



*Where Life is Sweet*

# Master Fee Schedule

Fees Subject to Change



Adopted by: Resolution 2171 on December 14, 2020  
Superseded by: Resolution 2174 on March 8, 2021  
Superseded by: Resolution 2187 on June 10, 2021  
Superseded by: Resolution 2202 on December 13, 2021  
Superseded by: Resolution 2205 on January 10, 2022  
Superseded by: Resolution 2207 on January 24, 2022  
Superseded by: Resolution 2213 on March 14, 2022  
Superseded by: Resolution 2219 on May 9, 2022  
Superseded by: Resolution 2231 on July 11, 2022  
Superseded by: Resolution 2249 on January 9, 2023  
**Superseded by: Resolution 2259 on February 27, 2023**

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# Administration & General Fees

## Notary Acts

1. Certifying a copy of a document	\$2.00 per page
2. For: taking an acknowledgment, a verification upon an oath or affirmation, and witnessing or attesting a signature.	\$2.00/notarized signature
3. For administering an oath or affirmation or taking a deposition (without a signature). And for all other notarial acts not specified in this section.	\$1.00 per act

### Notary Acts are available at:

- Hermiston Police Department, Bob Shannon Safety Center, 330 S. 1<sup>st</sup> Street
- Building Department, 215 E Gladys Ave
- City Hall, 235 E Gladys Ave

## Fines & Penalties

1. Returned check	\$25.00
2. Collection Agency Processing Fee	\$10.00 per item

## Miscellaneous Services

1. Other Misc. Items and Services	As Established
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## Prints & Public Records

### Documents & Photocopies up to 11x17 (Does not include other fees)

1. Black & White	Single: \$0.25 per page Double-Sided: \$0.50 per page
2. Color	Single: \$1.00 per page Double-Sided: \$2.00 per page

### Maps, Nonstandard Documents, etc. Larger than 11x17 (Does not include other fees)

1. Black & White	Actual Cost
2. Color	Actual Cost

### Media (Does not include other fees)

1. DVD, CD or USB	Actual Cost
2. Audio & Video Recording, in addition to other fees ("Lengthy Requests" fee waived for the first hour of processing.)	\$35.00 per hour- Minimum Charge

### Processing Fees (Does not include other fees)

1. Lengthy Requests (request over 15 mins to complete)	\$35.00 per hour
2. Fee's charged at 15 min increments. Requests less than 15 mins to process may be waived, excluding serial requests.	
3. Attorney Fees	Actual Cost

**Please Note:** Requestors must pre-pay the estimated cost of request. If the actual charges are less than the pre-payment, then the over- payment shall be refunded.

# Airport

**Commercial Activity Fee-** Any business operating at the Airport

1. Aerial Sprayers	\$1,000.00 per year
2. Non-Aerial Sprayers	\$250.00 per year

**T-Hangar Rental**

1. Open Hangars	\$100.00 per month
2. Enclosed T-Hangar #2	\$180.00 per month
3. Enclosed T-Hangar #3	\$205.00 per month

**Miscellaneous Services**

1. Air Freight Activity	\$284.00 per month
2. Transient Aircraft Parking	\$5.00 per night, after the first two nights.
3. Tie Downs	As established by agreement

**Land & Building Leases-** All terms and fees as established by agreement.

**Hermiston Municipal Airport is operated by contract, to: Gorge Aviation**

1600 E Airport Way, Hermiston, OR 97838

541-567-3694

<https://www.gorgeaviationservices.com/>

# Animals

## Dog Licenses (One-time fee per dog.)

1. Altered (spayed or neutered)	\$5.00
2. Unaltered (not spayed or neutered)	\$25.00
3. Service/Assistance dogs- As defined under the ADA	NONE

**Please Note:** Proof of rabies vaccination, or valid exemption, is required to obtain a license.

## Dog Impoundment & Boarding

1. Impoundment- Altered	\$25.00
2. Impoundment- Unaltered	\$75.00
3. Boarding- Excluding the first day of boarding, if impounded after 8:00pm.	\$10.00 per day

**Please Note:** No dog shall be released without proof of or obtaining a license and rabies vaccination.

**All animal services, as specified in this section, are contracted to:  
Pet Rescue Humane Society of Eastern Oregon**

1844 NW Geer Rd, Hermiston, OR 97838  
(541) 564-6222

\*\* Other independent animal services, ie: rabies vaccinations, etc, are also provided by Pet Rescue. \*\*

# Aquatic Center

Educational Classes		
1. Swimming, Diving, Snorkeling, Lifeguard, etc	As established per program	
Public Swim Hours		
Individual Daily Pass		
1. Infants (0-1yr)	Free	
2. Child (2-9yrs)	\$5.00	
3. Youth (10-17yrs)	\$6.00	
4. Adult (18+)	\$7.00	
5. Seniors (55+)	\$6.00	
Individual Splash Pass- All Season (entrance for all public swim hours)		
1. Child & Youth (2-17yr)	\$75.00	
2. Adult (18+)	\$85.00	
3. Senior (55+)	\$75.00	
Family Splash Pass- All Season: All members must reside in same household (entrance for all public swim hours)		
1. 2 Adults & up-to 4 kids	\$185.00	
2. 2 Adults & up-to 6 kids	\$225.00	
3. 2 Adults & up-to 8 kids	\$265.00	
Aquatic Fitness Classes		
Individual Daily Pass		
1. Adult (18+)	\$7.00	
2. Seniors (55+)	\$6.00	
Individual Splash Pass-Fit: All Season (entrance for all aquatic fitness classes)		
1. Adult (18+)	\$75.00	
2. Senior (55+)	\$65.00	
Family Splash Pass-Fit: All Season- All members must reside in same household (entrance for all aquatic fitness classes)		
1. Add on to Family Splash Pass	\$50.00 per adult	
Aquatic Facility Rentals		
Full Facility Rental: Exclusive use of all pools & picnic shelter.	Resident	Non-Resident
Friday- Sunday 7:15pm-9:15pm or 9:30pm to 11:30pm Additional hours may be available	\$950.00	\$1,150.00
Semi-Private Rental: Shared use of all pools with other designated area. Maybe shared with two other parties.	Resident	Non-Resident
Friday- Sunday 9:30pm to 11:30pm Additional hours may be available	\$150.00	\$190.00

## AQUATIC CENTER

Picnic Shelter Rental: Use of gazebo and picnic tables during public swim (pool entry fee required)	Resident	Non-Resident
2-Hour Rental 50 Person Maximum - Group Rates Available	\$50.00	\$60.00

Additional Amenities		
1. <b>All-Day Cabana Rental:</b> Semi-Private shaded area with premium lounge chairs. Available during public swim.	Regular Cabana \$25.00	Large Cabana \$50.00
2. <b>All Other Amenities</b>	As Established	

**Hermiston Aquatic Center**  
 879 W Elm Ave, Hermiston, OR 97838  
 541-289-7665  
 541-667-5018 (Off-Season)

# Building Department

**The final determination of valuation, occupancy, and/or construction type under any of the provisions of this order shall be made by the Building Official.**

## A. Building Permits

The valuation to be used in computing the building permit and the building plan review fees shall be the total value (rounded up to the nearest dollar) of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems and any other permanent equipment. It also includes the contractor's profit which should not be omitted.

The fees for each permit shall be as set forth in Tables A-1 and A-2. Valuation will be calculated using the City's Building Permit Fee table based on the International Code Council (ICC) Building Valuation Data Table as of April 1 of the current year, multiplied by the square footage of the structure or as stated by the applicant, whichever is greater. The cost per square foot of carports, decks, 1 & 2 Family Dwelling pole buildings, and covered porches/patios shall be 50% of the valuation indicated for "Private Garages" on the City's valuation table.

**Table A-1: Building Permit Fee**

- ❖ **Residential:** New, Additions, Alterations, Repairs, & Accessory Structures.  
(Plumbing permit required for potable water fire systems; see Table E-4)
- ❖ **Commercial:** New, Alterations, Additions, Repairs, Accessory Structure, Fire Systems, & Medical Gas Systems Plumbing permit (based on value of installation costs)
- ❖ **Multifamily:** New, Alterations, Additions, Repairs, & Accessory Structure.

Total Valuation	Building Permit Fee
1. \$1.00 to \$500.00	\$63.00 minimum
2. \$500.01 to \$2,000.00	\$63.00 for the first \$500.00 plus \$1.95 for each additional \$100, or fraction thereof, to and including \$2,000.00
3. \$2000.01 to \$25,000.00	\$92.25 for the first \$2,000.00 plus \$7.80 for each additional \$1,000, or fraction thereof, to and including \$25,000.00
4. \$25,000.01 to \$50,000.00	\$271.65 for the first \$25,000.00 plus \$5.85 for each additional \$1,000, or fraction thereof, to and including \$50,000 .00
5. \$50,000.01 to \$100,000.00	\$417.90 for the first \$50,000.00 plus \$3.90 for each additional \$1,000, or fraction thereof, to and including \$100,000.00
6. \$100,000.01 and up	\$612.90 for the first \$100,000.00 plus \$3.25 for each additional \$1,000, or fraction thereof.

