

TOWN OF BUCHANAN - FEES AND LICENSES SCHEDULE

<i>Approved November 18, 2025</i>		<i>Effective January 1, 2026</i>		
OFFICIAL MAP				
Title	Description	Section	2026	Last Updated
Official Map Changes or Additions	Any costs associated with mapping revision, publication and recording of map or notices shall also apply.	§ Sec. 70-4E	\$500.00	2025
RECORDS				
Title	Description	Section	2026	Last Updated
Photocopies	Per page or actual cost, whichever is greater	§ Sec. 128-3A	\$0.25	2014
Transcription of Audio Records or Other Records	Per hour or actual cost, whichever is greater	§ Sec. 128-3B	\$10.00	2008
Locating Records/Records Search	Per hour (charged only if \$50.00 or more)	§ Sec. 128-3D	\$20.00	2019
Reproduction of Other Records	Actual Cost	§ Sec. 128-3	Actual Cost	
<i>NOTE: Any fee exceeding \$5 shall be prepaid prior to delivery.</i>				
ALARM SYSTEMS				
Title	Description	Section	2026	Last Updated
Fees for False Alarms	1-2 in a calendar year	§ Sec. 194-3	No Fee	2025
	3rd in a calendar year	§ Sec. 194-3	\$75.00	2025
	4th in a calendar year	§ Sec. 194-3	\$125.00	2025
	5+ in a calendar year	§ Sec. 194-3	\$150.00	2025
ANIMALS				
Title	Description	Section	2026	Last Updated
Dog Licenses	Single, spayed/neutered	§ Sec. 203-4	\$7.00	2014
	Single, not spayed/neutered	§ Sec. 203-4	\$12.00	2014
	Multiple, spayed/neutered or not spayed/neutered	§ Sec. 203-4	\$35.00	2014
	\$5.00 late fee	§ Sec. 203-4	\$5.00	2014
Boarding Fee	Actual Fee Charged	§ Sec. 203-7E	Actual Cost	

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BUILDING CONSTRUCTION				
Title	Description	Section	2026	Last Updated
Residential Permits				
Accessory Dwelling Unit (ADU)	Electrical, Plumbing and HVAC included in permit fees. Additional permits may be required depending on the proposal.	§ Sec 525-15	\$1,000.00	2025
Additions and/or Renovation/Remodel	Fee, plus separate fee/ type (Plumbing, Electrical, HVAC)	§ Sec 525-15	\$150.00	2025
Chimneys/Pellet Stoves/Wood Stoves/Outdoor Heating Devices/Fireplace/Similar Equipment	Flat rate	§ Sec. 525-15	\$50.00	2025
Chicken Coop/Run	Flat Rate	§ Sec. 203-2	\$50.00	2025
Decks/Gazebos/Pergolas	Flat rate	§ Sec. 525-15	\$50.00	2025
Electrical Vehicle Charging Station (EVCS)	Flat rate	§ Sec 525-15	\$50.00	2024
Electrical Upgrades (amp service)	Flat rate	§ Sec. 525-15	\$50.00	2008
Principal Structure	Flat rate	§ Sec. 525-15	\$50.00	2015
Accessory Structure	Flat rate	§ Sec. 525-15	\$25.00	2019
Egress Window	Flat rate	§ Sec. 525-15	\$50.00	2025
Fences/walls/privacy screens	Flat rate	§ Sec 525-15	\$50.00	2025
Flatwork	Driveway/driveway extension/parking spot on private property, patio, walkway/sidewalk etc.	§ Sec 525-15	\$50.00	2025
Foundation Repair	Flat rate	§ Sec 525-15	\$25.00	2024
Garages/Greenhouses Detached	Fee, plus separate fee/ type (Plumbing, Electrical, HVAC). Greater than 500 sq. ft.	§ Sec 525-15	\$150.00	2026
Geothermal Equipment	Private use not associated with public or private utility	§ Sec 525-15	\$100.00	2024
House/Apartment Construction				
Additional Building Inspection Fee (>8)				
Single family	Flat rate/inspection	§ Sec. 230-7B	\$150.00	2019
Duplex/two-family	Flat rate/inspection	§ Sec. 230-7B	\$200.00	2019
Permit to Start Construction Fee				
Single family	Flat rate	§ Sec. 230-7A	\$60.00	2019
Duplex/two-family	Flat rate	§ Sec. 230-7A	\$75.00	2019
Standard Building Permit Fee				
Single family	Electrical, Plumbing and HVAC included in permit fees	§ Sec. 230-7A	\$1,000.00	2025
Duplex/two-family	Flat rate	§ Sec. 230-7A	\$1,500.00	2025
Multi-Family:	First unit	§ Sec. 230-7A	\$460.00	2019
	Per additional unit	§ Sec. 230-7A	\$155.00	2019

