

Copy and Records Request Policy

Copies & Faxes

Copies of public records or to copy personal items will have a fee. A charge of \$.25 each sheet will be billed and must be paid prior to the release of requested copies. (NDCC 44-04-18.2)

Faxes will be charged \$1.00 for the first five sheets and an additional \$0.25 for each sheet after that.

(Notices now published stating "copy for review" will need to be more specific. When stating copies available for review, it should include must remain at City Hall or if requesting a copy, charges will apply—example Budget notice)

Electronic Records

Electronic records are free if recoverable without the use of a computer backup. If a request is made for records on a backup or of the backup, the costs for retrieving this information will be billed to the requester. (NDCC 44-04-18.3)

Research

A fee of \$25.00 per hour excluding the first initial hour will be charged for any request requiring research for fulfilling request and/or removing confidential or closed information on such records. (NDCC 44-04-18.2)

Outside Agent Help

If an outside agency or entity is required or requested to fulfill a records request, any fees billed to the City for such request will be billed to the requester or the requester shall pay the fee to that agency or entity directly. (NDCC 44-04-18.2)

****All fees must be paid prior to the release of requested copies or records****

Definitions and requirements as stated in ND Century Code Section 44-04

Rates & Fees Summary:

October 2016

Pet License (11.0203)	\$15.00	Lifetime Tag, Available at Oakes Vet
Game of Chance Permit (8.0620)	\$10.00	Per Event
Gaming Site Authorization (8.0620)	\$25.00	Per Site
Transient Merchant	\$25.00	Per Day
Building Permit (8.0801.2b)	\$0.00	Improvements Under \$500
	\$25.00	Improvements \$500-\$20,000
	\$1.00	Each Additional \$1,000
Building Permit Re-Application	\$20.00	After one year expiration
Alcohol License: (8.0605)		
On & Off Sale Beer & Liquor License	\$2,500.00	
On & Off Sale Beer Only	\$500.00	
On & Off Sale Liquor Only	\$2,000.00	
Off Sale Beer & Liquor License	\$1,250.00	
Off Sale Beer Only	\$250.00	
Off Sale Liquor Only	\$1,000.00	
On Sale Beer & Liquor License	\$1,750.00	
On Sale Beer Only	\$350.00	
On Sale Liquor Only	\$1,400.00	
Sunday Opening (8.0618)	\$25.00	Annual Fee
Special Event Permit (8.0606)	\$25.00	
Police Department:		
Fingerprinting	\$5.00	(School, no charge)
Accident Reports	\$10.00	Only for out-of-town requests
Towing		Based on current fees
Storage	\$10	Per Day

Public Works		
Disconnect Water Service (7.0216.4)	\$45.00	To Deactivate Billing
Reconnect Water Service (7.0224.4)	\$45.00	Due to Delinquency
Meter Inspection (7.0210)	\$10.00	
Water Service Connection-Inspection (7.0203)	\$25.00	
Private Sewer Service-Inspection (7.0304.2)	\$25.00	
Residential/Commercial Sewer Connection-Inspection (7.0305.2)	\$50.00	
Industrial Sewer Service-Inspection (7.0305.2)	\$100.00	
Individual Solid Waste Collection Permit (10.0314)	\$100.00	
Water Tap	\$100	Hook-Up New Line to Existing Main
Sewer Tap	\$200	Hook-Up New Line to Existing Main
1 Inch Water Meter & MXU	\$200	Replacement due to damage. New homes no charge if under 1". If over 1" size, property owner must pay for upsized costs.
Tamper	\$60 per hour	
Sewer Truck Includes One Operator	\$100 per hour Plus \$1 per mile	
Mowing Includes One Operator	\$50 per hour	
Snow Removal Includes One Operator	\$100 per hour	
Pay Loader Use Includes One Operator	\$100 per hour	
Additional Operators/Laborers	\$25 per hour per person needed	
Dump Truck Use	\$100 plus Landfill Fees (additional charges may be applied)	
Optimix (Street Patch)		Based on Current Costs Additional fees for labor if requested.
Regrind (asphalt, cement)	\$8/yard	Only Billed to Non-Residents
Live Traps	Free of Charge	See General Release