

APPENDIX A - FEE SCHEDULE (EFFECTIVE 9/25/2023)

INTENT: The Town of Cross Roads does not assess property taxes to property owners. As such, the fees listed herein are established to recover the costs associated with the review and/or inspection work performed for the subject application. The assessment of these fees allows the Town to maintain a property-tax free municipality.

SECTION A. BUILDING PERMIT, INSPECTION AND PLAN REVIEW FEES

1.0 New Residential Construction Fees

	<u>Fees</u>
1.1 Plan Review Fee	35% of permit fee
1.2 Building Permit Fees	
Finished Space	\$0.75 per square foot (\$1,000 min)
Unheated Space	\$0.45 per square foot
1.3 Building Inspection Fees	
Total Residential Space Permit	\$0.20 per square foot (\$900 minimum)
Accessory Space (Setbacks & Square Foot verification)	\$80.00
Re-inspection per visit** (Other than non-occupied new residential space)	\$85.00
Red Tag Fee *	\$85.00

Example: 2,200 sf finished space and 600 sf unheated space would have the following fees:

Plan Review Fee: 35% of \$1,920 = \$672

Permit Fee: $(2,200 \times 0.75) + (600 \times 0.45) = \$1,650 + \$270 = \$1,920$

Inspection Fee: $2,800 \times 0.20 = \$560$, requires \$900 minimum

Total: \$672 when plans are submitted + \$2,820 when plans are picked up

2.0 Residential Remodeling or Addition to Main Building Construction Fees

	<u>Fees</u>
2.1 Plan Review Fee	35% of permit fee (\$140 min)
Re-inspection per visit**	\$80.00
2.2 Building Permit Fee	\$0.45 per square foot + \$200
2.3 Building Inspections	
Price per Inspection as determined required**	\$80.00
Red Tag Fee*	\$85.00

3.0 Residential Accessory Structure

	<u>Fees</u>
3.1 Plan Review Fee	35% of permit fee (\$80 min)
Re-inspection per visit**	\$85.00

3.2 Building Permit Fee	
Space with at least one utility	\$0.45 per square foot + \$200
Building only, no utilities	\$0.45 per square foot + \$100
3.3 Building Inspections	
Price per Inspection as determined required**	\$80.00
Red Tag Fee*	\$85.00

4.0 New Commercial Construction Fees

	<u>Fees</u>
4.1 Plan Review Fee	50% of permit cost
4.2 Building Permit Fees	\$1,400 min.
Permit Fee Calculated According to the formula in the International Code Council (ICC) Building Valuation Data Report updated by the ICC every six months utilizing the Permit Fee Multiplier of 0.0075. August 2023 Report Attached as Exhibit A.	
4.3 Building Inspection Package Fees	
New Commercial Space - Included in Permit Cost	\$0.00
Accessory Space (Setbacks & Square Foot verification under 1500 square foot)	\$100.00
Re-inspection per visit** (Other than non-occupied new commercial space)	\$100.00
Red Tag Fee*	\$100.00
4.4 Other Inspections and Fees	
Inspections for which no fee is specifically indicated (minimum charge per hour)	\$100.00
Additional plan review required by changes, additions or revisions to plans (minimum charge per hour)	\$100.00
For use of outside consultants for plan checking and inspections, or both e.g. Fire & Health Departments, Engineer, Legal. (Actual costs plus administrative and overhead costs of 15%.)	Actual Costs + 15%
4.5 Certificate of Occupancy	See Section A.7.0

5.0 Commercial Remodeling, White-box, or Addition to Main Building Construction Fees

	<u>Fees</u>
5.1 Plan Review Fee	50% of Permit Cost (minimum of \$425)
5.2 Building Permit Fee □	\$750 for first \$50,000 + \$6.00 each additional \$1,000
5.3 Building Inspection Package Fees	
New Commercial Space - Included in Permit Cost	\$0.00
Accessory Space (Setbacks & Square Foot verification under 1500 square foot)	\$100.00
Re-inspection per visit** (Other than non-occupied new commercial space)	\$100.00

