

**ORDINANCE NO. 2020-021**

**AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF HITCHCOCK, TEXAS ADOPTING THE FISCAL YEAR 2020-2021 COMPREHENSIVE FEE SCHEDULE, ESTABLISHING AND REVISING FEES AND CHARGES FOR SERVICES PROVIDED BY THE CITY; AND CONTAINING A SEVERABILITY CLAYSE AND AN EFFECTIVE DATE.**

**WHEREAS**, the City of Hitchcock has adopted numerous ordinances that provide for various fees and charges that are subject to change from time to time; and

**WHEREAS**, the Local Government Code provides that certain filing fees, permit fees, inspection fees, deposits, and conditions of service may from time to time be established or updated, and

**WHEREAS**, the City Commission of the City of Hitchcock has determined that the cost of providing certain services, such as filing fees, permit fees, inspection fees, and deposits should be required to pay for materials and special services, performed by City staff, are required, where it benefits the individual and not of general benefit, and

**WHEREAS**, the City Commission may adjust fees for certain services from time to time and incorporate all adjusted and/or new fees for services provided into one comprehensive schedule, and

**WHEREAS**, the City Commission has found it necessary to adjust fees for services, and to maintain a comprehensive document which incorporates most or all fees for services provided by the City into one schedule,

**WHEREAS**, the City has determined that the fees and charges specified herein are reasonable, necessary, fair and designed to fund the various activities to which they pertain; and

**WHEREAS**, the establishment of new fees or revised fees are hereby established in the Comprehensive Fee Schedule as provided for in Exhibit A; and

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF HITCHCOCK, TEXAS THAT:**

**Section 1.** That the Comprehensive Fee Schedule is hereby adopted as presented in the attached Exhibit A with an effective date of October 1, 2020.

**Section 2.** Each City ordinance that originally provided a fee, charge, or fine that is mentioned on Exhibit A is hereby amended as shown on Exhibit A.

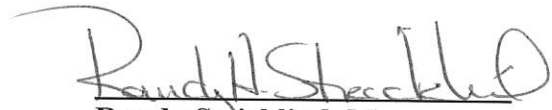
**Section 3.** Except as amended in Section 1, above, the FY 2020-2021 Comprehensive Fee Schedule shall remain in full force and effect.

**Section 4.** All ordinances in conflict herewith are repealed to the extent of such conflict.

**Section 5.** In the case of a fee listed in another Ordinance but not included in this Comprehensive Fee Schedule, the previous listed fee amount shall apply. This ordinance shall then be amended to include the particular fee.

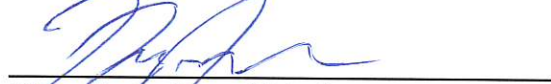
**Section 6.** This ordinance is severable and, in the event, that any part of this ordinance is stricken by a court of competent jurisdiction, the remainder, not so stricken shall remain in full force and effect.

**PASSED AND APPROVED this the 21st day of September, 2020.**



**Randy Strickland, Mayor**  
City of Hitchcock

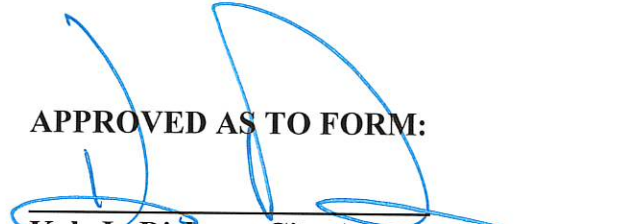
**ATTEST:**

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**Nicholle Andrus, City Secretary**  
City of Hitchcock

**APPROVED AS TO FORM:**

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**Kyle L. Dickson, City Attorney**  
City of Hitchcock

**EXHIBIT A****FY 2021 Comprehensive Fee Schedule****ADMINISTRATION FEES:**

Copies (8 1/2 x 11)	\$0.10 per page
Copies (8 1/2 x 14)	\$0.10 per page
Copies (11 x 17)	\$0.25 per page
Color Copies	\$1.00 per page
Certified Copies	\$1.00 per page
Fax Outgoing Same Area Code	\$0.50 per page
Fax Outgoing Long Distance	\$1.00 per page
Fax Incoming	\$0.20 per page

