TOWN OF CARRBORO
MISCELLANEOUS FEES AND CHARGES SCHEDULE
EFFECTIVE OCTOBER 6, 2020

ATTACHMENT G-1

ITEM	CURRENT FEE
Motor Vehicle Tax	$30.00 (Comprised of: General Municipal Vehicle Tax - $25.00; Municipal Vehicle Tax for Public Transportation - $5.00)
Alcohol/Beer & Wine Sales G.S. 105-113.77	
Beer (consumed on premises)	$15.00
Beer (sold to be taken off premises)	$5.00
Wine (consumed on premises)	$15.00
Wine (sold to be taken off premises)	$10.00
Fingerprinting	$20.00 for each fingerprinting
Commercial Solicitation – Permit Application Fee	$10.00
Commercial Solicitation – Permit Renewal Fee	$5.00
Commercial Solicitation – Deposit Fee for Permit Card – Fee Returned Upon Receipt of Permit Cards	$10.00
Animal Fees	
Dogs (unsterilized)	$20.00
(sterilized)	$3.00
Cats (unsterilized)	$10.00
(sterilized)	$3.00
Cemetery Fees	
Resident or Property Owner	$ 750.00 per space
Non-Resident	$1,500.00 per space
Plot Staking	$25.00
Monument/Marker Staking	$15.00

Compost Fees Large Compost Bins Compost Buckets	 $45.00 $ 5.00
RECREATION FEES	Insurance may be needed if the event includes major physical activity and moderate/severe exposure to participants; expected attendance of over 500; large amounts of cash ($1000+) or quantities of merchandise will be brought onto Town Property; and food will be served, sold and/or given to the general public. If insurance is required, the event sponsor must sign the reservation contract to hold harmless, defend and indemnify the Town of Carrboro, provide general liability insurance with a minimum limit of $1 million general liability coverage endorsed to name the Town as an additional insured and provide a certificate for documentation.
Picnic Shelters	$45.00 per 0-4 hours $55.00 above 4 hours
Dr. Martin Luther King Jr. Park Large Shelter	$50.00 per hour, 2 hour minimum
Amphitheater	$50.00 per hour
Amenities	$150 Party Trailer rental if used with any pavilion/shelter rental. (Includes five tables, 30 chairs, outdoor games, and cooler)
TOWN COMMONS FACILITY FEES	$75.00 per hour; minimum two hours; no fee if town staff does not work during event, no public access to Town Hall bathrooms, no money is exchanged during event, no electricity used, the event is open to the public, reservations limited to no more than once per month by any one group and subject to Town insurance guidelines.
Organizations Approved To Sell Goods And Services	A one-time fee of $25 per event is charged if the event is approved to sell goods or services. Renters may be required to hire parking attendants when events are expected to draw more than 100 vehicles. Additional fees that may be required for use of Town Commons include: Police Officer - $30.00 per hour, $10.00 per vehicle Fire Fighter - $30.00 per hour

	Command vehicle/pick up - $25.50/hr Engine pumper truck - $91.00/hr Aerial truck - $140.81/hr Tent Permit (20’ x 20’ and larger) - $50.00 Open Flame Permit - $50.00 Assembly Permit - $50.00 Public Works employee - $30.00 per hour Vehicle Usage - $30/hr. Street Closings plus cost of advertising public hearing & mailings - $85.00

Concessionaires Long-Term	**Seasonal Fees: Deposit $150** (Seasonal is the length of program concessionaire is servicing). **For- Profit Organization** / **Non-Profit Organization** Ex: Food trucks or trailers $500 (Spring baseball/softball, Fall softball/baseball) / Ex: Food trucks or trailers $300 (Spring baseball/softball Fall softball/baseball) One-two item vendor/carts $250 / One-two item vendor/carts $150
Special Event	Flat Fee to be determined by the nature and projected attendance of the event. Fee paid in advance upon acceptance of application.
Event Booths (Nonprofit Groups, etc.)	Fee dependent upon the nature of the event $15.00 - $45.00 per booth.
Short-Term	**Deposit $50**. Covers sporting, special events or community/neighborhood parks. **# DAYS** / **For-Profit Organization** / **Non-Profit Organization** 1-2 / $25/day / $12/day 3-5 / $20/day / $10/day 6-plus / $15/day / $ 8/day
Field and Court Rentals(which includes ball and multi-	

purpose fields, tennis and basketball courts) Team/Group Rates (2-hour time block per field) (1) Use without lights (2) Use with lights (3) Field Preparation (baseball, softball, football, soccer and lacrosse)	 $10/30 minutes $20/30 minutes $22/time - 1st field, $18 each additional field if prepared at same time $45/time – 1st field, $40 each additional field if prepared at the same time
Multipurpose field #2 at Anderson Park (near tennis courts) allows set up of temporary tents, awnings, or similar structures. All tents must be removed at the end of the rental period.	