Red Tag Fee*	\$100.00
5.4 Other Inspections and Fees	
Inspections for which no fee is specifically indicated (minimum charge per hour)	\$100.00
Additional plan review required by changes, additions or revisions to plans (minimum charge per hour)	\$100.00
For use of outside consultants for plan checking and inspections, or both e.g. Fire & Health Departments, Engineer, Legal. (Actual costs plus administrative and overhead costs of 15%.)	Actual Costs + 15%
5.5 Certificate of Occupancy	See Section A.7.0

6.0 Septic System Permit Fees	Total Fee
6.1 Residential Aerobic System New/Replacement	\$700.00
6.2 Residential Conventional System New/Replacement	\$550.00
6.3 Commercial Aerobic System New/Replacement	\$650.00
6.4 Commercial Conventional System New/Replacement	\$600.00
6.5 Repair or Modification Permit & Inspection Fee	\$100.00
6.6 Re-Inspections**/Red Tag Fee*	\$100.00

7.0 Miscellaneous Fees	Fee
7.1 Certificate of Occupancy Inspection (<i>Residential</i>)	\$100.00
7.2 Certificate of Occupancy Inspection (Commercial <2000 square foot)	\$250.00
7.3 Certificate of Occupancy Inspection (Commercial >2000 square foot)	\$250.00
7.4 Grading and Drainage Plan (minor, no engineer review)	\$500.00
7.5 Grading and Drainage Plan, with engineer review	\$1,000.00
7.6 Temporary Utility Pole (<i>Without Building Permit</i>)	\$175.00
7.7 Retaining Wall (requiring engineering review and inspection)	\$1,000.00
7.8 Subdivision Culvert (pre-determined engineering)	\$325.00
7.9 Non-Subdivision Culvert (requiring engineering)	\$1,000.00
7.10 Culvert Reinspection	\$125.00
7.11 Pool / Spa (<i>above ground</i>) plus fence, review & inspections	\$650.00
7.12 Pool / Spa (<i>in ground</i>) plus fence, review & inspections	\$650.00
7.13 Propane/natural gas (<i>No Inspection if certified certificate filed</i>)	\$175.00
7.14 Commercial Irrigation System Permit & Inspection	\$300.00
7.15 Roof Permit & Inspection	\$0.00
7.16 Demolition Permit & Inspection	\$300.00

7.17 Tree Preservation Permit & Inspection (<i>No Charge at this time</i>)	<i>No Charge</i>
7.18 Zoning Verification Letter	\$25.00
7.19 ETJ Verification Letter	\$25.00
7.20 After Hours/Emergency Inspection Services	\$115/hour, 2 hour minimum
7.21 Civil Construction Inspections	See Section B.
7.22 Use of outside consultants	Actual Costs + 15%
For use of outside consultants for plan checking and inspections, or both. ie; example Fire & Health Departments inspections. (Actual costs plus administrative and overhead costs of 15%.) A minimum deposit of \$500 must be submitted to the Town unless a different amount is specified herein based on the specific application. The Town will charge actual time against the deposit with a refund of any unused deposit issued within 60 days of completion of work. If the amount of the work exceeds the deposit, the Town reserves the right to withhold reviews until the outstanding amount is due	

8.0 Fire Code Compliance Permits & Inspections Fees

	<u>Total Fee</u>
8.1 Non-CAD Submittal Fee	\$100 per submittal
8.2 General Inspections	\$50 per inspection
8.3 Alarm	\$150.00 + \$0.017 per Square Foot or Portion Thereof
8.4 Alarm (Water Flow Monitor)	\$150.00 per System
8.5 Sprinkler	\$150.00 + \$0.017 per Square Foot or Portion Thereof
8.6 Single Family Residence Sprinkler	\$150.00 per Residence
8.7 Access Control	\$150.00 per System
8.8 Hood/FM 200 Systems	\$150.00 per System
8.9 Underground Fire Main	\$150.00 per Line
8.10 Remote Fire Department Connection	\$150.00 per Line
8.11 Fire Lane - Modification	\$150.00 per Site
8.12 Fire Lane - Control Devices	\$150.00 per Site
8.13 Gate Access Systems	\$150.00 per Gate
8.14 Standpipe System	\$150.00 per System
8.15 Fire Pump and Related Equipment	\$150.00 per Pump
8.16 Battery System	\$150.00 per System
8.17 Christmas Tree Lot	\$150.00 per System
8.18 Flammable/Combustible Liquids	\$150.00 per Permit
8.19 Flammable/Combustible Storage Tanks	\$500.00 for First Tank, \$75 for each Additional Tank
8.20 LP - Gas	\$150.00 per Permit
8.21 Compressed Gases	\$150.00 per Permit