Return Check, ACH and/or credit card charges Fee \$25.00

**Occupational Tax:**

Local Cartage Permit (E)	\$30.00
Beverage Cartage Permit (PE) Annual	\$20.00
Caterer's Permit (CB) Annual	\$500.00
Mixed Beverage Late Hours (LB) Annual	\$150.00
Package Store Permit (P) Annual	\$500.00
Wine Only Package Store (Q) Annual	\$75.00
Beer Retailer Off Premise (BF) License Annual	\$60.00
Retail Beer & Wine On Premise (BG) Annual	\$175.00
Retail Beer & Wine Off Premise (BQ) License Annual	\$60.00
Retail Beer On Premise (BE) Annual	\$150.00
(FB) Food & Beverage Certificate	\$100.00
Brewpub License (BP) Annual	\$500.00
Other Liquor Permits (TX Alcohol Beverage Code)	1/2 State Fee/yr
Other Beer Licenses	1/2 State Fee/yr

**Mixed Beverage Permit:**

Original	\$3,000.00
1st Renewal	\$2,250.00
2nd Renewal	\$1,500.00
3rd Renewal and All Subsequent Renewals	\$750.00

**COMMUNITY DEVELOPMENT:****Amusement Permits (Annual)**

License Establishment	\$5,000
Device Operation	\$1200.00/machine
Criminal Background Check	\$100/person

**Mobile Home/RV Park License**

Mobile Home Park Annual License Fee	\$25.00 per space
RV Park Annual License Fee (less than 10 spaces)	\$50.00 per space
RV Park Annual License Fee (more than 10 spaces)	\$25.00 per space
RV License Transfer	\$100.00

**Peddler License**

Annual Peddler/Solicitor License	\$150.00
Annual Itinerant Vendor License	\$150.00

Junk & Second Hand Dealer Permit \$350.00

Junk Yard \$350.00

Sexually Oriented Business Application Fee	\$500.00
Drilling Permit (Section 114.7)	\$10,000 plus \$25,000 Cash Bond
Supplemental Permit Deepen Oil Well (114.21)	\$5,000.00
Mineral Exploration Permit (Chapter 111)	\$1,000/mile or any portion
Transportation of Industrial Waste/Chemicals Permit (92.23)	\$1,500/year
<b>Infrastructure :</b>	
<b>Infrastructure Plan Review Fee</b>	
\$50,000 and less	1% of actual construction cost of the project
\$50,000.01 and up	\$500 for first \$50,000 plus 0.5% of the actual construction cost over \$50,000
<b>Infrastructure Permit Fee (Construction Portion)</b>	1% of the actual construction cost of the project.
<b>FRANCHISE FEES (Chapter 117):</b>	
<b>Permit Fee</b>	
New Pipeline Application Fee (Ordinance 2019-022)	\$2,000 plus \$500 for each Street and Drainage Crossing.
<b>ROW or Use of City Property Rental Charge Fee:</b>	
<b>Gathering Line Franchise</b>	
Initial Franchise Fee	\$5,000.00
First Year, per rod	\$25.00
Annual Renewal per rod less than 24 inches	\$40 per rod < 24" in nominal diameter
Annual Renewal per rod ≥ 24 inches	\$80 per rod ≥ 24" in nominal diameter
<b>Network Node Activity</b>	
Network Node on Node Support Pole	\$1000.00 per application \$500.00 for up to 5 network nodes per application
Network Node on Electric or Telephone Utility Pole	\$500.00 for up to 5 network nodes per application \$250.00 for each additional network
<b>Network Node Annual Site Rental Fee</b>	
For Each Netowrk Node not attached to City-owned pole	\$250.00
For Each Netowrk Node attached to City-owned pole	\$270.00

**Board/Commission Related Fees**

**PLATTING:**

**Minor Plat/Minor Replat\***

*\*Plats administratively reviewed & approved only.*

Single & Two Family Residential	\$500 + \$30/Lot
Non-residential/Mixed Use/Other Residential	\$800 + \$40/acre

**Amending Plat\***

Plat administratively reviewed & approved only.

