

**TOWN OF BURGAW
SCHEDULE OF FEES
FISCAL YEAR 2018-2019**

(ATTACHMENT I)

GENERAL

Copies – black and white	\$0.05 each
Copies – color	\$0.15 each
CD	\$1.00 each

UTILITIES

Utility Deposit (water, sewer)	\$0 - \$150.00 Based on Credit History \$300 without verifiable identification
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Residential Credit Check	\$5.00
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Commercial Deposit

<u>Gal. Mth. Usage</u>	<u>Deposit</u>
0-3000 gals.	\$125.00
3001-9000 gals.	\$250.00
9001-25000 gals.	\$700.00
25001-50000 gals.	\$1,250.00
50001-100000 gals.	\$2,500.00
100000-***	\$2,500.00 min

Master Meter Deposit	\$150.00 Per Unit in Multi-Family Complexes
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Water Rate (inside city limits, incl. bulk)

0-2000 gals.	\$ 9.26
2001-3000 gals.	.00463 per gal
3001-9000 gals.	.00493 per gal
9001-20000 gals.	.00507 per gal
20001- gals.	.00522 per gal

(outside city limits, incl. bulk)

0-2000 gals.	\$18.54 per gal
2001-3000 gals.	.00927 per gal
3001-9000 gals.	.00987 per gal
9001-20000 gals.	.01015 per gal
20001- gals.	.01044 per gal

Sewer Rate (inside city limits)	\$ 18.46 .009229 per gal
(outside city limits)	\$ 36.94 .01846 per gal

Solid Waste	\$18.35 (residential: 1roll cart & recycling roll cart) \$32.86 (residential: 2 roll carts & recycling roll cart) \$31.02 (2 commercial roll carts & recycling bin)*
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*Commercial customers may request recycling roll cart service, in addition to their trash roll carts, for a total solid waste fee of \$32.86.

Vegetative/Construction/Demolition Debris pickup generated by town trash customers

Labor	\$80.00 per hour
Backhoe	\$100.00 per hour
Dump truck	\$80.00 per hour; min of 2hrs.

All hourly charges shall be pro-rated and a minimum of 1 hour shall be charged for all services, unless otherwise stated, pursuant to this fee schedule. All associated fees shall be invoiced by the town and must be paid prior to collection.

Bulk Water Purchase:

Hydrant Meter Rental:

Administrative Fee	\$50.00
Daily Hydrant Meter Rental Rate	\$10.00 per day
Monthly Hydrant Meter Rental Rate	\$300.00 per month
Bulk Rate	\$10.40 per 1,000 gal (\$0.0104 per gal)
Violation for misuse of hydrant meter	\$250.00 per day per violation

Replacement Costs:

Hydrant Meter	\$1,000.00
RPZ Backflow	\$900.00
“S” Tube	\$300.00
Gate Valve	\$100.00
Hydrant Wrench	\$50.00

Tank Filling:

Administrative Fee**	\$10.00 per filling
Filling Station Rate***	\$25.00 per 1,000 gal

**Administrative fee must be paid prior to each tank filling. Fee will not be pro-rated based on amount of water purchased.

***Town will not pro-rate the rate if less than 1,000 gallons are purchased.

Low Flow Device Credit	\$25.00 toilet
	\$20.00 shower, faucet

Connection Fees

		(Inside city limits)		(Outside city limits)	
		Residential			
		<u>Water</u>	<u>Sewer</u>	<u>Water</u>	<u>Sewer</u>
	¾”	\$ 950	N/A	\$1,900	N/A
	1”	\$1,100	N/A	\$2,200	N/A
Turbo	2”	\$1,900	N/A	\$3,800	N/A
Compound	2”	\$1,900	N/A	\$3,800	N/A
	4”	N/A	\$650	N/A	\$1,300
		Commercial			
		<u>Water</u>	<u>Sewer</u>	<u>Water</u>	<u>Sewer</u>
	¾”	\$1,450	N/A	\$2,900	N/A
	1”	\$1,600	N/A	\$3,200	N/A
Turbo	2”	\$2,400	N/A	\$4,800	N/A
Compound	2”	\$2,400	N/A	\$4,800	N/A
	4”	N/A	\$650	N/A	\$1,300

