

CITY OF DUNCANVILLE - MASTER FEE SCHEDULE - FY 2023-24
Planning and Neighborhood Services - AMENDED 10/17/2023

	DEPARTMENT	BASIS/COMMENTS	Fee Effective 10/1/22	Change for FY23-24	Adopted Fee Effective 10/1/23
	Planning & Neighborhood Services				
1	ZONING & RELATED FEES				
2	Preliminary plat	Per plat.	\$ 250.00		\$ 250.00
3	Final plat - residential	Plus \$5.00 per lot.	\$ 500.00		\$ 500.00
4	Final plat - apartment	Plus \$10.00 per unit.	\$ 500.00		\$ 500.00
5	Final plat - other	Plus \$50.00 per acre.	\$ 500.00		\$ 500.00
6	Replat	Per plat.	\$ 500.00		\$ 500.00
7	Planned Development Site Plan - Minor		\$ 100.00		\$ 100.00
8	Planned Development Site Plan - Major		\$ 250.00		\$ 250.00
9	Zoning change - planned development	Per development.	\$ 1,050.00		\$ 1,050.00
10	Zoning change - single residential lot		\$ 500.00		\$ 500.00
11	Zoning change - all other including SUP)		\$ 1,050.00		\$ 1,050.00
12	Comprehensive Plan	Per book	\$ 50.00		\$ 50.00
13	Maps (black/white copy)	Per sheet.	\$ 5.00		\$ 5.00
14	Street signs (2 signs, 1 pole)	Per assembly; installed.	\$ 75.00		\$ 75.00
15	Blue fire buttons	Each.	\$ 10.00		\$ 10.00
16	Zoning Verification Letter	Each.	\$ 50.00		\$ 50.00
17	Right-of-Way Abandonment	Each application	\$ 250.00		\$ 250.00
18	CERTIFICATES OF OCCUPANCY				
19	New building		\$ 25.00	\$ 50.00	\$ 75.00
20	Existing building	For each new occupant or change in occupancy or ownership.	\$ 125.00	\$ 75.00	\$ 200.00
21	Clean & Show Permit	Conditional for 90 days, will require an inspection or review of property on 90th day	\$ 50.00	\$ 75.00	\$ 125.00
22	Utility Verification Permit	when the occupant changes electrical provider and an inspection is required	\$ 50.00	\$ 75.00	\$ 125.00
23	Changes	Certificate replacement	\$ 10.00	\$ 40.00	\$ 50.00
24	Expedited Applications		-	\$ 200.00	\$ 200.00
25	PLAN REVIEW	RESIDENTIAL PLAN REVIEW - NEW CONSTRUCTION			
26	Total Square Feet				
27	1001 - 1500		\$ 75.00	\$ 125.00	\$ 200.00
28	1501 - 2000		\$ 100.00	\$ 150.00	\$ 250.00
29	2001 - 2500		\$ 125.00	\$ 175.00	\$ 300.00
30	2501 - 3000		\$ 150.00	\$ 200.00	\$ 350.00
31	3001 - 3500		\$ 200.00	\$ 250.00	\$ 450.00
32	3501 - 4000		\$ 225.00	\$ 275.00	\$ 500.00
33	4001 or more	\$500 plus 0.05 per each additional square foot	See Comments		See Comments
34	BUILDING PERMITS	RESIDENTIAL NEW CONSTRUCTION			
35	Work Done Without Permit	Work performed without permit when a permit is required- double the calculated project fee			
36	Total Square Feet				
37	1001 - 1500		\$ 1,400.00	\$ 1,400.00	\$ 2,800.00
38	1501 - 2000		\$ 1,504.00	\$ 1,504.00	\$ 3,008.00
39	2001 - 2500		\$ 1,731.55	\$ 1,731.55	\$ 3,463.10
40	2501 - 3000		\$ 1,959.10	\$ 1,959.10	\$ 3,918.20
41	3001 - 3500		\$ 2,186.65	\$ 2,186.65	\$ 4,373.30
42	3501 - 4000		\$ 2,414.20	\$ 2,414.20	\$ 4,828.40
43	4001 or more	\$4,828.40 plus 0.50 per each additional square foot	See Comments		See Comments
44	BUILDING PERMITS	RESIDENTIAL REMODEL- ADDITIONAL SQFT TO MAIN STRUCTURE			
45	Total Square Feet				