**Table A-2: Building Permits - Related Fees**

Description	Permit Fee
1. Building Plan Review Fee	65% of the building permit fee based on Table A-I
2. Additional Building Plan Review required due to revisions to the construction documents	\$80.00 per hour
3. Fire Life Safety Review on State Allowed Plans	40% of the building permit fee based on Table A-I
4. Third Party Plan Review	\$80.00 per hour
5. Master Plan Review - <ul style="list-style-type: none"> <li>a. Setup fee</li> <li>b. Initial Plan Review</li> <li>c. Second &amp; Subsequent Reviews</li> </ul>	a. \$ 100.00 b. 65% of the building permit fee based on Table A-I c. 50% of the initial plan review fee
6. Deferred Submittals - Plan Review Fee	See Customized Permit Services: Table G-2, Deferred Plan Submittal
7. Consultation Fee- (In office code review, potential project review)	\$95.00 per hour (Minimum ½ charge)
8. Temporary Certificate of Occupancy Request- Commercial.	a. Initial request = \$100.00 b. Extension request = \$75.00 c. Residential TCO = No Charge



## BUILDING DEPARTMENT

9. Investigation Fee	\$120.00 per hour (one hour minimum)
10. Reinspection, extra inspections, special inspections	\$80.00 each
11. Inspections outside of normal business hours	\$80.00 per hour (one hour minimum)
12. Inspections for which no fee is specifically indicated (includes on job site counsel inspections)	\$80.00 per hour
13. Solar Photovoltaic Systems installed using the prescriptive path described in section 305.4 of the Oregon Solar Installation Specialty Code (OSISC).	\$150.00 (includes one inspection) (Does include the plan review fees)
14. Non-prescriptive Solar Photovoltaic Systems	See Building Permit Fee Table A- I
15. Structural minimum fee	\$63.00
16. Technology Fee- Revenues are used to support technology related to electronic processes and tools used in doing business	2% of permit fee
17. Re-roof Permit	
a. Residential (required when replacing sheathing or other)	a. Fee based on valuation
b. Commercial	
i. Simple Replacement	i. \$250.00
ii. Complex Replacement- plan review required will be based on valuation.	ii. Fee based on valuation

### PERMIT EXTENSION

#### Reinstating Expired Permits

- ❖ Extensions must be requested prior to the permit expiring.
- ❖ IT IS NOT THE RESPONSIBILITY OF THE CITY OF HERMISTON TO NOTIFY THE PERMIT HOLDER OF EXPIRATION DATES. AS A COURTESY A NOTICE IS SENT OUT PRIOR TO EXPIRATION.

Extension Request	Permit Fee
1. First Extension Request	No Charge
2. Second and subsequent requests	\$65.00 each permit, no surcharge fee
3. Expired permit less than 6 months past expiration date	\$65.00 each permit, subject to surcharge fee
4. Expired permits over 6 months past expiration date	Fees assessed to current fee schedule; new plan review may apply. Subject to surcharge fee.

### Residential Structural Fire Suppression Standalone

(Fees based on total square footage of the dwelling unit to be covered by the system)

Total Square Footage	Permit Fee
1. 0 to 2,000 square feet	\$150.00
2. 2,001 to 3,600 square feet	\$218.00
3. 3,601 to 7,200 square feet	\$354.00
4. Over 7,200 square feet	\$488.00

## B. Manufactured Dwelling Placement Permits

One single permit fee is assessed. This fee shall include the concrete slab, runners, or foundations when they comply with the prescriptive requirements of the Oregon Manufactured Dwelling and Specialty Code, electrical feeder and plumbing connections and all cross-over connections, site utility connections (water, sewer, storm) up to 30 lineal feet.

1. Manufactured Dwelling Placement Permit Fee	\$225.00
2. (includes plan review)	
3. Manufactured Dwelling & Cabana installation administrative fee	\$30.00
4. State Surcharge	As required by the State

**C. Camp and Park Permits**

The Area Development Fee is to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp Valuation Table, and then applying the valuation amount to the valuation fee table in the Building Permit Fee Table A-1.

1. Plan Review Fee	65% of total permit fee
2. State Surcharge	As required by the State

**D. Mechanical Permits**

The fees for each permit shall be as set forth in Table D-1, D-2, and D-3.

The valuation used to determine the commercial mechanical permit fee using Table D-1 shall include the value (rounded up to the nearest dollar) of all mechanical materials, equipment, labor, overhead and profit.

**Table D-1: Commercial Mechanical Permit Fees**

❖ <b>Commercial:</b> New, Alterations, Additions, Repairs, & Accessory Structure	
❖ <b>Multifamily:</b> New, Alterations, Additions, Repairs, & Accessory Structure	
Total Valuation	Permit Fee
1. \$1 to \$5,000.00	\$75.00 minimum
2. \$5,000.01 to \$10,000.00	\$75.00 for the first \$5,000.00 plus \$1.00 for each additional \$100, or fraction thereof, to and including \$10,000 .00
3. \$10,000.01 to \$100,000.00	\$125.00 for the first \$10,000.00 plus \$2.00 for each additional \$1,000, or fraction thereof, to and including \$100,000.00
4. \$100,000.00 and up	\$305.00 for the first\$100,000.00 plus \$1.00 for each additional \$1,000, or fraction thereof

**Table D-2: Residential Dwelling Mechanical Permit Fees**

❖ <b>1 &amp; 2 Family Dwelling:</b> New, Alterations, Additions, Repairs, & Accessory Structure	
❖ <b>Manufactured Dwellings:</b> New, Additions, Alterations, Repairs, & Accessory Structure	
Description	Permit Fee
1. Air conditioner	\$15.00
2. Air handling unit of up to 10,000 cfm	\$11.00
3. Air handling unit 10,001 cfm and over	\$15.00
4. Appliance or piece of equipment regulated by code but not classified in other appliance categories	\$11.00
5. Appliance vent installation, relocation or replacement not included in an appliance permit	\$10.00
6. Attic/crawl space fans	\$10.00
7. Barbecue	\$11.00
8. Chimney/liner/flue/vent	\$11.00
9. Clothes dryer exhaust	\$11.00
10. Decorative gas fireplace	\$11.00
11. Ductwork, no appliance/fixture	\$11.00
12. Evaporative cooler other than portable	\$11.00
13. Floor furnace, including vent	\$15.00
14. Flue vent for water heater or gas fireplace	\$10.00
15. Furnace - greater than 100,000 BTU	\$15.00
16. Furnace - up to 100,000 BTU	\$15.00
17. Furnace/burner including duct work/vent/liner	\$15.00

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18. Gas or wood fireplace/insert	\$15.00
19. Gas fuel piping outlets (four or less connections)	\$10.00
20. Gas fuel piping outlets (more than four)	\$6.00
21. Heat pump	\$15.00
22. Hood served by mechanical exhaust, including ducts for hood	\$15.00
23. Hydronic hot water system	\$15.00
24. Installation or relocation domestic-type incinerator	\$15.00
25. Mini split system	\$15.00
26. Oil tank/gas/diesel generators	\$15.00
27. Pool or spa heater, kiln	\$15.00
28. Range hood/other kitchen equipment	\$15.00
29. Repair, alteration, or addition to mechanical appliance including installation of controls	\$15.00
30. Suspended heater, recessed wall heater, or floor mounted unit heater	\$15.00
31. Ventilation fan connected to single duct	\$10.00
32. Ventilation system not a portion of heating or air-conditioning system authorized by permit	\$10.00
33. Water heater	\$15.00
34. Wood/pellet stove	\$15.00
35. <b>Other heating/cooling</b>	<b>\$12.00</b>
36. <b>Other fuel appliance</b>	<b>\$12.00</b>
37. <b>Other environment exhaust/ventilation</b>	<b>\$10.00</b>
38. <b>Minimum Permit Fee</b>	<b>\$40.00</b>

**Table D-3: Mechanical Permits - Related Fees**

Other Inspections	Fee
1. Mechanical Plan Review - when Required or requested	25% of the permit fee
2. Additional Mechanical Plan Review required due to revisions to the construction documents	\$50.00 per hour
3. Re-inspection Fee	\$75.00 each
4. Inspections outside of normal business hours	\$80.00 per hour (one hour minimum)
5. Inspections for which no fee is specifically indicated	\$80.00 per hour (one hour minimum)
6. Investigation Fee	\$80.00 per hour
7. General State Surcharge: ORS 455.210	As set by the State of Oregon

### **E. Plumbing Permits**

**Table E-1: Plumbing Permit Fees**

❖ **Residential:** New

❖ **Includes:** No additional fee shall be charged for the first 100 feet of water and sewer lines, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system

Description	Fee
1. One Bathroom	\$275.00
2. Two Bathrooms	\$300.00
3. Three Bathrooms	\$375.00
4. Each additional Bath/Kitchen	\$75.00

## BUILDING DEPARTMENT

**Please Note:** A "half bath" is equivalent to a single bathroom

- |  |                  |
|--|------------------|
| 1. Each additional 100 ft of water, sewer, or storm line or fraction thereof | \$30.00 per type |
| 2. Residential Fire Sprinkler System- Multipurpose/Continuous Loop           | See Table E-4    |

