



# City of Watertown

## City Fees and Charges Schedule

### Fiscal Year 2024-25

**City of Watertown**  
**City Fees and Charges Schedule**  
**FY 2024-25**

**City Clerk Fees**

**Certified Copies**

Certified Birth Certificate	\$10
Certified Death Certificate	\$10
Certified Marriage Certificate	\$10
Genealogy Search	\$22

**Marriage License and Wedding Ceremony**

Marriage License	\$40
Duplicate Marriage License	\$20
Wedding Ceremony	\$75
One-Day Marriage Officiant License	\$25

**Dog License**

Spayed or Neutered, per year	\$15
Not Spayed or Neutered, per year	\$25

**Handicap Parking Permit**

Permanent or Temporary	No Fee
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**Racing and Wagering**

Bingo, per occasion	\$18.75 + 3% of proceeds
Bell Jar, per year	\$25
Casino Nights, per occasion	\$25 + 5% of proceeds
Raffle - Category 1	\$25 + 2% of proceeds

**Commissioner of Deeds**

Application Fee	\$25
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**Business Permits and Licenses**

Vending in Public Streets, per year	\$150
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**Garbage Collector, Private, per year**

License Fee	\$300
Each Additional Vehicle	\$150
Inspection Fee for Each Vehicle	\$50

**Liquidation Sale, per month**

License Fee for 30 Days	\$500
Renewal of License for Additional 30 Days	\$50
If sale is completed within 30 days, fee will be refunded all except for \$75	

**Copy of City of Watertown Code Book**

Current Cost of Publication

**Copies**

\$0.25 per page

**Credit Card Processing Fees (In-Person)**

Debit: \$2.50 flat fee per transaction\*  
Credit: \$2.50 flat fee for transaction up to \$50; 4% of transaction for fee over \$50\*

\* Based on current merchant agreement

**City of Watertown**  
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**City Comptroller Fees**

<b>Parking Ticket</b>	\$30
15 Days After Issue Date	\$40
30 Days After Issue Date	\$45
<b>Handicap Parking Ticket</b>	\$50
Second or Subsequent Offense Within 2 Years	\$75
<b>Returned Check Fee</b>	\$20
<b>Tax Certification</b>	\$5
<b>Tax Search</b>	\$10
<b>Lien Search Fee</b>	\$95
<b>Tax Sale Advertising Fee</b>	\$15
<b>Tax Sale Certificate Filing Fee</b>	\$50
<b>Tax Deed Preparation Fee</b>	\$15
<b>Online Bill Payment Processing Fee</b>	
Presently for City Tax Bills, County Tax Bills, Delinquent School Tax Bills, Water/Sewer Bills and Sewer Permit Bills	
Debit/Credit	2.85% + \$0.28 per transaction*
eCheck	\$2.50 per transaction*

\* Based on current merchant agreement

**City of Watertown**  
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**Civil Service Fees**

Open Competitive and Promotional Exams	\$15
Decentralized Exams	\$15
Uniformed Service Exams	\$25
Uniformed Promotional Exams	\$15

**City of Watertown**  
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**Code Enforcement Fees**

**Building Fees for New Construction**

Permit Fee Based on Estimated Cost of Work\*

\$0 - \$500	\$20 (minimum fee)
\$501 - \$2,000	\$50.00
\$2,001 - \$25,000	\$50 for the first \$2,000; \$7 for each additional \$1,000 or fraction thereof
\$25,001 - \$50,000	\$211 for the first \$25,000; \$6 for each additional \$1,000 or fraction thereof
\$50,001 - \$100,000	\$361 for the first \$50,000; \$6 for each additional \$1,000 or fraction thereof
\$100,001 - \$250,000	\$661 for the first \$100,000; \$5 for each additional \$1,000 or fraction thereof
\$250,001 - \$500,000	\$1,411 for the first \$250,000; \$5 for each additional \$1,000 or fraction thereof
\$500,001 - \$1,000,000	\$2,611 for the first \$500,000; \$4 for each additional \$1,000 or fraction thereof
\$1,000,001 - \$5,000,000	\$4,555 for the first \$1,000,000; \$4 for each additional \$1,000 or fraction thereof