46	Work Done Without Permit	Work performed without permit when a permit is required- double the calculated project fee			
47	1-250		\$ 175.00		\$ 175.00
48	251-500		\$ 325.00		\$ 325.00
49	501-1000		\$ 600.00		\$ 600.00
50	1001-1500		\$ 875.00		\$ 875.00
51	1501-2000		\$ 1,075.00		\$ 1,075.00
52	2001-2500		\$ 1,375.00		\$ 1,375.00
53	2501 -3000		\$ 1,575.00		\$ 1,575.00
54	3001 or more	\$1,575 plus 0.40 per each additional square foot	See Comments		See Comments
55	PLAN REVIEW	COMMERCIAL BUILDING REVIEW			
56	Plan Review	Commercial Review for new construction	50% permit cost		50% permit cost
57	BUILDING PERMITS	NEW COMMERCIAL BUILDING			
58	Total Square Feet				
59	Work Done Without Permit	Work performed without permit when a permit is required- double the calculated project fee			
60	1-1500	per square foot	\$ 4.00		\$ 4.00
61	1501-2500	per square foot	\$ 3.60		\$ 3.60
62	2501-3500	per square foot	\$ 2.95		\$ 2.95
63	3501-4500	per square foot	\$ 2.75		\$ 2.75
64	4501-5500	per square foot	\$ 2.55		\$ 2.55
65	5501-6500	per square foot	\$ 2.45		\$ 2.45
66	6500 or more	per square foot	\$ 2.35		\$ 2.35

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67	BUILDING PERMITS	COMMERCIAL BUILDING REMODEL			
68	Total Square Feet				
69	Work Done Without Permit	Work performed without permit when a permit is required- double the calculated project fee			
70	1-1500	per square foot	\$ 0.35		\$ 0.35
71	1501-2500	per square foot	\$ 0.30		\$ 0.30
72	2501-3500	per square foot	\$ 0.28		\$ 0.28
73	3501-4500	per square foot	\$ 0.26		\$ 0.26
74	4501-5500	per square foot	\$ 0.24		\$ 0.24
75	5501-6500	per square foot	\$ 0.23		\$ 0.23
76	6500 or more	per square foot	\$ 0.22		\$ 0.22
77	INSPECTIONS / PLAN REVIEW				
78	Commercial Pool/Spa Inspection Fee	Inspected 4 times a year, pass inspection is required to operate	\$ 200.00	\$ 200.00	\$ 400.00
79	Inspections outside normal business hours (2 hour minimum)	All charges per hour or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.	\$ 50.00	\$ 100.00	\$ 150.00
80	Reinspection fees	Inspection required after failure to comply with first notice of violation for each violation noted	\$ 50.00	\$ 50.00	\$ 100.00
81	Inspections for which no fee is specifically indicated (half-hour minimum)		\$ 50.00	\$ 75.00	\$ 125.00
82	Additional plan review	required by changes, additions, or revisions to plans (half-hour minimum)	\$ 50.00	\$ 75.00	\$ 125.00
83	Use of outside consultants for plan checking and inspections or both	To include administrative and overhead costs.	Actual Cost		Actual Cost
84	CONTRACTOR REGISTRATION				
85	General Contractor Registration - fence, concrete, sign, landscape irrigation installer, solar	Annual Fee - requires \$1,000,000.00 liability insurance	\$ 100.00	\$ 50.00	\$ 150.00
86	ELECTRICAL PERMITS	Unrelated to new construction or remodeling.			
87	Electrical work done with no permit	Work performed without permit when a permit is required - double the calculated project fee			