Single & Two Family Residential	\$300 + \$30/lot
Non-residential/Mixed Use/Other Residential	\$500 +\$40/acre

**Preliminary/Final Plat/Replat\***

*Consultant Fees & Legal Fees may apply*

Single- & Two-Family Residential	
0 to 5 acres	\$500 + \$25/Lot
5+ to 10 acres	\$750 + \$25/Lot
10+ to 20 acres	\$1,000 + \$25/Lot
20+ to 50 acres	\$1,500 + \$25/Lot
50+ acres	\$2,000 + \$25/Lot
Other Residential/Non-Residential/Mixed Use/PUD	\$1,000 + \$50/acre and/or \$25/Lot whichever is greater.

Extension of Plat Approval	\$250.00
Vacation of Plat	\$1,000.00
Exemption from Platting	\$500.00
Plat Recordation	Recording Fee + \$25 Administrative Fee Galveston Co. \$71 plus \$50 for additional pages.

**GENERAL FEES:**

**\* Consultant Fees** -Review of construction plans, reports, drainage studies, TIA's & any other documents associated with plats, site plans, mixed use concept plans or special legal instruments or submittals as necessary per application submitted. Fees include professional fees as billed by engineering and planning consultants or any consultant utilized by the City to review development applications. Fee may be waived by City Administrator if project is minor in nature.

Reimbursement due to City based on actual consultant fees incurred by City plus 10% Administration Fee.  
\$2,000, minimum as a deposit against consultant fees .  
Staff may reduce to \$750 against consultants fees if a projects is of a minor nature where limited engineering review is anticipated.

**\*Legal Fees** -All legal fees incurred by the City in the review, preparation and/or amendment of any legal document associated with a development application, such as, but not limited to Development Agreement or Public Infrastructure Agreement.

Reimbursement due to City based on actual legal fees incurred by the City plus 10% Administration Fee.

**Extension of Time** -Fee may be waived by the City Commission if the extension is requested prior to any approval expiring & subject to applicant proving cause for the extension. In granting an extension of time, the applicant will be subject to any new regulations and standards adopted by the City.

\$250 per extension

**Postponement\***

*\*On an agenda for which a public hearing was scheduled.  
 Fee may be waived by City Administrator at his/her discretion.*

\$100

**Zoning:**

Re-Zoning Application &lt; 5 acres

\$350 + any required consulting/legal fees.

Re-Zoning Application &gt; 5 acres

\$350 + any required consulting/legal fees.

May require Consultant Fees and/or Legal Fees

Zoning Verification Letter

\$50.00

Request for Variance

\$100.00

Board of Adjutment Appeal

\$500.00 each

Vested Rights Petition or Development Rights Determination

\$500 plus City Attorney Fees

**Floodplain Development Permit**

\$50 plus Consultant Fees

**Draiage Review:**

Commercial

Actual Cost Plus 10%

Residential (Initial and As Built plus 1 resubmission)

\$150.00

Residential - Additional Submittals

\$75.00

**BUILDING PERMIT FEE:****Contractor Registration Fee**

Contractor/Builder Annual Registration Fee

\$50.00

**RESIDENTIAL PERMIT FEE**

Fee based upon construction square footage for project. Consultant fee may apply in additon to Residential Permit Fee

New Single-Family Dwelling, Townhouse, Two-Family

\$75.00 Minimum

Dwelling, Residential Alterations, Garages, Carports,

\$0.75/square foot

Deck , Porches and Storage Buildings

\$0.50/square foot non-living

**BUILDING PERMIT- OTHER CONSTRUCTION /COMMERCIAL PERMITS**

Fee based upon construction square footage for project. Consultant fee may apply in additon to Construction Permit Fee

First 10,000 sq. ft at \$0.50

10,001 sq. ft. - 15,000 sq. ft. at \$0.35

over 15,000 sq. ft. at \$0.15

**PLAN REVIEW FEES**

*Charged at time of submittal of a construction permit application for review of application and accompanying documents. Non-Refundable*

50% of building permit fee

**Non-Compliance fee:****Work started or performed without a permit**

2 X Construction Permit Fee Payment of the double fee shall not relieve any person from fully complying with the requirements of the Code in the execution of the work, nor from any other penalties prescribed herein.

A fee of \$100 assessed for proceeding with any work without first having an approved inspection at the required stage of construction.