\* Estimated Cost of Work for New Construction Calculated as Follows

Residential	\$200 per sq ft
Commercial	\$400 per sq ft
Industrial	\$500 per sq ft
Garage/Misc.	\$50 per sq ft

**Building Fees for Maintenance & Repairs**

Permit Fee Based on Estimated Cost of Work\*\*

\$0 - \$500	\$20 (minimum fee)
\$501 - \$1,000	\$20 for the first \$500; \$4 for each additional \$100 or fraction thereof
\$1,001 and above	\$35 for the first \$1,000; \$4 for each additional \$1,000 or fraction thereof

\*\* Estimated Cost of Work for Maintenance & Repairs Calculated as Follows

Residential	\$75 per sq ft
Commercial	\$150 per sq ft
Industrial	\$225 per sq ft
Garage/Misc.	\$25 per sq ft

**Penalty Fee (Work Prior To Permit)**

\$100

# City of Watertown

## City Fees and Charges Schedule

### FY 2024-25

#### **Code Enforcement Fees (con't)**

##### **Various Permits**

Blasting	\$30
Fence	\$20
Fireworks	\$100
Food Truck	\$30
Heating (furnace, water heater, pellet stove, etc)	\$30
Operating Permit	\$30
Plumbing	\$30
Sign - Residential	\$20
Sign - Commercial	\$100
Sign - Billboard/Sky Sign	\$150
Tank (propace, oil, natural gas, etc)	\$30

##### **Certificate of Occupancy**

Final Certificate of Occupancy	\$0
First Provisional Certificate of Occupancy (up to 120 Days)	\$75
Extension Beyond the 120 Days From Date of Issuance	\$200

##### **Certificate of Compliance**

\$30

##### **Licensed Master Plumber**

Examination Fee (3 Exams)	\$100 per exam
Re-Examination Fee After 3 Months (3 Exams)	\$125 per exam

\*Remaining portion of year  
the test was passed will be  
covered by testing fee

License Fee, Annual	\$300
Replacement of License Due to Loss	\$20

<b>Demolition of Property Surcharge</b> - in addition to direct costs of demolition	\$4,000
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**Code Violation Surcharge** - in addition to actual cost of restraining, correcting  
or abating such condition (min charge 1 hr labor & 1 hr equipment) + materials [§120-37]

First Violation	\$100
Second Violation	\$250
Third Violation	\$450
Fourth Violation	\$550

##### **Vacant Building Registry**

Registration Fee	\$50
Administrative Fee (for failure to register)	\$150
Annual Inspection Fee	\$750

##### **Miscellaneous Fees**

Records Search	\$0
Plan Review - Residential 1 & 2 Family	\$0
Plan Review - Multifamily/Commercial & Industrial	
Projects costing \$19,999 or less	\$0
Projects costing \$20,000 or more w/NYS required stamped plans	\$75 per hour plus cost of permit
Black and White Photo Copies	\$0.25 per page
Color Photo Copies	\$1 per page

Effective: July 1, 2024  
Adopted on: June 3, 2024  
Amended: February 3, 2025

**City of Watertown**  
**City Fees and Charges Schedule**  
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**Department of Public Works Fees**

**Refuse and Garbage**

Trash Sticker For Bag	\$4.25
Trash Tote Service	
32-Gallon Tote	\$65.00 per quarter
64-Gallon Tote	\$97.50 per quarter
96-Gallon Tote	\$130.00 per quarter
Trash tote redelivery fee	\$50.00 plus outstanding account balance
Vendor Discount	\$0.10 per trash sticker

**Property Maintenance Violation**

Non-Sticker Bag Removal	\$5 per bag
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**Bulk Drop Off Program (Fall Season)**

Fee as contained in seasonal flyer based on availability and local area Municipal Solid Waste disposal fees

**On-Demand Bulk Item Curbside Collection Service (Summer Season)**

Fee as contained in seasonal flyer based on availability and local area Municipal Solid Waste disposal fees

**Snow Dump Permit**

Per Truck, Up To Three Trucks Per Business	\$150
Flat Fee For Four or More Trucks Per Business	\$600

**Conduit Access**

Initial Fee	\$500
Monthly Fee, Per Foot of Conduit	\$0.031
Per the Franchise agreement - "If the City is required to be on-site for any request, an hourly rate of \$200 per hour will be assessed."	

