely Damaged Materials	list price		list price			
18	Lost/Severely Damaged Materials out of Print	average in print cost		average in print cost			
19	Passports (Town processing fee) - increasing from \$25 to \$35 effective April 1, 2018	35.00		35.00			
20	Passports (government issued document cost)	per statute		per statute			
21	Notary Fee - CGS 3-95	5.00		5.00			
22	Computer Printing Fees - Black and White (first 10 black & white page no charge; over 10 pages fee listed)	\$.15 per pg.		\$.15 per pg.			
23	Computer Printing Fees - Color	\$.25 per pg.		\$.25 per pg.			
24	Lost or Damaged Barcode	2.00		2.00			
25	Lost or Damaged Audio or Video Case	2.00		2.00			
26	Copies	.15/pg.		.15/pg.			
27	Use of Meeting Room – Whole Day – In Town – for Profit and Non-Profit	80.00		80.00			
28	Use of Meeting Room – Whole Day – Out of Town – for Profit and Non-Profit	100.00		100.00			
29	Use of Meeting Room – ½ Day (4 hrs.) – In Town – for Profit and Non-Profit	50.00		50.00			
30	Use of Meeting Room – ½ Day (4 hrs.) – Out of Town – for Profit and Non-Profit	60.00		60.00			
31	Use of the Board Room (small room)	40.00		40.00			
32	A \$5 fee will be assessed for anyone who signs up for a program but fails to attend when items were purchased specifically for number of attendees and no-show fee was clearly stated upon registration.						
33							
34	Note: All Berlin Non-Profit Organizations will be charged unless an exemption waiver is filled out and approved by the Town Manager acting on behalf of the Town Council.						

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## Changes highlighted

[illegible]

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78	Independent Testing for New Roadways Fee is \$5,000 Cash. As per Planning and Zoning Subdivision Regulation Appendix A Section IV 4.01, developers are required to deposit with the Town a fee of \$5,000 to be used by the Public Works Department to retain an independent testing company for field testing/inspection of new public roadways. Upon acceptance of the right-of-way by the Town, any funds remaining will be returned to the developer. The actual costs cannot be determined until all required testing is performed.	Varies – deposit fee of \$5,000.00		Varies- deposit fee of \$5,000.00			
79	<b>Fire Marshal</b>						
80	Blasting permits - state statute (29-349e)	60.00		60.00			
81	<b>Golf Course - Timberlin</b>						
82	<b>Resident Greens Fees ONLY</b> (excludes Capital Improvement Program (CIP), Carts and CT Sales Tax)						
83	Weekend						
84	18 holes	38.00		38.00	1.00		1.00
85	9 holes	24.00		24.00	1.00		1.00
86	Weekday						
87	18 holes	35.00		35.00	1.00		1.00
88	9 holes	23.00		23.00	1.00		1.00
89	Senior – 18 holes	25.00		25.00	1.00		1.00
90	9 holes	17.00		17.00	1.00		1.00
91	<b>Non-Resident Greens Fees ONLY</b> (excludes Capital Improvement Program (CIP), Carts and CT Sales Tax)						
92	Weekend						
93	18 holes	46.00		46.00			
94	9 holes	28.50		28.50			
95	Weekday						
96	18 holes	42.00		42.00			
97	9 holes	26.00		26.00			
98	Senior – 18 holes	34.00		34.00			
99	9 holes	21.50		21.50			
100							
101	<b>Active Military, regardless of residency (ID required)</b>						
102	18 holes (anytime)	30.00		30.00	5.00		5.00
103	9 holes (anytime)	20.00		20.00	5.00		5.00
104							
105	BHS Golf Team – no charge for matches & supervised practices.	0.00		0.00			
106							
107	<b>Resident Golf Passes</b> (excludes Capital Improvement Program (CIP))						
108	Unlimited	1,175.00		1,175.00	30.00		30.00
109	Senior – Unlimited	885.00		885.00	30.00		30.00
110	Junior – Unlimited	525.00		525.00	35.00		35.00
111	Senior Restricted (Mon-Fri only)	575.00		575.00	50.00		50.00
112	Super Senior Restricted (Mon-Fri only; age 90 and above)	230.00		230.00	30.00		30.00
113	Junior – Restricted (Mon-Fri only)	390.00		390.00	35.00		35.00
114	<b>Non-Resident Golf Passes</b> (excludes Capital Improvement Program (CIP))						
115	Unlimited	1,660.00		1,660.00	30.00		30.00
116	Senior – Unlimited	1,455.00		1,455.00	30.00		30.00
117	Junior - Unlimited	560.00		560.00	35.00		35.00
118	Senior Restricted (Mon-Fri only)	1,130.00		1,130.00	30.00		30.00
119	Junior – Restricted (Mon-Fri only)	410.00		410.00	35.00		35.00
120							

