

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			
	Town Fee	State Fee	Total
Animal Control			
Impounded dog redemption (see notes at the bottom of this document)	15.00		15.00
Animal adoption	5.00	45.00	50.00
Quarantine of animal (per day - state)	25.00		25.00
Associated Legal Fees	Actual Cost		Actual Cost
Advertising of animal			
Boarding fee 24 hours after notification by phone or advertising (per day)	25.00		25.00
Disposal of deceased animal (veterinarian fee) depends on size	Cost		Cost
Removal of Feces (Ticket is issued) - Code Section 3-12	50.00		50.00
Violation - Chapter Three of Code - per violation	100.00		100.00
Transporting animals to out of town vets after hours	Cost		Cost
Assessor			
Grand List-RE, MV, PP (on CD), for each Type; no charge if e-mailed (FOI)	1.00		1.00
Assessor card - .50/page front and back (state statute)	1.00		1.00
Labels, per name (Labels Must Be Provided) - state statute	0.03		0.03
Berlin-Peck Memorial Library			
Lost/Severely Damaged Materials	list price		list price
Lost/Severely Damaged Materials out of Print	average in print cost		average in print cost
Passports (Town processing fee) - increasing from \$25 to \$35 effective April 1, 2018	35.00		35.00
Passports (government issued document cost)	per statute		per statute
Notary Fee - CGS 3-95	5.00		5.00
Computer Printing Fees - Black and White (first 10 black & white page no charge; over 10 pages fee listed)	\$.15 per pg.		\$.15 per pg.
Computer Printing Fees - Color	\$.25 per pg.		\$.25 per pg.
Lost or Damaged Barcode	2.00		2.00
Lost or Damaged Audio or Video Case	2.00		2.00
Copies	.15/pg.		.15/pg.
Use of Meeting Room - Whole Day - In Town - for Profit and Non-Profit	80.00		80.00
Use of Meeting Room - Whole Day - Out of Town - for Profit and Non-Profit	100.00		100.00
Use of Meeting Room - ½ Day (4 hrs.) - In Town - for Profit and Non-Profit	50.00		50.00
Use of Meeting Room - ½ Day (4 hrs.) - Out of Town - for Profit and Non-Profit	60.00		60.00
Use of the Board Room (small room)	40.00		40.00
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.			
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.			

