

Public Hearing Minutes
Monday January 12, 2026 at 5:30 pm
Town Hall Conference Room

Public hearing called to order at 5:30 pm by Select Board chairman Michelle Johnson

There were 10 members of the public present, including the 3 Selectboard members

The purpose of this public hearing is to hear public comments on proposed changes to building permit application fee schedule for resident and commercial projects in the Town of Portage Lake.

Public Comments:

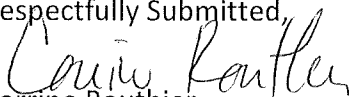
The Select Board explains the proposed changes suggested by the Planning Board:

For Residential permits, the fees would be a flat \$25 fee for projects costing up to \$7,500, and after that it would be .5% of the cost of construction. For commercial permits, the fees would be a flat fee of \$100 up to \$75,000, and after that it would be .5% of the cost of construction and all commercial projects will be required to obtain a 3rd party inspector.

There was some discussion about the need for the 3rd party inspector, which was explained by the town's Code Enforcement Officer who was present at the meeting.

Public Hearing was adjourned at 5:36 pm

Respectfully Submitted,


Corrine Routhier

Current Building Permit Fees

11 May 12, 2014

Portage Planning Board Suggests

Section 19 Schedule of Fees, Charges, and Expenses.

The Town shall establish annually, on the advice of the Planning Board and CEO, a schedule of fees, charges, and expenses for matters pertaining to this Ordinance. The schedule of fees shall be posted in the Town Office, and may be altered or amended after a public hearing by the Selectmen. Until all applicable fees, charges, and expenses have been paid in full by the applicant, no action shall be taken on any application or appeal.

Fees Revised May 18, 2016

1. **Site Design Review.**
Application Fee \$25, plus \$10 per 1000 SF of gross floor area.
2. **Subdivision Review**
 - A. Sketch Plan Application Fee \$25
 - B. Preliminary Plan Fee \$25, plus \$10 per lot or dwelling unit.
 - C. Final Plan Fee No fee if Preliminary Plan fee is paid. Otherwise, \$25, plus \$10 per lot or dwelling unit.
3. **Signs**
 - A. Permanent Application Fee \$10 per sign
 - B. Temporary Application Fee \$10 per sign
4. **Land Use Permit**
 - A. Residential Use

Cost of Improvement	Fee
0 - \$5000	\$5.00 \$10.00
\$5001 - \$35,000	\$10.00 15.00
\$35,001 - \$75,000	\$25.00 30.00
\$75,001 - over \$99,999	\$50.00 55.00
100,000 - over	\$2 per \$1000 cost of construction
 - B. Commercial and/or Industrial Use

Cost of Improvement	Fee
0 - \$75,000	\$25.00
\$75,001 - \$100,000	\$60.00
over \$100,000	0.005% of cost of improvement.
 - C. Renewal of Land Use Permit \$10
5. **Demolition Permit** \$10

Note: The demolished remains must be hauled away; the land must be restored to equal or better condition to abutting landowners; and all work must be completed within thirty (30) days of the demolition unless ordered by the Fire Chief or other authority. *Must follow MDEP and Federal EPA Standards.*
6. **New/Used Merchandise Sale Permit** \$5 Valid for thirty (30) days from date of issue.
7. **Automobile Graveyard, Junkyard, and Automobile Recycling Operation Permit**

Within 100 feet of a public way: \$200 per year for each permit, plus cost of advertising public hearing.
More than 100 feet from a public way: \$50 per year for each permit, plus cost of advertising public hearing.
Automobile Recycling Operation: \$50 per year for Each permit, plus cost of advertising public hearing.
11. **After-the-Fact Permit** Double the appropriate permit fee.

Proposed Building Permit Fee Schedule:

Residential: Construction costs of \$0-\$7,500: flat fee of \$25.
From \$7,501 and up, the fee is proposed at .5%.

Commercial: Construction costs of \$0-\$75,000: flat fee of \$100.
From \$75,001 and up the fee is proposed at .5%. All commercial projects will be required to obtain a 3rd-party inspector.

No other changes to the fee schedules are being proposed at this time.