**Table E-2: Plumbing Permit Fees**

- ❖ **Residential:** Additions, Alterations, Re pairs, & Accessory Structure
- ❖ **Commercial:** New, Additions, Alterations, Repairs, Accessory Structure, & Fire Systems
- ❖ **Multifamily:** New, Additions, Alteration, Repairs, Accessory Structure, & Fire Systems
- ❖ **Manufactured Dwellings:** New (utilities beyond 30 ft), Additions, Alterations, Repairs, & Accessory Structure

Site Utilities	Fee/Unit	
1. Sanitary sewer - first 100 feet	\$50.00	
a. Each additional 100 feet, or fraction thereof	\$30.00	
2. Storm sewer including trench drains, leach lines, and drywells - first 100 feet	\$50.00	
a. Each additional 100 feet, or fraction thereof	\$30.00	
3. Water service -first 100 feet	\$50.00	
a. Each additional 100 feet, or fraction thereof	\$30.00	
Fixtures or Items	Residential Fee/Unit	Commercial Fee/Unit
1. Alternate potable water heating system	\$30.00	\$35.00
2. Backflow preventer	\$45.00	\$50.00
3. Backwater valve	\$45.00	\$50.00
4. Catch Basin	\$25.00	\$25.00
5. Clothes washer	\$25.00	\$25.00
6. Dishwasher	\$25.00	\$25.00
7. Drinking fountain	\$25.00	\$25.00
8. Ejectors/sump pump	\$45.00	\$50.00
9. Expansion tank	\$20.00	\$50.00
10. Fixture Cap	\$20.00	\$20.00
11. Floor drain/floor sink/hub drain	\$25.00	\$30.00
12. Garbage disposal	\$25.00	\$30.00
13. Hose bib	\$20.00	\$20.00
14. Ice maker	\$25.00	\$50.00
15. Interceptor/Grease Trap	\$30.00	\$50.00
16. Primer	\$20.00	\$20.00
17. Residential Replacing in-building water supply lines-number of branches:		
a. First floor	\$75.00	
b. Each additional floor	\$25.00	
18. Commercial Replacing in-building water supply lines-number of branches:		
a. First five branches		\$80.00
b. Each fixture branch over five		\$20.00
19. Roof Drain		\$25.00
20. Sink/basin/lavatory	\$25.00	\$30.00
21. Swimming pool piping	\$25.00	\$50.00
22. Trench Drain	\$30.00	\$50.00
23. Tub/shower/shower pan	\$25.00	\$30.00

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24. Urinal	\$20.00	\$25.00
25. Water closet	\$25.00	\$25.00
26. Water heater	\$25.00	\$25.00
27. Other- plumbing	\$25.00	\$46.00
28. Medical Gas Installations (Plan Review Required)	Based on valuation using Table A-1	
29. <b>Minimum Permit Fee</b>	<b>\$45.00</b>	<b>\$65.00</b>

**Table E-3: Plumbing Permit - Related Fees**

Other Inspections	Fee
1. Plumbing Plan Review - When required or requested	25% of the permit fee
2. (Plan review is required for Medical Gas Installations, Fire Suppression Systems, and complex structures as defined by OAR Chapter 918, Division 780)	
3. Additional Plumbing Plan Review required due to revisions to the construction documents	\$60.00 per hour
4. Re-inspection Fee	\$60.00 each
5. Inspections outside of normal Business hours	\$60.00 per hour (one hour minimum)
6. Inspections for which no fee is specifically indicated	\$60.00 per hour
7. Investigation Fee - work done without permits	\$80.00 per hour
8. General State Surcharge: ORS 455.210	As set by the State of Oregon

**Table E-4: Plumbing Permits - Residential Fire Systems <sup>1</sup>**

- ❖ Multipurpose or Continuous Loop Fire Suppression Systems (13D)
- ❖ Fees based on total square footage of the dwelling unit to be covered by the system

Total Square Footage	Permit Fee (Include Plan Review)
1. 0 to 2,000 square feet	\$87.00
2. 2,001 to 3,600 square feet	\$129.00
3. 3,601 to 7,200 square feet	\$164.00
4. Over 7,200 square feet	\$200.00

- ❖ <sup>1</sup> Stand-alone systems are permitted under separate building permits. However, a plumbing permit for a backflow prevention device (in the event of connectivity to potable water supply) is required.
- ❖ Plan review is required on all Residential Fire Suppression Systems.

### F. Electrical Permits

**Table F-1: Electrical Permit Fees**

- ❖ **Residential:** New, Additions, Alterations, Repairs, & Accessory Structure
- ❖ **Commercial:** New, Alterations, Additions, Repairs, & Accessory Structure
- ❖ **Multifamily:** New, Alterations, Additions, Repairs, & Accessory Structure

A. Residential-New, or Multi-Family Dwelling Building - New: Service Included	Fee/Equipment
<b>Residential-New</b>	
1. 1,000 square feet or less	\$106.00
a. Each additional 500 square feet, or fraction thereof	a. \$19.00
b. Limited energy, for New I & 2 Family Dwelling	b. \$25.00
<b>Please Note:</b> If a limited energy permit is purchased separately from the new building electrical permit, use fee listed in the "Miscellaneous" section.	
<b>Multi-Family Dwelling Building - New: Service Included</b>	
2. Largest unit uses above sq. ft.; each additional unit	50% of largest unit rate
a. Limited Energy	a. \$63.00 per floor
b. Protective Signaling	b. \$63.00 per floor

**BUILDING DEPARTMENT**

**B. Services or Feeders Installation, Alterations or Relocation (Does not include branch circuits)**

1. 200 amps or less	\$79.00
2. 201 amps to 400 amps	\$94.00
3. 401 amps to 600 amps	\$156.00
4. 601 amps to 1,000 amps	\$204.00
5. Over 1,000 amps or 1,000 volts	\$469.00

**C. Temporary Services/Feeders Installation, Alteration, or Relocation**

1. 200 amps or less	\$63.00
2. 201 amps to 400 amps	\$86.00
3. 401 amps to 600 amps	\$125.00
4. 601 amps to 1,000 amps	\$163.00
5. Over 1,000 amps or 1,000 volts	\$375.00

**D. Branch Circuits - New, Alterations or Extension, per Panel**

1. Feeder for branch circuits <b>with</b> above service or feeder fee	
a. Each branch circuit	\$4.00
2. Fee for branch circuits <b>without</b> service or feeder	
a. First branch circuit	a. \$54.00
b. Each additional branch circuit	b. \$4.00

**E. Miscellaneous (Service or Feeder Not Included)**

1. Each manufactured or modular dwelling, service and/or feeder	\$63.00
2. Reconnect only	\$63.00
3. Pump or irrigation circle	\$63.00
4. Sign or outline lighting	\$63.00
5. Each signal circuit(s) or each limited-energy panel alteration	
6. or extension	\$50.00

**F. Renewable Electrical Energy**

1. 5 kva or less (all renewable types)	\$79.00
2. 5.01 to 15.00 kva (all renewable types)	\$94.00
3. 15.01 to 25.00 kva (all renewable types)	\$156.00
4. For wind generation systems in excess of 25 kva:	
a. 25.01 kva to 50.00 kva	a. \$204.00
b. 50.01 kva to 100 kva	b. \$469.00
c. Over 100 kva	c. Use sections B or C, plus D
5. Base fee for solar generation systems in excess of 25 kva	\$156.00
a. Add for each additional kva, or fraction thereof over 25. Maximum fee is 100kva (permit fee will not increase beyond the calculation for 100 kva)	a. \$6.24

**Table F-2: Electrical Permit – Related Fees**

Other Inspections	Fee
1. Electrical Plan Review- When requested or required by OAR Chapter 918, Division 311	25% of the permit fee
2. Additional Electrical Plan Review required due to revisions to the construction documents	\$86 per hour
3. Re-inspection Fee	\$86.00
4. Inspections outside of normal Business hours	\$86.00 per hour (one hour minimum)
5. Inspections for which no fee <b>is specifically</b> indicated	\$86.00 per hour
6. Investigation Fee	\$86.00 per hour

## BUILDING DEPARTMENT

7. Master Permit Inspection Program OAR 918-309-0100	
a. Application fee: 1 <sup>st</sup> time only, no charge for renewals	a. \$100.00
b. Inspection fee (includes inspection, report writing and travel time) per hour	b. \$86.00
8. General State Surcharge: ORS 455.210	As set by the State of Oregon

### G. Customized Permit Services

**Table G-1: Phased Plan Review**

- ❖ Authorizes construction to begin on a portion or portions of a building before the construction documents for the whole building have been submitted.

Service Option	Fee
1. Phased Plan Review - In addition to: a. Standard plan review fees	\$250.00 application fee per phase, plus 10% of the total building permit fee not to exceed \$1,500.00 per phase

**Table G-2: Deferred Plans Submittal**

- ❖ Portions of a building design are allowed to be submitted separately.
- ❖ Does not apply to deferred permits.

Service Option	Fee
1. Deferred Plans Submittal - In addition to: a. The project plan review fee based on total project value	65% of the structural permit fee calculated using the value of the particular deferred portion, or portions of the project, with a minimum fee of \$150.00.