88	Service change		\$ 75.00	\$ 50.00	\$ 125.00
89	Meter change		\$ 75.00	\$ 50.00	\$ 125.00
90	PLUMBING PERMITS	Unrelated to new construction or remodeling.			
91	Plumbing work done with no permit	Work performed without permit when a permit is required - double the calculated project fee			
92	First fixture		\$ 30.00	\$ 95.00	\$ 125.00
93	Sewer relay		\$ 75.00	\$ 50.00	\$ 125.00
94	Gas line relay		\$ 75.00	\$ 50.00	\$ 125.00
95	Water heater installation		\$ 75.00	\$ 50.00	\$ 125.00
96	Water treatment system installation		\$ 75.00	\$ 50.00	\$ 125.00
97	Backflow device inspection		\$ 75.00	\$ 50.00	\$ 125.00
98	Landscape Irrigation Installation		\$ 100.00	\$ 200.00	\$ 300.00
99	Gas Test & minor repair		\$ 75.00	\$ 50.00	\$ 125.00
100	Grease Trap		\$ 100.00	\$ 50.00	\$ 150.00
101	Sand Trap		\$ 100.00	\$ 50.00	\$ 150.00
102	Steam boiler installation		\$ 75.00	\$ 50.00	\$ 125.00
103	AIR CONDITIONING PERMITS	Unrelated to new construction or remodeling.			
104	HVAC Done Without Permit	Double the calculated project fee	See Comments		See Comments
105	Residential Mechanical - Repair or Alteration	per system	\$ 75.00	\$ 50.00	\$ 125.00
	Residential New HVAC system	per system	\$ 75.00	\$ 50.00	\$ 125.00
106	Commercial Mechanical - Repair or Alteration	per system		\$ 150.00	\$ 150.00
107	Commercial New HVAC system	per system	\$ 150.00	\$ 100.00	\$ 250.00
108	Walk-In Cooler Installation	per system	\$ 75.00	\$ 100.00	\$ 175.00
109	MISC. PERMITS / FEES	Including all trades, if applicable.			
110	Work Done Without Permit	Double the calculated project fee	See Comments		See Comments
111	Residential Remodel, repair, or alteration to existing house (excludes an increase in sq ft)		\$ 125.00	\$ 50.00	\$ 200.00
112	Solar		\$ 150.00	\$ 150.00	\$ 300.00
113	Foundation		\$ 150.00	\$ 50.00	\$ 200.00
114	Swimming pool, >5,000 gal.		\$ 75.00	\$ 25.00	\$ 100.00
115	Spa / hot tub / Pool (above ground, 24" deep or greater)		\$ 75.00	\$ 25.00	\$ 100.00
116	Type B Accessory building 1-399 sqft	no MEP included, separate permit required	\$ 75.00		\$ 75.00
117	Type A Accessory building 400 sqft or greater	no MEP included, separate permit required	\$ 150.00		\$ 150.00
118	Roof Shingles Only -Residential		\$ 75.00	\$ 75.00	\$ 150.00
119	Roof Decking - Residential		\$ 150.00		\$ 150.00
120	Roof Shingles/ Composition- Commercial		\$ 150.00	\$ 150.00	\$ 300.00

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121	Roof Decking - Commercial		\$ 300.00	\$ 100.00	\$ 400.00
122	TPO		\$ 450.00	\$ 50.00	\$ 500.00
123	All concrete: sidewalk, driveway approach and non residential parking lot	per square foot, Maximum \$250 on Residential, and \$1000.00 on Commercial	\$ 0.50		\$ 0.50
124	Asphalt tie-in to concrete drive approach	Per linear foot.	\$ 6.00		\$ 6.00
125	Structure moving, within City limits	Code of Ordinances Section 5-58	\$ 100.00		\$ 100.00
126	Structure moving, into City	Code of Ordinances Section 5-58	\$ 100.00		\$ 100.00
127	Construction Trailer	per trailer	\$ 100.00	\$ 25.00	\$ 125.00
128	Building demolition	per building	\$ 100.00	\$ 50.00	\$ 150.00
129	Gasoline fuel tanks	per tank	\$ 150.00	\$ 150.00	\$ 300.00
130	Tent or canopy	Four permits per year, 14 days each	\$ 25.00	\$ 50.00	\$ 75.00
131	Residential Fence		\$ 75.00	\$ 25.00	\$ 100.00
132	Commercial Fence	3 inspections required	\$ 225.00	\$ 75.00	\$ 300.00
133	Storage Containers	Annual Fee - two permits per year, 15 days each	\$ 25.00	\$ 75.00	\$ 100.00
134	Occasional sale / residential garage sale	Four permits per year, two each six-month period	No charge		No charge
135	Parking lot and/or tent sale	Four permits per year, 14 days each	\$ 50.00	\$ (50.00)	\$ -