Additional connection fee \$500 if bore is involved

Meter Purchase (installed)	¾"	\$250 meter only	\$500 meter, setter, box
	1"	\$400 meter only	\$750 meter, setter, box
	2"	\$1,300 meter only	\$2,200 meter, setter, box
	3"	\$2,400 meter only	
	6"	\$4,320 meter only	
	8"	\$5,160 meter only	

Irrigation Meter Connection \$300.00 Connection from existing service ¾"
\$500.00 Connection from main line ¾"

Temporary Connect/Disconnect Fee \$30.00 3-day limit

Inactive Account Fee \$25.00 (3 months or less)
\$50.00 (greater than 3 months)

Administrative Fee \$35.00 Charge for non-payment or disconnect
\$200.00 Charge for meter testing

Returned Check Fee \$25.00

System Development Fee* \$4.89 water \$10.00 Sewer
(based on 360 gal/day) \$1,760.40 \$3,600.00

* See attached water/sewer fee schedule (appendix A)

Unauthorized use of water/sewer system up to \$1,000 per day plus \$75 Administrative Fee & applicable water consumption charges

Pretreatment permit fees are for recovery of the Town's expense in reviewing the Pretreatment Permit Application, initial inspection of the facility and the issuance of the pretreatment permit, if one is required.

Pretreatment Fees and Surcharges:

A. Pretreatment Permit Fee Schedule

Significant Industrial User (SIU) Permit	\$400.00
SIU Permit Renewal	\$400.00
Non-Significant Industrial User Permit	\$600.00
NON-SIU Permit Renewal	\$600.00
Permit Modification	\$100.00

B. General Fee Schedule

Grab sample	\$50.00
Composite Sample	\$100.00
Inspection fee (subsequent to permitting or Renewal)	\$50.00
Automatic charge for Notice of Violation	\$75.00
Charge for Public Notice	\$50.00

Fats, Oils & Grease (FOG) Violations* if residence or food handling facility is source of sanitary sewer blockage or overflow, a fine of not less than \$500 and not more than \$10,000 will be assessed, plus remediation costs. Additional fees may be imposed by the State of North Carolina.

*See attached Chart of Fines for various annual infractions of FOG (appendix B)

CEMETERY

Cost of land	\$6.82 per square foot (standard lot is 4' x 11')
Burial Fee per space	\$300.00 (in town resident) \$600.00 (out of town resident)

FILMING

Low Impact	\$300.00
Medium Impact	\$600.00
High Impact	\$1,200.00

Additional daily fee associated with filming at public property or building such as town park, Old Jail or Depot	\$1,000.00
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FACILITIES

Depot Rental

Banquet Room:

Private/Commercial

Monday-Thursday**	\$75/hour (2 hour minimum)
Monday – Thursday Cleaning Fee	\$150 (non-refundable)
Friday-Sunday (8am – 12am)	\$800 per day
Security Deposit (Refundable)	\$250

Public/Non-Profit*

Monday-Thursday**	\$50/hour (2 hour minimum)
Monday – Thursday Cleaning Fee	\$150 (non-refundable)
Friday-Sunday (8am – 12am)	\$400 per day
Security Deposit (Refundable)	\$250

Conference Room:

Private/Commercial

	\$35/hour (2 hour minimum)
In conjunction with Banquet Room Rental	\$100
Public/Non-Profit*	\$15/hour (2 hour minimum)
In conjunction with Banquet Room Rental	\$100

Dock Area:

Private/Commercial (8am – 12am)**	\$150 per day
Public/Non-Profit* (8am – 12am) **	\$100 per day
Cleaning Deposit (Non-refundable)	\$50

Open Area**

	\$50 per day
Reserving the day before an event for decorating:	
Monday-Friday(if available)	\$25 per hour
Saturday or Sunday (if available)	\$40 per hour

Venue Tours	(1 st and 2 nd viewing included in rental fee) (3 rd and subsequent viewings)	\$25 each
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*Non-profits must show proof of 501c(3) tax exempt status. All discounted events must contribute to the purpose and/or mission of the organization.