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Razing and Wrecking:				
Principal Structure	Flat rate	§ Sec 525-15	\$100.00	2025
Accessory Structure	Flat rate	§ Sec 525-15	\$50.00	2025
Roofing, Siding, Windows	Flat rate/type	§ Sec 525-15	\$50.00	2025
Satellite Dish (ground mounted)	Flat rate	§ Sec 525-15	\$50.00	2025
Sheds	Fee, plus separate fee/ type (Plumbing, Electrical, HVAC). 500 sq. ft. or less.	§ Sec 525-15	\$50.00	2026
Solar energy systems (small and mid scale)	Private use not associated with public or private utility	§ Sec 525-15	\$100.00	2024
Swimming Pool:				
Above Ground	Flat rate. If pool is removed annually and installed in the same location each year only 1 permit is required. Changes in location or size of pool would require a new permit.	§ Sec 525-15	\$100.00	2025
Below Ground	Fee, plus fencing fee, if required	§ Sec 525-15	\$100.00	2025
Spas and Hot Tubs	Flat rate	§ Sec 525-15	\$100.00	2025
Trades: Plumbing, Electrical, Heating, Ventilation, A/C, Solar (array/roof mounted):	Flat rate/type	§ Sec 525-15	\$75.00	2025
Commerical/Industrial/Non-Residential Permits				
Certificate of Occupancy	Flat rate	§ Sec. 230-9,	\$150.00	2019
Fences/walls/privacy screens	Flat rate	§ Sec 525-15	\$50.00	2025
Flatwork	Driveway/driveway extension/parking lot on private property, patio, walkway/sidewalk etc.	§ Sec 525-15	Included w/Site Plan	2024
Signs, Temporary	Banners, Flags, Inflatables	§ Sec 525-15	\$50.00	2024
Signs, Permanent				
A-Frame Sign	Flat Rate, typically used as a more temporary or mobile sign, only one permit is needed per business.	§ Sec 525-15	\$50.00	2025
Canopy/Awning Sign	Flat Rate	§ Sec 525-15	\$50.00	2025
Directional Sign	Flat Rate	§ Sec 525-15	\$50.00	2025
Drive-Thru Sign	Flat Rate	§ Sec 525-15	\$50.00	2025
Monument Ground Sign	Flat rate	§ Sec 525-15	\$100.00	2025
Projecting Sign	Flat rate	§ Sec 525-15	\$50.00	2025
Wall Sign	Flat rate	§ Sec 525-15	\$50.00	2025
Window Sign	Flat Rate	§ Sec 525-15	\$50.00	2025
Electronic Message Unit	Flat rate (Added to sign permit fee)	§ Sec 525-15	\$150.00	2012