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121	<b>Outings</b> (all outing rates include greens fee, cart and Capital Improvement Program (CIP); Season passes <b>cannot</b> be applied to outings or charity events.)						
122	Shot Gun Monday-Thursday	68.00		68.00		3.00	3.00
123	Shot Gun Friday-Sunday	70.00		70.00		10.00	10.00
124	Night Golf	45.00		45.00		5.00	5.00
125							
126	<b>Golf Carts (per person) - fees are gross before sales tax</b>						
127	9 holes	14.10		14.10			
128	18 holes	22.57		22.57			
129	9 hole cart pass (10 rides for the price of 8)	126.90		126.90			
130	18 hole cart pass (10 rides for the price of 8)	203.13		203.13			
131	Single Rider 9 holes	20.00		20.00			
132	Single Rider 18 holes	30.00		30.00			
133							
134	<b>Golf Leagues: Deposit will be required to reserve league position. Greens fees will be paid in 1/2 due prior to first week of play and the second 1/2 is due 45 days later.</b>  Notes: (a) Non-resident taxpayers with \$1,000 in property tax in the current year (b) Timberlin Golf Course Policies and Definitions contain complete details regarding eligibility and golfing at Timberlin. (c) At their discretion, the Director of Golf may reduce regular greens fees up to 30% (d) Golf Pass will expire on December 31st and may not be used for outings. (e) Rain checks will not be given for CIP fees and expire on December 31st.						
135							
136	<b>League Fees - Resident</b>	21.00		21.00		0.50	0.50
137	<b>League Fees - Resident Senior</b>	16.50		16.50		0.50	0.50
138	<b>League Fees - Non- Resident</b>	23.50		23.50		0.50	0.50
139	<b>League Fees - Non-Resident Senior</b>	19.50		19.50		0.50	0.50
140	Capital Improvement Program (CIP) - Rain checks are not given for CIP fees.						
141	18 holes	3.00		3.00		1.00	1.00
142	9 Holes	2.00		2.00		1.00	1.00
143	<b>Specials/Promotions: SEE TIMBERLIN WEBSITE OR CONTACT THE CLUBHOUSE FOR SPECIALS OR PROMOTIONS</b>						
144	<b>Driving Range: SEE TIMBERLIN WEBSITE</b>						
145							
146	<b>Hatchery Brook Conservation Garden</b>						
147	20' x 20' plot	40.00		40.00			
148	10' x 25' plot	35.00		35.00			
149	5' x 10' plot	25.00		25.00			
150	8' x 20' plot	30.00		30.00			
151	Non-Berlin Citizens will pay an additional \$10.00						
152	Gardeners who agree to community service in the garden will receive a \$10.00 reduction on their fee						

