

Town of Upton Fee Schedule

**Public Records & Administrative Services Fees:**

Notary (basic)	No Charge
Fax Transmission	\$ 1.00 per page
E-Mail	No Charge
Sound Files (via thumbdrive)	\$ 5.00 each
Town Maps	\$ 5.00 each
Black & White Copies	\$ 0.50 per page
Color Copies	\$ 2.00 per page
Photos	\$ 2.00 per page
Contact Sheets	\$ 5.00 per person
Crash Reports	\$ 10.00 per report

**Other Licenses**

Pet Tags	
Intact dog, cat or rabbit	\$ 15.00 each
Fixed dog, cat or rabbit	\$ 5.00 each

All pet tag licenses expire on 12/31 each year.

All pet tag licenses require proof of rabies vaccination for annual issuance. The Town of Upton does not keep vaccination records on file.

**Liquor Licenses and Permit Fees:**

Retail License	\$ 1,000.00 annual renewal
Restaurant License	\$ 1,500.00 annual renewal
Bar & Grill License	\$ 1,500.00 annual renewal
Limited Retail (Club) License	\$ 1,500.00 annual renewal
Microbrewery Permit	\$ 500.00 annual renewal
Winery Permit	\$ 500.00 annual renewal
Cateering Permit	\$ 50.00 for each 24 hours
Malt Beverage Permit	\$ 25.00 for each 24 hours

All license and permit fees not otherwise provided for hereinabove shall be the minimum amount provided in the applicable statute. All licenses and permits are subject to applicable Wyoming State statutes and Town of Upton municipal code requirements.

**Building Permit Fees**

0-500 sq ft	\$ 10.00 +\$0.06 per sq ft
501-1000 sq ft	\$ 25.00 +\$0.05 per sq ft
1001-2000 sq ft	\$ 45.00 +\$0.04 per sq ft
2001-5000 sq ft	\$ 75.00 +\$0.03 per sq ft
5000 & over sq ft	\$ 135.00 +\$0.02 per sq ft
Single wide	\$ 50.00 +\$10.00 processing
Double wide	\$ 75.00 +\$10.00 processing
Triple wide	\$ 100.00 +\$10.00 processing

Any person or entity that starts contruction of or sets a building, shed or other structure or that sets a mobile/manufactured home without obtaining a proper permit shall be assessed an additional \$50.00, added to the cost of the permit. Persons or entities that fail to obtain a required permit shall be denied connection to town utilities unless and until required permit is obtained.

**Community Center Use Fees**

Gym Side		
All day rental	\$	200.00 for each 24 hours
Per hour rental	\$	50.00 per hour
<b>Non-profit event</b>	<b>\$</b>	<b>100.00 for each 24 hours</b>
Reception Room		
All day rental	\$	200.00 for each 24 hours
Per hour rental	\$	50.00 per hour
<b>Non-profit event</b>	<b>\$</b>	<b>100.00 for each 24 hours</b>
Room 5 upstairs	\$	25.00 for each 24 hours
Room 6 upstairs	\$	25.00 for each 24 hours
Whole Building	\$	400.00 for each 24 hours
Per hour rental	\$	100.00 per hour
<b>Non-profit event</b>	<b>\$</b>	<b>200.00 for each 24 hours</b>
Use of the room divider in the Reception Room	\$	50.00 for each event
<i>(only a representative of the Town may access the dividers)</i>		
Daily Recreation, restrictions apply		\$10.00 per month, per person
Funeral & Celebration of Life Services		No Charge

**Room 4-Courtroom, is strictly off limits**

All events for rental use of the community center will be assessed a fee as resolved above unless otherwise pre-approved by the governing body.

All key fobs issued for multi-use events must be returned after the final series event.

All personal property from each event must be removed after each use, unless otherwise approved to remain in the facility.

All food, utensils, plates, cups, etc. must be removed after each use. Anything left behind will be thrown away.

A deposit of \$25.00 per key fob (limit 2) is required at the time of booking.

A deposit of \$200.00 per event is require at the time of key pick up.

A deposit of \$500.00 per event is required when alcohol service is requested.

*Deposits will not be refunded until the building has passed a cleaning & damage inspection.  
Cleaning supplies will be available.*

Events wishing to serve alcohol are required to submit a request to [uptonwy@townofupton.com](mailto:uptonwy@townofupton.com) for council review. All requests must be received before the regular meeting of the council preceding the scheduled event.

**Utility Deposit & Other Fees\***

Water Meter Deposit-Residential	\$	125.00
Water Meter Deposit-Commercial	\$	150.00
Service Fee	\$	20.00
Penalty for service disconnect due to Non-Payment	\$	40.00
Service Fee for service disconnect due to Non-Payment	\$	40.00
Service Fee for NSF payment (including ACH)	\$	30.00
Replacement of damaged or lost garbage can:		
96-gallon	\$	100.00
300-gallon	\$	250.00

***\*other fees can be viewed under Utilities-Pay Here page and are subject to change by resolution.***