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

36	Building Inspection			
37	Building Permit (Per \$1,000)			
38	Per \$1,000, from \$1,000-\$3,000	29.75	0.25	30.00
39	Per \$1,000 thereafter	14.75	0.25	15.00
	If work is started without a required permit, the applicable fee shall be increased by the lesser of \$1,000.00 or 100 percent of the fee that otherwise would be due. However, if the unpermitted work was completed prior to the date of transfer of the property to the applicant, then the Building Official shall waive the fee increase provided for in this section.			
40	The applicant shall have the burden of demonstrating the applicability of this section. The applicant shall provide a statement under oath and such other substantial proof and documentation as the Building Official deems necessary to validate the fee waiver request. The Building Official shall grant or deny the fee waiver request within 30 days of receipt of a complete application.			
41	The above includes the State of Conn. Building permit fee CGS Sec. 29-263 (0.26 per \$1,000) for the training of building officials – The Town gets to keep \$0.01 and the State receives \$0.25 per \$1,000.			
42	Penalty for Occupying a home without a Certificate of Occupancy-Ordinance	Set by court		Set by court
43	Certificate of Occupancy, One or Two Family Dwelling, per visit building Inspector or his Delegate	50.00		50.00
44	Certificate of Occupancy, Any Other Dwelling Type or structure per visit fee	100.00		100.00
45	Certificate of Building Compliance - Residential	25.00		25.00
46	Certificate of Building Compliance - Commercial	50.00		50.00
47	Third Inspection Fee	25.00		25.00
48	Engineering & Public Works			
49	Printing & Publications (Price per page):			
50	8 1/2 x 11	0.50		0.50
51	8 1/2 x 14	0.50		0.50
52	Map Copy 11 x 17	1.50		1.50
53	Map Copy 17 x 24	3.00		3.00
54	Map Copy 22 x 34	5.00		5.00
55	Map Copy 34 x 44	8.00		8.00
56	Inland Wetlands Map, 1" = 800'	5.00		5.00
57	Property Map, any scale	5.00		5.00
58	Contour Map, 1" = 200'	5.00		5.00
59	Zoning Map, 1" = 800'	6.00		6.00
60	Zoning Use and Bulk Table	2.00		2.00
61	Water or Sewer Map, 1" = 800'	5.00		5.00
62	Street Index Map (Printed), 1" = 2.5 mi.	2.00		2.00
63	Street Index Map, 1" = 1,600'	5.00		5.00
64	Plan of Development, 1" = 800'	6.00		6.00
65	All Other Printing, Per Sq. Ft. (\$0.50 min.)	0.50		0.50
66	Solid Waste Collection & Disposal Code Section 15-12	100.00		100.00
67	Recycling Containers (Replacement) - Payable to Trash-Away (not to the town) \$95.00			
68	Mattress/Box Spring Disposal (per unit charge) - curbside pickup only	15.00		15.00
69	Trash Bins (Replacement) – Payable to Trash-Away (not to the town) \$95.00			
70	Contractor's License Fee	50.00		50.00
	Permit - Excavation in public right of way (25' or less in length) includes refundable \$1,200 security fee (returned upon acceptance of permanent patch by Dept. of Public Works) and \$50 permit fee. The Water Control Commission and Connecticut Natural Gas are exempt from the \$1,200 security fee. Kensington Fire District, Worthington Fire District, Cable Companies, CL&P/NU, and Yankee Gas will be limited to a maximum \$5,000.00 permanent patch security fee (per calendar year), or until proof of a permanent patch contract is in place (and accepted) by the Dept. of Public Works.	1,250.00		1,250.00
71	Plus \$1.00 per linear foot of openings longer than 25 feet.	1.00 + varies		1.00 + varies
72	Late fee for failure to obtain permit (excluding emergency work)	100.00		100.00
73	Street Signs (each)	600.00		600.00
74	Monument Caps (each)	20.00		20.00
75	Driveway Permits	25.00		25.00
76	Burning Permits	10.00		10.00
77				

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

78

Fire Marshal

Blasting permits - state statute (29-349e)

Golf Course - Timberlin

Resident Greens Fees ONLY (excludes Capital Improvement Program (CIP), Carts and CT Sales Tax)

Weekend

18 holes

9 holes

Weekday

18 holes

9 holes

Senior – 18 holes

9 holes

Non-Resident Greens Fees ONLY (excludes Capital Improvement Program (CIP), Carts and CT Sales Tax)

Weekend

18 holes

9 holes

Weekday

18 holes

9 holes

Senior – 18 holes

9 holes

Active Military, regardless of residency (ID required)

18 holes (anytime)

9 holes (anytime)

BHS Golf Team – no charge for matches & supervised practices.

Resident Golf Passes (excludes Capital Improvement Program (CIP))

Unlimited

Senior – Unlimited

Junior – Unlimited

Senior Restricted (Mon-Fri only)

Super Senior Restricted (Mon-Fri only; age 90 and above)

Junior – Restricted (Mon-Fri only)

Non-Resident Golf Passes (excludes Capital Improvement Program (CIP))

Unlimited

Senior – Unlimited

Junior - Unlimited

Senior Restricted (Mon-Fri only)

Junior – Restricted (Mon-Fri only)