Anderson Park Disc Golf Course (Tournament Rental)	One Round Tournament: $35/day Two Round Tournament: $45/day
Soccer Field (1) Use without lights (2) Use with lights	 $10/30 minutes $20/30 minutes
Tournament Rates (per ball field or multipurpose) (1) Use without lights (2) Use with lights (3) Field Preparation (4) Maintenance Fee and Damage Deposit (5) Weekend tournament use will require a charge of $40.00 for each day to reimburse the town for costs incurred in specific maintenance duties related to impact from the tournament rental. Tournament renters will still be required to perform all maintenance duties such as cleaning their fields and adjoining areas, parking lot(s), etc. in order to receive a return on the maintenance and damage deposit. (6) Police security will be required for all tournaments. Renter may retain sworn law officer(s) by submitting a written request, including names of officer(s) and times scheduled. Prior approval of Police and Recreation and Parks Departments are required. (Using any portion of minimum rate above constitutes the full charge.)	 $50 $25/60 minutes, $37.50/90 minutes $22.00/time - 1st field, $18.00 each additional field (if prepared at same time) $300.00 (may be increased by Recreation and Parks Director if circumstances warrant) $40.00 per day Cost of assigned officer is $30/hr.

(7) Organizations that book two or more tournaments in a calendar year may opt to be invoiced for rental balance due. Process follows current guidelines for Century Center rentals.	
Equipment Rental Fee (non-perishable)	$10.00/activity

Out-of-County Fee *No Out-of-County Fee is assessed to programs that recover 100% or more of direct cost.	Annual Out-of-County Fee, Fiscal Year 2019-20: $77.00 <u>Per Activity Fees:</u> PROGRAMS (leagues, classes, camps, workshops)= Annual Out-of-County Fee divided by three. Fiscal Year 2019-20: $26.00 When out of county fees apply, participants should provide documentation of county residency.
General Programs	
Special Events and Workshops of a Specific Interest Nature (Road Run, Tennis Clinics, Special Interest Workshops)	Recover 100% of direct costs
Program Souvenirs	Fees or charges to be determined by the nature of the program and type of product produced. Price determined by nature of event, direct cost to produce and anticipated demand. Price range $3-$50. To include but not limited to CD's, books and publications.
Special Activity Trips	100% of direct costs
Leisure Classes	100% of direct costs
Day Camp Program	100% of direct costs Payment is due at the time of registration or $40 camp deposit per camp registration. Balance is due by designated date.
Special Populations (activities, workshops, events,	15%-50% of direct costs in overall program

sports activities, etc.)	
Athletics Youth Sports	$55 per participant (uniform used and returned) $65 per participant (uniform item retained) <u>Non-Returned Town Issued Equipment</u> For activities where participants check out equipment from the Town for use during a particular program, the equipment must be returned to the Town within a specified time frame or within four weeks of the completion of the program, whichever is the shorter amount of time. Failure to do so may result in the following: 1. Participant will be issued an invoice for the replacement cost of the equipment. 2. A fee in the amount of the replacement cost will be placed on the participant's Rec Trac registration account until the cost is paid to the Town or the equipment is returned in satisfactory condition. 3. The Rec Trac account of the participant will be frozen and future registrations will not be accepted until the cost is paid to the Town or the equipment is returned in satisfactory condition. 4. Participants in the Town's Financial Assistance Program (FAP), will forfeit their FAP privileges until the cost is paid to the Town or the equipment is returned in satisfactory condition.
Athletic Instructional Camps	100% of direct costs
Adult Sports Leagues	80% of direct costs
Admission Fees Drop In Program	Drop in program fee determined by the nature of the event and direct cost. Participation fee ranging from $3 per to $10 participant.
Performance/Concert Tickets	Tickets for performance or concerts based on the nature of the event, direct programming costs of conducting event. Price range - $5 - $50.
Protest Fee	$25.00 per protest (fee returned if protest ruled to be valid)
Financial Assistance Program	For those families accepted in the Financial Assistance Program it covers the immediate family members of each accepted household only. An individual or family that meets specific criteria can receive an annual membership that entitles them to receive a full fee waiver for activities or pay 25% of the cost. A group that meets specific criteria can receive an annual membership that entitles them to pay 50% of the cost. Membership discounts begin after approval. Program registrations made prior to department approval will not be eligible for discounts. Seeking cancellations to use discounted membership will not apply. Each eligible participant can participate in up to 6

	activities per fiscal year (July 1st-June 30th) at the approved discounted rate. Refunds or cancellations will be based on your discounted rate and the refund timeframe. Memberships can be suspended if participants don't show up for activities. Staff will follow up via phone or email for the first "no-show". A formal letter will be sent out for the second "no-show". On the third "no-show", the membership will be suspended for the remainder of the fiscal year unless written documentation is provided and accepted.

Special Fee Waiver(s)	**Youth Athletic Head Coach Waiver -** The registration fee for one child of a youth athletic league head coach shall be waived. The volunteer needs to be recognized as the "head" coach and the parent, guardian, or grandparent of the youth participant. **Town Employees and Family Waiver -** Town employees and their family in their household will receive a 25% discount off all preregistered classes.
Volunteer Credit Certificate	Volunteers providing the following number of hours serving Carrboro Recreation and Parks sponsored programs during the year will be awarded the following: • 1 or more service hours = invitation to the volunteer recognition social. • 15 service hours = $10 credit certificate to be applied toward a preregistered Carrboro Recreation and Parks Department sponsored program. <u>Restrictions</u> Each Credit Certificate may be used once. Must be used within twelve months, immediately following volunteer service. Credit Certificates may not be applied toward co-sponsored programs where revenue sharing is used. No refunds, exchanges, or redemptions toward cash. Credit Certificates may only be applied toward a family account.

