

3. Administrative Fees

3.1. City Facilities Deposits

- Deposits for use of City facilities may be made in one of two ways:
 - Local check in the amount of \$500.
 - Credit card number may be submitted and kept on file by City staff until after the date of the facility use.
- If the City facility is left clean with no work required on behalf of City staff or contractor, the total amount of the deposit shall be refunded. If work is required by City staff or contractor, the actual costs as provided in section above will be ascertained and subtracted from the deposit. If the credit card method of deposit was used, then this amount will be charged to the credit card number on file. If the local check method of deposit is used, then any monies remaining shall be refunded; should costs exceed the deposit, the event organizer shall be billed for the difference. All refunds will be in compliance with Ordinance No. 1493, Section 7.870 and shall be made in no more than 30 days.

3.2. Special Events

	Fee
Filing fee	\$50
Deposit	See section 3.1 for deposit policy.

- All special events must file for a special event permit.
- Barricade rental will be a pass through from the Public Works Department
- City personnel costs will be charged based on services required using the methodology described in section 1.3.

3.3. Business License

	Rate Per Year In City	Rate Per Year Outside of City
1-2 employees	\$36	\$54
3-5 employees	\$54	\$81
6-10 employees	\$72	\$115
Over 10 employees	\$86	\$138

- Persons having a fixed place of business within the City of West Linn and who are subject to being licensed under the provisions of sections 7.00 to 7.08 shall pay a business license fee.

Business license fee for persons operating an apartment house within the City

- For an apartment house as defined in sections 7.000 to 7.080, with ten dwelling units or less, a business license fee of \$72 per year shall be assessed, and an additional amount of \$1.50 per dwelling unit shall be assessed for every dwelling unit in an apartment house in excess of ten (10).

Business license fee for persons having no fixed place of business within the City

- The City Council finds that certain trades, shops, businesses or callings are carried on in the city by persons from regular places of business and by persons from vehicles who have not regular places of business within the city; that persons with regular places of business in the city pay city ad valorem property taxes upon real and personal property which is used in and belongs to their business and that the persons who do not have regular places of business in the city escape such ad valorem taxation.

- Both receive the benefit of police and fire protection, public utilities and sidewalks, streetlights, health services and other public facilities and services of the city. Therefore, in order that each shall pay as nearly as may be not a discriminatory share, but a share in proportion to benefits received of the burden supporting such facilities and services of the city, such businesses not operating from regular places of business in the city shall pay one and one-half times the license fee previously designated herein for businesses operating from a fixed place of business within the city.

Maximum annual business license fee

- Based on the criteria set forth in Section 6(d) of Resolution No. 94-42, no business shall be charged an annual business license fee greater than two hundred dollars (\$200).
- Application fee for a permit to own, maintain, operate or conduct an adult business, section 7.115(1) of the West Linn Municipal Code, shall be five hundred dollars (\$500) and non-refundable.
- Application fee for a permit to entertain in or be employed by any adult business, section 7.115 (2) of the West Linn Municipal Code, shall be fifty (\$50) and non-refundable.

Home occupation business license

- Please see planning fees section.

3.4. Liquor License

	Application Fee
Original application	\$100
Change in ownership or management	\$75
Renewal or temporary application	\$35

- Application fee for a liquor license, section 7.715 of the West Linn Municipal Code.

3.5. Dog License

	One Year	Two Years	Three Years
Fertile dogs	\$35	\$70	\$105
Sterile dogs	\$18	\$36	\$54
Senior citizens	\$10	\$20	\$30
30 days late fee	\$15 plus license fee	\$15 plus license fee	\$15 plus license fee
60 days late fee	\$30 plus license fee	\$30 plus license fee	\$30 plus license fee

- Citizens can license for up to three years if rabies certificate is valid.

3.6. Public Records Requests

Reports and other public documents

- Members of the public may request personal copies of city plans, maps, photos, videotapes, computer printouts, plans, blueprints, and other publications and public documents. For those documents and publications not produced and stockpiled for mass distribution at no charge, each department shall establish a list of prices to be charged for such documents, based on the cost of reproduction, staff and/or computer time and materials. The price list shall be updated from time to time relative to increases in the cost of production.

Requests for original research/creation of new records

- Occasionally a City department may be asked by a member of the public to provide information that is not immediately available, but which may be retrievable from one or more through a computer-generated inquiry. The department is not obligated to create new records from information already in existence.

3.7. Photocopying Fees

	Black & White	Color
8 ½" x 11"	\$0.10	\$0.25
8 ½" x 14"	\$0.15	\$0.30
11" x 17"	\$0.20	\$0.35

- Photocopy charges are applied Citywide. All City departments charge the same fee for photocopy services.
- Upon request by a member of the public, city departments may provide up to five photocopy pages of a public document(s) at no charge.

3.8. Non-Sufficient Funds Charge

- The fee for check returned for non-sufficient funds described in municipal code section 4.015(4) and 4.235(4) is hereby set at twenty-five dollars (\$25).

3.9. Finance Charges

	Monthly Service Charge
Past due balances owed to the City	0.75% service charge

3.10. Municipal Court Administrative Fee

	Fee
Fine payment agreements extending beyond 60 days	\$20

3.11. Citation Assessment Fee

	Per Citation
Citations plead or found guilty	\$35