**City of Watertown**  
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**Bus Fees**

**Bus Fares**

\* Half-Fare rate applies to senior citizens (65 years of age or older) and persons with disabilities and Medicare

Individual Base Fare Adult	\$1.50
Individual Base Fare Adult, Half-Fare *	\$0.75
Children Under 12	\$0.50
Children Under 12, Half-Fare *	\$0.25
Transfer	No Charge
Coupon Book:	
Regular (10 Rides)	\$10
Regular (10 Rides), Half-Fare *	\$5
Regular (20 Rides)	\$20
Regular (20 Rides), Half-Fare *	\$10
Monthly Unlimited	\$40
Monthly Unlimited, Half-Fare *	\$20

**Paratransit**

Fee based on two times the cost of standard Individual Base Fare Adult and allows for passenger and one caregiver

Individual	\$3
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**Advertising Displays on CitiBus**      \* 10% Discount if year is paid in full

Prices include rental of the advertising space only. Prices do NOT include artwork, materials, production, installation and removal. These are the responsibility of advertiser and must be approved by CITIBUS.

**Driver Side/King Board (30" x 160")**

3 Months (\$175/mo)	\$525
6 Months (\$125/mo)	\$750
12 Months (\$105/mo)	\$1,260

**Passenger Side/King Board (30" x 160")**

3 Months (\$175/mo)	\$525
6 Months (\$125/mo)	\$750
12 Months (\$105/mo)	\$1,260

**Driver Side/Queen Board (30" x 70")**

3 Months (\$150/mo)	\$450
6 Months (\$100/mo)	\$600
12 Months (\$75/mo)	\$900

**Passenger Side/Queen Board (30" x 70")**

3 Months (\$150/mo)	\$450
6 Months (\$100/mo)	\$600
12 Months (\$75/mo)	\$900

**Back/Tail (21" x 72")**

3 Months (\$175/mo)	\$525
6 Months (\$150/mo)	\$900
12 Months (\$125/mo)	\$1,500

**Interior/Rails (11" x 28")**

3 Months (\$35/mo)	\$105
6 Months (\$30/mo)	\$180
12 Months (\$25/mo)	\$300



**City of Watertown**  
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**Engineering Fees**

<b>Floodplain Development Permit***</b>	<b>\$25</b>
***in addition to any costs necessary for the review, inspection and approval of the project	
<b>Dumpster Permit</b>	<b>\$50</b>
<b>Sidewalk Permit</b>	<b>\$0</b>
<b>Curbs and Pavement Cuts</b>	
Curb Cuts	\$100
Pavement Cuts, up to 3 sq yds	\$200
Pavement Cuts, each additional sq yd thereafter	\$30
Specialty Pavement Cut	\$150 + actual cost of repair and replacement
<b>Septic Tanks and Lateral Disconnections</b>	
Septic Tank Permit	\$50
Disconnect & Plugging of Unused or Abandoned Lateral Sewers	\$50
Repair/Renewal of Existing Sanitary	\$0
<b>Sewer Permits - Inside the City</b>	
Residential Sanitary	\$100
Residential Storm	\$100
Commercial Sanitary	\$200
Commercial Storm	\$200
Industrial Sanitary	\$300
Industrial Storm	\$300
<b>Sewer Permits - Outside the City</b>	
Residential Sanitary	\$300
Residential Storm	\$300
Commercial Sanitary	\$550
Commercial Storm	\$550
Industrial Sanitary	\$550
Industrial Storm	\$550

