

BOARD OF COMMISSIONERS

CHAIRMAN
EDWARD RIGGS JR. - TOWNSHIP #3

VICE-CHAIRMAN
CANDY BOHMERT - TOWNSHIP #2

DOUG BRINSON - AT LARGE
KARI FORREST - AT LARGE
PAT PRESCOTT - TOWNSHIP #1
CARL OLLISON - TOWNSHIP #4
MISSY BASKERVILL - TOWNSHIP #5



COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
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COUNTY MANAGER
TIMOTHY A. BUCK

ASST. COUNTY MANAGER
JUSTIN OAKES

CLERK TO THE BOARD
CHANTELLE M. ALLISON

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

PAMLICO COUNTY, NORTH CAROLINA

Resolution Adopting and Setting System Fees for FY 2023-2024

BE IT RESOLVED, that the following fees are hereby adopted and set for Fiscal Year 2023-2024:

2023-2024 FEE SCHEDULE

<u>PERMIT TYPE</u>	<u>FEE/CALCULATION</u>
INSPECTIONS DEPARTMENT	
* Any basic permit will ALWAYS be a \$50 minimum	
RESIDENTIAL (includes \$10 Homeowner's Recovery fee)	
Application Fee	\$50
Re-Inspection Fee	\$50
FEMA	\$25
Buildings and Additions	\$50, plus \$.16 per sq. ft.
Electrical	\$50, plus \$.08 per sq. ft.
Insulation	\$50, plus \$.06 per sq. ft.
Mechanical	\$50, plus \$.08 per sq. ft.
Plumbing	\$50, plus \$.08 per sq. ft.
Solar Panel Install	\$50, plus \$3 per panel
COMMERCIAL	
Application Fee	\$50
Re-Inspection Fee	\$50
FEMA	\$25
Building and Additions	\$50, plus \$.18 per sq. ft.

Electrical & Cell towers	\$50, plus \$.12 per sq. ft.
Insulation	\$50, plus \$.08 per sq. ft.
Mechanical	\$50, plus \$.10 per sq. ft.
Plumbing	\$50, plus \$.10 per sq. ft.
Sprinkler	\$50, plus \$.10 per sq. ft.
Solar Panel Install	\$150, plus \$5 per panel up to 200 \$0.85 per panel over 200
MODULAR (includes \$10 Homeowner's Recovery fee)	
Application Fee	\$50
Re-Inspection Fee	\$50
FEMA	\$25
Building	\$50, plus \$.16 per sq. ft.
Electrical	\$150 flat fee
Insulation	\$100 flat fee
Mechanical	\$100 flat fee
Plumbing	\$100 flat fee
SINGLE WIDE MOBILE HOME	
FEMA	\$25
Homeowner's Recovery fee	\$10
Set Up	\$50
Electrical	\$50
Mechanical	\$50
Plumbing	\$50
	(TOTAL: \$235)
DOUBLE WIDE MOBILE HOME	
FEMA	\$25
Homeowner's Recovery fee	\$10
Set Up	\$75
Electrical	\$50
Mechanical	\$50
Plumbing	\$50
	(TOTAL: \$260)
CONSTRUCTION TRAILERS	
Temporary	\$60
Electrical	\$50

CAMA	
Riprap	\$50, plus \$.65 per LFT
Bulkhead/ Boat ramp	\$50, plus \$.65 per LFT
Piers/ Dock/ Retaining wall	\$50, plus \$.16 per sq. ft.
Walkways	\$50, plus \$.16 per sq. ft.
Boatlifts	\$50, plus \$.16 per sq. ft.
Minor	\$100
ELECTRICAL	
Reconnect/Misc	\$50
Temporary	\$50
Pier	\$50
LLP	\$50
Camper	\$50
Service Change, 100 AMP	\$50
Service Change, 200 AMP	\$100
Service Change, 400 AMP	\$100
Greater than 400 AMP	\$50 per 100 AMP
SIGNS	
Sign (non-electric)	\$50 (max 32 sq. ft.)
Sign (electric, includes electric inspection)	\$100 (max 32 sq. ft.)
MISCELLANEOUS	
Storage Tanks	\$50
Gas Dispensers	\$50
In-Ground Pools -new plans/installation	\$50
Fire	\$50
Fire - Level III	\$100
Tent	\$50
Tent w/ Fire	\$100
Reinspection Fee	\$50