	Credit Certificates will expire one year from the date of issue. Accumulative maximum of $65 credit.
Co-Sponsored Programs	Fees for programs co-sponsored with other agencies and organizations will be set at the most reasonable rate as mutually determined by all co-sponsors. Promotional Display Ad (for web pages)- Fee or charges to be determined by the nature of the event coordinator, size of promotional ad, and length of time the promotion is posted on-line. Priced from $1.00 per day to $20.00 per week.

Special Event Requests	When a Community Event Pre-application form or a Special Event Request form is submitted, the date(s) and time(s) requested on the forms will be reserved during the time needed for the Special Event Committee to review the request. All forms are due, at a minimum of, 20 days prior to the requested day of the event. All information is needed, and fees received, within seven days of notification of the Special Events Committee's decision. If waiving of fees is requested, there is a maximum of two waived events for each group, per year Block party trailer usage is also available through the Special Events Committee approval process. An application needs to be completed and submitted. The trailer must be used for events within the Town limits of the Town of Carrboro. See website for a list of trailer inventory. Trailer Fees: Deposit - $100 (Returned unless items are missing or damaged. Damaged or missing items in excess of $100 will be billed at cost of replacement.) Rental - $200 Potential fees for special events: Police Officer - $30.00 per hour, $10.00 per vehicle Fire Fighter - $30.00 per hour Command vehicle/pick up $25.50/hr Engine pumper truck $91.00/hr Aerial truck $140.81/hr

	Tent Permit (20′ x 20′ and larger) - $50.00 (800 square feet and bigger if it is enclosed and has side walls) (1800 square feet and bigger if open on sides) Open Flame Permit - $50.00 Assembly Permit - $50.00 Public Works employee - $30.00 per hour Vehicle Usage - $30/hr. Street Closings plus cost of advertising public hearing and mailings - $85.00
Equipment Bag Rental	Each bag rents for $10.00 plus a separate deposit for the value of the equipment. Bags are rented for one night or weekend. All equipment needs to be returned by noon on the following business day. 1. Basic Adult Bags 1 & 2-(1) volleyball net (1) volleyball (3) softball bats (1 set) horseshoes (1) Frisbee (1) basketball Deposit: $263.00 2. Basic Child Bags 3 & 4-(1) volleyball net (1) volleyball (1) playground ball (1) plastic bat (1) whiffle ball (1) Frisbee (1) basketball Deposit: $87.00 3. Croquet Bag 5-(1) Croquet Set Deposit: $90.00 4. Basic Volleyball Bag 6-(1) volleyball net (1) volleyball Deposit: $52.00 Customized Bags-Must have staff approval; Volleyball Net: $39.00 Volleyball: $13.00 Softball Bat: $40.00 Softball: $4.00 Horseshoe Set:$60.00 Frisbee: $9.00 Basketball: $10.00 Playground Ball: $5.00 Wiffle Ball Bat: $8.00 Wiffle Ball: $2.00 Croquet Set: $90.00 5. Wilson Park Gate Key-check will be deposited if key is lost or not returned Deposit: $300.00

CARRBORO CENTURY CENTER

ITEM	CURRENT FEES		
	STANDARD FEE	**SPECIAL EVENT FEE**	**OTHER FEES**
Rooms Hours of operation 9:00 a.m. to 11:00 p.m.	Covers: receptions, parties, dances, meetings, or any other private gathering	Covers: All events that are free and open to the public.	Rental requests outside of normal operating hours are subject to additional fees.

Century Hall (3 hr. minimum usage) (Each additional half hour pro-rated at the set charge) Weekday Use: (for Three Hours) Weekend Use: (for Three Hours)	 $165.00 $276.00	 $87.00 $138.00	Nonrefundable prepayment Fee (all rooms and Hall – 10% of contract total) required to confirm rental. Use of Hall prior to or after normal operating hours – $92 per hour For Hall use on weekends; before or after normal operating hours – $138 per hour
Activity Rooms 1 – 4 (2 hr. min.) Rooms 2 and 3 charged at single use rate	$47.00	$29.00	Use of Activity Rooms prior to or after normal operating hours – $35 per hour
Kitchen (1 hr. minimum usage)	$32.00	$19.00	Room Reset Fee (changes occurring the day of the event): Activity Rooms - $15.00; Century Hall - $25.00. Room Rental Cancellation Fees: Cancellations three weeks or more prior to event receive refund of rental payment minus 10% nonrefundable prepayment fee; Century Hall, kitchen and Activity Rooms 1-4 not cancelled three weeks (21 days) in advance forfeit all rental fees.
Century Center Equipment Fees AV equipment (example: TV, DVD, Laptop computer, portable screen) LCD Projector Large Sound Board	 $10.00 per use $20.00 per use $40.00 per use		

Patrons who maintain Century Hall rentals 10 times or more per calendar year may pay a flat rate deposit of $50 per calendar year for their events instead of 10% of the contract total. These patrons may make one reservation per month per 12 month calendar year applying this flat rate deposit. **. Patrons who receive the flat rate but cancel two or more booked rentals thereafter during the calendar year will be required to pay the 10% booking fee minus $50 after two or more cancellations.** Any additional bookings are subject to 10% of the contract. All bookings for the calendar year must be completed on one contract.