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EROSION CONTROL & POST CONSTRUCTION STORMWATER MANAGEMENT				
Title	Description	Section	2026	Last Updated
Erosion Control & Stormwater Management Permit	Single /Two Family Residential Fee	§ Sec. 230-28	\$500.00	2026
	Commercial/Industrial/Multi-Family/Subdivision Land Development/Other Fee + Financial Guarantee TBD	§ Sec. 230-28	\$600.00	2019
	Actual cost for contracted engineer/inspections	§ Sec. 230-28		
	Financial guarantee for all classes of properties above to cover erosion control measures to be corrected if failed to be maintained and restored.	§ Sec. 230-28	\$1,000.00 minimum	2026
Grading/excavating/filling of property not associated with new construction.	Grading/excavating/filling of property not associated with new construction if over 4,000 sq. ft. of land disturbance.	§ Sec. 230-28	\$100.00	2024
Berms	Construction of berms.	§ Sec 525-15	\$100.00	2024
Landscaping	Non-residential site development	§ Sec 525-15	Included w/Site Plan Fee	2024
CIGARETTES, TOBACCO PRODUCTS AND SMOKING				
Title	Description	Section	2026	Last Updated
Cigarette License	Flat rate	§ Sec. 244-3	\$50.00	2015
DIRECT SELLERS AND SOLICITORS				
Title	Description	Section	2026	Last Updated
Application	Resident	§ Sec. 263-4C	\$50.00	2011
	Non-Resident	§ Sec. 263-4C	\$100.00	2011
Registration/License	Per day	§ Sec. 263-6E	\$25.00	2011

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FIRE PREVENTION				
Title	Description	Section	2026	Last Updated
Motor Vehicle Accident Cleanup	Minimum Charge (<1 hour) + Recoverable Expenses + 5% Administration Fee	§ Sec. 290-3	\$350.00	2023
	Engine (1 Hour Minimum)	§ Sec. 290-3	\$175.00	2015
	Rescue (1 Hour Minimum)	§ Sec. 290-3	\$125.00	2015
	Tender (1 Hour Minimum)	§ Sec. 290-3	\$100.00	2015
	Staff Vehicle (1 Hour Minimum)	§ Sec. 290-3	\$50.00	2015
FIREWORKS				
Title	Description	Section	2026	Last Updated
Fireworks Display Permit	Flat rate	§ Sec. 294-3	\$50.00	2014
Fireworks Sales Permit	Flat rate	§ Sec. 294-3	\$100.00	2014
IMPACT FEES				
Title	Description	Section	2026	Last Updated
Park Impact Fee (Annual Adjustment Required)	Per single family	§ Sec. 330-11	\$825	2026
	Per Two-family	§ Sec. 330-11	\$1,650	2026
	Per unit / multi-family	§ Sec. 330-11	\$413	2026

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INTOXICATING LIQUOR AND FERMENTED MALT BEVERAGES				
Title	Description	Section	2026	Last Updated
Publication Fee	New		\$60.00	2019
	Renewal		\$30.00	2019
Class "A" Fermented - Malt Beverage Retailer's License	Per year	§ Sec. 339-24A; §125.25(4) <i>Wis. Stat.</i>	\$200.00	2019
Class "B" Fermented - Malt Beverage Retailer's License	Per year	§ Sec. 339-24B; §125.26(4) <i>Wis. Stat.</i>	\$100.00	
Temporary Class "B" Fermented - Picnic License	Per day	§ Sec. 339-24B; §125.26(6) <i>Wis. Stat.</i>	\$10.00	
Wholesale Fermented Malt Beverage License	Per year	§ Sec. 339-24C	\$25.00	
Retail "Class A" Liquor License	Per year	§ Sec. 339-24D; §125.51(2)(d) <i>Wis. Stat.</i>	\$400.00	2019
Retail "Class B" Liquor License	Per year	§ Sec. 339-24E; §125.51(3)(e) <i>Wis. Stat.</i>	\$400.00	2019
Retail "Class C" Liquor License	Per year	§ Sec. 339-24F; §125.51(3m)(e) <i>Wis. Stat.</i>	\$100.00	
Reserve "Class B" Liquor License (Initial License)	Per license	§125.51(3)(e)2 <i>Wis. Stats.</i>	\$10,000.00	
Regular Operator License	Per year	§ Sec. 339-24G(1)	\$30.00	2019
Provisional Operator License	Per year	§ Sec. 339-24G(2); §125.17(5)(c) <i>Wis. Stat.</i>	\$15.00	
Temporary Operator License	Per event	§ Sec. 339-24G(3); §125.17(4) <i>Wis. Stat.</i>	\$15.00	2019
MOBILE HOME COMMUNITIES, MOBILE HOMES AND MANUFACTURED HOMES				
Title	Description	Section	2026	Last Updated
Mobile Home Community Application/Renewal	Per 50 spaces	§ Sec. 383-3B	\$100.00	2008
Transfer Fee	Flat rate	§ Sec. 383-3C	\$20.00	2010