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154	Health Department – Regional Fees ( <a href="https://www.ccthd.org/">https://www.ccthd.org/</a> ) - EFFECTIVE 7/1/2025					
155	Full Operation Food Establishment	For Profit		Non-Profit		
156	Class I	215.00		110.00	15.00	10.00
157	Class II	285.00		145.00	20.00	10.00
158	Class III 0-50 seats	355.00		175.00	25.00	10.00
159	Class III 51 – 100 seats	405.00		200.00	30.00	15.00
160	Class III 101 + seats	490.00		240.00	35.00	15.00
161	Class IV Daycares	200.00		100.00	15.00	5.00
162	Class IV Nursing/Med	485.00		240.00	35.00	15.00
163	Class IV Other	490.00		240.00	35.00	15.00
164						
165	Itin. Vendor Class I	175.00		85.00	15.00	5.00
166	Itin. Vendor Class II	285.00		145.00	20.00	10.00
167	Itin. Vendor Class III	345.00		170.00	25.00	10.00
168						
169	Caterers Class I	175.00		85.00	15.00	5.00
170	Caterers Class II	285.00		145.00	20.00	10.00
171	Caterers Class III	345.00		170.00	25.00	10.00
172	Caterers Class IV	430.00		215.00	30.00	15.00
173						
174	Seasonal - Class I	155.00		75.00	10.00	5.00
175	Seasonal - Class II	190.00		95.00	15.00	5.00
176	Seasonal - Class III	230.00		115.00	15.00	10.00
177						
178	Grocery - <10,000 sq./ft - Class I	175.00		85.00	15.00	5.00
179	Grocery - <10,000 sq./ft - Class II	285.00		140.00	20.00	10.00
180	Grocery - <10,000 sq./ft - Class III	450.00		130.00	30.00	(85.00)
181	Grocery - >10,000 sq./ft	915.00		455.00	65.00	30.00
182						
183	2 <sup>nd</sup> re-inspection fee	50% of license		50% of license		
184	No license penalty fee	50% of license		50% of license		
185						
186	Plan Review	100% of license		100% of license		
187						
188	Temporary license					
189	Class I - 1 Day	50.00		25.00	5.00	
190	Class I - 2-14 Days	80.00		40.00	5.00	
191						
192	Class II & III - 1 Day	85.00		40.00	20.00	5.00
193	Class II & III - 2-14 Days	150.00		75.00	20.00	10.00
194						
	Farmers Market Food License					
195	Non-farmer, NO food prep, Indiv pportions, sampling	30.00		15.00	30.00	15.00
196	Non-farmer, WITH food prep, Indiv pportions, sampling	50.00		25.00	50.00	25.00
197						

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198	<b>Motels</b>					
199	1 to 25 units	230.00			15.00	
200	26 to 50 units	345.00			25.00	
201	51 to 75 units	400.00			25.00	
202	>75 units	455.00			30.00	
203						
204	<b>Septic Systems</b>					
205	Plan review + Permit to install – new	455.00			30.00	
206	Plan review + Permit to install – repair	200.00			15.00	
207	Subdivision Plan Review (first 3 lot reviews)	230.00			15.00	
208	Subdivision Plan Review - additional lots (per lot)	60.00			5.00	
209	19-13-B100a Review	85.00			5.00	
210	Soil Testing – Additional (Different Day)	230.00			15.00	
211	Soil testing – new (up to 4 pits and 2 percs)	230.00			15.00	
212	Soil testing – repair or 19-13-B100a review	175.00			15.00	
213						
214	<b>Private Well</b>					
215	Permit to install (includes multiple geothermal wells)	60.00			5.00	
216	Well abandonment/well casing extension permit	30.00				
217	Water test review and approval	30.00				
218						
219	<b>Public Swimming Pools</b>					
220	Permit to Operate - Seasonal	230.00		115.00	15.00	10.00
221	Permit to Operate - Year Round	285.00		140.00	20.00	10.00
222	Each additional pool	85.00		45.00	5.00	5.00
223	Re-inspection fee	\$60.00 per pool		\$60.00 per pool		
224						
225	<b>Salon License</b>					
226	1 to 4 stations	115.00			10.00	
227	5 to 9 stations	150.00			10.00	
228	10+ stations	185.00			15.00	
229	Plan review	100% Lic. Fee				
230	Re-inspection fee	50% Lic. Fee				
231						
232	<b>Day Care Inspection</b>					
233	Re-licensure Inspection Fee	140.00		65.00	10.00	
234	Note: The fees listed on the Health District's approved schedule of fees will be waived for the following: Member towns in the Health District, their departments and facilities including public schools and school-related activities under local boards of education; private, not-for-profit schools and school-related activities; facilities owned and operated by the State of Connecticut; not-for-profit day care centers; not-for-profit groups or agencies applying for a permit to run a temporary food event or to obtain a seasonal permit; and farmers who are recognized by and registered with the Connecticut Department of Agriculture and who sell only farm products at a given event.					
235	<b>Inland Wetlands Commission</b>					
236	Wetlands - Regulated Activity and Floodplain Permit	152.00	58.00*	210.00		
237	Wetlands - Regulated Activity and Floodplain Permit with Public Hearing	252.00	58.00*	310.00		
238	Wetlands - Change in Boundary \$210 plus \$50 per acre.	252.00+	58.00*	310.00+		
239	Inland Wetlands Regulation	10.00		10.00		
240	*There is a \$60.00 Land Use Application Fee established under CGS Sec. 22a-27j (effective 10/01/09). – \$58.00 goes to the State of CT - \$2.00 is retained by the Town - this is reflected in the Total Fee					

