

Item	Fee
<b>Town Merchandise</b>	
Town of Kitty Hawk Hats	\$19.00
Town of Kitty Hawk License Plates	\$8.50
Town of Kitty Hawk Police Patch	\$5.00
Town of Kitty Hawk Fire Department Patch	\$5.00
Town Flag	\$85.00
Town 25th Anniversary Cookbook	\$9.00
<b>Town Documents</b>	
Copies from Town Copy Machine	\$0.25 per page
Zoning Maps	\$3.25
Town Budget Copy	\$10.00
Fire Incident Report (First Copy Free)	\$0.10/page for additional copies
<b>Town Miscellaneous Fees</b>	
Smith Room Rental Fee	\$30.00
Fire Department Meeting Room	\$30.00
Special Meeting /Town Council	\$825.00
Horse Registration Initial Fee	\$30.00
Horse Registration Annual	\$10.00 per horse
Dune Sign	\$31.00
Road Sign Repair	\$250.00
Christmas Tree Permit	\$100.00 Refundable Permit
<b>Police Department</b>	
Accident Report \$5.00	\$5.00
False Alarm -1 <sup>st</sup> Call in a Month	No charge
False Alarm -2 <sup>nd</sup> Call in a Month	\$50.00
False Alarm- 3 <sup>rd</sup> Call in a Month and subsequent calls	\$100.00
Kayak Permits(Annually)	\$300.00
Annual Fee for Precious Metal Permit	\$180.00
Employee Permit for Precious Metal (initial)	\$10.00
Employee permit for Precious Metal (annual)	\$3.00
Special Occasion Permit	\$180.00
Video from In Car Camera	\$15.00
Handicapped Parking Violation	\$100.00
All other Parking Violations	\$25.00
<b>Fire Department</b>	

Item	Fee
Fire Inspection-1 <sup>st</sup> Inspection	No Charge
Fire Inspection -1 <sup>st</sup> Follow –up	No Charge
Fire Inspection-2 <sup>nd</sup> Follow –up	\$50.00
Fire Inspection- 3 <sup>rd</sup> and subsequent follow-ups	\$100.00
False Alarm- 1 <sup>st</sup> Call in a Month	No Charge
False Alarm- 2 <sup>nd</sup> Call in a Month	\$50.00
False Alarm -3 <sup>rd</sup> Call in a Month and Subsequent Calls	\$100.00
Hazardous Materials Fee ( per Hour)	\$190.00
Water Flow Test	\$250.00
Witness Water Flow Test	\$50.00
<b>PLANNING PERMIT AND FEES</b>	
<b>General Planning Fees</b>	
Zoning Compliance - Residential	\$50.00
Zoning Compliance – Commercial	\$100.00
Type I Home Occupation Fee	\$50.00
Type II Home Occupation Permit	\$100.00
Outdoor Gathering Permit Fee	\$50.00
Outdoor Gathering Permit Fee with Tent	\$75.00
Planning Board Special Meeting	\$825.00
Short Term Business Registration	\$10.00
<b>Pre-application Conference</b>	
Pre- Planning Application	\$255.00
PCD/PUD	\$535.00
BC3	\$0.15/sq. ft. of building
<b>Site Plans</b>	
Commercial	\$150 minimum, or: calculated area of proposed change
Heated Area	\$0.50 /sq ft
Unheated area	\$0.30 /sq ft
Parking Lot	\$0.02 /sq ft
All other new development not included elsewhere, excluding open decks and walkways	\$0.30/sq ft
<b>Multifamily/Townhouse/Hotel/Motel</b>	\$125/unit
<b>Garbage / Trash can fee</b>	1 Can (<3 br)– \$125.00 2 Cans (4 to 6 br) - \$215.00 3 Cans (7 to 9 br) - \$300

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<b>Special Use Permits</b>	
Special Use Permit	\$300.00
SUP- Family Dare Care	\$50.00
SUP- Residence in a Commercial Zone	\$25.00
<b>Subdivision Plan Review</b>	
Subdivision	\$100.00/lot
Exempt Subdivision	\$50.00/lot
<b>Erosion and Sediment Control</b>	
Land Disturbance Permit(less than 5,550 sq ft of disturbance)	\$50.00
Residential Erosion and Sedimentation Control Permit(5,500 sq. ft. or greater)	\$100.00
Commercial Erosion and Sedimentation Control Permit(5,500 sq. ft. or greater)	\$0.05/sq. ft. of disturbed area,\$1,000 maximum
<b>Signs</b>	
Zoning New Sign	\$50.00
Temporary Sign /Banner	\$25.00+\$50.00 deposit
Change of sign Face	\$25.00
Building New Sign w/o electric	\$55.00
New Sign w/electric	\$110.00
<b>Zoning Text/Map Amendment</b>	
Zoning Text Amendment	\$250.00
Map Amendment(Rezoning)	\$300.00
<b>Wireless Communication Facility Review</b>	
Concealed attached WCF	\$4,500.00
Collocated or combined WCF	\$4,500.00
Freestanding Concealed WCF	\$5,000.00
Non-concealed Freestanding WCF	\$6,000.00
<b>Board of Adjustment</b>	
Variance Request	\$300+ Advertising Cost
Variance after the fact	\$510.00
Appeal of Zoning Decision	\$300.00
<b>CAMA</b>	
CAMA Minor Permit	\$100.00
<b>Refund Schedule – Planning</b>	
Pre- Planning Board Review	\$75% refund