### H. Code Enforcement

**Table H-1: Code Enforcement Fees**

#### Blowing Dust

1. Blowing Dust Control Plan	Plan Review: \$100.00	Refundable Deposit: \$300.00
2. Use of a City water truck and operator for the purpose of dust abatement	\$200.00 per hour with a 4-hour minimum	

#### Abatement

1. Administrative Overhead Abatement Processing fee	10% of the total abatement cost
---	---------------------------------

### I. Miscellaneous Fees

**Table I-1: Miscellaneous Fees**

Description	Fee
1. Sewer Tap Inspection	\$50.00
2. Fees for moving buildings	\$10.00
3. Excavation permit fees	\$25.00 and shall be doubled if the start of construction occurs prior to application of the permit.
4. Copy Costs	See "Administration & General Fees" Section under "Prints & Public Records"
5. Wall Sign Fee (includes plan review)	\$40.00 flat fee
6. Pole sign, canopy signs, and/or any other large sign structure	Permit fee based on valuation plan review- 65% of permit fee

**Building Department**

180 NE 2<sup>nd</sup> Street, Suite 211, Hermiston, OR 97838  
541-667-5025

# Business Licenses

**Please Note:** Individual business licenses fees, as specified below, are for specific business types. The City of Hermiston does not have a general business license as noted below.

### Business & Liquor License

Business License	Not Required
Liquor License, New	\$10.00
Liquor License, Annual Renewal	\$10.00

### Solicitors' License

	3 Months or Less	Up-To 6 Months	Full Year
Per License	\$10.00	\$15.00	\$25.00
Each additional solicitor, in excess of one, employed by the same firm.	\$10.00 flat fee, regardless of license duration.		

### Mobile Vending License

Full Year Application/Renewal	\$500.00*
90-Day Application/Renewal	\$300.00*
Lunch Trucks	\$300.00*
Event Trucks (one-day)	\$25.00

**Please Note:** Fees are due at the time of application. If the license is not approved, \$100.00 will be retained for administrative costs. (\*) Indicates administrative fee charge retained.

### Food Pod

The Food Pod is contracted out by the City. For more information, contact the Planning Department below.

**Liquor & Solicitors' Licenses are processed at City Hall.**

180 NE 2<sup>nd</sup> Street, Hermiston, OR 97838  
541-567-5521

**Mobile Vending Licenses are processed by the Planning Department**

180 NE 2<sup>nd</sup> Street, Suite 211, Hermiston, OR 97838  
541-667-5010



# Community Center

**Discounted Rates** for Non-Profit Organization may be provided.

## Great Room Rental (Large Meetings & Events)

Includes: Janitorial, Kitchen, Stage, Staff Support, and Tear Down.

1. 0-99 Guests	\$1,100.00
2. 100-250 Guests	\$1,475.00
3. 251-350 Guests	\$1,750.00
4. Set-Up- By Center Staff	\$450.00
5. Day Before Decorating (during business hours, M-F 8:00am-5:00pm)	\$250.00
6. Refundable Cleaning/Damage Deposit- Due to Hold Date	\$1,000.00

## Security Guards and Insurance

**Security:** Security Guards may be required for event rental. The number of guard(s) are dependent on the numbers of guests and length of your event.

**Insurance:** Event Liability Insurance of \$1 million is required. (Cost varies from \$50.00 - \$200.00). \*Clients responsibility to obtain and show event center proof of insurance. \*

## Small Meetings & Events

Includes: Janitorial, Set-Up/Tear down & Staff Support

	Hourly	Half Day (4 hrs)	Full Day (8 hrs)
1. Board Room (20 guests max)	\$30.00	\$75.00	\$125.00
2. Rotary/Altrusa Room (40 guests max)	\$50.00	\$125.00	\$200.00
3. Great Room (100 guests max)	\$75.00	\$375.00	\$500.00
4. Refundable Cleaning/Damage Deposit- Due to Hold Date		\$100.00	

## Additional Amenities

1. Coffee & Ice Water (30 guests)	\$25.00
2. Table Toppers	\$5.00 each
3. Napkins	\$0.50 each
4. Table Skirts	\$5.00 each
5. Table Linens	\$5.00 each

**Please Note:** Fees in "Additional Amenities" are subject to change per vendor notice.

**Hermiston Community Center**  
 415 S. Hwy 395, Hermiston, OR 97838  
 541-667-5018

# Court (Municipal)

**Prints & Public Records** (see Administrative & General Fees)

**Municipal Court Reports** (Does not include other fees)

1. Reports including discovery, except court appointments (regardless of page count or electronic format)	\$20.00 each- Flat Fee
2. All other Prints and Public Records Requests	As established in "Administration & General Fees" under "Prints & Public Records"

**Other Court Services**

1. Marriage Ceremony (performed by Municipal Court Judge on site)	\$75.00
2. Marriage Ceremony (performed by Municipal Court Judge off site)	\$100.00 + actual mileage costs (as set in ORS 106.120(5))
3. Certification of Court Document	\$2.00 for certification of each document (in addition to printing costs)

**Fees & Penalties**

1. Payment Plan Fee/ Fee on cases not paid in full within 30 days of judgment.	Case Balance- \$0-280.00, fee of \$25.00 Case Balance- \$280.01+, fee of \$50.00 (If case is paid off within 12 months, the fee will be waived)
2. Collection Agency Processing Fee	Actual amount imposed by the collection agency
3. Returned Check	(See Administration & General Fees)

**Jury Fees**

1. Juror Attendance Fee * <i><b>Paid to Selected Jurors</b></i> *	Compensation and Mileage (Rate applicable to appearances in justice court)
2. Juror Attendance Fee * <i><b>Paid to Not-Selected Jurors</b></i> *	Mileage Only (Rate applicable to appearances in justice court)
3. Subpoenaed Witnesses Attendance Fee	Compensation and Mileage (Rate applicable to appearances in justice court)
4. Mileage Fee (to and from place of residence)	Rate applicable to appearances in justice court

**Hermiston Municipal Court, Bob Shannon Safety Center**

180 NE 2<sup>nd</sup> Street, Hermiston, OR 97838  
541-567-6610

# Eastern Oregon Trade & Event Center (EOTEC)

<b>Please Note: All rentals include: Janitorial, Set-up &amp; Tear Down</b> (Tear Down includes putting away tables and chairs only)			
<b>Great Room Rental (Large Meetings &amp; Events)</b>	<b>Private/For Profit</b>		<b>Non-Profit</b>
<b>Booking Fee Deposit</b> (cleaning-Damage) Signed agreement- Due to Hold Date.			
1. If booking more than 6 months in advance: Non-Refundable	\$400.00		\$400.00
a. With alcohol event	a. \$1,000.00		a. \$1,000.00
b. Non-alcohol event	b. \$500.00		b. \$200.00
2. If booking less than 6 months in advance: Refundable	\$500.00-\$1,000.00		\$200.00-\$1,000.00
a. With alcohol event	a. \$1,000.00		a. \$1,000.00
b. Non-alcohol event	b. \$50.00		b. \$200.00
<b>Great Room Use (Includes Standard Stage)</b>	<b>Full Room</b>	<b>Half Room</b>	
1. Monday- Thursday	\$2,650.00	\$1,850.00	\$1,500.00
2. Friday	\$3,000.00	\$1,850.00	\$2,000.00
3. Saturday	\$3,500.00	Not Available	\$2,500.00
4. Sunday	\$2,100.00	\$1,850.00	\$1,800.00
<b>Kitchen Use</b>			
1. Full	\$200.00		\$150.00
2. Fridge and Ice Maker Only	\$100.00		\$50.00
<b>Day Before Decorating (If Available)</b>			
1. 8:00am to 4:30pm	½ of total rent		½ of total rent
2. 7:00pm to 12:00am	\$500.00		\$50.00 per hour
<b>Meeting Room Rentals (Small Meetings &amp; Events)</b>	<b>Private/For Profit</b>		<b>Non-Profit</b>
<b>Booking Fee Deposit</b> (cleaning-Damage) Signed agreement- Due to Hold Date.			
1. Booking Fee	\$50.00		\$50.00
a. With alcohol event	a. \$1,000.00		a. \$1,000.00
b. Non-alcohol event	b. \$500.00		b. \$500.00
<b>Meeting Rooms</b>			
1. Meeting Rooms 1 OR 2	\$200.00		\$200.00
2. Meeting Rooms 1 AND 2 (Combined)	\$400.00		\$400.00
3. Meeting Room 3	\$200.00		\$200.00
<b>Staffing and Insurance</b>			
1 staff member per 100 people- 5 hour minimum charge. Security requirements vary for different events	\$40.00 per hour per staff member		
<b>Please Note:</b> Event Liability Insurance of \$1 million is required. (Cost varies from \$50.00 - \$200.00). *Clients responsibility to obtain and show event center proof of insurance. *			
<b>Additional Amenities</b>			
1. Coffee (per pot, 25 cups)	\$25.00		
2. Table Toppers	\$3.00 each		

EASTERN OREGON TRADE & EVENT CENTER (EOTEC)

3. Napkins	\$0.50 each
4. Table Linens	\$7.00 each
5. Kegeerator	\$100.00
6. A/V Equipment- Projector, Screen, Microphone, etc	\$30.00

**Other Venues**

1. Rodeo Arena	Contact EOTEC for Pricing
2. Barns	Contact EOTEC for Pricing
3. Outdoor Grounds	Contact EOTEC for Pricing

**EOTEC**

1705 E. Airport Rd, Hermiston, OR 97838

541-289-9800

<https://eotechermiston.com/>

# Festival Street

**Festival Street-** Per day Rental

Festival Street use	\$400.00
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**Please Note:** Other fees may apply at a cost recovery basis, include, but not limited to paying a Security Deposit. You will be held financially responsible for any damages, repairs or cleaning of the reserved areas resulting from your use.