# City of Watertown

## City Fees and Charges Schedule

### FY 2024-25

#### **Parks and Recreation Fees\***

\* Military personnel and their immediate families, upon producing military ID, will be charged at the City Resident rate

<b>Arena - Ice Time for Groups</b>	<b>City Resident</b>	<b>Non City Resident</b>
Minor Hockey & Figure Skating / Student Groups		\$90 per hour
Adult and Non City Groups		\$130 per hour
Events Where Admission / Donation is Charged	\$160	\$200 per hour
School Ice Skating (Mon - Fri 12:00pm - 2:30pm)	\$3 per student to cover cost of skating and rentals	
<b>Arena - Ice Time</b>	<b>City Resident</b>	<b>Non City Resident</b>
Public Skating	\$4	\$5 per day
Public Skating (children under the age of 4 years old)	No Charge	No Charge
Season Public Skating Pass	\$125	\$156 season
Family Ice Skating Pass	\$250	\$313 season
Family Ice Skating (All Events)	\$350	\$438 season
Skate & Shoot	\$5	\$6 per day
Season Skate & Shoot Pass	\$125	\$156 season
Season Skate & Shoot Pass and Public Skate	\$200	\$250 season
Ice Skate Rental	\$4	\$5 per day
Ice Skate Rental (children under the age of 4 years old)	No Charge	No Charge
Ice Skate Sharpening	\$5	\$6 per day
Rock & Skate	\$5	\$6 per day
Slip Slide & Skate		
Per Season	\$25	\$50 season
Per Season - With Skate Rental	\$35	\$70 season
Broomball	\$5	\$6 per day
Broomball Equipment Rental	\$3	\$4 per broom
Replacement ID Card	\$5	\$6 per card
<b>Arena - Rental of Space</b>	<b>City Resident</b>	<b>Non City Resident</b>
Arena Rental / Performances	\$1,250	\$1,500 per day
Performances - Day Before / After	\$625	\$750 per day
Arena Rental Non Ice Time	\$100	\$125 per hour
Multipurpose Room - Daily	\$100	\$125 per day
Multipurpose Room - Hourly	\$25	\$31 per hour
Vendor Space	\$100	\$125 per day
Large Stage Set Up	\$1,000	\$1,250 per event
Small Stage Set Up	\$500	\$625 per event
Hospitality Room	\$250	\$313 per day
Office Rental - Seasonal	\$500	\$625 per season
Office Rental - Monthly	\$85	\$105 per month
Birthday Party Room	\$50	\$63 per party
Arena Concession - Per Vendor	\$250	\$313 per day
Arena Concession - Unlimited Concession Stands	\$1,000	\$1,250 per day
Craft and Vendor Fairs - Booth w/o Electricity	\$40	\$50 per day
Craft and Vendor Fairs - Booth w/ Electricity	\$50	\$63 per day

# City of Watertown

## City Fees and Charges Schedule

### FY 2024-25

#### **Parks and Recreation Fees (con't)**

<b>Miscellaneous Arena Fees</b>	<b>City Resident</b>	<b>Non City Resident</b>
Admission to Events		
Craft and Vendor Fairs	\$3	\$3 per day
Special Events Sponsored by Parks & Rec	\$5	\$5 per day
Advertising Fees		
Advertising Signs in Arena	\$400	\$500 May-Aug
Advertising on TV in Lobby	\$100	\$125 per month

<b>Chairs and Table Rental</b>	<b>City Resident</b>	<b>Non City Resident</b>
Chair Rental: Up to 500 Chairs	\$1	\$1.25 per day
Chair Rental: 501 - 1000	\$0.75	\$1 per day
Chair Rental: 1001+	\$0.50	\$0.75 per day
Table Rental: 1 - 20 Tables	\$4	\$5 per day
Table Rental: 21+ Tables	\$3	\$4 per day