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NOISE				
Title	Description	Section	2026	Last Updated
Variance Permit	Per day	§ Sec. 400-5C(2)	\$100.00	2019
PAWNBROKERS				
Title	Description	Section	2026	Last Updated
Daily Reporting Fee Failure	Per day	§ Sec. 415-9G(4)	\$10.00	2011
License Fee	Flat rate	§ Sec. 415-14A	\$1,000.00	2011
Billable Transaction Fee	Flat rate	§ Sec. 415-14B	\$3.00	2011
POOL AND BILLIARD HALLS				
Title	Description	Section	2026	Last Updated
License Fee	Per year	§ Sec. 428-3	\$50.00	BEFORE 2015
STREETS, SIDEWALKS AND PUBLIC PLACES				
Title	Description	Section	2026	Last Updated
Sidewalk Construction-Repair Permit	Flat rate	§ Sec. 456-2B	\$50.00	
Driveway Permit	Flat rate	§ Sec. 456-3A	\$75.00	2019
Culvert Permit	Flat Rate	§ Sec. 456-4B	\$250.00	2026
Curb & Gutter	Flat Rate	§ Sec. 456-4B	\$250.00	2026
Street Opening Permit	Flat rate + financial guarantee to be determined by Town.	§ Sec. 456-5B	\$75 + Financial Guarantee	2025
Right of Way Excavations Permit	Application fee	§ Sec. 282-5B	\$75.00	
	Financial guarantee to be determined by Town.	§ Sec. 456-4B	Financial guarantee	2025
	Boring fee. Every 500 lineal feet equals 1 bore. (i.e. 1,200 lineal feet would equal 3 bores x \$125 = \$375. Bore #1 = 1st 500 feet, Bore #2 = next 500 feet, Bore #3 = next 200 feet)	§ Sec. 456-4B	\$125.00	2026
	Per ft. linear foot fee	§ Sec. 456-4B	\$0.10	2025
	Per day closure fee	§ Sec. 456-4B	\$100.00	

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SUBDIVISION OF LAND				
Title	Description	Section	2026	Last Updated
Variance Hearing Fee	Flat rate	§ Sec. 460-14	\$500.00	2025
Certified Survey Map (CSM) Application	Flat Rate	§ Sec. 460-14	\$300.00	2025
Major Land Divisions:				
Concept Plat	Flat rate	§ Sec. 460-14	\$100.00	2015
Preliminary Plat	First lot	§ Sec. 460-14	\$250.00	2015
	Per additional lot	§ Sec. 460-14	\$10.00	2015
Final Plat/Condo Plat	First lot	§ Sec. 460-14	\$200.00	2015
	Per additional lot	§ Sec. 460-14	\$5.00	2015
ROW/Easement Discontinuance	ROW/Easement Discontinuance	Wi. Stat. 66.1003	\$500.00	2025
TAXICABS				
Title	Description	Section	2026	Last Updated
Business License Fee	Flat rate	§ Sec. 466-6	\$50.00	2011
Driver's License	Flat rate	§ Sec. 466-9C	\$25.00	2011
TOWERS AND ANTENNAS				
Title	Description	Section	2026	Last Updated
Permit Application Fee	Per antenna	§ Sec. 478-9	\$500.00	2015
	Per tower	§ Sec. 478-9	\$1,000.00	2015
Annual Renewal Fee – Antenna or Tower	Per year per antenna/tower	§ Sec. 478-9	\$50.00	2015
VEHICLES, ABANDONED AND JUNKED				
Title	Description	Section	2026	Last Updated
Vehicle Storage Fee	Per day	§ Sec. 492-17	\$10.00	2017
Request for List of Vehicles Sold	Flat rate	§ Sec. 492-18	\$10.00	2017
Title Transfer, Towing-Junking Fee	Per vehicle	§ Sec. 492-21A	\$200.00	2017