**Re-Inspection Fees:**

Work not ready for inspection 1st Time

\$75.00 per failed inspection

Work not ready for inspection 2nd Time

\$150 .00

Work not Ready for Inspection 3rd Time

\$225.00

After Hours Inspection (Additional Hour or Portion of Hour)

\$100.00

**Administrative fee for cancellation of issued permit**

10% of permit fee

**Building Permit Extension Fee (Up to 6 months)**

50% of original permit fee

**Certificate of Occupancy:**

Residential

\$50.00

Commercial

\$100.00

Temporary

Same as regular

Failure to obtain certificate of occupancy prior to occupying

\$200.00

**Moving building permit including temporary structures**

\$100.00

**Remodel Fee (Residential/Commercial)**

\$100.00 minimum up to 100 square feet plus ea. additional sq. ft. \$0.50

**House Leveling, Windows, Solar Panels**

\$150.00

**Roof Permit**

\$70.00

**Fence Construction Permit**

Residential Fence

\$25.00

Commercial Fence

\$50.00

**Driveway Permit**

\$100.00

**Site Inspection/Walk Through Fees:**

City Inspector

\$50.00

Fire Marshall

\$50.00

**Mobile Home Permits**

Update Mobile Home on Property or Move-In

Mobile Home in Park

\$90.00

**RV Park Building Permit**

\$100 x Number of Spaces

**GENERAL FEES:**

Moving of any building or structure \* \$100.00

For movement of structure on City Streets or ROW where city assistance is required

\*Only for moving structure where no plan review or inspection is required. All others will be charged regular permit and plan review fees.

**Demolition Building Permit Fee:**

Residential \$50.00

Commercial \$100.00

**Swimming Pools & Hot Tubs Permit**

Swimming Pool Permit New Includes 4 inspections \$175.00

Hot Tubs & Spas \$100.00

**Bulk Head Permit** \$2.50/lineal foot

**Plumbing Permit**

Minimum Fee \$50 minimum

New Construction or Addition \$125 Base Fee + \$25 additional for each additional group. (1 to 4 fixtures/area)

Mobile Home Plumbing Permit \$100.00

RV Plumbing Permit \$20.00 x Number of Spaces + cost of 2 inspections

Swimming Pool Permit Plumbing Permit \$100.00

**Irrigation Permit**

Residential \$75.00

Commercial (Backflow Certification Required) \$100.00

**Electrical Permit\***

Residential & Commercial New Construction \$50.00 T-Pole, New Circuits, repairs or insp. only  
Add \$50.00 for each service upgrade or repair.

\$100.00 for 125 amps or less

\$150.00 for \$150 amps

\$200.00 for 200 amps

\$250.00 for 200 amps or more

\* 150 AMP minimum service unless approved by Bldg Insp. Must have outside disconnect #12 AWG minimum and no aluminum wire.

Mobile Home Electric Permit \$75.00

New RV Electric Permit \$10. X Number of spaces plus cost of 2 inspections

Swimming Pool Electrical Permit \$75.00



**Mechanical/HVAC Permit**

Residential New	\$125.00
Residential Repair or Partial Change	\$75.00
Commercial New or Complete Change	\$125.00 under 4 Ton \$150.00 over 4 Ton
Commercial Repair or Partial Change	\$75.00
Mobile Homes	\$100.00

**Site Inspection/Walk Through**

City Inspector	\$50.00
Fire Marshall	\$50.00

**Sign Permit**

Billboard	\$500.00
All Other Signs	\$100.00

**Fill Grade Permit (Fill Dirt)**

General Fill Grade < 10 cubic yards	Free
General Fill Grade < 1000 cubic yards	\$50.00
Engineered Fill Grade 1000+ cubic yards, 3 or more	\$500.00
Site Fill/Grading Permit	\$500.00

**Concrete Permit (Section 107.4)**

Over 2 yards, 1 inspection	\$125.00
Large pours requiring multiple inspections such as replacing or new driveways, parking lots, roads etc.	