** Weekday hourly rental plus cleaning fee not to exceed weekend per day rate.

Burgaw Incubator Kitchen Rental

Kitchen Application Fee	\$25
Kitchen Orientation Fee	\$30
Cleaning & Security Deposit (Refundable)	\$150

Kitchen Rental Fees:

	Prime Time (7am to 10 pm)	Off-Hours (10pm to 7 am)
Limited Use (fewer than 50 hours/month)	Burgaw Rate*— \$16/hour	Burgaw Rate*-- \$12/hour
	Out-of-Town Rate— \$20/hour	Out-of-Town Rate— \$16/hour
Heavy Use (50+ hours/month)	Burgaw Rate*--\$14/hour	Burgaw Rate*-- \$10/hour
	Out-of-Town Rate— \$16/hour	Out-of-Town Rate— \$12/hour

*The Burgaw rate is available for Burgaw residents, property owners, and business owners.

Overnight Storage	\$10/night or \$100/month
Culinary Classes	see Kitchen Rental Fees

Community House Rental Fee

Full Weekday 7a – 12a (Monday-Thursday)	\$125 per day
Weekday (Monday-Thursday)	\$15/hr; minimum 3 hours
Full Weekend day 7a – 12a (Friday-Sunday)	\$175 per day
Weekend (Friday-Sunday)	\$20/hr; minimum 3 hours
Security Deposit (Refundable)	\$100
Cleaning Fee (Non-Refundable)	\$50

Hankins Park Reservation Fee	\$25.00 Town Residents \$50.00 Non-resident
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Rotary Park Reservation Fee	\$15.00 Town Residents \$30.00 Non-resident
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Harrell Park Reservation Fee	\$15.00 Town Residents \$30.00 Non-resident
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Park reservation application must be filed with Parks and Recreation Director no less than three (3) days prior to scheduled event. Payment must be made to Town of Burgaw on day reservation is made. Reservation fees are non-refundable. Every effort will be made to schedule an alternate date should a cancellation be necessary. In case of inclement weather, the renter has two working days to call and schedule an alternate date. Applicant's driver's license will be required as proof of residency.

Stage Rental Fee

Full Weekday (Monday – Thursday)	\$100.00
Full Weekend day (Friday – Sunday)	\$150.00
Set-up and Take-down fee	\$100.00
Security Deposit (refundable)	\$100.00

LAW ENFORCEMENT

Report copy- black & white	\$ 0.05 each
Impound Storage Fee	\$ 10.00 per day
Vehicle Unlocks (exceptions for emergency)	\$ 10.00 per unlock
Officer Vehicle for Movie/Film	\$ 30.00 per hour
Officer Vehicle for Escort of Oversized Equipment	\$ 30.00 per hour (2 hour minimum)
Administration Fee- Escort	\$ 20.00 per escort
Bow Hunting Permit Fee	\$ 25.00
Violation of ordinance within Chapter 32- Traffic & Vehicles	\$ 50.00 civil penalty

ANNEXATION

Voluntary Annexation (up to 100 acres)*	\$500.00
Voluntary Annexation (greater than 100 acres)*	\$1,000.00

ZONING

Zoning Compliance Permit Fees	
New Residential Construction	\$ 50.00
New Commercial Construction	\$200.00
Additions, accessory structure, signs, and changes of use	\$ 30.00
Home Occupations	\$ 30.00
Flood Development Permit	\$ 50.00
Application for Conditional Use Permit	
General	
Not requiring technical review:	
Existing structure and no construction	\$300.00
New construction non-residential	\$400.00
Requiring technical review:	
Existing structure and no construction	\$350.00
New construction non-residential	\$500.00
Planned Unit Developments	
Fewer than 100 lots or dwelling units	\$500.00*
	*plus \$10 per acre for first 100 acres; \$5 thereafter
100-500 lots or dwelling units	\$750.00*
	*plus \$10 per acre for first 100 acres; \$5 thereafter
Over 500 lots or dwelling units	\$1,000.00*
	*plus \$10 per acre for first 100 acres; \$5 thereafter
Appeal to Board of Adjustment	\$250.00*
Application for Variance	\$250.00*
Application for Rezoning	\$350.00*
Application for Conditional Zoning (CZ)	
< 3 acre Residential	\$400.00*
> 3 acre Residential	\$500.00*
< 3 acre Commercial	\$500.00*
> 3 acre Commercial	\$650.00*
Application for Administrative Amendment to CZ District	\$ 50.00
Petition for Text Change Amendment	\$200.00