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VEHICLES AND TRAFFIC				
Title	Description	Section	2026	Last Updated
Illegally Parked Vehicle Removal	Actual fee charged	§ Sec. 495-21E		
Parking Violation	Parking Violation	§ Sec. 495-19	\$20.00	2022
	Handicapped Parking Violation		\$40.00	2022
	Fine increase by \$20 if not paid in 10 days on parking violation on Handicapped violation			
	Failure to pay within 28 days may result in a further increase and suspension of vehicle r			
Special Privilege Permit	Per day	§ Sec. 495-23A	\$5.00	
Over Weight Vehicle Permit	Flat Rate Per Day	§ Sec. 495-69	\$500.00	2026
WIND ENERGY FACILITIES				
Title	Description	Section	2026	Last Updated
Large Wind Energy Facility Building Permit	Per tower	§ Sec. 513-14A	\$20.00	2018
Small Wind Energy Facility Building Permit	Per tower	§ Sec. 513-14B	\$25.00	2018
Application Fee	Fee + actual cost invoiced for administration, attorney fees, engineering, consulting, hearing fees	§ Sec. 513-15, § Sec. 513-29	\$200.00	
YARDWASTE				
Title	Description	Section	2026	Last Updated
Yard Waste Transfer Site Sticker	Per Calendar Year		\$40.00	2022

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ZONING - Commercial, Industrial, Agriculture Building Permit Fees				
<i>Double fees will be charged if work has been started without a permit.</i>				
Title	Description	Section	2026	Last Updated
Other Zoning:				
Concept Plan		§ Sec. 525-15	\$100	2025
Site Plan	Flat rate	§ Sec. 525-15	\$500.00	2025
Zoning Amendment-Rezoning Application	Flat rate	§ Sec. 525-15	\$500.00	2025
Comprehensive Plan Amendment	Flat rate	§ Sec. 525-15	\$500.00	2019
Special Exception Application	Flat rate	§ Sec. 525-15	\$500.00	2025
Variances and Appeals	Flat rate	§ Sec. 525-15	\$500.00	2025
MISCELLANEOUS FEES AND CHARGES				
Title	Description	Section	2026	Last Updated
Address Request Application	Actual cost		\$50.00	2022
Title Inquiry	Per parcel		\$25.00	2012
NSF Check	Bank charges + One (1) hour administrative time			
Noxious Weed Vegetation Removal	Actual cost			
Sidewalk Snow Removal	Actual cost			
Special Event	Flat rate + escrow if deemed necessary to cover extra costs.		\$500.00	2026
Town Hall Rental				
Fee	Residents Only		\$75.00	2014
Security Deposit	refundable		\$75.00	
Bulky Item/Large Item Collection and Disposal	Large bulky item		\$20.00	2010
	Small bulky item		\$10.00	2010
Work started without a permit/license/required fee/payment	Work started without a permit will be charged double the permit fee.		Double the Fee	2025
Tax Increment District (TID)	Flat Rate + Any and all work associated with review, consideration and development of a TID. Applicant/Developer required to cover cost of all review/creation of TID by 3rd party consultants.		\$500	2025
3rd Party Charges	Applicant/Owner shall be responsible for any direct additional charges for 3rd party plan review, engineering, inspections, legal, etc + 5% administrative fee			2023