**STREET DEPARTMENT:****Culvert Installation Fee(Section 93.08)**

No Material Added	\$15.00/lineal foot (\$50 minimum)
Material Added	\$25.00/lineal foot (\$50 minimum)
> than 16 lineal foot	City's cost for material and labor

Construct Street Permit Fee (93.04)	\$100.00 permit fee
Street Excavation Permit (93.28)	\$100.00 permit fee

**FIRE PREVENTION RELATED FEES****Commercial & Multi-Family Construction****Fire Alarm and/or Sprinkler System Plan Review\****\*Based upon construction valuation*

Less than \$6,250	\$250
\$6,250 to \$250,000	\$375
\$251,000 to \$500,000	\$531
\$501,000 to \$1,000,000	\$690
\$1,001,000 to \$3,000,000	\$1,000
\$3,001,000 to \$6,000,000	\$1,500
\$6,000,000 and up	\$1,500 for the first \$6,000,000 plus \$0.31 for each additional \$1,000.

**Commercial & Multi-Family Construction****Fire Alarm and/or Sprinkler System Inspection\***

\*Based upon construction valuation for project

Less than \$6,250	\$375
\$6,250 to \$250,000	\$531
\$251,000 to \$500,000	\$656
\$501,000 to \$1,000,000	\$845
\$1,001,000 to \$3,000,000	\$1,190
\$3,001,000 to \$6,000,000	\$1,785
\$6,000,000 and up	\$1,785 plus \$0.48 for each additional \$1,000.

Fire Extinguisher Suppression System	\$460.00 per permit w/1 Inspection
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**Multi-Family Residential/Hotels/Motels (Annual)**

3-20 Dwelling Units	\$200.00
21 or more Dwelling Units	\$400.00

**High Hazard Operations (Annual)**

Hazardous Materials Storage Tier I	\$350.00
Auto Wrecking Yards	\$150.00
Automotive Repair	\$100.00
Industrial Ovens	\$225.00
Lumberyards	\$260.00
Tire Storage	\$150.00
High Pile Storage Level I: 2500 to 20,000 sq. ft.	\$475.00
High Pile Storage Level I: 2500 to 20,000 sq. ft.	\$700.00
Scrap Metal Yards	\$150.00
Motor Vehicle Fuel Dispensing	\$350.00
Welding Shops, Iron Works	\$300.00

**Burn Permits**

Residential Burn Permit	\$50.00
Residential Burn Permit (30 day Extension)	\$25.00
Commercial Burn Permit	\$200.00
Commercial Burn Permit ( 30 day Extension)	\$100.00

**Special Assembly Occupancies**

Carnivals/Circus/Car Shows Etc..	\$400.00
Temporary Membrane Structures/Tents	\$125.00

**Explosives and Pyrotechnics**

Explosives Use/Storage	\$400.00
Pyrotechnics Use/Storage	\$300.00
Fireworks Displays	\$500.00

**Miscellaneous Permits/Inspections**

Emergency Generators	\$50.00
Access Gates	\$50.00
After Hours Inspection (First 3 Hours)	\$200.00
After Hours Inspection (Additional Hour or Portion of Hour)	\$50.00
Re-Inspection Fee (After Initial and 1st Re-Inspection)	\$100.00
Occupant Load Evaluation	\$50.00
Product Line Inspection	\$200.00
Underground Storage Tank	\$200.00
Hot Work (Welding, Asphalt Kettles, Roof Torching)	\$300.00

**Plan Review Miscellaneous**

Automatic Extinguishing System	\$100.00
Emergency Evacuation Plan	\$25.00
Access Control (Mag Locks)	\$50 for first, \$10 for every lock after.

**Assembly Use Occupancy**

1-99 Person Occupant Load	\$250.00
99-299 Person Occupant Load	\$350.00
300 or more Person Occupant Load	\$500.00

**Licensed Facilities Providing Less Than 24 Hour Care**

Licensed for 1-25 Children	\$100.00
Licensed for 26-49 Children	\$150.00
Licensed for 50-99 Children	\$200.00
Licensed for 100-149 Children	\$250.00
Licensed for 150 or more Children	\$300.00

**Group Home Day Care**

Licensed for 1-12 People	\$100.00
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**Foster Homes/Group Foster Homes 24 Hour Care**

Licensed for 1-6 Children	\$100.00
Licensed for 7-12 Children	\$200.00

**Hospitals/Nursing Homes Providing 24 Hour Care**

Licensed for 1-99 Beds	\$300.00
Licensed for 100-199 Beds	\$400.00
Licensed for 200-499 Beds	\$500.00
Licensed for 500 or more Beds	\$600.00