<b>Field Rental</b>	<b>City Resident</b>	<b>Non City Resident</b>
Fairgrounds Main Baseball Field - Grandstand		
Hourly	\$85	\$110 per hour
Lights	\$75	\$100 per day
Fairgrounds Main Multipurpose Field - Outdoor Stadium		
Hourly	\$75	\$100 per hour
Lights	\$75	\$100 per day
Fairgrounds Horse Ring	\$60	\$75 per day
Municipal Fairgrounds Rental	\$300	\$375 per day
Other Athletic Fields		
Hourly	\$30	\$38 per hour
Lights	\$40	\$50 per day
Performances	\$1,000	\$1,250 per day
Day Before / After	\$500	\$625 per day
Practice - Schools Within City Limits & JCC	50%	N/A per hr

<b>Field Rental For Tournaments</b>	<b>City Resident</b>	<b>Non City Resident</b>
Main Fields - Non-Profit 501C3	\$50	\$63 per hour
Other Fields - Non-Profit 501C3	\$20	\$25 per hour
Regular For Profit Events	Hourly rate	Hourly rate per day
Additional Chalk Lining	\$25	\$31 per lining

<b>Naming Rights - Athletic Fields</b> (5 year term - fields used mid-April through early-October)		
Regular Athletic Fields (11)		\$1,000 per year
Regular Athletic Fields with lights (4)		\$1,500 per year
Main Multi-Purpose Field (1)		\$3,000 per year
Grandstand (1)		\$5,000 per year

	<b>City Resident</b>	<b>Non City Resident</b>
<b>Turf</b>	\$20	\$25 per bag

# City of Watertown

## City Fees and Charges Schedule

### FY 2024-25

#### **Parks and Recreation Fees (con't)**

<b>Parking</b>	<b>City Resident</b>	<b>Non City Resident</b>
Parking - Arena Concert / Performance / Show	\$1,500	\$1,875 per event
Parking - Outdoor Events	\$3,000	\$3,750 per event

<b>RV sites</b>	<b>City Resident</b>	<b>Non City Resident</b>
With Utility Hookup	\$25	\$31 per night
Without Utility Hookup	\$15	\$19 per night

#### **Jefferson County Agriculture Society Fair**

Arena Rental - Fair	\$3,000 fair
RV Sites - Fair Week	\$75 per site
Concessions - Jeff Co Ag Society	\$1,000 fair

<b>Marquee Advertising</b>	<b>City Resident</b>	<b>Non City Resident</b>
Non Parks and Recreation Events - Daily	\$10	\$13 per day
Non Parks and Recreation Events - Weekly	\$50	\$63 per week

<b>Miscellaneous Parks and Recreation Fees</b>	<b>City Resident</b>	<b>Non City Resident</b>
Vendor Fee	\$50	\$63 per event
Vendor Fee - Large Event ( <i>1,000+ anticipated</i> )	\$300	\$375 per event
Event Fee	\$500	\$625 per day
Alcohol Permit Processing Fee	\$10	\$13 per day

<b>Pavilion Rentals</b>	<b>City Resident</b>	<b>Non City Resident</b>
Mayor Butler Pavilion	\$50	\$63 per day
Fairgrounds Pavilion	\$50	\$63 per day
Veterans Memorial Pavilion	\$50	\$63 per day
Marble Park Pavilion	\$50	\$63 per day
Thompson Park		
Large Pavilion - One of Four Quarters	\$50	\$63 per day
Large Pavilion - Full	\$200	\$250 per day
Picnic Areas	\$10	\$13 per day
Rotary Pavilion	\$50	\$63 per day
Pinnacle Pavilion	\$50	\$63 per day
Band Stand	\$25	\$31 per day

#### **Thompson Park - Garbage Removal for Large Groups**

1-99 people	\$25 per day
100-199 people	\$50 per day
200+ people	\$75 per day

<b>Bubble Ball</b>	<b>City Resident</b>	<b>Non City Resident</b>
Bubble Ball Rental	\$5	\$6
Bubble Ball Event Fee	\$100	\$125