For the purpose of clarification:

1. Reservations are first come, first serve subject to availability of space.
2. The 2-hour and 3-hour time blocks are the minimum that each room area may be rented. Less time than the minimum will result in the full charge as listed above. Times over the minimum block will be charged at half hour intervals pro-rated from the hourly rate in each category of use. Early arrivals or late departures charged at half hour intervals.

3. Groups renting the Century Hall for a single Standard Event with a rental length of 6 or more hours may schedule a rehearsal in the Century Hall on any date prior to their event if space is available. In the case of rehearsals the Town will charge a prorated hourly rate instead of the full 3 hour minimum.
4. Approved Chapel Hill-Carrboro School System rentals will be charged at $16 per hour per space.
5. Rental payments not received 21 days prior to event will be assessed a $25.00 late fee. Rentals will be cancelled if full balance of rental is not received seven (7) days prior to the event.
6. Fee waived events, Town Sponsored Events, Orange County local government boards and school boards' use and meetings of same are free. The Town manager or designee shall determine whether any event has rental fees waived or is a town sponsored event, considering all relevant factors related to the town's participation in or control over the event. However, the presence of one or more of the following factors shall generally lead to a determination that an event has rental fees waived or is town sponsored: a. The town expends town funds for the planning and/or staging of the event, or b. The town anticipates receiving revenue from the staging of the event, or c. The town makes a substantial in-kind contribution toward the planning and/or staging of the event, or d. The town exercises substantial managerial control over the planning and/or staging of the event. The event substantially advances the Town's policies or goals of Vision 2020. Waiving fees for a maximum of two events per year, per individual, group, or organization.
7. Community Art Groups may rent Century Hall on the First Sunday of the month from 2:00 p.m. to 5:00 p.m. for artistic events such as musicals, literary works, visual arts, including paintings, sculpture, etc: $80. Each group is limited to one discounted rental per year. All other Century Center rental requirements apply. (If the hall is being used for a departmental event during a first Sunday request, staff will try to accommodate the request on another Sunday during that month).
8. Town of Carrboro retains all rights to sales and concessions taking place in the building. Event sponsors may sell only items that are associated with their activity with prior department approval. Event sponsors can sell items only within the room in which the activity is taking place.
9. Equipment fees are listed above.
10. Building supervisor costs are included in above fee.
11. Event sponsors must book dates and space needed for ongoing events.
12. Space will not be held for ongoing events/programs until a contract has been signed, deposit received and the reservation has been confirmed.
13. Changes to weekend rentals that may result in additional fees to the cost of the existing rental agreement must be paid at the time of the request via check or cash.
14. Fee waivers for sound equipment may be requested by certified non-profit 501c3 organizations.

Catering/Meal Services	**Fees**
Fee for all refreshments and/or food service activity	5% of the room rental
(Century Hall Only)	
Clean-up Fee	***$300***

A refundable clean-up/damage deposit may be required for any event where food and/or beverages are present. Event organizers are responsible for ensuring that the Century Hall is clean and that all litter is removed immediately following the event. Failure to do so will forfeit the clean-up/damage deposit. If town property is destroyed or damaged by reason of event sponsor's use, event, or activity, and the damage or destruction is directly attributable to the event sponsor, the event sponsor will be required to reimburse the town for the actual replacement or repair cost of the destroyed or damaged property.	
Century Center Services	**Rate**
Overnight storage (only available when no events are scheduled after the event that requires storage)	$50.00 per night – Century Hall $25.00 per night – Activity Rooms, first floor
Pre-Program overnight storage (example for wedding receptions deliveries)	$100.00 per day Activity Rooms, first floor $175.00 per day – Century Hall
Piano Tuning beyond routine tuning (2x/yr)	At cost
Booth Rental at Century Center Events	$25/no electricity or $35/with electricity
100th Birthday party or 50th Wedding Anniversary (Carrboro Residents only)	50% discount

Refunds	1. All refunds/withdrawals from programs should be requested in writing and sent to the Administrative Assistant of the Recreation and Parks department. 2. In the event there is a change in the nature of the program, activity or reservation or cancellation, participants will be contacted and a transfer, full credit or refund will be given. 3. Injury or illness of a participant. Doctor's documentation is needed. (If the program is underway, the refund will be prorated). **PROGRAMS/ACTIVITIES** 1. When program/activity refund requests are received more than three (3) business days prior to the start of a recreation program, a refund less a $5.00 administrative fee, or full credit or transfer will be given. Athletics program requests should be received three business days prior to the first practice/game.