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## Changes highlighted

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272	<b>OUTDOOR POOLS</b>					
273	Season Pass - Household	85.00		85.00		
274	Season Pass - Individual	55.00		55.00		
275	Replacement Tag	2.00		2.00		
276	Senior (60+) Season Pass - Individual	30.00		30.00		
277	<b>Daily Passes</b>					
278	Adult Resident	10.00		10.00		
279	Child/Senior (60+), Resident	5.00		5.00		
280	Adult Non-Resident	20.00		20.00		
281	Child/Senior (60+), Non-Resident	10.00		10.00		
282						
283	Swim Team – each participant is given a swim pass (residents only). Resident first/second child	140/120		140/120	5/5	5/5
284	Swim Team Non-Resident per child	175.00		175.00	30.00	30.00
285	Lifeguard Training Course	165.00 Res 175.00 non-res		165.00 Res 175.00 non-res	5/5	5/5
286						
287	<b>Pavilions Timberlin/Sage</b>					
288	Pavilions Local	100.00		100.00		
289	Pavilions Non-Local	150.00		150.00		
290	Deposit for Pavilion - Refundable	90.00		90.00		
291	Equipment if requested/Retainer and refundable	55.00		55.00		
292						
293	<b>Field Light Fees</b>					
294	All fields, per hour local	60.00		60.00		
295	All fields, per hour, non-local/For-profit	75.00		75.00		
296						
297	<b>Scalise Football Field/Biscoglio Field, Sage Park Field/Biscoglio Field Rates</b>					
298	Non local/For profit groups renting Scalise Field or Biscoglio Field are required to pay all Supervision/Grounds out-of-pocket costs. Scalise Field must be rented at least 3 hour minimum.					
299	<b>Grounds Rates (minimum of 3 hours)</b>	<b>\$75/hour</b>		<b>\$75/hour</b>	\$5.00	\$5.00
300	<b>Custodial Rates (minimum of 3 hours)</b>	<b>\$75/hour</b>		<b>\$75/hour</b>	\$5.00	\$5.00
301	Local	\$40/hour		\$40/hour		
302	Non local/For Profit	\$80/hour		\$80/hour		
303	Local/Full Day (8 hours+)	240.00		240.00		
304	Non local/For Profit/Full Day (8 hours+)	480.00		480.00		
305						
306	<b>Usage Deposit</b>					
307	Concession Local	105.00		105.00		
308	Concession Non-Local/For Profit	210.00		210.00		
309	Facility/Stadium Local	105.00		105.00		
310	Facility/Stadium Non-Local/For Profit	210.00		210.00		
311						
312	<b>FIELD RENTALS (Grass Fields)</b>					
313	Non local/For profit groups renting fields where lights or bathroom facilities are requested will be required to pay all Supervision/Grounds out-of-pocket costs. Per the Field/Facility Use Policy, Group 1 & Group 2 are exempt from field fees. To be billed as a Local Team, the team/league must have 75% of their roster(s) made up of Berlin residents, verified by Field/Facility Use Policy, Section IB.					
315	Local	\$25/hour		\$25/hour		
316	Non-local/For Profit	\$80/hour		\$80/hour	\$5/hour	\$5/hour
317	Local/Full Day (8 hours+)	150.00		150.00		
318	Non-local/For Profit/Full Day (8 hours+)	450.00		450.00		
319	All fields deposits:					
320	Local	105.00		105.00		
321	Non Local/For Profit	120.00		120.00		
322	Penalty for violation of Open Space Ordinance 4-97, per offense	50.00		50.00		