**Miscellaneous Rentals**

1. Event Tent 78' x 40'	\$100.00 per event
2. Tables	\$20.00 per table
3. Extra Garbage Cans	\$10.00
4. Other Rentals & Amenities	As Established

**Reservations may be made through: Hermiston Community Center**

415 S. Hwy 395, Hermiston, OR 97838

541-667-5018

# Franchises

Miscellaneous	
1. Application and Review Fee	\$350.00 Unless otherwise provided in franchise agreement
Registration Fee	
1. Telecommunications- One Time Only	\$50.00
Solid Waste	
1. Franchise Fee	<del>2.53%</del>
2. Billing and Collection Services	<del>11.12%</del>
Small Cell Wireless	
1. Annual Franchise Fee	\$270.00 for each Small Wireless Facility installed or maintained. Will increase 3% every January 1, beginning January 1, 2022.
2. Interest and Late Fees	Annual rate equal to the greater of 1% per month or the maximum rate allowed by law.
3. Additional Fees	As established
<b>All Grantees</b> must pay a franchise fee to the City through the duration of its franchise, as follows:	
<p>A. For all grantees, except as provided in paragraphs B and C, a fee of 5% of gross revenues paid quarterly, unless otherwise provided in the franchise agreement. Gross revenue is defined in Section 170.04.050 of the Hermiston Municipal Code.</p> <p>B. The franchise fee for a telecommunication utility shall equal 5% of its gross revenue on exchange access services earned within the boundaries of the City.</p> <p>C. For limited use telecommunications grantees, a minimum annual fee, payable in advance, of \$1,000.00 or \$1.00 per linear foot of right-of-way used, whichever sum is greater. This fee will increase annually in July of each year, by multiplying the fee by a fraction, the numerator of which is the CPI Index Figure for the month of March preceding the July in which the fee is to be increased and the denominator of which is the Base CPI Index Figure. As used in this section, "Index" refers to the All Urban Consumers (CPI-U), U.S. City Average, CPI Index published by the Bureau of Labor Statistics of the United States Department of Labor. "Base CPI Index Figure" will refer to the Index number indicated for the month of March, 1998, and the "CPI Index Figure" for any other month will refer to the Index number for that month.</p>	
<b>Please Note:</b> Beginning July 1, 2001, the fee will be \$1.00 per linear foot. This fee will increase annually by the CPI Index as set forth above. The base CPI will be January of 2001. A limited use telecommunication grantee is defined as one whose franchise limits the amount of linear feet the grantee may occupy, or one who has a franchise as of October, 1998, for the purpose of long-distance telecommunications.	
Right-of-Way Permit	
1. <b>Diminished Pavement Life Fee-</b> For any construction requiring pavement cuts or excavation within a public right-of-way.	The franchise applicant shall acquire a City of Hermiston permit {§94.37(A)} to utilize City right-of- way and meet all fee and construction standards as specified.
2. <b>Construction Permit Fee</b>	the applicant must pay a permit fee equal to \$500.00 or 1/4 of one percent (.25%) of the estimated cost of constructing the telecommunications facilities, whichever is greater; unless otherwise provided in a franchise agreement, prior to issuance of a construction permit for construction within the public right-of-way.

# Garbage & Recycling Services

## Miscellaneous Services & Fees

### FREE Yard Trimming Permits

Free residential yard trimming disposal permits are available, upon request, for residential customers in good standing and can be obtained at: City Hall, 180 NE 2<sup>nd</sup> Street, Hermiston.

### FREE Recycling Centers located in Hermiston

1. 220 W Harper Road, near Cost Less Carpet
2. 81144 N. HWY 395, at Sanitary Disposal

### Account Set-Up (non-refundable)

- |                   |         |
|-------------------|---------|
| 1. Garbage (only) | \$10.00 |
|-------------------|---------|

## 1. Mechanically Emptied Containers

### A. 35-Gallon Cart, Served Weekly

- |   |  |
|---|--|
| 1. Residential and Commercial Curb                          | \$ <del>11.20</del> <u>12.70</u> per month |
| 2. Walk-in Charge   | \$ <del>5.80</del> <u>6.68</u> per month   |
| 3. Senior Citizens on limited income (See Regulation 1,D,4) | \$ <del>9.25</del> <u>10.46</u> per month  |

### B. 90-Gallon Cart, Served Weekly

- |                     |  |
|---------------------|--|
| 1. Residential Curb | \$ <del>18.80</del> <u>21.13</u> per month |
| 2. Commercial Curb  | \$ <del>23.00</del> <u>25.97</u> per month |
| 3. Walk-in Charge   | \$ <del>5.80</del> <u>6.68</u> per month   |

### C. Commercial Loose

- |                                     |   |
|-------------------------------------|---|
| 1. (1) 1.5- Yard Container:         |   |
| a. Served once a week               | a. \$ <del>77.50</del> <u>87.87</u> per month   |
| b. Served twice a week              | b. \$ <del>146.85</del> <u>166.35</u> per month |
| c. Served three times a week        | c. \$ <del>216.20</del> <u>244.83</u> per month |
| 2. (2) 1.5- Yard Containers:        |   |
| a. Served once a week               | a. \$ <del>155.00</del> <u>175.74</u> per month |
| b. Served twice a week              | b. \$ <del>293.70</del> <u>332.70</u> per month |
| c. Served three times a week        | c. \$ <del>432.40</del> <u>489.66</u> per month |
| 3. (3) 1.5 Yard Containers:         |   |
| a. Served once a week               | a. \$ <del>232.50</del> <u>263.62</u> per month |
| b. Served twice a week              | b. \$ <del>440.55</del> <u>499.05</u> per month |
| c. Served three times a week        | c. \$ <del>648.60</del> <u>734.49</u> per month |
| 4. (1) 2- Yard Container:           |   |
| a. Served once a week               | a. \$ <del>100.80</del> <u>114.24</u> per month |
| b. Served twice a week              | b. \$ <del>191.80</del> <u>217.19</u> per month |
| c. Served three times a week        | c. \$ <del>282.80</del> <u>320.14</u> per month |
| 5. (2) 2 Yard Containers:           |   |
| a. Served once a week               | a. \$ <del>201.60</del> <u>228.49</u> per month |
| b. Served twice a week              | b. \$ <del>383.60</del> <u>434.38</u> per month |
| c. Served three times a week        | c. \$ <del>565.60</del> <u>640.28</u> per month |
| 6. (3) 2- Yard Containers:          |   |
| a. Served once a week               | a. \$ <del>302.40</del> <u>342.73</u> per month |
| b. Served twice a week              | b. \$ <del>604.80</del> <u>685.46</u> per month |
| c. Served three times a week        | c. \$ <del>848.40</del> <u>960.42</u> per month |
| 7. Commercial Compacted Solid Waste | 1.5 times the loose container rate              |

## GARBAGE & RECYCLING SERVICES

- |  |  |
|--|--|
| <p>8. Cardboard Recycling Container:</p> <ul style="list-style-type: none"> <li>a. Services once per week</li> <li>b. Recycling Compactor Haul</li> <li>c. Demurrage per day after 7 days</li> </ul> | <ul style="list-style-type: none"> <li>a. <del>\$10.80</del>-<u>12.45</u> per month</li> <li>b. <del>\$180.35</del>-<u>207.86</u> per month</li> <li>c. <del>\$4.35</del>-<u>5.01</u> per month</li> </ul> |
|--|--|

### D. Regulations

1. 1.5- Yard container and larger containers must be placed on a hard level surface in a location that will prevent container run-away.
2. Containers placement must be easily accessible to truck and collector.
3. Cart placement must be at curb or roadside.
4. Senior Citizens requesting the reduced rate must make application to Sanitary Disposal, Inc. and meet the Oregon State Poverty Income Guidelines.

## 2. Manually Emptied Containers

### A. Containers

- |   |                   |
|---|-------------------|
| 1. One container served weekly  | \$12.95 per month |
| 2. Each additional container served weekly (1&2 for existing customers only)                                  | \$8.85 per month  |
| 3. Extra charges per pickup for solid waste not on a regular basis  | \$2.75 per month  |
| 4. Containers are priced at level-full with lid closed and extra charges will be made for "over-the-top-bulk" | \$1.50 per month  |

Minimum special pickup charges to be arranged between customer and collector

### B. Regulations

1. Size 32-Gallon maximum not to exceed 60 pounds in weight when filled and 18 pounds when empty.
  - a. Containers must have lids and handles.
  - b. Containers must be kept clean and in good condition. Plastic liners are recommended.
2. Container placement must be easily accessible to the driver.
3. All garbage must be drained of excess liquids and wrapped.
4. Ashes will be taken ONLY if placed in plastic bag and tied (fire hazard to equipment and transfer station).
5. Any solid waste around the container will be taken and an extra charge made unless the collector is otherwise notified by the customer.
6. No hazardous waste will be taken.