2. $40 for a withdrawal per summer camp that is made after the designated date and prior to the start of the camp.
3. After the camp has started, the $40 administration fee is applied, along with the balance prorated (in accordance to how many days the camp has been held).
4. When a request is received in three business days or less a pro-rated credit will be placed on your account minus administrative fee. If a program is more than 50% complete it is left to discretion of the program coordinator.

Note: It is the discretion of the program supervisor whether a refund will be given on commodity (supplies, tickets, apparel, etc.) that has already been purchased by the participant.

FACILITIES

1. Century Center Room Rental Cancellation Fees: Cancellations three weeks or more prior to the event receive refund of rental payment minus 10% prepayment fee. Events not cancelled three weeks (21 days) in advance forfeit all rental fees. The Department may cancel a reservation in the case of severe weather conditions, a Town emergency, and if all of the contract stipulations are not followed. All reservation fees will be returned in full if a situation occurs which is beyond facility or event sponsor control.
2. Park Facility Cancellations: Cancellations made three days or more prior to the event receive refund minus $5.00 administration fee. Any rental over $20 not cancelled three business days prior to the rental will receive a refund of 75% of the rental fee minus the $5.00 administrative fee. Any rental less than $20 will be refunded less the $5.00 administrative fee.

PUBLIC WORKS FEES	
Roll Out Containers	Actual cost to town - $48.25 per
Yard Waste Containers	Actual cost to town- 48.25 per
Extra Roll Out Container Service	$2.00/container
Extra Dumpster Collection for Multi-Family Dwellings	$22.00 8 cubic yard $17.00 6 cubic yard $12.00 4 cubic yard $ 7.00 2 cubic yard
Non-Residential Dumpster Fees	**Cost Per Quarter (13 weeks service)**
Dumpster Size (Cubic Yards)	Per Pickup (each time)
2	$13.69
4	$16.46
6	$19.23

8	$21.92
Appliances	$16.00 for up to three and $4.00 for each additional after three
Televisions larger than 19 inch	$6.00 for one and $4.00 for each additional
Mattresses and Box Springs	$7.00 for up to 2 pieces
Couch/Sofa	$7.00 for one and $5.00 for each additional
Other bulky, oversized waste	First 10 minutes free of charge. For collection requiring longer than 10 minutes, the fee will be determined by the Public Works Dept. based on the nature, amount and time required to remove items. This fee must be paid in advance.
Large amount of yard waste/brush	First 10 minutes free of charge. For collections requiring longer than 10 minutes, a fee will be determined by the Public Works Dept. based on the nature, amount and time required to remove items. The fee must be paid in advance.
Driveway Pipe	100% of cost of materials (if available in inventory)
Street Cut Repairs	$95.00 per sq. yd
Street Signs	Actual cost of materials and cost of labor, if installation required. Payment required in advance.
Driveway Permit Fee	$110.00
Building Structure Moving Permit Fee	$125.00
Encroachment Permit	$100.00
Street Closings	$85.00 plus the cost of advertising the public hearing, including mailings.
Processing Fee for Permanent Right-of-Way Closing	$85.00, plus the cost of advertising, certified mailing and first-class mailings
Full or Partial Street Improvement Inspection Fee (including storm drains, sidewalk, curb and gutter, paving, grading and appurtenant work in or adjacent to public rights-of-way)	$2.60 per linear foot
Utility Service Improvement Inspection Fee (including excavation, backfill, and appurtenant work relating to the installation, repair, replacement, or removal of sewer, water, gas, telephone, electric, and/or similar utility facilities in or adjacent to public rights-of-way)	$1.00 per linear foot

POLICE FEES	
Precious Metal Dealer Fees	
Annual Permit Application Fee	$180.00
Fingerprinting Fee Per Person	$38.00
Employee Initial Registration Fee	$10.00
Employee Subsequent Renewal Fee	$3.00
PLANNING FEES	
Online Permitting and Access (charged on each individual permit)	$40.00
CONSTRUCTION PERMIT FEES	
Building Permits	

Minimum Permit Fee	$65.00
Demolition permit	$65.00
Relocation of Structures	$65.00
Mobile home set up	$65.00
Modular units (approved by NC Dept. of Ins)	$120.00
Accessory Structures (less than 144 square feet)	No Charge
Manufactured, Assembled or Packaged	$75.00
Re-inspection Fee	$75.00
Homeowners Recovery Fund Fee	$10.00
Replacement Permit Card Fee	$50.00
Damaged or Missing Plans Fee	$50.00
Technical Review	$50.00
Residential Construction	
New Construction	.26/sq. ft.
Renovation or alteration	.21/sq. ft.
Commercial Construction	
New Construction	.26/sq. ft.
New Construction (Open Parking Structure)	30% of New Construction Fee
Renovation or Alteration	.21/sq. ft.
Replacement/Renovation not covered by minimum square footage (commercial), and renovations to existing commercial building located in the University Lake watershed	$275.00
CO Certification (commercial)	$100.00
Stocking Fee (Furniture/equipment/stock installation prior to issuance of CO)	.05/sq. ft.