8.22 Hazardous Materials	\$150.00 per Permit
8.23 Spray or Dipping	\$150.00 per Booth
8.24 Temporary Membrane Structure, Tents and Canopies	\$150.00 per Tent
8.25 Burn	\$50.00 per Annual Permit
8.26 Working without a permit	Two times the Permit Fee in Addition to the Permit Fee
8.27 Re-Inspection (Permits)	\$75.00 Shall be Charge for Failing the Initial Permit Inspection. \$150.00 2nd Inspection, Fee Doubles each inspection to a max of \$600.00.
8.28 Re-Submittal Fee	\$75.00 Shall be Charged for any Plans requiring Re-Submittal
8.29 Red Tag Fee	\$100.00 Shall be Charged to any Business Owner/Property Manager/Responsible Person in Charge of a Business, Property, or Tenant Space per incident where a system is required by the Texas State Fire Marshal's Office to receive an annual or semi-annual inspection and is "Red Tagged" by a licensed company conducting the Inspection.
8.30 Re-Inspections (Generals)	\$100.00 Shall be Charged to any Business Owner/Property Manager/Responsible Person in Charge of a Business, Property, or Tenant Space for failing to comply with General Fire Safety Inspections after the First Inspection visit, \$150.00 shall be charged for each inspection visit thereafter. Similar violation (s) repeated on previous general inspection(s) are immediately charged \$150.00 for all Re-Inspections after the first.

9.0 Oil and Gas Drilling, Pipeline and Production Permits

9.1 Oil / Gas Well Drilling and Pipeline Permit Application Fee	\$9,000.00 plus Professional Fees
9.2 Oil / Gas Board of Review Application	\$300.00 plus Professional Fees
9.3 Oil / Gas Well Appeal	\$300.00 plus Professional Fees
9.4 Reimbursement for Public Notices	To Be Determined By Town
9.5 Administrative Fee (Annual)	\$100.00 plus Professional Fees
9.6 Use of Public Roads, Street Crossings	Basic Rate: \$1.00 per linear foot of pipe up to and including 6" in diameter. Oversize Rate: Additional \$0.50 per inch of nominal diameter per linear foot over and above 6" in diameter.
9.7 Use of the Right-of-Way for Monitoring Wells (Oil & Gas Pipeline Only)	Basic Rate: \$250.00 for a well 12" or less in diameter and 20' or less in depth. Good for two years: rate increased by \$100.00 for each additional year authorized in the permit agreement.

10.0 Other Inspections and Fees

10.1 Inspections for which no fee is specifically indicated (minimum charge per hour)	\$80.00
10.2 Additional plan review required by changes, additions or revisions to plans (minimum charge per hour).	\$80.00
10.3 For use of outside consultants for plan checking and inspections, or both. ie; example Fire & Health Departments inspections. (Actual costs plus administrative and overhead costs of 15%.) A minimum deposit of \$500 must be submitted to the Town unless a different amount is specified herein based on the specific application. The Town will charge actual time against the deposit with a refund of any unused deposit issued within 60 days of completion of work. If the amount of the work exceeds the deposit, the Town reserves the right to withhold reviews until the outstanding amount is	Actual Costs + 15%

SECTION B. CONSTRUCTION INSPECTION FEES

The deposit of four percent (4%) of the improvement value or a minimum of \$5,000 is due prior to holding a pre-construction meeting. Actual costs of staff's weighted hourly rates and any third-party fees will be charged against the deposit with a refund of the unused deposit issued within 60 days after a final inspection. If actual costs of staff exceed the deposit, an invoice will be issued for the excess expense which is due before the final inspection or, if a final inspection has already been completed, before the issuance of any additional permits for any portion of the subject property.