## 3. Dropbox

### A. Service within 7-day period

- |   |  |
|---|--|
| 1. Delivery Fee                                       | <del>\$40.00</del> - <u>46.10</u> for the first box  |
| 2. Weighing up to 5 tons                              | \$ <del>56.50</del> - <u>65.12</u> haul fee plus \$ <del>6.00</del> - <u>6.52</u> per cubic yard<br>or<br>\$ <del>66.00</del> - <u>73.34</u> per ton, whichever is greater |
| 3. Weighing 5 tons or greater                         | \$ <del>204.00</del> - <u>255.57</u> haul fee plus \$ <del>36.50</del> - <u>39.27</u> per ton  |
| 4. Demurrage charge per box after 7 <sup>th</sup> day | \$ <del>4.35</del> - <u>5.01</u> per day   |

### B. Regulations

1. Dropboxes are priced and can be loaded-level full with a maximum weight of 10 tons.

## 4. Compacted Dropbox

### A. Compactor on call

- |                                |   |
|--------------------------------|---|
| 1. Weighing up to 5 tons       | \$ <del>74.25</del> - <u>85.57</u> per hour haul fee plus \$ <del>6.00</del> - <u>6.52</u> per cubic yard or \$ <del>66.00</del> - <u>73.34</u> per ton, whichever is greater |
| 2. Weighing 5 tons and greater | \$ <del>221.75</del> - <u>255.57</u> haul fee plus \$ <del>36.50</del> - <u>39.27</u> per ton   |

### B. Regulations



## GARBAGE & RECYCLING SERVICES

1. Maximum weight of 10 tons when full.

### 5. Fines & Penalties (not already listed above)

<b>Disconnection/Reconnection</b> (due to non-payment)	\$10.00
<b>Return Service</b> (Did not set-out cart. Same day only)	\$15.00

**Please Note:** Service shall be restored only upon full payment of account, including: any other costs or fines imposed by the City or Sanitary Disposal.

**All solid waste services, as specified in this section, are subcontracted to:**

**Sanitary Disposal**

81144 N. Hwy 395, Hermiston, OR 97838

541-567-8842

# Hermiston Energy Services (HES)

## Customer Service Policies, Rates, and Associated Fee Manual

Last adopted/amended:

[November 9, 2020 by Resolution No. 2167](#)

**All electric services, as specified in this resolution, are contracted to:**

**Umatilla Electric Cooperative (UEC)**

750 W. Elm Ave, Hermiston, OR 97838

541-567-6414

<https://www.umatillaelectric.com/>

# Library

Library Card		
1. <b>Hermiston Resident:</b> Live in 97838 zip code		Free
2. <b>Temporary:</b> If you live in the 97838 area and can provide acceptable identification		\$8.75 for three months
3. <b>Non-Resident:</b> If you do not live in the 97838 area, or do not have acceptable identification		\$35.00 per year
4. <b>Replacement Card:</b> lost or stolen		\$2.00
Inter-Library Loans (ILL) & Sage Library System (SLS): Patrons may place Inter-library Loan requests for items not found in the Hermiston Public Library. Patrons will be notified of the item(s) arrival and will have seven days to retrieve the item(s).		
1. <b>Requesting items from SLS-</b> Retrieved item(s)		Free
2. <b>Searching Fee for Requesting items from ILL-</b> Payable at time of request & is non-refundable, regardless of loan success.		\$3.00 Other fees may apply from lending library
3. <b>Requesting items from ILL and/or SLS-</b> Failed to retrieve item(s)		\$5.00, after first notice
Research Services		
1. All research requests- For example: "Who was X building named after?"		As established in "Administration & General Fees" under "Processing Fees"
2. Obituaries from Hermiston Herald		
a. Self Service	a. Free	
b. Staff Completion	b. As established in "Administration & General Fees" under "Processing Fees"	
Fines & Collections		
1. <b>Overdue Late fees:</b> for Books, Audiobooks, Magazine, Videos/DVDs, High Demand Items:		\$0.20 per item per day \$5.00 Maximum fine per item
2. <b>Overdue Late fees:</b> for special or temporary collections		Cost Varies
3. <b>Collections:</b> Library accounts of \$50.00 or more in arrears, and are more than 60 days past due, will be turned over to collections.		As established in "Administration & General Fees" under "Fines & Penalties"
Damaged Materials		
1. <b>Repair fee:</b> Items requiring less than one-hour of repair		Charged at \$5.00 per 15-minute increments \$5.00 minimum charge
2. <b>Replacement fee:</b> Items requiring more than one-hour of repair		Actual Cost
3. <b>Labels, Bar Codes &amp; Book Pockets:</b> Missing or damaged		\$1.00
4. <b>Video/Audio Covers</b>		\$5.00
5. <b>CD/Media Parts</b>		Actual Cost of missing or damaged part(s). When parts cannot be purchased individually, a replacement cost for the entire set will be charged.
Room Rental for Small Meetings & Events		
Includes: Tables, Chairs, & Staff Support		
<b>Program Room</b> (73 guests max)		\$100.00
Refundable Cleaning/Damage Deposit- Due to Hold Date		
Miscellaneous Services		
1. Printing & Copying – Self Service	\$0.10 per page for black and white	\$0.50 per page for color

LIBRARY

2. USB Stick, Headphones, etc

Actual Cost

3. Other Misc. Items and Services

As Established

**Hermiston Public Library**

235 E Gladys Ave, Hermiston, OR 97838

541-567-2882

# Parks and Recreation

## Recreation Department

### Recreation Programs & Classes

Volleyball, Football, Art, Archery, etc	As established per program
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## Parks Department

### Park Rental

EXCLUSIVE USE of entire park or portions of park.	Fees are established for a variety of services on a cost recovery basis which may include tables, garbage cans, staffing, lighting, and other costs to the City. This fee may be waived by the City Manager or designee if the reservation is in conjunction with a community-wide event
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### Shelter Rental

- ❖ Reservations from April 1<sup>st</sup> – October 31<sup>st</sup>.
- ❖ Reservations are closed from November 1<sup>st</sup>- March 31<sup>st</sup> but can be used for free at a first-come first-serve basis. Tables from the Parks Department are not available to use/rent during these months.

1. 6-Hour Rental from:	<b>Resident</b>	<b>Non-Resident</b>
a. 8:00am-2:00pm or	\$50.00	\$75.00
b. 3:00pm-9:00pm		

Includes the use of 8 tables (4 tables for Rotary Shack)

**Please Note:** Other fees may apply at a cost recovery basis, include, but not limited to paying a Security Deposit. You will be held financially responsible for any damages, repairs or cleaning of the reserved areas resulting from your use.

### Miscellaneous Rentals

1. Propane (McKenzie Cook Shack only)	\$20.00
2. Event Tent 78' x 40'	\$100.00 for 4 hours
3. Additional Tables	\$20.00 per table
4. Extra Garbage Can	\$10.00
5. Other Rentals & Amenities	As Established

**Parks and Recreation Department is located in the Community Center**

415 S. Hwy 395, Hermiston, OR 97838  
541-667-5018

# Planning & Zoning

<b>Accessory Dwelling</b>	
1. Permit- shall be charged upon application for a building permit for an accessory dwelling.	\$200.00
<b>Compliance Reviews</b>	
1. Civic Drawings	\$100.00
2. Zoning Standards Permit Compliance Review	\$25.00
3. Development Agreement Legal Costs (to prep & review agreements)	\$200.00
4. Site Plan Review- New/Initial	\$370.00
5. Site Plan Review- Expansion	\$370.00
<b>Land Use Actions</b>	
1. Annexation	\$700.00
2. Appeal of Planning Commission Decisions	\$375.00
3. Appeal of Planning Department Decision	\$250.00
4. Comprehensive Plan/Plan Map Amendment	\$725.00
5. Conditional Use	\$475.00
6. Historical Landmark Designation	\$475.00
7. Land Partition, Major	\$430.00
8. Land Patrician, Minor	\$230.00
9. Planned Unit Development	\$900.00 + \$10.00 per lot
10. Property Line Adjustment	\$100.00
11. Public Right-of-Way Vacation	\$555.00
12. Subdivision	\$900.00 + \$10.00 per lot
13. Subdivision- Replat	\$500.00 + \$10.00 per lot
14. Variance	\$420.00
15. Variance- Minor	\$225.00
16. Zone Change	\$725.00
<b>Miscellaneous Services</b>	
1. Zoning Letter and Research Fee	\$5.00. If more than 15-mins, charges are as established in "Administration & General Fees" under "Processing Fees"