**Other 24 Hour Care Facilities**

Licensed for 1-3 Occupants	\$100.00
Licensed for 4-16 Occupants	\$175.00
Licensed for 17-25 Occupants	\$250.00
Licensed for 26 or more Occupants	\$325.00

**ANIMAL CONTROL:****Animal Control Fees:****Pet License:**

Annual Fee Per Animal	\$5.00
Three Year Renewal	\$15.00
Neutered Animal Lifetime	\$15.00
Dangerous Animal License Annual	\$100.00 Annual

**Running at Large and/or Not Tagged**

Per Citation	\$269.00
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**Animal Pet Shop Application Fee**

\$150.00

**POLICE:****Police Reports**

Past Department Reports	\$15/hr, 1 hr minimum
Accident Report Copy	\$6.00
Accident Report Certified Copy	\$8.00
Police Report Copy	\$0.10 per page

**Body and In-Car Camera Footage**

Release of video	\$10.00
Per each minute of Video	\$1.00

**Wrecker Permit Fees**

Annual Wrecker Company Rotation Permit Fee	\$1,000.00
Annual Wrecker Rotation Fee Per Wrecker	\$100.00
Annual Wrecker Driver Resgistration Fee Per Driver	\$100.00

**Alarm Permit Fees**

One Time Residential Alarm Permit	\$25.00
Annual Commercial Alarm Permit	\$100.00
Late Fee	\$10.00

**False Alarm Fees (Yearly)**

Between 3 and 5 false alarms (each)	\$50.00
Between 6 and 8 false alarms (each)	\$75.00
More than 8 false alarms (each)	\$100.00
Four or more in a quarter	
Monitoring Company failure to verify alarm	
Appeal Fee	\$25.00
Use of a non-permitted alarm system	\$100.00
Use of an alarm during alarm permit suspension	\$200.00

**UTILITIES**

Deposit - Residential	\$250.00
Deposit - Commercial	\$600.00
Deposit - Multi Unit	2x normal monthly usage
Ambulance Fee	\$3/month
Penalty Fee	10% of delinquent utility charges.
Cut-off Administration Fee	\$50.00
After Hours Reconnect Fee	\$150.00
Re-Read Fee	\$5.00
After Hour Call Out	\$50.00
Meter replacement due to customer damage	Cost plus 10%
Repair Water/Sewer Sevice Damaged by Construction	Actual Cost plus 10% \$250 minimum
All Special W/WW Services & Special Applications Not Covered	Actual Cost

**Tampering Fees**

First Offense	\$500.00
Offense after first	\$750.00

Police reports are made for each offense

**Hydrant Construction Meter**

\$500.00

**Bulk Water**

In Town Use	\$15/1000 gallons or any part of
Out of Town Use	\$20/1000 gallons or any part of

**New Service Fees:****Water Tap Fee**

3/4" Meter	\$1,100 plus actual cost & labor*
1" Meter	\$1,500 plus actual cost & labor*
1 1/2" Meter	\$2,000 plus actual cost & labor*
2" Meter (Contracted Out)	\$2,000 plus actual cost & labor*
3" or Larger (Contracted Out)	\$2,000 plus actual cost & labor*
Push	\$25.00/foot

**Sewer Tap Fee**

Standard 4" Short Service	\$900.00 plus actual cost & labor*
5' and above	\$900.00 plus actual cost & labor*
Below 5'	\$1200.00 plus actual cost & labor*

**Industrial Waste Permit**

\$2,500.00

**Additional Fee**

5/8" x 3/4" Curb Stop (fee for broken valve/break by customers)	\$60.00 plus actual cost & labor*
1" Curb Stop (fee for broken valve/breaks by customers)	\$100.00 plus actual cost & labor*

\*Allows for the adjustment of fees in accordance with cost of providing utility service. Commercial accounts- Service fee will be based on actual cost of installation & metering equipment

**SOLID WASTE**

Garbage Deposit	\$50.00
Residential Garbage Collection	\$15.70/month
Commercial Garbage Collection	\$29.20/month

**DONATIONS:****Donations (Monthly)**

Genevieve Miller Hitchcock Public Library (voluntary)	\$1.10
Hitchcock Volunteer Fire Department (voluntary)	\$7.00
EMS (mandetory)	\$3.00

**Wastewater Treatment Plant**

Septic Tank Waste Disposal	\$0.04 per gallon
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