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If planning Board has begun review	\$50% refund
Pre-Council Review	\$25% refund
<b>Miscellaneous Permits and Fees</b>	
Sprinkler System	\$100.00
Fire Suppression	\$100.00
Battery Systems	\$50.00
Compressed Gasses	\$50.00
Fire Alarm & Detection Systems and related Equipment	\$100.00
Fire Pumps and Related Equipment	\$100.00
Flammable and Combustible liquids	\$50.00
Hazardous Materials	\$50.00
Industrial Ovens	\$50.00
Private Fire Hydrants	\$50.00
Spraying or Dipping	\$50.00
Standpipe Systems	\$100.00
Irrigation Systems Building Permit	\$100.00
Type I Home Occupation Fee	\$50.00
<b>NOTE: Double fees will apply to all permits if work has commenced prior to an application approval.</b>	
<b>Building Permit Fees</b>	
Building permit valuations shall include cost of the job (including materials and labor) such as building, electrical, plumbing, mechanical, gas, fire protection and other service systems. If a job appears to be underestimated, the inspector may estimate the proposed work at fair market rates. One and /or two family dwellings shall be estimated at a minimum \$85.00 per square foot, for permitting purposes. Minimum 24 hours requested for inspections.	
1.First \$1,000 of estimated cost(minimum fee)-\$55.00, plus per \$1,000 after the first(round up to the next\$1,000) (\$5.00/\$1,000)	
2.Above –ground Swimming Pool	\$100 plus cost of electric
	Residential \$100.00 Commercial \$200.00
3.Building Demolition – Per Building	
4.Day Care, ABC License, inspections, etc.	\$75.00
5.Moving a Building and /or Approved, labeled Modular Unit	\$350.00
6.Manufactured mobile home (includes building, electrical, plumbing and mechanical fees	Single Wide \$250.00 Double Wide \$300.00
<b>Insulation</b>	
1.Minimum permit fee applies to each dwelling	\$55.00/unit and /or tenant space
<b>Plumbing</b>	
1.Minimum Permit fee applies to each dwelling unit and /or tenant space	\$55.00, plus \$5.00 per fixture, trap or similar device.
<b>Gas</b>	

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1. Minimum permit fee applies to each dwelling unit/or tenant space	\$55.00, plus \$5.00 per gas outlet/connection
<b>Mechanical</b>	
1. Walk-in cooler or freezer; Commercial cooking	\$75.00/hood
2. Heating, air- conditioning and /or combination unit Change Out	\$75.00 per unit, plus per fire, radiation and/or smoke damper-\$5.00
3. New HVAC Installation (Not New Construction)	\$55.00 plus electrical
3. Minimum Permit Fee	\$55.00 plus Non-walk in cooler, freezer, and/or other equipment
<b>Electrical</b>	
1. Temporary Service	\$55.00
2. Temporary Service w/construction site trailer	\$100.00
3. Approved/Labeled Modular(per service size)	Per service size
4. 0-200 Ampere Service	\$75.00 plus \$0.50 per ampere above 200.00
5. Minimum permit fee	\$55.00, plus (waive minimum permit fee, if associated work is [performed in conjunction with new service and /or service change])
5a. Openings 1-100 receptacle, switches or fixtures	\$35 plus \$0.10 for each additional opening over 100
5b. Sub-panel , Transformer, Generator	\$50.00 each
5c. Baseboard heaters(per thermostat) Signs, Fuel dispensers, "freestanding" per parking light poles, Manufactured Home Pedestals	Minimum + \$6.00 each
5d. In- ground swimming pools & solar panels	Minimum + \$10.00
5e. Exhaust fans,/hood, range, oven, dryer, dishwasher, garbage disposal, water heater, spa, hot tub, whirlpool, window A/C, Thru the wall heat pump, motor and other equipment/ machinery, etc.	\$6.00 each
<b>NOTE: In addition to each individual service, applicable items a-e also apply to each dwelling unit and / or tenant space.</b>	
<b>Administrative and /or Negligence Fees - Building</b>	
Permit Refund	\$55.00 processing fee
Permit Renewal	\$100.00
Permit Transfer	\$100.00
Re-Inspections Fee	\$55.00
Negligence Fee	\$100.00/trade
Work Without Permit	\$Double Permit Fees
Stop Work Order Fee	50.00

<b>Item</b>	<b>Fee</b>
Homeowner Recovery fee	\$10.00
Commercial Change of Use	\$55.00
Flood Insurance Certification	\$25.00 each
Condemnation Inspection in Association with NFIP	\$75.00