79

80

81

82

83

84

85

86

87

88

89

90

91

92

93

94

95

96

97

98

99

100

101

102

103

104

105

106

107

108

109

110

111

112

113

114

115

116

117

118

119

120

Changes highlighted

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		
Fire Marshal				
Blasting permits - state statute (29-349e)	60.00	60.00		
Golf Course - Timberlin				
Resident Greens Fees ONLY (excludes Capital Improvement Program (CIP), Carts and CT Sales Tax)				
Weekend				
18 holes	38.00	38.00	1.00	1.00
9 holes	24.00	24.00	1.00	1.00
Weekday				
18 holes	35.00	35.00	1.00	1.00
9 holes	23.00	23.00	1.00	1.00
Senior – 18 holes	25.00	25.00	1.00	1.00
9 holes	17.00	17.00	1.00	1.00
Non-Resident Greens Fees ONLY (excludes Capital Improvement Program (CIP), Carts and CT Sales Tax)				
Weekend				
18 holes	46.00	46.00		
9 holes	28.50	28.50		
Weekday				
18 holes	42.00	42.00		
9 holes	26.00	26.00		
Senior – 18 holes	34.00	34.00		
9 holes	21.50	21.50		
Active Military, regardless of residency (ID required)				
18 holes (anytime)	30.00	30.00	5.00	5.00
9 holes (anytime)	20.00	20.00	5.00	5.00
BHS Golf Team – no charge for matches & supervised practices.	0.00	0.00		
Resident Golf Passes (excludes Capital Improvement Program (CIP))				
Unlimited	1,175.00	1,175.00	30.00	30.00
Senior – Unlimited	885.00	885.00	30.00	30.00
Junior – Unlimited	525.00	525.00	35.00	35.00
Senior Restricted (Mon-Fri only)	575.00	575.00	50.00	50.00
Super Senior Restricted (Mon-Fri only; age 90 and above)	230.00	230.00	30.00	30.00
Junior – Restricted (Mon-Fri only)	390.00	390.00	35.00	35.00
Non-Resident Golf Passes (excludes Capital Improvement Program (CIP))				
Unlimited	1,660.00	1,660.00	30.00	30.00
Senior – Unlimited	1,455.00	1,455.00	30.00	30.00
Junior - Unlimited	560.00	560.00	35.00	35.00
Senior Restricted (Mon-Fri only)	1,130.00	1,130.00	30.00	30.00
Junior – Restricted (Mon-Fri only)	410.00	410.00	35.00	35.00

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			
121	Outings (all outing rates include greens fee, cart and Capital Improvement Program (CIP); Season passes cannot be applied to outings or charity events.)				
122	Shot Gun Monday-Thursday	68.00		68.00	
123	Shot Gun Friday-Sunday	70.00		70.00	
124	Night Golf	45.00		45.00	
125					
126	Golf Carts (per person) - fees are gross before sales tax				
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	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.				
	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	League Fees - Resident	21.00		21.00	
137	League Fees - Resident Senior	16.50		16.50	
138	League Fees - Non- Resident	23.50		23.50	
139	League Fees - Non-Resident Senior	19.50		19.50	
140	Capital Improvement Program (CIP) - Rain checks are not given for CIP fees.				
141	18 holes	3.00		3.00	
142	9 Holes	2.00		2.00	
143	Specials/Promotions: SEE TIMBERLIN WEBSITE OR CONTACT THE CLUBHOUSE FOR SPECIALS OR PROMOTIONS				
144	Driving Range: SEE TIMBERLIN WEBSITE				
145					
146	Hatchery Brook Conservation Garden				
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				

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

154	Health Department – Regional Fees (https://www.ccthd.org/) - 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 nd 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					
195	Farmers Market Food License				
196	Non-farmer, NO food prep, Indiv pportions, sampling	30.00	15.00	30.00	15.00
197	Non-farmer, WITH food prep, Indiv pportions, sampling	50.00	25.00	50.00	25.00

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			
198	Motels				
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	Septic Systems				
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	Private Well				
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	Public Swimming Pools				
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	Salon License				
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	Day Care Inspection				
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	Inland Wetlands Commission				
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				