Subdivision Review	
Exempt Plat Review	\$ 50.00
Minor Subdivision	\$100.00
Major Subdivision	
Concept/Sketch	\$100.00
Preliminary plat	\$200.00 + \$10/lot
Final plat	\$100.00 + \$10/lot
Plat Review Deposit	\$20.00 (hold for 15 days)
Flood Determination Letter	\$30.00
Zoning Determination or Compliance Letter	\$50.00
Petition for Street/Alley Closing	\$125.00**
Petition for Street/Alley Name Change	\$125.00**
Tree Removal Permit	\$10.00 per regulated or protected tree
Ordinance and Map Copies (printed, unbound)	
Unified Development Ordinance	\$25.00
Zoning or Other Map (17" x 22" or larger)	\$25.00
Land Use Plan	\$25.00

*Plus an additional fee of \$7.00 per property owner that is legally required to be notified of public hearing. All fees shall be collected at the time of filing the request.

**Plus an additional fee of \$7.00 per property owner abutting subject road or alley. All fees shall be collected at the time of filing the request.

BUILDING INSPECTIONS

Permits are required on all construction when costs exceed \$500.00, unless the construction is exempt under NC General Statute 160A-417.

Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits may be subject to a penalty of up to 100 percent of the usual permit fee and/or a fine of \$100.00.

Building fees shall be calculated on the basis of a realistic estimate of the construction cost of a building using the latest IBC Valuation Data compiled by the International Building Code for commercial and residential construction.

BUILDING PERMIT

\$500 - \$1000	\$ 75.00
\$1,001 - \$3,000	\$ 85.00
\$3,001 - \$6000	\$ 100.00
\$6,001 - \$10,000	\$ 130.00
\$10,001 - \$15,000	\$ 150.00
\$15,001 - \$25,000	\$ 180.00
\$25,001 - \$50,000	\$ 200.00
\$50,001 and over	\$ 200.00 plus \$5.00 per thousand dollars in cost

MANUFACTURED HOUSING PERMITS

SET-UP AND FOUNDATIONS

Single wide home	\$ 150.00
Double wide home	\$ 200.00
Triple wide home	\$ 250.00
Modular Home	\$ 60.00 per sq. ft use for valuation
Electrical	\$ 100.00
Plumbing	\$ 100.00
Mechanical	\$ 100.00

**Marriage wall inspection required*

MECHANICAL PERMIT

New Electric, gas or oil – 1st unit	\$ 100.00
Additional units	\$ 60.00
Change-out, no duct work	\$ 80.00
Change-out, with duct work	\$ 100.00
Gas line pressure test	\$ 55.00 First + 5 each additional
Hood canopies – cooking areas	\$ 100.00
Walk-in coolers	\$ 80.00

PLUMBING PERMIT

RESIDENTIAL AND COMMERCIAL

0-12 fixtures	\$ 100.00
>12	\$ 125.00
Full Bathroom addition	\$ 50.00
Kitchen sink/washer hook-up	\$ 50.00
Water service connection	\$ 30.00
Sewer service connection	\$ 30.00

ELECTRICAL PERMIT

RESIDENTIAL (new construction)

200 amp service	\$ 100.00
201-400 amp service	\$ 125.00
401 amp and over	\$130.00 plus \$.30 per amp
Temporary pole	\$ 30.00
Verification	\$ 50.00

COMMERCIAL (new construction)

200 amp service	\$ 125.00
201-400 amp service	\$ 150.00
401 amp and over	\$ 150.00 plus \$.40 per amp
Temporary pole	\$ 30.00
Verification	\$ 50.00

COMMERCIAL (service upgrade)

200 amp service	\$ 75.00
201-400 amp service	\$100.00
401 amp and over	\$100.00 plus \$.40 per amp
Inspection for existing service	\$100.00

