

WHITLEY COUNTY ORDINANCE # 2025-17
COLUMBIA CITY ORDINANCE # 2025-11

**A JOINT ORDINANCE AMENDING THE SCHEDULE OF FEES AND CHARGES FOR THE
COLUMBIA CITY/WHITLEY COUNTY JOINT PLANNING AND BUILDING DEPARTMENT**

WHEREAS, the Columbia City/Whitley County Joint Planning and Building Department ("Joint Department") was established by Joint Ordinance 991-93, adopted December 27, 1993; and

WHEREAS, Section VIII of said Joint Ordinance 991-93 provides that a uniform schedule of fees and charges for permits, applications, petitions, inspections, and other planning and/or inspection matters ("Fee Schedule") shall be adopted by the City of Columbia City Common Council ("City Council") and Whitley County Board of Commissioners ("Commissioners"); and

WHEREAS, the Fee Schedule has been amended from time to time, with the most recent amendment having taken effect October 5, 2022; and

WHEREAS, the Joint Department recognizes that the Fee Schedule no longer adequately defrays the costs of the department and has compiled a proposed amended Fee Schedule; and

WHEREAS, the Joint Planning and Building Department Advisory Board approved the proposed amended Fee Schedule on May 14, 2025; and

WHEREAS, the Commissioners and City Council together deem it in the best interest of the community that such amendment be enacted;

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Columbia City, Indiana, and the Board of Commissioners of Whitley County, Indiana, as follows:

Section 1. That the uniform Fee Schedule for the Columbia City/Whitley County Joint Planning and Building Department shall be amended to read as stated in Exhibit "A", attached hereto.

Section 2. That this Ordinance shall be in full force and effect from and after its passage, after the proper publication, after the occurrence of all other actions required by law, and no earlier than January 1, 2026.

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APPROVED by the Board of Commissioners for Whitley County, Indiana, on this 18 day of August, 2025.

Chad Banks
Chad Banks

Theresa Baysinger
Theresa Baysinger

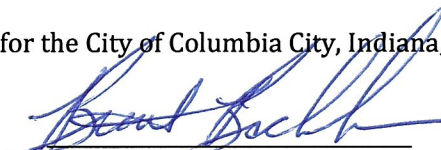
Rob Schuman
Rob Schuman

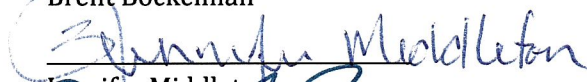
ATTEST:

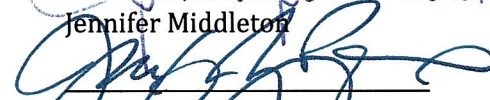
Tiffany Deakins
Tiffany Deakins
Whitley County Auditor

[Additional signatures on next page]

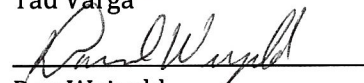
PASSED AND ADOPTED by the Common Council for the City of Columbia City, Indiana, on this
9th day of Sept, 2025.


Brent Bockelman

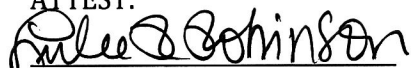

Jennifer Middleton


Jennifer Romano


Tad Varga


Dan Weigold

ATTEST:


Leslee Robinson
Columbia City Clerk-Treasurer

APPROVED this 9th day of September, 2025.



Ryan Daniel, Mayor
City of Columbia City, Indiana

EXHIBIT A

<u>Permit Applications</u>	<u>Fee</u>	<u>Notes</u>
<i>Class 2 Buildings (One/two-family residential)</i>		
New construction/additions	\$160 + 8¢ per sf	
Manufactured dwelling, outside of MHP	\$160 + 8¢ per sf	
Remodeling	\$120 + 8¢ per sf	
Decks, porches	\$120 + 8¢ per sf	
Accessory structures, 201-2,000 sf	\$120 + 8¢ per sf	
Accessory structures, 2,001+ sf	\$280 + 4¢ per sf over 2,000	
Basement finish	\$120 + 4¢ per sf	Applies if building is completed over 1 year
<i>Class 1 Buildings (Commercial, institutional, multi-family, etc.)</i>		
New construction/additions, up to 20,000 sf	\$160 + 8¢ per sf	
New construction/additions, 20,001+ sf	\$1,760 + 4¢ per sf over 20,000	Includes Class 1 accessory buildings
Remodeling/tenant finish, up to 20,000 sf	\$120 + 8¢ per sf	
Remodeling/tenant finish, 20,001+ sf	\$1,720 + 4¢ per sf over 20,000	
<i>Swimming pools</i>		
Above-ground	\$80	May include a deck up to 200 sf
In-ground	\$200	
Commercial	\$200 + 8¢ per sf	May include any required fencing
Hot tub (manufactured)	\$80	
Hot tub (constructed)	\$200	
<i>Towers and utility structures</i>		
Communication tower, commercial	\$280	
Communication tower, non-commercial	\$80	
Antenna co-location, with ground building	\$160	
Antenna co-location, electric service only	\$120	
Commercial Wind Energy Conversion System tower	\$400	
Non-commercial WECS tower	\$120	
Ground-mounted solar, up to 20,000 sf panel area	\$80 + 1¢ per panel sf	
Ground-mounted solar, 20,001+ sf panel area	\$280 + ¼¢ per panel sf over 20,000	
Building-mounted solar arrays	\$80 + ½¢ per panel sf	
<i>Permits in established Mobile Home Parks</i>		
Manufactured home (doublewide)	\$120	
Manufactured home (singlewide)	\$100	
Decks, ramps, carports	\$50	
<i>Signs</i>		
On-building	\$50	
Freestanding	\$100	
Billboards	\$360	
Other signs	\$40	
<i>Other construction permits</i>		
Accessibility ramp	\$60	
Accessory structures, ≤ 200 sq ft	\$50	
Demolition	\$15	
Electric generator	\$120	
Electric service and building rewire	\$160	
Electric service upgrade	\$100	
Fences	\$50	
Fuel system, complete	\$160 + \$50 per dispenser	
Fuel system, partial	\$50 per dispenser	
Gas reconnect (pressure test only)	\$40	
Gas system and appliance installation (new)	\$120	
Parking lot (standalone)	\$80	
Ponds	\$160+\$100/acre	Rounded to hundredths of an acre
Roof system	\$80	
Zero-square foot remodel	\$120	
Floodplain development (administrative)	No fee	
Floodplain development (inspections required)	\$120	
Single inspections	\$50	
Improvement Location Permit	\$50	
Other construction types not listed	As determined, based on number of inspections plus processing costs	
<i>Other fees</i>		
Amendment to an issued permit	\$50 + cost difference	May be applied to new construction/remodel
Failed inspection/reinspection	\$80	May be applied if three failed inspections
Missed inspection	\$80	
Permit issued after construction started	2x the base fee	May be applied to new construction/remodel
Occupancy without Certificate of Occupancy issued	\$500	
<i>Permit fees are rounded to the nearest dollar</i>		