136	Seasonal sale		\$ 50.00	\$ 100.00	\$ 150.00
137	Seasonal garden center		\$ 50.00	\$ 100.00	\$ 150.00
138	Handbill registration	Per year.	\$ 50.00		\$ 50.00
139	Handbill permit, one day		\$ 15.00	\$ 35.00	\$ 50.00
140	Handbill permit, one week		\$ 40.00	\$ 60.00	\$ 100.00
141	Handbill permit, one year		\$ 400.00	\$ 100.00	\$ 500.00
142	Donation Box Registration		\$ -	\$ 250.00	\$ 250.00
143	Administrative Fee	Contracting for abatement of Code Violation per Occurrence; minimum charge of \$100	\$100 or 10% of cost, whichever is higher	\$ 150.00	\$250 or 10% of cost, whichever is higher
144	Vacant building registration	Annual Fee	\$ 750.00	\$ -	\$ 750.00
145	Vacant building inspection	Annual Fee- \$0.01 per square foot of vacant building space, minimum charge of \$50	See Comments	\$ -	\$50 or \$0.01/sf whichever is higher
146	Residential Rental Property Registration	Registration, Inspection, and RCO (new registration)	\$ 75.00	\$ 75.00	\$ 150.00
147	Residential Rental Property Registration	Annual fee per single-family, duplex, or townhouse rental unit	\$ 25.00	\$ -	\$ 25.00
148	Residential Inspection Fee	When an inspection is required	\$ 50.00	\$ 75.00	\$ 125.00
149	Residential Rental Property Certificate of Occupancy	Per occupancy, once every two years or with every new tenant, whichever occurs first	\$ 10.00	\$ (10.00)	\$ -
150	Fee Resolution	Replacement of lost, destroyed or mutilated Rental Certificate of Occupancy	\$ 10.00	\$ 15.00	\$ 25.00
151	Late Fee	For each month or part of the month that a license fee has not been received.	\$ 50.00		\$ 50.00
152	Street name change	<i>Note: This fee was approved in Resolution 2004-100504, but was inadvertently left off the previous fee schedules</i>	\$ 125.00		\$ 125.00
153	SMALL CELL AND NETWORK NODES				
154	Small Cell/Network node application fee	1-5 network nodes	\$ 500.00		\$ 500.00
155	Small Cell/Network node application fee	Additional network nodes beyond 5, each	\$ 250.00		\$ 250.00
156	Small Cell/Network node application fee	Each pole to be erected	\$ 1,000.00		\$ 1,000.00
157	Small Cell/Network node annual user fee	Each network node	\$ 250.00		\$ 250.00
158	Transport Facility monthly user fee	Each network node in right-of-way providing backhaul	\$ 28.00		\$ 28.00
159	Collocation on city poles annual user fee	Each pole	\$ 20.00		\$ 20.00
160	FOOD ESTABLISHMENT FEES				
161	Health permit				
162	Class 1A (full service restaurants with dining area, and supermarkets without a deli/bakery in the store)	Per fiscal year.	\$ 425.00	\$ 75.00	\$ 500.00
163	Class 2A (ex. Supermarkets with deli/bakery, fast food establishments, convenience stores, variety stores, mobile vendors, day care and schools)	Per fiscal year.	\$ 250.00	\$ 75.00	\$ 325.00
164	Class 3A (Seasonal Establishments)	Per fiscal year.	\$ 175.00	\$ 75.00	\$ 225.00
165	New Establishment or change of ownership administrative fee in addition to Health Permit			\$ 50.00	\$ 50.00

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	DEPARTMENT	BASIS/COMMENTS	Fee Effective 10/1/22	Change for FY23-24	Adopted Fee Effective 10/1/23
166	All large retail stores will be assessed separate permit fees for each operational function				
167	Meat Market	Per fiscal year.	\$ 250.00	\$ 75.00	\$ 325.00
168	Deli	Per fiscal year.	\$ 250.00	\$ 75.00	\$ 325.00
169	Seafood	Per fiscal year.	\$ 250.00	\$ 75.00	\$ 325.00
170	Restaurant	Per fiscal year.	\$ 250.00	\$ 75.00	\$ 325.00
171	Bakery	Per fiscal year.	\$ 250.00	\$ 75.00	\$ 325.00
172	School cafeteria	Per school cafeteria per fiscal year.	\$ 250.00	\$ 75.00	\$ 325.00