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369	<b>Police</b>				
370	Peddler's and Solicitor's Fee - Code Section 5-32 (optional fee schedule at the applicants discretion):				
371	\$50 application fee PLUS \$10 per month -or-	50.00		50.00	
372	\$100 per year	100.00		100.00	
373	Violation of parks and open space ordinances (Code Sections 13-22 through 13-34 and/or regulations posted for particular locations.)	100.00		100.00	
374	Parking Fine (Maximum) – Code Section 17-30	100.00		100.00	
375	Penalties for Town Ordinance 17-30(c) must be paid in 7 days. After 7 days penalties double. – Code Section 17-30				
376	Daily storage plus towing charges – Code Section 17-32c & 17-31	25.00		25.00	
377	Towing (Illegal Parking) – Code Section 17-31	75.00		75.00	
378	Additional charges for each 24 hours held – Code Section 17-31	25.00		25.00	
379	Snow ban, if not towed – Code Section 17-32, 17-33(14)	75.00		75.00	
380	Snow ban, if towed – Code Section 17-32	75.00		75.00	
381	Other between curb sidewalk – Code Section 17-33	75.00		75.00	
382	Parking on wrong side of street – Code Section 17-33(1)	75.00		75.00	
383	Double parked – Code Section 17-33(11)	75.00		75.00	
384	Obstructing driveway – Code Section 17-33(12)	75.00		75.00	
385	Parking more than 12" from curb – Code Section 17-33(2)	75.00		75.00	
386	Improperly parked – Code Section 17-33(2)	75.00		75.00	
387	Parking too near hydrant (10') – Code Section 17-33(3)	75.00		75.00	
388	Blocked Crosswalk – Code Section 17-33(4)	75.00		75.00	
389	Parking too near street corner (25') – Code Section 17-33(5)	75.00		75.00	
390	Parking too near a stop sign (25') – Code Section 17-33(6)	75.00		75.00	
391	Parking in restricted area – Code Section 17-33(7)	75.00		75.00	
392	No Parking Zone (7)(8)(9) – Code Section 17-33 (7)	75.00		75.00	
393	No parking-tow zone, if not towed (1)-(13) – Code Section 17-33(7)	75.00		75.00	
394	Handicapped Parking violation – Code Section 17-54	100.00		100.00	
395	Parking in fire lanes – Code Section 17-77	100.00		100.00	
396	Private property posted, if not towed – Code Section 17-90	75.00		75.00	
397	Private property posted, if towed – Code Section 17-90	75.00		75.00	
398	Daily storage plus towing charges – Code Section 17-91	25.00		25.00	
399	Towing (private property) cost plus – Code Section 17-91	75.00		75.00	
400	Public Safeguards and Traffic Control During Construction within Public Rights-of-Way – Code Section 14-45	500.00		500.00	
401	Vendor Permits (Maximum) – Code Section 5-30	200.00		200.00	
402	Vendor Permits Penalty – per day – Code Section 5-36	199.00		199.00	
403	Guns Dealer's License (CGS 29-28(a))	200.00		200.00	
404	Photographs/Videos – per CD/DVD	20.00		20.00	
405	Photographs/Videos – per USB Drive	40.00		40.00	
406	Fingerprinting (CGS 29-17c)	10.00		10.00	
407	Police Reports (FOI-per page)	0.50		0.50	
408	Local Pistol Permit to carry (CGS 29-28(b))	70.00		70.00	
409	Raffle permits (CGS 7-173 (permits) 7-176 (fees))	10.00-100.00		10.00-100.00	