Plumbing	
Minimum permit fee	$50.00
Residential Additions	$50.00
Commercial Fit up	$50.00
Modular home (approved by NC Dept. of Ins.)	$120.00
Sewer ejector pumps	$35.00
Grease traps	$35.00
Re-inspection Fee	$75.00
Fixtures – **(Defined as any opening into the waste and/or**	.16/sq. ft.

vent system. Also items such as water heaters, disposals, water pumps and dishwashers are deemed as such.)	
Water/Sewer Only	$50.00 minimum fee
Replacement/Renovation not covered by square footage (Commercial)	$275.00
Mechanical	
Minimum Permit Fee	$50.00
Replacement or system conversion	$50.00
Installation of woodstove or factory built fireplace	$50.00
Re-inspection Fee	$75.00
Heating Equipment and Appliances (Gas or Oil)	.16/sq. ft.
Gas Lines	$75.00
Modular Home (approved by NC Dept. of Insurance)	$125.00
Replacement/Renovation not covered by square footage (Commercial)	$275.00
Residential HVAC Change-out	$100.00
Commercial Hoods	
0-25 sq. ft.	$100.00
25.1-50 sq. ft.	$125.00
Over 50 sq. ft.	$150.00
Gasoline and Oil Tanks (Per Tank)	$225.00

Electrical	
Minimum permit fee	$50.00
Temporary electrical service	$50.00
Residential Applications	Sq. Footage x .16
Residential & Commercial Additions (receptacles, switches, etc.)	$45.00
Conditional Power	$150.00
Commercial – Open Parking Structure	30% of Residential Application Fee
Service changes Up to 400 AMP	$150.00
401 - 1,000 AMP	$250.00

Mobile home electrical connection	$75.00
Modular Home (approved by NC Dept. of Insurance)	$125.00
Swimming pool	$75.00
Sign Installation	$75.00
Gas pump Installation	$75.00/pump
Re-inspection fee	$75.00
Electric Motors and Generators	
Minimum charge	$50.00
Each Additional Motor transformer etc.	$10.00
Commercial – New Construction	Sq. Ft. x .16
Commercial electrical work not included in additions or not including a square footage component	$275.00
Online Permitting and Access (charged on each individual permit)	$40
Refunds	
Refunds approved at the discretion of the Chief Building Inspector or Designee	
Recycled Materials Permit	10% of the total assessed building permit fee
Work initiated without required construction permits	Twice the original permit fee
Engineering Inspection Fee - Residential	$165/ Certificate of Occupancy
Engineering Inspection Fee - Commercial	$350/Certificate of Occupancy

Fire Prevention	
Blasting Permit	$100.00
Renewal Fee (Must be renewed every 30 days)	$50.00
Burning Permit	$75.00
Pyrotechnic Permit	$100.00
Hazardous Materials Permit	$150.00
Fire Alarm and Detection System Permit	$100.00
- Initiating or supervisory device (automatic or manual -	$2.00 per initiating device
pull station, water-flow switch, tamper switch, heat and	
smoke detectors, etc.). Commercial projects	
Fire Sprinkler/Standpipe/Fire Pump/Extinguishing System Permit Sprinkler head, fusible links, frangible bulbs, water flow switch, supervisory device, etc.	$100.00 $2.00 per initiating device
All other Fire Code Permits not listed above	$50.00
Re-inspection fee	$75.00
Life Safety Violation	$250.00

Non-compliance fee per code violation	$25.00
False Burglar and Fire Alarms	$75.00 for each false burglar or fire alarm sounded by a private alarm system. This fee would be billed only after two such alarms were sounded during a given month for a particular business.
Fire-Rescue Address Signs	$15.00 (sign only) $20.00 (sign and post)
Work initiated without required construction permits	Twice the original permit fee
LAND USE PERMIT FEES Engineering plan review and requested inspections/site visit costs have been included with permit fees.	

CONDITIONAL USE OR SPECIAL USE PERMITS (New Requests)	
Residential (up to 3 rounds of review)	$1,300 .00+ $110.00 per unit
Residential >3 rounds of review)	$ 750.00 +$55.00 per unit
Commercial (up to 3 rounds of review)	$1,200.00 + $.06 per square foot of commercial building space
Commercial (>3 rounds of review)	$600.00 +$.03 per square foot of commercial building space
Mixed Use(up to 3 rounds of review) Mixed Use (>3 rounds of review)	$1,200.00 + $.06 per square foot of commercial building space + $36.00 per residential unit $600.00 +$.03 per square foot of commercial building space +$18.00 per residential unit
Miscellaneous, Less than 3 acres (up to 3 rounds of review)	$750.00
Miscellaneous, Less than 3 acres (>3 rounds of review)	$375.00
Miscellaneous, 3 acres or more (up to 3 rounds of review)	$1,500.00
Miscellaneous, 3 acres or more (>3 rounds of review)	$750.00
Watershed Subdivision, 4 lots or less	$450.00 + $75/lot
Child Day Care Facility-S.U.P. (Large Child Day Care Homes - 12 pre-school or 15 school-aged children)	$450.00 + 0.025 per square foot of building area
ZONING PERMITS	
Residential	$75.00 per unit + $75/unit or lot and/or .025 per square foot of building area when engineering review
Commercial	$60.00 or $0.06/ per sq. ft. of commercial area, whichever is greater and .025 per square foot of building area when engineering review
Home Occupation	$75.00
Site Re-inspection	$60.00
SIGN PERMITS	
Single Sign Permit	$40.00 per sign

