



CITY OF NOVI CITY COUNCIL
JUNE 8, 2026

SUBJECT: Approval of a Resolution Amending the Clerk's Office Fee Schedule effective July 1, 2026.

SUBMITTING DEPARTMENT: Clerk's Office

KEY HIGHLIGHTS:

- Modernizing application fees to reflect cost of service provided for Clerk's Office licenses and permits.

BACKGROUND INFORMATION:

The Clerk's Office is recommending the adoption of an updated fee schedule to reflect current administrative costs and departmental review requirements.

While certain license and permit fees have been adjusted periodically over time, a full evaluation of the schedule has not occurred since 2007. As a result, several fees no longer accurately reflect the staff time, processing requirements, and administrative resources associated with the services provided.

To assist with this review, staff conducted a survey of comparable municipalities and communities to evaluate current fee structures and practices. The survey results demonstrated that some of the City's existing fees are below those charged by peer communities for similar services.

The proposed fee schedule is intended to modernize the Clerk's Office fees and better align them with the actual cost of providing services, including departmental review and administrative processing. Updating the schedule will help ensure consistency, fairness, and improved cost recovery while maintaining reasonable fees for residents and applicants.

Staff recommends adopting the revised fee schedule as presented, with an effective date of July 1, 2026.

RECOMMENDED ACTION:

Approval of a Resolution Amending the Clerk's Office Fee Schedule effective July 1, 2026.

CITY OF NOVI
COUNTY OF OAKLAND, MICHIGAN

RESOLUTION AMENDING THE CLERK'S OFFICE FEE SCHEDULE
EFFECTIVE JULY 1, 2026.

Minutes of a Meeting of the City Council of the City of Novi, County of Oakland, Michigan, held in the City Hall of said City on June 8, 2026, at 7:00 o'clock P.M. Prevailing Eastern Time.

PRESENT:

ABSENT:

The following preamble and Resolution were offered by Councilmember _____ and supported by Councilmember _____.

WHEREAS, the Clerk's Office provides various services to the public, including the issuance of license, permits, and other administrative services; and

WHEREAS, the City Council has determined that it is appropriate to amend the Clerk's Office fee schedule to recover costs associated with providing such services; and

WHEREAS, the proposed fee schedule has been reviewed and determined to be reasonable and in the best interests of the public and efficient operation of the Clerk's Office;

NOW, THEREFORE, BE IT RESOLVED as follows:

The fee schedule for services provided by the Clerk's Office, attached hereto as Exhibit A and incorporated herein by reference, is hereby approved. The approved fee schedule shall become effective on July 1, 2026.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Cortney Hanson, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi, County of Oakland, and State of Michigan, at a regular meeting held this 8th day of June, 2026, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting have been kept and made available to the public as required by said Act.

Cortney Hanson, City Clerk
City of Novi



CLERK'S OFFICE FEE SCHEDULE

45175 Ten Mile Road Novi, MI 48375
 (248) 347-0456 Phone
 (248) 347-0577 Facsimile
www.cityofnovi.org

EXHIBIT A

Auctioneer License	
Application Fee per Event	\$100 <u>200</u>

Fireworks	
First Event	\$750
Second Event	\$1,000

Going out of Business *	
Application Fee	\$50
Renewal Fee	\$50

Liquor License Class C	
Business Application Fee	\$1,000
Applicant Application Fee	\$210 <u>500</u>

Massage Business	
New Business Application Fee	\$250 <u>500</u>
Annual Business Renewal Fee	\$50 <u>250</u>

Non-Commercial Solicitor	
Application Fee per Organization	\$0 <u>100</u>

Notary Services	
Required as part of Official City Business	No charge
Novi Resident or Property Owner - First Notary Act	No charge
Subsequent Notary Act/s (Per Notary Act)	\$0 <u>10</u>
Non-Resident (Per Notary Act)	\$0 <u>10</u>

Outdoor Gathering	
Application Fee (200-499 attendants)	\$110 <u>300</u>
Application Fee (500-2,499 attendants)	\$210 <u>400</u>
Application Fee (2,500-5,000 attendants)	\$360 <u>500</u>
Application Fee (5,000+ attendants)	\$510 <u>1,000</u>



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Pawnbroker *	
Application Fee	\$250 <u>500</u>

Peddler	
Application Fee	\$35 <u>100</u>

Precious Metal and Gem Dealer *	
Application Fee	\$50

Refuse Collector	
Application fee per vehicle	\$125 <u>200</u>

Secondhand Dealer and Junk Dealer *	
Application Fee	\$50

* Rate is established and limited by law.



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Subsequent Notary Act/s (Per Notary Act)	\$10
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