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410	Alarm Registration – Code Section 6-13 (Sec. 6-22 Fine doubles if not paid within 30 days)	35.00		35.00	
411	Alarm Renewal – Code Section 6-13 (Sec. 6-22 Fine doubles if not paid within 30 days)	10.00		10.00	
412	Alarm Unregistered Code - Section 6-12 (Sec. 6-22 Fine doubles if not paid within 30 days)	250.00		250.00	
413	Alarm, Unauthorized Connection to Communications Center- Code Section 6-14 (Sec. 6-22 Fine doubles if not paid within 30 days)	250.00		250.00	
414	Intentional False Alarm – Code Section 6-18 (Sec. 6-22 Fine doubles if not paid within 30 days)	500.00		500.00	
	False Alarm Fine – Ordinance – Code Section 6-19	50.00 3 <sup>rd</sup> alarm plus `25.00 each subsequent		50.00 3 <sup>rd</sup> alarm plus 25.00 each subsequent	
415					
416	Violation of littering – Ordinance – Code Section 7-10 (1-15)	200.00		200.00	
	Construction Noise Activity – Code Section 7-56	100.00 first offense; 500.00 each subsequent		100.00 first offense; 500.00 each subsequent	
417					
418	Violation of non-numbering of buildings (plus \$10 per day after issuance of notice) – Code Section 4-25	100.00		100.00	
419	Snow/Ice Sidewalk – Code Section 14-11	100.00		100.00	
420	Violation of Off-Road Vehicles – Code Section 17-128	100.00		100.00	
421	Bingo Permit Fees (P.A. 17-231) - see statute for exemption related to Sr. Ctr & PTO/PTA				
422	Class A	75.00		75.00	
423	Class B	\$10 per day		\$10 per day	
424	Class C	50.00		50.00	
425					
426	Bazaar or Raffle Permit Fees (P.A. 17-231) - see statute for exemption related to Sr. Ctr & PTO/PTA				
427	Class 1	75.00		75.00	
428	Class 2	30.00		30.00	
429	Class 3	\$60 per day		\$60 per day	
430	Class 4	15.00		15.00	
431	Class 5	120.00		120.00	
432	Class 6	150.00		150.00	
433	Class 7	300.00		300.00	
434	<b>Registrar of Voters</b>				
435	Voters List, per diskette	25.00		25.00	
436	Labels, <b>per</b> name (Labels Must Be Provided) – per state statute	0.03		0.03	
437	<b>Revenue Collector</b>				
438	Delinquent Tax Payer List, paper form, per page – per state statute	0.50		0.50	
439	Copy of a tax bill – per state statute	0.50		0.50	
440	Certification - 1st page, per page	1.00		1.00	
441	Certification - subsequent pages, per page	0.50		0.50	
442	Lien fee for recording and release of lien on real estate property per state statute (C.G.S. 12-176)	24.00		24.00	
443	Alias tax warrant fee for personal property per state statute (C.G.S. 12-140)	6.00		6.00	
444	Certified Mail fee for notification of checks returned for non-sufficient funds	At cost		At cost	