**Planning Department**

180 NE 2<sup>nd</sup> Street, Suite 211, Hermiston, OR 97838  
541-667-5010

# Police Department

<b>Violations</b> (cannot exceed amount established by state law)	
1. False certification	Not more than \$1,000.00
2. Class A, B, C, & D Individual Violations	Maximums permitted by State Law
3. Class, A, B, C & D Corporation Violations	Double the maximum of Individual Violations
4. Towing and Impoundment	As established by Towing Company
<b>Miscellaneous Services</b>	
1. Fingerprinting (Livescan Prints only – No ink prints provided)	\$20.00
2. Bicycle Registration (Residents living within city limits only)	Free
<b>Prints &amp; Public Records</b>	
<b>Please Note:</b> Requestors must pre-pay the estimated cost of request. If the actual charges are less than the pre-payment, then the over- payment shall be refunded.	
<b>Documents &amp; Photocopies</b> (Does not include other fees)	
1. Black & White (up to 11x17)	Single: \$0.25 per page Double-Sided: \$0.50 per page
2. Color (up to 11x17)	Single: \$1.00 per page Double-Sided: \$2.00 per page
3. Black & White and Color (larger than 11x17)	Actual Cost
<b>Media</b> (Does not include other fees)	
1. DVD, CD or USB	Actual Cost
2. Audio & Video Recording, in addition to other "Records Request Processing Fees".	\$35.00 per hour- Minimum Charge Fee waived for the first hour of processing
<b>Police Investigation Reports</b>	
1. Digital Copy- Includes: The initial report and supplemental reports completed at the time of request, along with color full-page photographs.	\$20.00
2. Printed Copy- Includes: The initial report, supplemental reports completed at the time of request, along with color photographs in gallery/thumbnail view.	\$20.00, plus \$1.00 per full-page color photos
<b>Discovery</b>	
1. Criminal Offense: Court Appointed Attorney	Free
2. Criminal Offense: Retained Attorney	\$20.00
3. Violation Offense: Digital Standard Packet	\$20.00
4. Violation Offense: Printed Standard Packet	\$20.00 with potential additional "Media" fees
<b>Miscellaneous</b>	
1. Police CAD (Computer Aided Dispatch) Incident report	\$20.00
2. Citation copy	\$5.00
3. Mugshot copy	\$5.00
4. Address/Name Record Check	\$20.00
5. Mailing Services	Actual Cost

POLICE DEPARTMENT

**Records Request Processing Fees** (Does not include other fees)

1. Lengthy Requests (request over 15 mins to complete) <ul style="list-style-type: none"><li>• Fee's charged at 15 min increments.</li><li>• Requests less than 15 mins to process may be waived, excluding serial requests.</li></ul>	\$35.00 per hour
2. Attorney Fees	Actual Cost

**Hermiston Police Department, Bob Shannon Safety Center**  
330 S. 1<sup>st</sup> Street, Hermiston, OR 97838  
541-567-5519 (Business)  
541-966-3651 (Dispatch)  
541-667-5148 (Anonymous Tip Line)



# Public Transit-Taxicab & Bus Services

## Taxicab Services

### Cab Fares

1. Senior and Disabled Taxi Tickets	\$2.50 per ticket
2. General Public Taxicab Fares	As established by taxicab company

### WORC Program

1. Hermiston City Senior/Disabled (live and work inside of City limits)	\$20.00 (10 one-way trips)
2. Hermiston City (live and work in City limits)	\$25.00 (10 one-way trips)
3. Hermiston Zip (live or work outside of City limits)	\$32.50 (10 one-way trips)
4. Hermiston Plus (live and work outside of City limits but in Hermiston zip code)	\$57.50 (10 one-way trips)
5. West-End (live and work in Stanfield or Umatilla)	\$90.00 (10 one-way trips)

**Please Note: Senior & Disabled and WORC Program Participants must sign up and purchase tickets at Hermiston City Hall prior to receiving a ride.**

### Taxicab Company

#### Operating Certificate (Charged at the time of application)

1. Application and Renewal Fee	\$50.00
2. Late Renewal Fee	\$100.00

#### Taxicab Drivers (Charged at the time of application)

1. Application/Renewal Fee	\$25.00
2. Late Renewal Fee	\$50.00

### Bus Services

1. <b>HART</b> (Hermiston Area Regional Transit) A fixed route within the city limits of Hermiston with several connections to the Hopper Bus	Free
2. <b>Hopper</b> A fixed route with connections to: Pendleton, Umatilla, Irrigon, Stanfield, and Echo.	Free

**Taxicab Services are contracted to: Umatilla Cab Co.**

2430 N. 1<sup>st</sup> Street, Hermiston, OR 97838  
541-567-6055

**Bus Services are contracted to:**

**The Confederated Tribes of the Umatilla Indian Reservation, Kayak Public Transit**

46411 Timíne Way, Pendleton, OR 97801  
541-276-3165  
<https://ctuir.org/>

# Sewer Department

## Account Set-Up (non-refundable)

See "Water Department"

Sewer Usage Calculations Rates Adjusted: March 1, 2023	Monthly Base Rate	Calculated Monthly Usage Rate (per 1,000 Gallons)
1. Residential	\$39.65	\$3.40
2. Commercial	\$39.65	\$3.40

## Please Note the Following:

### ❖ Sewer Annual Adjustment:

The Monthly Base Rate, and the Calculated Monthly Usage Rate, shall be adjusted each March 1, by an amount equal to the annual percentage change in the Engineering News-Record Construction Cost (20-City Average) Index averaged for the three preceding calendar years.

### ❖ Monthly Usage Calculation:

Calculated Monthly Usage shall be established each March based on the customer's average monthly winter water usage for the most recent December, January, and February time frame as established above in "Sewer Annual Adjustment".

### ❖ New Customers:

New customers who begin service between:

- February 1 and November 30- shall be billed at an assumed Monthly Usage of 5,000 gallons per month.
- December 1 and January 30- shall be billed at an assumed Monthly Usage of 5,000 gallons per month until a new Calculated Monthly Usage is established using the average of all full months of service received in December through February.

### ❖ Reduced Utility Rate:

For relief of those residents who are experiencing a financial hardship, a Reduced Utility Rate Application may be obtained at City Hall for a reduced monthly charge calculated at 50 percent (of the base rate of their water and sewer bill).

## Fines & Penalties

1. Late/Delinquent Payments	See "Water Department"
2. Disconnection/Reconnection (combined fee)	See "Water Department"

**Please Note:** Service shall be restored only upon full payment of account, including: any other costs incurred by the City and any fines imposed.

## Commercial Independent Discharge Users

- ❖ Commercial independent discharge users must operate and maintain independent wastewater disposal facilities which are currently licensed by the State of Oregon for the disposal of wastewater. During all times when approved and licensed wastewater facilities are operable, the rate for discharge to the public treatment works will be based on the actual metered flow of discharge.
- ❖ The metered users of the class will provide access to City personnel to read the meter in each billing period. They will also provide an annual calibration and certification of the metering device from an individual certified for such verification.

**Industrial Discharge Users:** Industrial Users are defined as any existing, or prospective, user of the sewer system who exceeds the Recycled Water Treatment Plant's design parameters for treating BOD, TSS, or Ammonia, by more than 50%.

- ❖ **Usage Rates:** Industrial Users shall pay the same Monthly Base Rate, and Calculated Monthly Usage Rate as identified for Residential and Commercial Users. However, Industrial Users' usage shall be metered monthly, and billed based on their monthly discharge year-round.
- ❖ **Surcharge Rates:** In addition to consumption rates, Industrial Users shall be charged the following surcharge rates.
  1. BOD: \$1.46/lb.
  2. TSS: \$1.56/lb.
  3. Ammonia: \$1.59/lb.

## SEWER DEPARTMENT

- ❖ **Sampling:** The Utility shall install a discharge meter for Industrial Users capable of taking samples throughout the month. Samples shall be taken up to 10 times per month and tested for the discharges which exceed the RWTP design parameters. Sampled discharge amounts shall be averaged monthly. The sampled average shall be combined with the metered volumetric discharge to determine the customer's surcharge bill monthly.

### Vactor Use (Municipality use only, with prior authorization from City Manager or designee)

Vactor use	\$350.00/hour with the addition of 2 operators at 1.5 hourly wage and full benefits package rate.
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### Waste Disposal at Plant

1. Septic Tank & Portable Toilet Waste Disposal	\$0.25/gallon – Minimum of 100 gallons
2. Recreational Vehicles (RV)	Free

### Sewer (Recycled Water) Department

2205 N. First Place, Hermiston, OR 97838

541-567-5272

# Street Department

## Sidewalk & Driveway Permits

All sidewalk & driveway improvement permits	\$50.00
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## Street Excavation Permits

All right-of-Way Cut Permits:

1. Less than 50 lineal feet, and less than 48" in width	1. \$50.00
2. More than 50 lineal feet, and less than 48" in width	2. \$50.00 plus \$1.00 per lineal foot
3. More than 50 lineal feet, and more than 48" in width	3. \$50.00 plus \$1.00 per lineal foot and replace at least 8' of paving width with an approved paving machine.

**Please Note:** Fees shall be doubled if the start of construction occurs prior to application and approval of the permit. The above amounts do not include repairs needed for Right-of-Way cuts.