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

241	Mobile Home Park Rental				
242	Each Unit (per month) - late fee of \$15 charged if rent is paid after the 10th business day of the month	350.00	350.00		
243	Parks & Recreation				
246	Youth Athletic Leagues and Teams				
247	Basketball – Winter 3 rd -8 th Grade Basketball, Boys & Girls	105.00	105.00	5.00	5.00
248	Including \$10 Late Fee after deadline if spots are available in 3 rd -8 th grade winter basketball.	115.00	115.00	5.00	5.00
249	Including additional \$10 fee for any registrations accepted after evaluations if space is available.	125.00	125.00	5.00	5.00
250	Adult Recreational Sport Activities				
251	Winter – Resident Women’s 30 plus Recreation Volleyball - season	70.00	70.00	5.00	5.00
	Winter - Resident Additional 2 weeks *if school is available	80.00	80.00	80.00	80.00
252	Winter – Non-Resident Women’s 30 plus Recreation Volleyball - season	90.00	90.00	5.00	5.00
	Winter - Non-Resident additional 2 weeks *if school is available	100.00	100.00	100.00	100.00
253	Recreation Programs Special Revenue Fund				
	*Special Revenue Programs will be available to residents and non-residents with residents having priority for registration. Non-residents will be charged a higher registration fee than residents. An administrative fee and 3% of gross program revenue is applied and transferred to the general fund from the Special Revenue account for all programs, 5% of gross program revenue is applied and retained in the Special Revenue Account for all programs. The fees are set separately and vary by program.				
255	Summer Program	\$105.00 per week	\$105.00 per week	\$5.00 per week	\$5.00 per week
	Summer Program - any 4 day week	\$90 per week	\$90 per week	\$5.00 per week	\$5.00 per week
256	Junior Counselors Fee for Summer Program	70.00 per week	70.00 per week		
257	Room Rentals- Berlin Community Center (Whole day rental is charged after 4 hours)				
259	Multi-Purp. Room- Whole Day- In Town Profit or Non-Profit	80.00	80.00		
260	Multi-Purp. Room, Half Day, up to 4 hours In Town, Profit or Non-Profit	50.00	50.00		
261	Multi-Purp. Room, Whole Day, Out of Town Profit or Non-Profit	100.00	100.00		
262	Multi-Purp. Room, Half Day, up to 4 hours Out of Town Profit or Non- Profit	60.00	60.00		
263	Meeting Room In Town Whole Day Profit or Non-Profit	30.00	30.00		
264	Meeting Room In Town Half Day up to 4 hours, Profit or Non-Profit	25.00	25.00		
265	Meeting Room Out of Town, Whole Day, Profit & Non-Profit	40.00	40.00		
266	Meeting Room Out of Town, Half day up to 4 hours, Profit & Non-Profit	30.00	30.00		
267	Berlin Community Center				
268	Birthday Parties will be charged existing room rental rate and a refundable deposit of \$50.				
269	Local Youth Sports Teams – End of the Year Parties will be charged existing room Rental and a refundable deposit of \$50.				
270	Supervision/custodial costs will be added for all after hours use.				
271	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.				

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					
272	OUTDOOR POOLS				
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	Daily Passes				
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	Swim Team – each participant is given a swim pass (residents only). Resident first/second child	140/120	140/120	5/5	5/5
283	Swim Team Non-Resident per child	175.00	175.00	30.00	30.00
284	Lifeguard Training Course	165.00 Res 175.00 non-res	165.00 Res 175.00 non-res	5/5	5/5
285					
286					
287	Pavilions Timberlin/Sage				
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	Field Light Fees				
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	Scalise Football Field/Biscoglio Field, Sage Park Field/Biscoglio Field Rates				
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	Grounds Rates (minimum of 3 hours)	\$75/hour	\$75/hour	\$5.00	\$5.00
300	Custodial Rates (minimum of 3 hours)	\$75/hour	\$75/hour	\$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	Usage Deposit				
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	FIELD RENTALS (Grass Fields)				
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.				
314	Local	\$25/hour	\$25/hour		
315	Non-local/For Profit	\$80/hour	\$80/hour	\$5/hour	\$5/hour
316	Local/Full Day (8 hours+)	150.00	150.00		
317	Non-local/For Profit/Full Day (8 hours+)	450.00	450.00		
318	All fields deposits:				
319	Local	105.00	105.00		
320	Non Local/For Profit	120.00	120.00		
321	Penalty for violation of Open Space Ordinance 4-97, per offense	50.00	50.00		