# 2026 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

**NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME**

YOY Change

Changes highlighted

445	<b>Senior Center</b>				
446	Class Fee	4.00		4.00	
447					
448	<b>Room rentals – staff costs will be added for all after hours use and whole day rental is charged after 4 hours:</b>				
449	Multi-Purpose Room A - Whole Day, In-Town, Profit or Non-Profit	80.00		80.00	
450	Multi-Purpose Room A - Half Day, In-Town, Profit or Non-Profit	50.00		50.00	
451	Multi-Purpose Room A - Whole Day, Out-of-Town, Profit or Non-Profit	100.00		100.00	
452	Multi-Purpose Room A - Half Day, Out-of-Town, Profit or Non-Profit	75.00		75.00	
453	Multi-Purpose Room B - Whole Day, In-Town, Profit or Non-Profit	80.00		80.00	
454	Multi-Purpose Room B - Half Day, In-Town, Profit or Non-Profit	50.00		50.00	
455	Multi-Purpose Room B - Whole Day, Out-of-Town, Profit or Non-Profit	100.00		100.00	
456	Multi-Purpose Room B - Half Day, Out-of-Town, Profit or Non-Profit	75.00		75.00	
457					
458	Kitchen with multi-purpose room, per hour fee	25.00/hr		25.00/hr	
459					
460	Classroom - Whole Day - in Town Profit or Non-Profit	50.00		50.00	
461	Classroom - Half Day 4 hours in Town Profit or Non-Profit	40.00		40.00	
462	Classroom –Whole Day - Out of town Profit or Non-Profit	100.00		100.00	
463	Classroom – Half Day - Out of town Profit or Non-Profit	80.00		80.00	
464	Photocopies, per page – per state statute	0.50		0.50	
465	NEW Non-resident Membership Fee (Annually – originally adopted 02/05)	48.00		48.00	
466	RENEWING Non-resident Membership Fee (Annually – originally adopted 02/05)	36.00		36.00	
467	Supervision/Custodial Costs will be charged for all after-hours events.				
468					
469	Fee waiver exemptions must be completed in advance and approved by the Town Manager acting on behalf of the Town Council.				
470	<b>Town Clerk</b>				
471	<b>Dog Licenses</b>				
472	Dog License-Spayed Female or Neutered Male Dog – state statute 22-338(a)	1.00	7.00	8.00	
473	Dog License- Female or Male Dog – state statute 22-338(a)	1.00	18.00	19.00	
474	New Owner of Already Licensed Dog – state statute 22-339	1.00		1.00	
475	Replacement Tag – state statute 22-341	0.50		0.50	
476	Kennel License – per state statute 22-342	2.00	49.00	51.00	
477	Late Fee on dog license - per month – state statute 22-338(a)	1.00		1.00	
478	List of dogs - <b>per</b> name on list – FOI	0.03		0.03	