SECTION C. DEVELOPMENT FEES

1.0 PROFESSIONAL CONSULTANT AND CONTRACTED SERVICES REVIEW

A deposit is required in the amount listed in Section C.2. before professional or contracted services commence. These include legal, engineering, planning, landscaping, fire, septic, and other similar services.

2.0 DEVELOPMENT APPLICATIONS

	<u>Deposit (in addition to Fee)</u>	<u>Fees</u>
2.1 Annexation Fees		\$ 2,850.00
2.2 Zone Change or text amendment (No Planned Developm	n/a	\$ 1,450.00
2.3 Zone Change (MU or PD), includes concept plan		
0 to 5 acres	\$ 1,500.00	\$ 2,500.00
Excess of 5 acres	\$ 2,000.00	\$ 3,000.00
2.4 Special Use Permit	\$ 1,000.00	\$ 2,000.00
2.5 Zone Change Case Withdrawal		
Before publication of a notice of Public Hearing	Balance not used for review.	50% Refund
After Publication	Balance not used for review.	No Refund
2.6 Minor Plat or Replat	\$1,000	\$ 1,000.00

2.7 Preliminary Plat			
Property zoned to a (SF) Single Family District	\$3,000	\$15 per lot plus \$	1,400.00
Commercial Property or (MF) Multi-Family	\$3,000	\$25 per acre plus \$	1,400.00
2.8 Final Plat			
Property zoned to a (SF) Single Family District	\$1,500	\$15 per lot plus \$	1,400.00
Commercial Property or (MF) Multi-Family	\$1,500	\$25 per acre plus \$	1,400.00
2.9 Civil Construction Plan Review (Fee based on minimum of 14.25 hours of review time by Staff.)			
Property zoned to a (SF) Single Family District	\$2,000	\$10 \$15 per lot plus \$	2,117.12
Commercial Property or (MF) Multi-Family	\$2,000	\$20 \$25 per acre plus \$	2,117.12
2.10 Commerical Site Plan			
New Site with no prior development	\$3,500	\$	1,750.00
Pre-Engineered Pad Site	\$1,500	\$	1,750.00
2.11 Vacating Plat			
		\$	1,000.00
2.12 Application for Property Excluded from Plat			
		\$	300.00
2.13 Appeal to Board of Adjustment			
		\$	850.00
2.14 Variance from Zoning Regulations Considered by Board of Adjustments			
		\$	850.00
2.15 Waiver Request of Certain Ordinance Requirements to the Town Council			
		\$	450.00
2.16 Pre-Submittal Conference Fee (consultants e.g. engineer, inspector, building clerk). Must be paid at least 3 business days before meeting		Per Hour (one hour min) \$	550.00
2.17 Drainage study, downstream assessment or detention pond construction			
Submission in prior to a Preliminary Plat or Site Plan application	\$2,500		No fee
Review without development application	\$2,500	\$	500.00

SECTION D. BUSINESS RELATED FEES

1.0 Business Permits Fees

	<u>Permit Fee</u>
1.1 Sexually Oriented Businesses	
Initial License (<i>Non-refundable</i>)	\$5,000.00
Annual license	\$2,000.00
Transfer Ownership Fee	\$2,000.00
1.2 Bed and Breakfast Annual Permit	\$500.00
1.3 Circus/Carnival/Tent Events	\$200.00
1.4 Peddlers and Solicitors Retail Business Permit	\$150.00

1.5 Liquor License & Renewal Permit

Initial License *(50% of State Fee (TABC Title 3 Sec. 11.38) Non-refundable)*

Renewal license *(50% of State Fee (TABC Title Sec. 11.38) Non-refundable)*

2.0 Sign Permit Fees**Permit Fee**

2.1 Permanent Business Façade or Hanging Sign	\$175.00
2.2 Permanent Business Free Standing & Monument Sign Fees	\$400.00
2.3 Temporary Business & Residential Signs	No Charge
2.4 Temporary Residential Sign	No Charge
2.5 Political Sign	No Charge
2.6 Construction Sign	No Charge
2.7 Special Event /Garage Sale Sign Permit	No Charge
2.8 Variance Sign Application	\$450.00
2.9 Sign Installed Without Permit	Scheduled Fee Doubled
2.10 Re-Inspections**	\$80.00
2.11 Red Tag Fee*	\$80.00