<u>Planning/Zoning Applications</u>	<u>Fee</u>	<u>Notes</u>
<i>Plan Commission filings</i>		
Zone map amendment (rezoning), up to 120 acres	\$360	
Zone map amendment (rezoning), 120+ acres	\$360 + \$2/acre over 120	
Subdivision primary plat and replats, 1-4 lots	\$240	
Subdivision primary plat and replats, 5+ lots	\$300 + \$10/lot	
Modifications to approved primary plats	\$180 + \$10/lot	
Subdivision technical review	No fee	
Subdivision secondary plat, administrative	No fee	
Subdivision secondary plat, if not administrative	\$180	
Plat vacation	\$180	
Modifications (e.g. covenants)	\$150	
Comprehensive Plan amendments	\$600	
Planned Unit Development, Primary PUD	\$500 + \$2/acre	
Planned Unit Development, Detailed PUD	\$360	
<i>Executive Committee filings</i>		
Development Plan	\$360	
Development Plan, amendment to approved Plan	\$180	
Development Plan, CBD setback review only	\$100	
<i>Board of Zoning Appeals filings</i>		
Development standards variance	\$240/\$360 residential/commercial	
Land use variance	\$360	
Special exception	\$240	
Special exception, fences or signs only	\$100	
Appeals of administrative decisions	\$180	
<i>Documents</i>		
Annual Report	\$5	
Comprehensive Plan	\$20	
Zoning Ordinance	\$20	
Subdivision Ordinance	\$20 (City), \$3 (others)	
Copies, black & white	10¢ per page	Letter/legal size
Copies, color	25¢ per page	Letter/legal size
CDs/DVDs	\$5	
Zoning certification letter	\$75	
<i>Other fees</i>		
Notice mailings, signs, advertisements, USBs, etc.	Actual cost + 2%	
Special PC meeting (initiated by petitioner)	\$480	Does not include filing fee
Special BZA meeting (initiated by petitioner)	\$300	Does not include filing fee
Planning/building services to other jurisdictions	\$6,000	Annual fee
<i>Petition/document fees are rounded up to the nearest 5¢</i>		

Columbia City/Whitley County Joint Planning Building Department

Permit Applications	New Fee	2022 Fee	Notes
<i>Class 2 Buildings (One/two-family residential)</i>			
New construction/additions	\$160 + 8¢ per sf	\$120 + 8¢ per sf	
Manufactured dwelling, outside of MHP	\$160 + 8¢ per sf	\$120 + 8¢ per sf	
Remodeling	\$120 + 8¢ per sf	\$80 + 8¢ per sf	
Decks, porches	\$120 + 8¢ per sf	\$80 + 8¢ per sf	
Accessory structures, 201-2,000 sf	\$120 + 8¢ per sf	\$80 + 8¢ per sf	
Accessory structures, 2,001+ sf	\$280 + 4¢ per sf over 2,000	\$240 + 4¢ per sf over 2,000	
Basement finish	\$120 + 4¢ per sf	\$80 + 4¢ per sf	Applies if building is completed over 1 year
<i>Class 1 Buildings (Commercial, institutional, multi-family, etc.)</i>			
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Remodeling/tenant finish, 20,001+ sf	\$1,720 + 4¢ per sf over 20,000	\$1,680 + 4¢ per sf over 20,000	
<i>Swimming pools</i>			
Above-ground	\$80	\$80	May include a deck up to 200 sf
In-ground	\$200	\$160	
Commercial	\$200 + 8¢ per sf	\$160 + 8¢ per sf	May include any required fencing
Hot tub (manufactured)	\$80	\$80	
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<i>Signs</i>			
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Freestanding	\$100	\$80	
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