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479	<b>Land Records – Maps – Trade Names</b>					
480	Legal Documents (\$60 First Page) – state statute 7-34a					
481	First page – state statute 7-34a	16.00	44.00	60.00		
482	Each additional page – state statute 7-34a	5.00		5.00		
483	Map filing & indexing - state statute 7-34a (updated by PA 18-136)	20.00		20.00		
484	Land Recording involving MERS Document (other than Release or Assignment) First Page	49.00	110.00	159.00		
485	Each additional page of the above	5.00		5.00		
486	Land Recording involving MERS Release or Assignment	32.00	127.00	159.00		
487	Land Record, copy per page (in any format) – state statute 7-34a	1.00		1.00		
488	Certification of land records per document – state statute 7-34a	2.00		2.00		
489	Trade Name Certificate – state statute – 7-34a (updated by PA 24-0111)	20.00		20.00		
490	Subdivision Maps – state statute 7-34a	30.00		30.00		
491	Survey Maps – state statute 7-34a	10.00		10.00		
492	Map Copy 11 x 17	1.50		1.50		
493	Map Copy 17 x 24	3.00		3.00		
494	Map Copy 22 x 34	5.00		5.00		
495	Map Copy 34 x 44	8.00		8.00		
496	Conveyance Tax (Per \$1,000) – state statute 12-498(a)	0.0025	0.0750	0.0775		
497	Sales Ratio – state statute 7-34a	2.00		2.00		
498	Documents with no known last address of grantee (land records)– state statute 7-34a	5.00		5.00		
499	Documents – land records – if names of those executing, witnessing and acknowledging are not typed or printed under signature.	1.00		1.00		
500	<b>Vital Statistics</b>					
501	Vital Statistics to Resident Towns – state statute 7-76	2.00		2.00		
502	Birth Certificate, Full size (Certified) – state statute 7-74(a)	20.00		20.00		
503	Birth Certificate, Wallet Size (Certified) – state statute 7-74(a)	15.00		15.00		
504	Death Certificate (Certified) – state statute 7-74(b)	20.00		20.00		
505	Marriage License/Civil Union Certificate (Certified) – state statute 7-74(b)	20.00		20.00		
506	Burial Permit – state statute 7-73(a) (Updated by PA 18-136)	5.00		5.00		
507	Cremation Permit – state statute 7-73(a) (Updated by PA 18-136)	5.00		5.00		
508	Marriage License – state statute 7-73 (Updated by PA 18-136) - State amt is for "Victims of Abuse Surcharge"	16.00	34.00	50.00		
509	<b>Misc. Fees</b>					
510	Appointment of Notaries – state statute 7-34a (\$60.00 paid directly to state)	20.00		20.00		
511	Notary Certification – state statute 7-34a	5.00		5.00		
512	Notary Fee – state statute 3-95	5.00		5.00		
513	Campaign Financing – Late Fee – state statute 9-623	100.00		100.00		
514	Certification of Documents - Where Seal is Required – state statute – 7-34a	2.00		2.00		
515	Sexual Oriented Business License – New License – Sec. 5-44 code book	500.00		500.00		
516	Sexual Oriented Business License – Renewal – Sec. 5-46 code book	250.00		250.00		
517	Violation of Town Seal - Sec. 2-1(d) code book	100.00		100.00		
518	Photocopies, per page – state statute 1-212(2)	0.50		0.50		
519	Photocopies of land records, per page (in any format) – state statute 7-34a – PA 12-187	1.00		1.00		
520	Use of battery-powered, hand-held scanner – per occasion – state statute 1-212(g)	20.00		20.00		
521	Fax, Per Page	1.00		1.00		
522	Municipal Code	50.00		50.00		
524	Violation of Code Book – General Penalty – Sec. 1-15 code book	100.00		100.00		

**NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME**

### Changes highlighted

[illegible]

## 2026 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

**NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME**

YOY Change

Changes highlighted

Townwide Refund Policy: Except where departments institute more restrictive policies, there will be a townwide refund processing fee of 10% of the original fee paid. The minimum processing fee will be \$5.00 and the maximum fee will be \$50.00. This fee will not apply if related to a Program that has been canceled by the Town, in a situation in which the fee was charged in error by the Town or in the case of tax refunds.

No refunds will be provided in instances where the Town has purchased goods or services and those goods or services cannot be refunded. Individual departments of the Town may institute more restrictive refund policies provided those policies are communicated to users at the time of purchase.

Refunds provided in accordance with the townwide policy listed above, and with all necessary approvals of any commission with responsibility over impacted department, shall not require approval of the Town Council or Board of Finance.

Per Sec. 3-31(b) of the Town Charter, "an owner reclaiming an impounded animal shall pay a fee, as determined by the town council and listed in the town fee schedule, for impoundment, plus any advertising costs, plus board for each day the animal is impounded, plus veterinary costs incurred by the town." The Berlin Animal Control Officer shall have the authority to waive the fees listed in Sec. 3-31(b) of the Town Charter with the approval of the Town Manager.

**ADOPTED BY THE BERLIN TOWN COUNCIL January 6, 2026**