WIRING (no service change)	
1-12 outlets	\$ 40.00
more than 12 outlets	\$ 60.00
SWIMMING POOL PERMIT	
RESIDENTIAL AND COMMERCIAL	
Pool inspection barriers	\$ 50.00
Electrical (grounding, pump, GFI)	\$ 60.00
INSULATION PERMIT	
Inspection Fee	\$ 30.00
Multi-unit dwellings	\$ 30.00 each
MISCELLANEOUS	
Demolition	\$ 70.00
Re-inspection fee	\$ 30.00 for second failed inspection
FAILURE TO OBTAIN FINAL INSPECTION	\$100.00
(A final inspection must be requested upon completion of work)	
Minimum building permit	\$ 40.00
Minimum electrical permit	\$ 40.00
Minimum plumbing permit	\$ 40.00

EXPIRATION OF PERMITS

After obtaining the appropriate permits, the person in possession of the permits has 6 months to begin work as it is listed on the permit. If the person has not commenced construction in that period of time, the permit shall expire. The person will then need to purchase another permit and pay the corresponding fees. The permit will also expire if construction is suspended or abandoned for a period of 12 months or more after commencement of the initial construction.

**Credit card fee for paying for permits/zoning/inspections/facility rentals with card:
3% of fee charged**

FIRE MARSHAL

FIRE PREVENTION, INSPECTIONS AND PERMITS:

In order to preserve and protect public health and safety, and to satisfy the requirements of North Carolina General Statute 160A-424, the Town of Burgaw will be conducting Fire Prevention Inspections and construction plan review on all commercial buildings within the town limits and it's ETJ on an annual basis. The purpose of these periodic inspections is to identify activities and conditions in buildings, structures and on premises that pose dangers of fire, explosion or related hazards.

NEW BUSINESS AND MULTI-FAMILY PERMIT AND INSPECTION (Plan Review)

All commercial and multi-family properties will be permitted and inspected during the plan review and construction phases to verify compliance with the North Carolina Fire Code.

Up to 5,000 square feet	\$25.00
5,001 to 10,000 square feet	\$50.00
10,001 to 25,000 square feet	\$75.00
25,001 and over	\$100.00

FIRE SUPPRESSION AND NOTIFICATION SYSTEM PERMIT AND INSPECTION

A permit and inspection is required before any fire suppression and/or notification system is installed, removed, or altered.

Sprinkler System	\$100.00
Fire Alarm / Notification System	\$100.00
Other Suppression System	\$100.00

SPECIAL/HAZARDOUS USE PERMIT

Temporary kiosk or display	\$10.00
All tents meeting the permit requirements under Chapter 24 of the North Carolina Fire Code (>400sqft)	\$25.00
Special Assembly	\$30.00
Cooking Event	\$30.00
Any Other Required Use Permit Defined in the NC Fire Code	\$30.00

FLAMMABLE / COMMBUSTIBLE LIQUID STORAGE TANKS (ABOVE AND BELOW GROUND)

Removal (per tank)	\$50.00
Installation (per tank)	\$50.00

INSPECTIONS

Annual Inspection	No-charge
Foster Home Inspections	\$30.00
Day Care Inspection	\$30.00

RE-INSPECTION FOR NON-COMPLIANCE

1 st Re-inspection	\$30.00
2 nd Re-Inspection	\$75.00
3 rd Re-inspection	\$150.00 and referral to Town Attorney

LIFE SAFETY CODE VIOLATIONS (definitions attached)

Any violation of the following requires an immediate citation

Overcrowding	\$500.00
Blocked Exit	\$200.00
Spraying Operation Not Compliant to Code	\$100.00

Any violation of the following upon re-inspection requires an immediate citation

Fire Alarm System Inspection/Maintenance	\$100.00
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Fire Suppression System Inspection/Maintenance	\$100.00
Unauthorized Storage	\$100.00
Emergency Lighting Inspection/Maintenance	\$50.00
Fire Extinguisher Inspection/Maintenance	\$50.00
Use of Non-approved Heating Appliances	\$50.00

OTHER FIRE CHARGES

Unauthorized Burning	\$100.00
Key holder's Failure to Respond on Fire Alarm	\$100.00
Hazardous Event Standby i.e. Pyrotechnics, Open Burning, etc.	\$200.00

DEFINITIONS OF LIFE SAFETY VIOLATIONS

(Violation of any of the following code requirements renders a citation action)