PLANNING BOARD	
Planning Board	New subdivisions - \$50 Per Lot

BOARD OF ELECTIONS	
Voter List, Full (diskette, cd)	\$25
Voter List, Partial (diskette, cd)	Prorated
Copy	\$0.25 per page
Label, Avery 5160	\$0.25 per page
Notice of Candidacy Filing Fees:	
Board of Education	\$5
Soil and Water Conservation	\$5
Municipal Board Member and Mayor	\$5
County Commissioner	1% of Annual Salary
Sheriff	1% of Annual Salary
Clerk of Court	1% of Annual Salary
Register of Deeds	1% of Annual Salary
All State and Federal Offices	Reference NCGS §163-107

PARKS AND RECREATION DEPARTMENT	
PROGRAM:	
Girls Volleyball	\$40
Youth Soccer	\$40
Basketball	\$40
Flag Football	\$40
Adult Basketball (with Trophies)	\$450 - Team
Adult Basketball (w/o Trophies)	\$350 - Team
Co-Ed Softball	\$350 - Team
Hershey Track & Field	Free
Adult Women Volleyball	\$200

ENVIRONMENTAL HEALTH DEPT	
<u>ON-SITE WASTEWATER</u>	
A. IMPROVEMENT PERMITS	
Residential/Single Family Duplex:	
New permits (up to 2 acres per lot)	\$225
Existing system (1 visit)	\$175

Repairs	\$25
Redesign (1 visit)	\$225
Flow addition (2 visits)	\$225
Commercial/Multi-Family:	
Existing	\$300
Repairs	\$50
Redesign	\$300
Flow Addition	\$300
NEW – Commercial:	
Up to 1000 GPD	\$300
1000-2999 GPD	\$600
Over 3000 GPD	\$600
NCDHHS MUST APPROVE:	
Non-Profit Organization up to 3,000 GPD	\$150
Non-Profit Organization over 3,000 GPD	\$200
*Revisit Fee	\$75
B. AUTHORIZATION TO CONSTRUCT AND FINAL INSPECTION FOR OPERATIONAL PERMIT	
Residential/Commercial:	
Conventional/Accepted System Types	\$200
(Mound) IIIg	\$300
(Pumped System) IIIbg	\$300
Type IV (LPP)	\$300
Type V (Innovative/Approved)	\$350
Maintenance entity operational permit (1 visit)	\$100
*Repeat visit after initial denial for installer	\$75
<u>WELLS - DRINKING AND/OR IRRIGATION</u>	
Per Ordinance:	
New Drinking Well Permit - Includes required testing	\$350
Irrigation	\$150
Water Samples:	
New Well Samples	\$150
Bacteria	\$50
Inorganic	\$50
Pesticide	\$70

Volatile Organic	\$70
Petroleum	\$70
Medically Indicated	No Charge
<u>OTHER SERVICES</u>	
Swimming Pools (Public):	
Plan Review	\$200
Seasonal Pool Permit - Application rec'd by 2/28	\$125
Seasonal Pool Permit - Application rec'd after 2/28	\$150
Re-Inspection due to denial	\$100
Year-Round Operation Permit (2 Inspections)	\$250
Tattoo Parlors (by appointment):	
Per Artist (annually)	\$200
Plan Review	\$200
Food and Lodging:	
Plan Review and Application Fee	\$200
Temporary Food Establishments	\$75
Limited Food Service Establishment	\$100

REGISTER OF DEEDS	
RECORDING REAL ESTATE INSTRUMENTS	
Instruments except Deeds of Trust and Mortgages	\$26 (1st 15 pages), \$4 (each add'l page)
Deeds of Trust and Mortgages	\$64 (1st 35 pages), \$4 (each add'l page)
Maps & Plats - Recording each original or revised copy	\$21 ea. sheet
Maps & Plats - Issuing Certified Copy	\$5
Right-of-way plans	\$21 (1st page), \$5 (each add'l page)
Non-Standard Document Fee	\$25 in addition to all other fees
Multiple Instruments	\$10 each add'l instrument
Each additional index reference on Assignments	\$10
Each additional required indexed party (over 20)	\$2 per name
UCC RECORDS	
One or two pages	\$38
More than two pages	\$45 up to 10 pages, \$2 ea. page over 10