Unified Sign Plan Permit	$150 per sign unified sign plan
Individual Sign in accordance with approved plan	$30.00 per sign
Sign on Historic Building (SUP, per Section 15-174 of the LUO)	$50.00
VILLAGE MIXED USE OR OFFICE/ASSEMBLY CONDITIONAL USE DISTRICT	
Rezoning	$1,500 + $40/acre
Master Plan	$ 750 + $20/acre
CUP attached to any VMU or O/A Rezoning Request (up to 3 rounds of review)	$1,500 + $100 per residential unit + $0.13/square foot of commercial space
CUP attached to any VMU or O/A Rezoning Request (> 3 rounds of review)	$1,500 + $100 per residential unit + $0.13/square foot of commercial space

CONDITIONAL USE REZONING	
Rezone to RR-CU, R-20-CU, R-15-CU, R-10-CU, R-7.5-CU	$700 + $30.00/acre
Rezone to R-3-CU, R-2-CU, R-S.I.R-CU, R-S.I.R.-2-CU	$850 + $30.00/acre
Rezone to B-1(c)-CU, B-1(g)-CU, B-2-CU, B-3-CU, B-4-CU, CT-CU, B-3-T-CU, O-CU, M-1-CU, and M-2-CU	$1200 + $30.00/acre
Conditional Use Permit attached to any CU Rezoning Request (up to 3 rounds of review)	$1000 +$105.00/unit+$.13/square foot of commercial building space
Conditional Use Permit attached to any CU Rezoning Request (>3 rounds of review)	$500 +$50.00 per unit+$.07/square foot of commercial building space + $75/unit when engineering plan review
CONCEPT PLAN/PRE-APPLICATION	
Walk-about/Concept Plan Review	$150 + $25/unit or lot
Yield Plan Review	$150 + $25/unit or lot
Pre-Application with technical review	$50/lot and/or .025/ square foot of building area
Pre-Application with technical review > 3 rounds of review	$300/lot and/or .025/ square foot of building area
CONDITIONAL OR SPECIAL USE PERMIT MODIFICATIONS	
Minor Modification with hearing	$600.00 + $50/lot and/or .025/ square foot
Minor Modification without hearing	$300.00 + $50/lot and/or .025/ square foot
Insignificant Deviations	$150 + $50/lot and/or .025/ square foot
CONDITIONAL, SPECIAL USE, OR ZONING PERMIT EXTENSIONS OR RENEWALS	
Residential, Commercial, or Mixed Use	$350

PHASING CHANGES AND REVIEW (IF SEPARATE FROM INITIAL APPROVAL)	
Residential, Commercial, or Mixed Use	$300
FINAL PLAT APPROVALS	
1. Less than 5 acres	$180 + $30.00 per unit or lot + $50 per unit or lot when engineering review
2. 5 to 10 acres	$250 + $30.00 per unit or lot + $50 per unit or lot when engineering review
3. More than 10 acres	$300 + $30.00 per unit or lot + $50 per unit or lot when engineering review
VARIANCES	$350.00 + $50 per unit or lot when engineering review
APPEALS	$300.00
SPECIAL EXCEPTIONS	$250.00

EXEMPT SUBDIVISIONS	
Creation of additional lots	$150.00
Combination or recombination of existing lots	$60.00
Re-recording Existing Survey	No Fee
ZONING/PROJECT COMPLIANCE LETTER	$120.00
CONSTRUCTION PLAN REVIEW	
Residential	
25 or more units	$950.00 + $80 per unit
5 to 25 units	$500.00 per construction plan review + $80 per unit
less than 5 units	$250.00 per construction plan review + $80 per unit
Commercial	$750 + $.18 per square foot of commercial building space
Mixed Use	$600 + $.15 per square foot of commercial building space + $25 per residential unit + $50/unit and/or .025/square foot of building area when engineering review
Construction Plan Revisions	(if separate from initial approval) = $300.00
PAYMENT-IN-LIEU	
Payment-in-Lieu	$210.30 (1.1% CPI) per point in accordance with Appendix G in the Land Use Ordinance
Open Space	Payment based on number of sq. ft. of open space not provided on-site multiplied by the unadjusted tax value per sq. ft. of land listed by Orange County multiplied by the increase in the Consumer Price Index since the date of evaluation.