173	Temporary food permit (first day) - commercial	Example: restaurants, food trucks, typically but not limited to, food preparation on-site, or offsite before the event, for consumption at event.	\$ 25.00	\$ 50.00	\$ 75.00
174	Temporary food permit- additional day	Not to exceed 10 days.	\$ 5.00	\$ 20.00	\$ 25.00
175	Temporary food permit - non-commercial	Example: bake sales, pre-packaged food, fundraisers, not for profit		\$ 25.00	\$ 25.00
176	Annual temporary food permit	Annual fee for any event - if vendor chooses to pay one fee for the year versus a fee each event. If vendor changes food classification, a new permit will apply. Each event remains subject to inspection.		\$ 125.00	\$ 125.00
177	Re-check fee, all classifications	Per reinspection of noted violation	\$ 100.00	\$ -	\$ 100.00
178	Health Permit Late fees				
179	Late fee	For each month or part of the month that a license fee has not been received.	\$ 100.00	\$ -	\$ 100.00
180	After October 10 of fiscal year	First late fee	\$ 50.00	\$ (50.00)	\$ -
181	Every 10 days thereafter	in addition to the First \$50.00 late fee	\$ 50.00	\$ (50.00)	\$ -
182	Not received by November 1st	Will result in establishment closure.	\$ 100.00	\$ 50.00	\$ 150.00
183	New Establishment or change of ownership administrative fee in addition to Health Permit		\$ 35.00	\$ 15.00	\$ 50.00
184	APARTMENT COMPLEX LICENSING				
185	Late fee	For each month or part of the month that a license fee has not been received.	\$ 100.00	\$ -	\$ 100.00
186	License fee	Per dwelling unit. Due on or before last working day of preceding year.	\$ 10.00		\$ 15.00
187	License replacement fee	Fees for licenses issued during year pro-rated.	\$ 10.00	\$ (10.00)	\$ -
188	Late fee	For each month or part of the month that a license fee has not been received.	\$ 100.00	\$ (100.00)	\$ -
189	Reinspection fee	Per reinspection of noted violation	\$ 20.00	\$ 30.00	\$ 50.00
190	New Establishment or change of ownership administrative fee in addition to Health Permit			\$ 50.00	\$ 50.00
191	SIGN PERMITS				
192	Reface		\$ 75.00	\$ 75.00	\$ 150.00
193	Pole signs		\$ 150.00		\$ 150.00
194	Monument		\$ 150.00		\$ 150.00
195	Wall signs		\$ 75.00	\$ 75.00	\$ 150.00
196	Lighted sign, electrical fee		\$ 150.00		\$ 150.00
197	Flags	3 flags per lot - insignia, decorative, governmental.	No charge	\$ -	No charge
198	Pennant	14 day limit; within first 90 days of certificate of occupancy.	No charge	\$ -	No charge
199	BANNER FEES				
200	Erect banner	Each 30 day period; not to exceed 90 days per year.	\$ 25.00	\$ 25.00	\$ 50.00
201	Grand Opening banner	14 day limit; within first 90 days of certificate of occupancy.	No charge		No charge
202	TREE PRESERVATION FEES				
203	Removal of dead, diseased, or damaged tree		No charge		No charge
204	Removal of protected trees and/or review of tree preservation plan in conjunction with building permit. (Applicable mitigation charges still apply)		No charge		No charge
205	Application for tree removal (Applicable mitigation charges still apply)		\$ 100.00		\$ 100.00
206	Review of tree preservation plan		\$ 100.00		\$ 100.00
207	All others		\$ 100.00		\$ 100.00
208	VARIANCE REQUESTS				
209	Board of Adjustment Residential	Per request.	\$ 125.00	\$ 375.00	\$ 500.00
210	Board of Adjustment Commercial	Per request.		\$ 500.00	\$ 500.00
211	Sign Control Board	Per request.	\$ 100.00	\$ 150.00	\$ 250.00
212	Letter preparation		\$ 7.50	\$ 2.50	\$ 10.00
213	SHORT TERM RENTAL				
214	Specific Use Permit (SUP) for Short-Term Rental	Per unit.	\$ 125.00	\$ -	\$ 125.00
215	Short-Term Rental Registration Fee (Annual)	Per unit.	\$ 250.00	\$ -	\$ 250.00
216	Short-Term Rental Inspection (Annual)	Per unit.	\$ 100.00	\$ -	\$ 100.00