Response to written request for information	\$38
MARRIAGE LICENSE	
Marriage License	\$60
Delayed marriage certificate, with one certified copy	\$20
Application or license correction with one certified copy	\$10
Marriage license certified copy	\$10
OTHER RECORDS	
Birth Certificate - Certified Copy	\$10
Birth certificate after one year or more for same county, with one certified copy	\$20
Papers for birth certificate in another county one year or more after birth	\$10
Birth certificate for papers from another county one year or more after birth, with one certified copy	\$10
Birth Record Amendment	\$10
Death Certificate – Certified Copy	\$10
Death Record – Amendment	\$10
Legitimations	\$10
Certified Copies for which no other provision is made	\$5 (1st page), \$2 (each add'l page)
Uncertified Copies (per page)	\$0.25 - 8.5 x 11
	\$0.50 - 11 x 17
	\$3 - 18 x 24
OTHER SERVICES	
Beer (County) License	\$25 - On Premise
	\$5 - Off Premise
Wine (County) License	\$25 - On/Off Premise
Notary Public Oath	\$10
Comparing copy for certification	\$5
State vital records search	\$14
State vital records for network access	\$24 first copy, \$15 ea. additional copy

DEPARTMENT OF SOCIAL SERVICES

Foster Care Home Study	\$500 (at Director's discretion)
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SENIOR SERVICES	
Security Deposit for all who use building	\$100 (at Director's discretion)
Private, Non-Profit Organizations/Agencies comprised primarily of older adults	No Fee (at Director's discretion)
Private for-Profit Entities (must be sponsored by a County department)	\$15 per hour (at Director's discretion)
Class Reunions and Family Reunions (requests must be made by a senior citizen)	\$150 (at Director's discretion)
Birthdays, Weddings and Anniversaries honoring a senior citizen	\$100 (at Director's discretion)
<p>N.C.G.S. §165-11 provides that no fees may be charged for records furnished pursuant to a request by the Department of Military and Veterans Affairs in assisting persons to obtain any veterans benefits. N.C.G.S. §161-19(a)(1a) prohibits charging any fee for recording a record of satisfaction in connection with the cancellation of a deed of trust. Normal charge is \$10.00</p>	

TAX OFFICE	
MAP & COPIES (Per page)	
8.5 x 11	Black & White \$.25
	Color \$1.00
11 x 17	Black & White \$.50
	Color \$2.00
22 x 17	Black & White \$2.00
	Color \$5.00
Personal Property Print Outs	\$25
Faxes	\$1 per page


WATER DEPARTMENT	
WATER USAGE RATE	
2" meters and less	\$5.25/1,000 gallons
3" meters and up	\$7.34/1,000 gallons
FIXED FACILITY FEE (FLAT MONTHLY CHARGE)	
¾" meter	\$20.00
1" meter	\$20.00
2" meter	\$49.00

3" meter	\$141.00
4" meter	\$225.00
6" meter	\$423.00
8" meter	\$660.00
TAP ON FEES	
¾" meter	\$1,525.00
1" meter	\$1,680.00
2" meter	\$7,500.00
3" meter or greater	Cost plus 20%
METER CHARGE	
¾" meter	\$215.00
1" meter	\$260.00
2" meter	\$1,975.00
3" meter or greater	Current cost
Meter Move Fee	Up to ten (10) feet \$200.00
Returned Check or Draft	\$25.00
Special Reading at Customer Request	\$25.00
Deposit	Non-Owner \$125.00 Owner \$50.00
Account Activation Fee	\$25.00
Reconnect Fee (after 4pm, After Hours Fee is charged)	\$35.00
After Hours Fee	\$25.00
Meter Tampering	Per NCGS §14-151(e)
Broken Lock Fee	Current cost
Broken Angle Stop	Current cost
Service Fee	\$25.00
Hydrant Meter Deposit	\$500.00
	1 month: \$175 (includes 20,000 gal and \$50 rental fee)
Hydrant Meter Usage Rate – Limit 90 days	2-3 months: \$175 (first month) plus \$50 monthly rental fee and \$7.34 per 1,000 gal for months 2 & 3
Service Outside of Standard Services	\$40.00 Hourly Charge \$60.00 Excavator Fee/Hour

BE IT FURTHER RESOLVED, that the Budget Officer and Finance Officer are hereby authorized and directed to take action necessary to accomplish the intent and purpose of this Resolution.



Edward Riggs, Jr., Chairman
Pamlico County Board of Commissioners



Chantelle Allison, Clerk to the Board