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			
323 BHS & McGee Basketball and Tennis Courts – Local	30.00	30.00	5.00
324 BHS & McGee Basketball & Tennis Courts Non-Local	40.00	40.00	5.00
325 BHS & McGee Basketball and Tennis Courts Light charges when used by groups making a profit from the usage of these facilities (Cost per court)			
326 Lights Per Hour, Local	60.00	60.00	
327 Lights Per Hour, Non-local/For Profit	75.00	75.00	
328 PISTOL CREEK			
329 Room Rentals/Grounds (Note: Whole Day Rental is charged after 4 hours).			
330 Multi-purpose Rooms/Grounds - Whole Day, In-Town, Profit or Non-Profit	100.00	100.00	
332 Multi-purpose Rooms/Grounds - Half Day, In-Town, Profit or Non-Profit	75.00	75.00	
333 Multi-purpose Rooms/Grounds - Whole Day, Out-of-Town, Profit or Non-Profit	200.00	200.00	
334 Multi-purpose Rooms/Grounds - Half Day, Out-of-Town, Profit or Non-Profit	150.00	150.00	
335 Outside Deck - Hourly Rate	30.00/hr	30.00/hr	
336 Damage Deposit Required of All Groups	90.00	90.00	
337 Local Youth Sports Teams End of Year Parties will be charged existing room rental rates and a refundable deposit of \$90.00	50.00		
338 Field/Facility use key deposit		50.00	
339 All Supervision and Custodial costs will be paid out-of-pocket.			
340 Fee Waiver exemptions must be completed in advance and approved by the Town Manager acting on behalf of the Town Council.			
341			
342 Planning & Zoning Commission*			
343 Subdivision or Resubdivision (2 lots)	\$352 minimum	58.00* 58.00*	\$410 minimum
344 Subdivision or Resubdivision (more than 2 lots)	250.00 per lot, plus \$2	58.00*	Total number of lots X\$250 (plus state fee of \$60)
345 Site Plan Review excluding Subdivision (\$352 for first 5,000 sq. ft. of building area plus \$.10 per additional sq. ft over 5,000)	\$352 minimum	58.00*	\$410 minimum
346 Minimum	352.00	58.00*	410.00
347 Maximum	1,942.00	58.00*	2,000.00
348 Special Event Site Plan Review by Commission	152.00	58.00*	210.00
349 Special Event Administrative Review	50.00		50.00
350 Subdivision Regulations print	15.00		15.00
351 Site Plan Amendment (up to 10,000 additional square feet)	202.00	58.00*	260.00
352 Site Plan Amendment (over 10,000 additional square feet)	252.00	58.00	310.00
353 "Plan of Conservation and Development" print	30.00		30.00
354 Zoning Regulations print	50.00		50.00
355 Bulk Amendments to Zoning Regulations print	10.00		10.00
356 Zoning Map – Black & White	8.00		8.00
357 Zoning Map – Color	20.00		20.00
358 Zone Map Amendment	252.00	58.00*	310.00
359 Text Amendment	402.00	58.00*	460.00
360 Map Copy 11 x 17	1.50		1.50
361 Map Copy 17 x 24	3.00		3.00
362 Map Copy 22 x 34	5.00		5.00
363 Map Copy 34 x 44	8.00		8.00
364 Excavation Permit - \$172 (plus \$75 per 1,000 cubic yards or any fractions thereof, of material to be removed - if approved)	172.00 +	58.00*	230.00+
365 Fill Permit - \$172 (plus \$75 per 1,000 cubic yards of material to be filled – if approved)	172.00+	58.00*	230.00+
366 Special Permit	222.00	58.00*	280.00
367 Certificate of Zoning Compliance	50.00		50.00
368	*There is a \$60.00 Land Use Application Fee established under CGS Sec. 22a-27j. – \$58.00 goes to the State of CT - \$2.00 is retained by the Town - this is reflected in the Total Fee		