<b>Equipment Rental</b>	<b>City Resident</b>	<b>Non City Resident</b>
Cross Country Skis/Boots	\$7	\$10 per day
Snowshoes	\$5	\$7 per day

# City of Watertown

## City Fees and Charges Schedule

### FY 2024-25

#### **Parks and Recreation Fees (con't)**

##### **Team Sports Programs**

Men's and Coed Adult Softball	\$325	per team
Sunday Softball	\$300	per team
Volleyball Team	\$200	per team
Kickball Team	\$225	per team
Soccer Tournament	\$225	per team
Basketball Tournament	\$125	per team
Soccer Teams	\$225	per team
Sunday Football League	\$250	per team
Pickleball Tournament	\$40	per team

##### **Baseball and Softball Adult**

	<b>City Resident</b>	<b>Non City Resident</b>
Athletic Tournaments	\$200	\$300 per team

##### **Parks and Recreation Programs**

	<b>City Resident</b>	<b>Non City Resident</b>
Tennis Clinic	\$30	\$60 per person
Golf Lessons	\$50	\$100 per person
Youth Baseball & Softball Leagues	\$15	\$30 per person
Youth Swimming Lessons	\$20	\$40 per person
Fishing Clinic	\$30	\$60 per person
Family Yoga	\$10	\$20 per person
Scuba Diving Lessons	\$30	\$60 per person
Kid's Zumba	\$15	\$30 per person
Youth Running Club	\$20	\$40 per person
Horseback Riding Lessons	\$50	\$100 per person
Archery Day Camp	\$15	\$30 per person
Archery Week Camp	\$40	\$80 per person
Boot Camp Exercise Program	\$25	\$50 per person
Youth Camps	\$25	\$50 per person
Parks and Recreation Classes	\$25	\$50 per person
Pickleball Open Play (Arena)	\$4	\$5 per person
Pickleball Clinics	\$10	\$20 per person

##### **Pool Rental Fee**

Groups of 25 or less	\$150	\$150 per hour for 1 or 2 hrs
Larger Groups - additional fee	\$25	\$25 per hour per lifeguard

**City of Watertown**  
**City Fees and Charges Schedule**  
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**Parks and Recreation Fees (con't)**

<b>Thompson Park Golf Course</b>	<b>City Resident</b>	<b>Non-City Resident</b>
Season Passes		
18 & Under	\$175	\$200
22 & Under	\$325	\$375
Adult	\$800	\$875
Senior (62)	\$650	\$725
Senior Couple (62)	\$900	\$975
Family (2 Adults)	\$1,000	\$1,100
<i>Additional Student</i>	\$80	\$90
Green Fees		
9-Holes	\$20	\$22
18-Holes	\$27	\$30
Green Fees - Fall Rates (Effective post aeration)		
9-Holes	\$9	\$11
18-Holes	\$13	\$15
Carts (Per Golfer)		
9-Holes	\$10	\$11
18-Holes	\$15	\$16
Tournament Fees		
Per Entry	\$40	\$40
Driving Range		
Small	\$8	\$8
Large	\$11	\$11
Club Rentals		
Per Outing	\$5	\$10

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**Police Fees**

Bike License	\$1
Copies	\$0.25 per page
Incident Report	\$0.25 per page
Motor Vehicle Report	\$0.25 per page
Records (Background) Check	\$10

**Police Academy**

Tuition	\$1,700 per enrollee
Tuition Credits	\$25 per instructor hour provided to Academy Training
Books and Supplies	\$300

**City of Watertown**  
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**Planning Department Fees**

**Zoning Reviews**

Special Use Permit	\$125
Site Plan Minor Review *	\$150
Site Plan Major Review **	\$250
Site Plan Waiver	\$75
Variance of Use or Area	\$200
Zoning Interpretation	\$200
Zone Change	\$125
Subdivision Review	\$150

\* Site Plan Minor is defined as neither a Site Plan Waiver nor a Site Plan Major

\*\* Site Plan Major is defined as a site plan approval application which involves the disturbance of 1 acre or more of ground/soil disturbance and/or construction