Affordable Housing	$32,167 (Determined by multiplying the average of median home sales prices, as obtained from MLS data, of the previous three years for the Chapel Hill Carrboro City School District, by 10%)
ZONING MAP AMENDMENTS	
To a Conditional Zone, Residential	$1,200 + $30/acre + $50/unit when engineering review
To a Conditional Zone, Commercial or Mixed-Use	$1,200 + $30/acre + $50/unit when engineering review
To C, NPD, WR, RR, R-20, R-15, R-10, R-7.5, HD, JLWP	$850.00 + $35.00 per acre
To R-2, R-3, R-SIR, R-SIR-2, PUD	$1000.00 + $35.00 per acre
To B-1G, B-1C, B-2, B-3, B-3T, B-4, B-5, M-1, EAT, WM-3, O, OA, PID, RHDC Overlay, CT	$1,450.00 + $35.00 per acre
To PF	$600.00+ $35.00 per acre
ZONING TEXT AMENDMENT	$475.00

MAPS AND SERVICES	
Zoning Map	
Large, wall map	$20.00
E-size (34 x 44)	$15.00
D-size (22 x 34)	$12.00
11 x 17	$10.00
City Limits Map	
E-size	$15.00
11 x 17	$10.00
Natural Constraints Map	
E-size	$15.00
11 x 17	$10.00
Custom Maps (15-minute production time limit)	
E-size	$40.00
D-size	$30.00
C-size (17 x 22)	$25.00
11 x 17	$20.00
8 ½ x 11 (color)	$10.00
8 ½ x 11 (black/white)	$5.00
With Orthography	$45.00
Other Custom Maps	Map charge (shown above) + $40.00 per hour ($50.00 minimum)
Blueprint Maps	

1979 and 1985 Topographic Maps ((Print of Digital Data)	$30.00
Digital Data	
Existing Data Layer	$30.00
Customized Data Layer	$30.00 + $40.00 per hour ($50.00 minimum)
Digital Published Map	$30.00
Public Hearing Notification Mailing	$30.00 + $.65/ address
(Requests for Orange County digital data will be referred to Orange County)	
STREAM DETERMINATION AND WATER QUALITY BUFFER MITIGATION	
Ephemeral Stream	$60.00
Intermittent or Perennial Stream	$120.00
Mitigation Fees for Impacts to Ephemeral Stream Water Quality Buffers	
Removal of Vegetation	$.99 per sq. ft*1.5
Grading or Other Changes That Modify Natural Conditions of Diffuse Flow	$12.50 per linear foot or stream disturbance for one or both sides of stream channel, depending on area of impact
Disturbance of Stream Channel	$349 per linear foot of stream disturbance

BMP Inspections (applicable to owners who have not provided adequate documentation of self-inspection and maintenance and who have not voluntarily entered into a maintenance agreement)	
Sites with 1 or 2 BMPs	$125.00
Sites with more than 2 BMPs	$250.00
BMP Re-inspection	$75.00
PUBLICATIONS	
Carrboro Architectural and Historical Inventory	$7.50
Carrboro Bicycle Policy and Sidewalk Policy	$1.00
Carrboro Downtown Guidelines for Design	$10.00
Carrboro Connector Roads Policy	$1.00
Downtown Carrboro New Vision	$15.00
Carrboro Vision 2020 Report	$7.50
Small Area Plan for Carrboro’s Northern Study Area	$20.00
Neighborhood Preservation District Guidelines	$10.00
Carrboro Land Use Ordinance	$25.00
Conceptual Master Plan Town of Carrboro, N.C. Bolin Creek Greenway	$35.00

Comprehensive Bicycle Master Plan	$25.00
Other Publications	10¢/page + 50¢/color page
TOWN CODE	$20.00
HOUSING CODE (Chapter 17)	$5.00
XEROX COPIES OF MISCELLANEOUS DOCUMENTS	10¢ per page
HISTORIC CARRBORO PLAQUE	$135.00 per plaque
BAD CHECKS	$35.00 per check
PARKING FEE SCHEDULE FOR YAGGY PARKING LOT	$25.00 per space per month
REGISTRATION OF DOMESTIC PARTNERS	
Registration	$40.00
Affidavit of Termination	$40.00
Amendment to Statement	$40.00
Copies of Domestic Partner Registrations	$2.00
COPIES OF VIDEO OR AUDIO RECORDINGS	$5.00 per tape, CD or DVD
TRANSLATION EQUIPMENTRENTAL– TRANSLATORS NOT PROVIDED WITH EQUIPMENT	
Security Deposit - People or organizations checking out the translation equipment will be liable for any damage to equipment or missing equipment up to or beyond the $150 security deposit. (The security deposit will be waived for any governmental entities, including UNC-CH.)	
Rental Fee for use of equipment for up to 3 days – must be paid upfront. Late Fee (for any day beyond established rental time)	$25.00 (nonrefundable) $10.00 per day
INDEX OF COMPUTER DATABASES	
Digital Copy of Index of Computer Databases - CD, DVD, USB Solis State Drive	$5.00
Digital Copy of Database Media and Costs - CD, DVD, USB Solis State Drive	$15.00
Report Reproduction Cost List	$.10 for each printed, plotted or photographic database output page
NOTE: These fees do not apply to GIS related report and mapping reproduction; those fees are covered elsewhere in the Miscellaneous Fees and Charges Schedule.	
Custom Services Costs – Custom Report Preparation	Starting at $100.00 per hour billable in 15-minute increments, and listed cost of digital and printed reproduction media. The ability to process custom requests is based upon staff and resource availability, and requesters should note that all requests may not be filled due to such limitations.