| **Item** | | **Fee** |
| --- | --- | --- |
| **Town Merchandise** | |  |
|  | 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 |
| **Town Documents** | |  |
|  | 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 |
| **Town Miscellaneous Fees** | | |
|  | 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 Lot Permit | $100.00 Refundable Permit |
| **Police Department** | | |
|  | Accident Report $5.00 | $5.00 |
|  | False Alarm -1st Call in a Month | No charge |
|  | False Alarm -2nd Call in a Month | $50.00 |
|  | False Alarm- 3rd 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 |
|  |  |  |
| **Fire Department** | | |
|  | Fire Inspection-1st Inspection | No Charge |
|  | Fire Inspection-1st Follow –up | No Charge |
|  | Fire Inspection-2nd Follow –up | $50.00 |
|  | Fire Inspection- 3rd and subsequent follow-ups | $100.00 |
|  | False Alarm-1st Call in a Month | No Charge |
|  | False Alarm-2nd Call in a Month | $50.00 |
|  | False Alarm-3rd 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 |
| **Planning Permit and Fees** | | |
| **General Planning Fees** | | |
|  | 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 |
| **Pre-application Conference** | | |
|  | Pre-Planning Application | $255.00 |
|  | PCD/PUD | $535.00 |
|  | BC3 | $0.15/sq. ft. of building |
| **Site Plans** | |  |
|  | 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 |
| **Multifamily/Townhouse/Hotel/Motel** | | $125/unit |
| **Garbage/Trash can fee** | | 1 Can (<3 br)-$125.00  2 Cans (4 to 6 br)-$215.00  3 Cans (7 to 9 br)-$300.00 |
|  | | |
| **Special Use Permits** | | |
|  | Special Use Permit | $300.00 |
|  | SUP-Family Dare Care | $50.00 |
|  | SUP-Residence in a Commercial Zone | $25.00 |
| **Subdivision Plan Review** | | |
|  | Subdivision | $100.00/lot |
|  | Exempt Subdivision | $50.00/lot |
| **Erosion and Sediment Control** | |  |
|  | 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 |
| **Signs** | |  |
| 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 |
|  |  |  |
| **Zoning Text/Map Amendment** | |  |
|  | Zoning Text Amendment | $250.00 |
|  | Map Amendment (Rezoning) | $300.00 |
| **Wireless Communication Facility Review** | | |
|  | 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 |
| **Board of Adjustment** | |  |
|  | Variance Request | $300+ Advertising Cost |
|  | Variance after the fact | $510.00 |
|  | Appeal of Zoning Decision | $300.00 |
|  |  |  |
| **CAMA** | |  |
|  | CAMA Minor Permit | $100.00 |
| **Refund Schedule – Planning** | | |
|  | Pre-Planning Board Review | $75% refund |
|  | If planning Board has begun review | $50% refund |
|  | Pre-Council Review | $25% refund |
| **Miscellaneous Permits and Fees** | | |
|  | 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 |
| **NOTE*: Double fees will apply to all permits if work has commenced prior to an application approval.*** | | |
| **Building Permit Fees** | | |
| 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 of $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 |
| 3.Building Demolition – Per Building | | Residential $100.00  Commercial $200.00 |
| 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 |
| **Insulation** | |  |
| 1.Minimum permit fee applies to each dwelling | | $55.00/unit and/or tenant space |
| **Plumbing** | | |
| 1.Minimum Permit fee applies to each dwelling unit and/or tenant space | | $55.00, plus $5.00 per fixture, trap or similar device. |
|  | | |
| **Gas** | | |
| 1.Minimum permit fee applies to each dwelling unit/or tenant space | | $55.00, plus $5.00 per gas outlet/connection |
| **Mechanical** | | |
| 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 |
| **Electrical** | | |
| 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.Openinings 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 |
| **NOTE: *In addition to each individual service, applicable items a-e also apply to each dwelling unit and/or tenant space.*** | | |
| **Administrative and /or Negligence Fees - Building** | | |
|  | 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 |
|  | 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 |