

Item	Fee
Credit Card Processing Fees	
A service fee of 3.5% on the bill or \$2(two) dollars minimum if the invoice is under \$57.	
Town Merchandise	
Town of Kitty Hawk Hats - Baseball	\$12.50
Town of Kitty Hawk Hats – Ladies	\$15.50
Town of Kitty Hawk Hats - Trucker	\$17.50
Town of Kitty Hawk License Plates	\$7.50
Town of Kitty Hawk License Plates Dark Blue	\$14.50
Town of Kitty Hawk License Plate Limited Edition	\$15.00
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	\$50.00
Fire Department Meeting Room	\$50.00
Special Meeting /Town Council	\$825.00
Horse Registration Initial Fee (per horse)	\$50.00
Horse Registration Annual (per horse)	\$20.00
Horse Registration Late Fee (per horse)	\$50.00
Dune Sign	\$31.00
Road Sign Repair	\$250.00
Christmas Tree Lot Permit	\$100.00 Refundable Permit
Kayak Permits (Annually)	\$300.00
Police Department	
Accident Report \$5.00	\$5.00
False Alarm -1 st Call in a Month	No charge
False Alarm -2 nd Call in a Month	\$50.00
False Alarm- 3 rd Call in a Month and subsequent calls	\$100.00
Annual Fee for Precious Metal Permit	\$180.00
Employee Permit for Precious Metal (initial)	\$10.00
Employee permit for Precious Metal (annual)	\$3.00

Item	Fee
Special Occasion Permit	\$180.00
Video from the In-Car Camera	\$15.00
Handicapped Parking Violation	\$100.00
All other Parking Violations	\$25.00
Fire Department	
Fire Inspection-1 st Inspection	No Charge
Fire Inspection-1 st Follow-up	No Charge
Fire Inspection-2 nd Follow-up	\$50.00
Fire Inspection- 3 rd and subsequent follow-ups	\$100.00
False Alarm-1 st Call in a Month	No Charge
False Alarm-2 nd Call in a Month	\$50.00
False Alarm-3 rd 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
Sprinkler System	\$100.00
Fire Suppression	\$100.00
Battery Systems	\$75.00
Compressed Gasses	\$75.00
Fire Alarm & Detection Systems and Related Equipment	\$100.00
Fire Pumps and Related Equipment	\$100.00
Flammable and Combustible Liquids	\$75.00
Hazardous Materials	\$75.00
Industrial Ovens	\$75.00
Private Fire Hydrants	\$75.00
Spraying or Dipping	\$75.00
Standpipe Systems	\$100.00
Irrigation Systems Building Permit	\$100.00
PLANNING PERMIT AND FEES	
General Planning Fees	
Zoning Compliance Verification Letter - Residential	\$75.00
Zoning Compliance Verification Letter – Commercial	\$100.00
Type I Home Occupation Fee	\$75.00
Type II Home Occupation Permit	\$150.00
Outdoor Gathering Permit Fee	\$75.00
Outdoor Gathering Permit Fee with Tent	\$100.00
Planning Board Special Meeting	\$825.00
Short Term Business Registration	\$50.00
Pre-application Conference	
Pre-Planning Application	\$255.00

Item		Fee
PCD/PUD		\$535.00
BC3		\$0.15/sq ft of building
Site Plans Review / Zoning Permit Fees		
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
Single-Family Residence & Duplex		
New construction or substantial improvement		\$150 per unit up to 3,000 sq ft Structures over 3,000 sq ft is \$150 + \$0.05 for each additional sq. ft. over 3,000 (heated space)
Accessory Dwelling Units		\$150.00
Additions for existing SFR and duplex (less than 50% of structure value)		\$75.00
Pools, driveways, decks and deck additions, accessory structures when not associated with new construction or substantial improvement		\$50.00
Multifamily/Townhouse/Hotel/Motel		\$150/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 Day Care		\$75.00
SUP-Residence in a Commercial Zone		\$25.00
Subdivision Plan Review		
Subdivision		\$100.00/lot
Exempt Subdivision		\$150.00
Erosion and Sediment Control		
Land Disturbance Permit (less than 5,550 sq ft of disturbance)		\$75.00
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 (per site)	\$100.00
	Temporary Sign /Banner	\$25.00+\$50.00 deposit
	Change of Sign Face	\$40.00

Item		Fee
Building	New Sign w/o electric	\$75.00
	New Sign w/electric	\$150.00
Zoning Text/Map Amendment		
	Zoning Text Amendment	\$350.00
	Map Amendment (Rezoning)	\$400.00
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	\$500.00
	Appeal of Zoning Decision	\$350.00
CAMA		
	CAMA Minor Permit	\$119.00
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		
NOTE: Double fees will apply to all permits if work has commenced before 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 \$245.00 per square foot, for permitting purposes. Minimum 24 hours requested for inspections.		
1. First \$1,000 of estimated cost (minimum fee) \$100.00, plus per \$1,000 after the first (round up to the next (\$1,000) (\$5.00/\$1,000)		
2. Above-ground Swimming Pool/Hot Tub (includes electric outside of service change)		\$100.00
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		\$500.00
6. Manufactured mobile home (includes building, electrical, plumbing, and mechanical fees)		Single Wide \$250.00 Double Wide \$300.00
Insulation		
1. The minimum permit fee applies to each dwelling		\$75.00/unit and/or tenant space

Item	Fee
Plumbing	
1. Minimum Permit fee applies to each dwelling unit and/or tenant space	\$75.00, plus \$10.00 per fixture, trap or similar device.
Gas	
1. Minimum permit fee applies to each dwelling unit/or tenant space	\$75.00, 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	\$100.00 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	\$75.00 plus Non-walk-in cooler, freezer, and/or other equipment
Electrical	
1. Temporary Service	\$75.00
2. Temporary Service with w/construction site trailer	\$150.00
3.Approved/Labeled Modular (per service size)	Per service size
4.0-200 Ampere Service	\$125.00 plus \$0.50 per ampere above 200
5. Electrical Trade Permit up to (5) 120-Volt circuits	\$125.00
6. Minimum permit fee	\$75.00, plus (waive minimum permit fee, if associated work is performed in conjunction with new service and /or service change)
6a. Openings 1-100 receptacles, switches, or fixtures	\$50 plus \$0.10 for each additional opening over 100
6b. Sub-panel, Transformer, Disconnect	\$75.00 each
6c. Baseboard heaters (per thermostat) Signs, Fuel dispensers, "freestanding" per parking light poles, Manufactured Home Pedestals	Minimum +\$10.00 each
6d. In-ground swimming pools & solar panels	\$250.00
6e. Exhaust fans/hood, range, oven, dryer, dishwasher, garbage disposal, water heater, spa, mini split, whirlpool, window A/C, through-the-wall heat pump, motor, and other equipment/machinery,etc.	\$10.00 each
6f. The generator includes a subpanel	\$100.00 each
6g. Elevator includes subpanel	\$100.00 each
6h EV charging station	\$150.00 per unit + \$10 for each additional circuit
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

Item	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
Change of Contractor Fee	\$100.00/trade