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

369	Police			
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	

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		
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
415	False Alarm Fine – Ordinance – Code Section 6-19	50.00 3 rd alarm plus '25.00 each subsequent		50.00 3 rd alarm plus 25.00 each subsequent
416	Violation of littering – Ordinance – Code Section 7-10 (1-15)	200.00		200.00
417	Construction Noise Activity – Code Section 7-56	100.00 first offense; 500.00 each subsequent		100.00 first offense; 500.00 each subsequent
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	Registrar of Voters			
435	Voters List, per diskette	25.00		25.00
436	Labels, <u>per name</u> (Labels Must Be Provided) – per state statute	0.03		0.03
437	Revenue Collector			
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	Senior Center				
446	Class Fee		4.00		4.00
447					
448	Room rentals – staff costs will be added for all after hours use and whole day rental is charged after 4 hours:				
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	Town Clerk				
471	Dog Licenses				
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 - per name on list – FOI		0.03		0.03

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		
479	Land Records – Maps – Trade Names			
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	Vital Statistics			
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	Misc. Fees			
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

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

525	Town Manager			
526	Blighted Buildings – Code Section 4-16	150.00	150.00	
527	Treasurer's Office			
528	Monthly processing fee for Cash Performance Bonds over \$5,000.00	8.00	8.00	
529	Replacement check fee	10.00	10.00	
530	Returned Check fee (C.G.S. 52-565a)	20.00	20.00	
536	Water Control	WCC Fee	State Fee	Total
537	Water Control Commission Regulations	16.00		16.00
538	Inspection of water taps not made by BWCC staff	125.00		125.00
539	Water Permit	750.00		750.00
540	Sewer Permit	250.00		250.00
541	Irrigation Meter	100.00		100.00
542	Water Control Application for Sewer Tie-Ins: Per Public Act 03-177 Determination of sewer capacity for proposed use of land to cover costs associated with the application, public hearing and legal notice required.	250.00		250.00
543	Water System Connection Charge (Abutting Property): \$25 per front foot (\$35 per front foot on divided highway); plus \$2,500 for first unit; plus \$1,500 for each additional unit. For non-residential property: \$2,500 for first unit plus \$800 each, for the second through tenth unit PLUS \$250 for each unit over ten unit. PLUS \$900 for each 1" service installed. PLUS \$750 Water Permit.			
544	Sewer System Connection Charge (Abutting Property): \$35 per front foot (\$43 per front foot on divided highway); plus \$3,000 for first unit; plus \$1,700 for each additional unit. For non-residential property: \$3,000 for the first unit plus \$600 for the second through tenth. PLUS \$180 for each unit over ten plus \$900 for each 6" lateral installed. PLUS \$250 Sewer Permit.			
545	Water System Connection Charge (Rear Lands): Unit charge \$1,200 per unit. For non-residential property: \$1,000 per unit for the first unit; plus \$500 each for the second through tenth units; plus \$150 for each unit over ten). PLUS \$750 for Water Permit.			
546	Sewer System Connection Charge (Rear Lands): Unit charge \$1400 per unit. For non-residential property: \$2,500 per unit for the first unit; plus \$600 each for the second through tenth units; plus \$180 for each unit over ten. PLUS \$250 for Sewer Permit.			
547	Fire Connection Fee (requires water permit) 2" line	1,400.00		1,400.00
548	Fire Connection Fee (requires water permit) 4" line	1,800.00		1,800.00
549	Fire Connection Fee (requires water permit) 6" line	2,000.00		2,000.00
550				
551	Zoning and Zoning Board Fees			
552	ZBA Application (Approval, variance, special permits)	152.00	58.00*	210.00
553	Additional Related Variance on same property	77.00	58.00*	135.00
554	Appeals from Zoning Enforcement Officer's decision or determination	210.00		210.00
555	Certificate of Zoning Compliance or Zoning Compliance letter	50.00		50.00
556	Home Occupation Approval Compliance Letter	50.00		50.00
557	Lot Line Revisions	50.00		50.00
558	Zoning violations - Ordinance	150.00 per day		150.00 per day
559	ZBA Permits for Sale of Alcoholic Beverages	322.00	58.00*	380.00
560	Junked, Wrecked, Abandoned Property – Code Sections 7-30-7-35	100.00 per day of non-compliance		100.00 per day of non-compliance
561	*There is a \$60.00 Land Use Application Fee established under CGS Sec. 22a-27j. – \$58.00 goes to the State of CT - \$2.00 is retained by the Town - this is reflected in the Total Fee			

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