3.0 Food Service Permits & Inspections**Total Fee**

3.1 Grocery <i>(Per Department - 2 Inspections a Year)</i>	\$450.00
3.2 Restaurant/Club <i>(New Application & Annual Inspections)</i>	\$400.00
3.3 Convenience Store Without Deli <i>(New Application & Annual Inspections)</i>	\$300.00
3.4 Convenience Store With Deli <i>(New Application & Annual Inspections)</i>	\$385.00
3.5 Mobile Food Vendor/Commissary <i>(New Application or Renewal)</i>	\$125.00
3.6 Day Care License & Inspection	\$450.00
3.7 Food Sales at Temporary Event	\$150/hour, 2 hour minimum
3.8 Penalty for Fees Not Paid Prior to February 15th each calendar year	\$200.00

SECTION E: MISCELLANEOUS FEES

1.1 Document Filing Fee - <i>(County Court House)</i>	115% of Invoice (\$50 minimum)
1.2 Community Room Rental	
Commercial Ventures 3 hrs or less <i>(\$200 refundable cleaning deposit)</i>	\$40.00
Commercial Ventures 4 hrs or more <i>(\$200 refundable cleaning deposit)</i>	\$35.00
Non-profit Organization <i>(\$200 refundable cleaning deposit)</i>	\$0.00
1.3 Appeal Fee for Reconsideration of a denial of an application	\$200.00

1.4 Returned Check Fee	\$35.00
1.5 Municipal Court Technology Fee (in accordance with Section 7.02.001(b))	\$4.00
1.6 Municipal Court Security Fee (in accordance with Section 7.02.002(b))	\$3.00
1.7 Credit Card Transaction Fee	4.00%

SECTION F: ADMINISTRATIVE FEES

1.1 Notary Fee	\$6.00 for first signature \$1.00 each additional signature
1.2 Cost of Copies of Public Information or Documents ordered to be produced by subpoena (in accordance with Rule Section 70.3 of the Texas Administrative Code and Section 22.004 (a-1) of the Civil Practice and Remedies Code)	
Standard paper copy	\$0.10 per page
Nonstandard copy	
Diskette	\$1.00
Magnetic Tape	actual cost
Data Cartridge	actual cost
Tape Cartridge	actual cost
Rewritable CD (CD-RW)	\$1.00
Non-rewritable CD (CD-R)	\$1.00
Digital Video Disc (DVD)	\$300
JAZ Drive	actual cost
Other Electronic Media	actual cost
VHS Video Cassette	\$2.50
Audio Cassette	\$1.00
Oversize Paper Copy	\$0.50
Specialty Paper	actual cost
Labor Charge for Programming	In accordance with Rule Section 70.3(c)
Labor Charge for Locating	In accordance with Rule Section 70.3(d)
Overhead Charge	In accordance with Rule Section 70.3(e)
Microfische and microfilm charge	In accordance with Rule Section 70.3(f)
Remote Document Retrieval Charge	In accordance with Rule Section 70.3(g)
Computer Resource Charge	In accordance with Rule Section 70.3(h)
Miscellaneous Supplies	In accordance with Rule Section 70.3(i)
Postal and Shipping Charges	In accordance with Rule Section 70.3(j)
Sales Tax	In accordance with Rule Section 70.3(k)

- * The red tag is issued when a project is started without a permit or where there is a violation of the Town of Cross Roads Building Code or other Town ordinances. All work must stop on the project until the red tag fee has been paid and the building inspector or a representative approved by the
- ** The re-inspection fees listed above shall be assessed for each re-inspection where an inspection has been called for and upon arrival of the inspector the portion of such work for which the inspection was called for is found not to be complete and ready for inspection, or where it is found that the