1. **Overcrowding - \$500.00 – Occupancy of a building in excess of the posted occupant load as defined in Section 1004 of the NC Fire Code.**
2. **Block Exit - \$200.00 – Any obstruction in the required width of a means of egress. (A means of egress is the continuous and unobstructed path of vertical and horizontal egress travel from any point in a building or structure to a public way, consisting of three separate and distinct parts: the exit access, the exit, and the exit discharge.)**
3. **Spraying Operation Not Complying to Code - \$100.00 – Spraying flammable or combustible finishes without a properly installed spray booth or approved spraying area.**
4. **Fire Alarm System Inspection/Maintenance - \$100.00 – Failure to have the required annual maintenance test conducted of the fire alarm system(s), all deficiencies corrected, and to have required documentation of test(s) available to the fire code official on site.**
5. **Fire Suppression System Inspection/Maintenance - \$100.00 – Failure to have the required annual maintenance test conducted of all the fire suppression system(s), all deficiencies corrected, and to have required documentation of test(s) available to the fire code official on site.**
6. **Unauthorized Storage - \$100.00 – The storage of flammable, combustible or hazardous liquids or materials improperly stored and/or without a permit.**
7. **Emergency Lighting Inspection/Maintenance - \$50.00 – Failure to provide documentation and/or to conduct the required emergency lighting tests set forth in Section 604.6 of the NC Fire Code.**
8. **Fire Extinguisher Inspection/Maintenance - \$50.00 – Failure to properly maintain and service required portable fire extinguishers.**
9. **Use of Non-Approved Heating Appliances - \$50.00 – The use of non-listed heating appliances and/or use in an unapproved manner or location.**

Appendix A

WATER AND SEWER FEE SCHEDULE

Use	Unit	ERU	Water Fee	Sewer Fee
Single Family Residential	Dwelling	1	\$1,760.80	\$3,600.00
Multifamily Dwelling (3 bedroom)	Dwelling	1	\$1,760.80	\$3,600.00
Multifamily Dwelling (2 bedroom)	Dwelling	0.85	\$1,496.68	\$3,060.00
Multifamily Dwelling (1 bedroom)	Dwelling	0.7	\$1,232.56	\$2,520.00
Barber & Beauty shops	Chairs	0.12	\$211.30	\$432.00
Churches, theaters & assembly halls	Seats	0.01	\$17.61	\$36.00
Coin operated laundry	Washers	0.8	\$1,408.64	\$2,880.00
Convenience stores	Commodes	0.57	\$1,003.66	\$2,052.00
Correctional institutions	Inmates	0.22	\$387.38	\$792.00
Day Care Center	Persons	0.03	\$52.82	\$108.00
Factories	Employees	0.05	\$88.04	\$180.00
Fast Food	Seats	0.1	\$176.08	\$360.00
Hospitals	Beds	1.25	\$2,201.00	\$4,500.00
Hotel/Motel without kitchen	Rooms	0.35	\$616.28	\$1,260.00
Nursery Home with laundry	Residents	0.4	\$704.32	\$1,440.00
Nursery home no laundry	Residents	0.22	\$387.38	\$792.00
Offices, warehouses	per 1000 sq. ft	0.05	\$88.04	\$180.00

Restaurants	Seats			
12 hours or less/day		0.02	\$35.22	\$72.00
more than 12 hour/day		0.05	\$88.04	\$180.00
Schools	Students	0.03	\$52.82	\$108.00
Shopping centers/stores	per 1000 sq. ft	0.3	\$528.24	\$1,080.00

Appendix B

FINES OF VARIOUS ANNUAL INFRACTIONS OF FOG ENFORCEMENT

Minor Violations

	1st Offense	2nd Offense	3rd Offense	4th Offense and Up
Failure to submit records	Warning	\$100.00	\$200.00	\$500.00
Inspection hindrance	Warning	\$100.00	\$200.00	\$500.00
Failure to maintain on-site records	Warning	\$100.00	\$200.00	\$500.00

Moderate Violations

	1st Offense	2nd Offense	3rd Offense	4th Offense and Up
Failure to maintain interceptor in proper working order	\$500.00	\$750.00	\$1000.00	\$2500.00
Failure to clean interceptor as required	\$250.00	\$350.00	\$500.00	\$1,000.00

Major Violations

Source of sewer blockage (minimum)	\$500.00
Source of sanitary sewer overflow (minimum)	\$1,000.00
Falsification of Records	\$1,000.00