## Swale Alteration Permits

Any conversion of a stormwater swale from a grassy swale to a rock swale requires a permit.

1. 4' wide existing grassy swale	\$15.64 per linear foot of swale
2. 6' wide existing grassy swale	\$18.12 per linear foot of swale
3. Deposit- Will be credited to final permit fee	\$250.00

**Please Note:** Swale alteration will be completed by City Crews on a first-come-first-served basis. Customers wishing to have the work done must pay a deposit to be placed on the list. Prior to beginning work, City crews will verify the dimensions of the swale to be converted and calculate the total permit fee owed; the customer must make that payment prior to work commencing.

### Street Dept. fees are processed by the Building Department

180 NE 2<sup>nd</sup> Street, Suite 211, Hermiston, OR 97838

541-667-5025

# System Development Charges & Connection Permits

## A. System Development Charges (SDC's)

Fees are due and payable upon issuance of permit for connection

Alternative Calculations, Credit's, and Exemptions for SDC's may apply or be requested as set forth in Resolution No. 2191.

Please Note: ORS 223.304(8) allows for periodic adjustments in SDC rates. Therefore, the City shall adjust rates on or about January 1st of each year to account for expected changes in the Acquisition and Development Cost Adjustment as set forth in Resolution No. 2191.

**Table A-1: Water, Sewer, Parks, & Transportation SDC's**  
Please Note: Park SDC Fees are not applicable to Commercial Connections

Last adopted/amended

[June 28, 2021 by Resolution No. 2191](#)

## Connection Permits Fees

There is a \$25.00 account set-up fee added to each meter installation. This charge is payable at the time of permit purchase. Additional charges may be due subject to water line installation assessment.

**Table B-1: Single Residential & Commercial Connection Permit Fees**

Meter Size	Water	Single Residential Sewer	Commercial Sewer
3/4"	\$900.00	\$275.00	\$300.00
1"	\$1,000.00	\$275.00	\$300.00
1 1/2"	\$2,100.00	\$275.00	\$300.00
2"	\$3,100.00	\$275.00	\$300.00
3"	\$4,700.00	\$275.00	\$300.00
4"	\$5,800.00	\$275.00	\$300.00

**Table B-2: Multi-Unit Sewer Connection Permit Fees**

- ❖ Water Connection fee depends on meter size as indicated in "Table B-1" above.
- ❖ Connection permits for assisted living facilities are based on number of living units.

No. of Units	Connection Fee	No. of Units	Connection Fee	No. of Units	Connection Fee
1	\$275.00	18	\$695.00	35	\$900.00
2	\$325.00	19	\$710.00	36	\$910.00
3	\$375.00	20	\$725.00	37	\$920.00
4	\$425.00	21	\$740.00	38	\$930.00
5	\$455.00	22	\$755.00	39	\$940.00
6	\$485.00	23	\$770.00	40	\$950.00
7	\$515.00	24	\$785.00	41	\$960.00
8	\$545.00	25	\$800.00	42	\$970.00

**SYSTEM DEVELOPMENT CHARGES & CONNECTION PERMITS**

9	\$560.00	26	\$810.00	43	\$980.00
10	\$575.00	27	\$820.00	44	\$990.00
11	\$590.00	28	\$830.00	45	\$1,000.00
12	\$605.00	29	\$840.00	46	\$1,010.00
13	\$620.00	30	\$850.00	47	\$1,020.00
14	\$635.00	31	\$860.00	48	\$1,030.00
15	\$650.00	32	\$870.00	49	\$1,040.00
16	\$665.00	33	\$880.00	50	\$1,050.00
17	\$680.00	34	\$890.00	51+	**See Below

\*\*Sewer Connection Permit Fee for more than 50 units is \$1,050.00 plus \$5.00 for each additional unit.

**Building Department**

180 NE 2<sup>nd</sup> Street, Suite 211, Hermiston, OR 97838

541-667-5025

# Transient Room Tax

**Imposed Tax:** Rent charged for the sale, service or furnishing of transient lodging defined in Ordinance No. 2236 passed 12/14/2015.

**Imposed Tax Exemptions:** Taxes shall not be charged to those listed under "Exemptions" in Ord 2236.

1. 1 to 6 consecutive days of occupancy by the same person	8%
2. 7 to 30 consecutive days of occupancy by the same person	2.5%
3. More than 30 consecutive days of occupancy by the same person, or rent paid for the entire month	None

**Please Note:** Taxes shall exclude the sale of any goods, services and commodities, other than the furnishing of rooms, accommodations, and parking space in recreational vehicle parks.

### Tourism Promotion Assessment Charge

#### Hotels

1. 1 to 30 consecutive days of occupancy by the same person- through 12/31/2030	\$2.00 per night rented
2. More than 30 consecutive days of occupancy by the same person, or rent paid for the entire month- through 12/31/2030	None
3. 1 to 30 consecutive days of occupancy by the same person- effective 01/01/2031	\$1.00 per night rented
4. More than 30 consecutive days of occupancy by the same person, or rent paid for the entire month- effective 01/01/2031	None

#### Recreational Vehicle Park

A. 1 to 30 consecutive days of occupancy by the same person	\$1.00 per space night rented
B. More than 30 consecutive days of occupancy by the same person, or rent paid for the entire month	None

**Collection of Transient Tax Funds-** Shall be paid by the transient to the transient tax collector at the time that rent is paid.

Collected Each Quarter	Collection Process
Less than \$100.00	None.
\$100.00 or more	The taxes and charges shall be filed with the Finance Director or designee.

#### Delinquencies and Interest from Transient Tax Collector

A. <b>Original Delinquency-</b> Imposed on any transient tax collector who has not been granted an extension of time for remittance but pays prior to delinquency established	10% of tax & charges due, in addition to the amount of the tax and charges
B. <b>Continued Delinquency-</b> Imposed on any transient tax collector who has not been granted an extension of time for remittance and is more than 30-days past due	25% of tax & charges due, in addition to the amount of the tax and charges
C. <b>Fraud-</b> Nonpayment of any remittance due to fraud or intent to evade	25% of tax & charges due, in addition to subsections (A) or (B) of this section
D. <b>Interest-</b> In addition to the penalties imposed, any transient tax collector who fails to remit any tax or charge imposed when due	0.5% per month without prorations, exclusive of penalties, until paid

**Petition for waiver:** Any transient tax collector may petition the City Council for waiver and refund of the penalty or any portion thereof as established in Ord 2236.

# Water Department

### Account Set-Up (non-refundable)

Water and/or Sewer, with or without Garbage Services	\$25.00		
<b>Water Usage Calculations</b> (per 1,000 gallons)	<b>Base Rate</b>	<b>0-15,000 Gallons</b>	<b>&gt;15,000 Gallons</b>
Rates Adjusted: March 1, 2023			
1. Residential	\$33.99	\$0.57	\$3.95
2. Commercial	\$33.99	\$0.57	\$3.95

### Please Note the Following:

❖ **Water Usage Annual Adjustment:**

The Monthly Base Rate, and the Water Usage Rate, shall be adjusted each March 1, by an amount equal to the annual percentage change in the Engineering News-Record Construction Cost (20-City Average) Index averaged for the three preceding calendar years.

❖ **Reduced Utility Rate:**

For relief of those residents who are experiencing a financial hardship, a Reduced Utility Rate Application may be obtained at City Hall for a reduced monthly charge calculated at 50 percent (of the base rate of their water and sewer bill).

### Fines & Penalties

1. <b>Late/Delinquent Payments:</b> All unpaid bills & charges for water, sewer & garbage services, not paid within 10 days of issuance of statement.	Additional 5% imposed on the gross combined billing
2. <b>Disconnection/Reconnection</b> (combined fee): Due to non-payment and/or failure to comply with water shortage emergency regulations	\$20.00
3. <b>Tampering Act:</b> For any unauthorized alteration or attempted alteration to: <ul style="list-style-type: none"> <li>• Reconnect services, once disconnected</li> <li>• Component(s) or locking mechanism</li> <li>• Other unauthorized access</li> </ul>	\$25.00 per occurrence, plus any additional charges for repairs or replacements due to damage(s)

**Please Note:** Service shall be restored only upon full payment of account, including: any other costs incurred by the City and any fines imposed.

### Water Meter Inspection

Consumer requested inspection & testing of meter	\$15.00
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### Miscellaneous Services

Fire Hydrant Meter	\$1,400.00 Deposit	Double Water Rate. Charged Monthly.
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**View Water Usage – Eye On Water:** As part of our ongoing efforts to improve services to our customers, we offer direct access to view your water usage data. The **EyeOnWater** website and FREE App (available for Android and IOS users) have a variety of available tools to review and analyze your water use. With these tools you are able to view your hourly usage, easy to understand graphs and the ability to establish alerts – including identifying potential water leaks.



To get started go to <https://eyeonwater.com> or scan the QR Code on the right-hand side of this page. You will need your account number (excluding the decimal points), zip code and a valid email address.

**Water Department Services are located at City Hall**

180 NE 2<sup>nd</sup> Street, Hermiston, OR 97838

541-567-5521