

**Board of Commissioners**

**Chairman**  
Doug Brinson  
At Large

**Vice-Chairman**  
Missy Baskervill  
Township #5

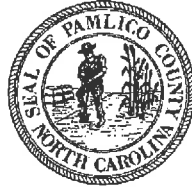
Kari Forrest  
At Large

Pat Prescott  
Township #1

Candy Bohmert  
Township #2

Edward Riggs Jr.  
Township #3

Carl Ollison  
Township #4



**COUNTY OF PAMLICO**

POST OFFICE BOX 776  
BAYBORO, NORTH CAROLINA  
28515  
(252) 745-3133 / 745-5195  
FAX (252) 745-5514

**County Manager**  
Timothy A. Buck

**Clerk to the Board**  
Courtney L. Norfleet

**County Attorney**  
David B. Baxter, Jr.

**Pamlico County, North Carolina**

**Resolution Adopting and Setting System Fees for FY 2021-2022**

**BE IT RESOLVED**, that the following fees are hereby adopted and set for Fiscal Year 2021-2022:

<u>Permit Type</u>	<u>Fee Calculation</u>
<b>* Any basic permit will ALWAYS be a \$40 minimum</b>	
<b>RESIDENTIAL - includes \$10 Homeowner's Recovery fee</b>	
FEMA	\$25
Buildings and Additions	\$40, plus \$.12 per square foot
Electrical	\$40, plus \$.06 per square foot
Insulation	\$40, plus \$.04 per square foot
Mechanical	\$40, plus \$.06 per square foot
Plumbing	\$40, plus \$.06 per square foot
Solar Panel Install	\$40, plus \$3.00 per panel
<b>COMMERCIAL</b>	
FEMA	\$25

Building and Additions	\$40, plus \$.16 per square foot
Electrical & Cell towers	\$40, plus \$.10 per square foot
Insulation	\$40, plus \$.06 per square foot
Mechanical	\$40, plus \$.08 per square foot
Plumbing	\$40, plus \$.08 per square foot
Sprinkler	\$40, plus \$.08 per square foot
Solar Panel Install	\$150, plus \$5 per panel up to 200
	\$0.85 per panel over 200
<b>MODULAR - includes \$10 Homeowner's Recovery fee</b>	
FEMA	\$25
Building	\$40, plus \$.12 per square foot
Electrical	\$100 flat fee
Insulation	\$60 flat fee
Mechanical	\$60 flat fee
Plumbing	\$60 flat fee

<b>SINGLE WIDE</b>	
FEMA	\$25
Homeowner's Recovery fee	\$10
Set Up	\$25
Electrical	\$30
Mechanical	\$30
Plumbing	\$30
	TOTAL: \$150
<b>DOUBLE WIDE</b>	
FEMA	\$25
Homeowner's Recovery fee	\$10
Set Up	\$50

Electrical	\$30
Mechanical	\$30
Plumbing	\$30
TOTAL: \$175	
<b>CONSTRUCTION TRAILERS</b>	
Temporary	\$60
Electrical	\$40
<b>CAMA</b>	
Riprap	\$40, plus \$.65 per lineal foot
Bulkhead/ Boat ramp	\$40, plus \$.65 per lineal foot
Piers/ Dock/ Retaining wall	\$40, plus \$.10 per square foot
Walkways	\$40, plus \$.10 per square foot
Boatlifts	\$40, plus \$.10 per square foot
Minor	\$100

<b>ELECTRICAL</b>	
Reconnect/Misc	\$40
Temporary	\$50
Pier	\$40
LLP	\$40
Camper	\$50
Service Change, 100 AMP	\$50
Service Change, 200 AMP	\$75
Service Change, 400 AMP	\$100
Greater than 400 AMP, \$40 per 100 AMP	
<b>SIGNS</b>	\$50 per 32 square feet

<b>SIGNS w/ Electrical</b>	<b>\$90</b>
<b>MISCELLANEOUS</b>	
Storage Tanks	\$40
Gas Dispensers	\$50
In-Ground Pools	\$40
Fire	\$40
Fire - Level III	\$75
Tent	\$40
Tent w/ Fire	\$80
Reinspection Fee	\$40

<b>Map &amp; Copies</b>	
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

**PLANNING BOARD**

Planning Board	New subdivisions - \$50.00 Per Lot
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### BOARD OF ELECTIONS

Voter List, Full (diskette, cd)	\$25.00
Voter List, Partial (diskette, cd)	Prorated
Copy	\$0.25 per sheet
Label, Avery 5160	\$0.25 per sheet
Notice of Candidacy Filing Fee	
Board of Education	\$5.00
Soil and Water Conservation	\$5.00
Municipal Board Member and Mayor	\$5.00
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	Fee	Team	Monthly	Seasonal	Season
Girls Volleyball	\$30.00			Yes	Fall
Youth Soccer	\$30.00			Yes	Fall
Basketball	\$35.00			Yes	Fall/Winter
Adult Basketball (with Trophies)	\$450.00	Yes		Yes	Spring
Adult Basketball (w/o Trophies)	\$350.00	Yes		Yes	Spring Summer
Co-Ed Softball	\$350.00	Yes		Yes	Spring Summer
Hershey Track & Field	Free			Yes	Summer
Adult Women Volleyball	\$200.00			No	Fall

## ENVIRONMENTAL HEALTH FEES

Description	FEES
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### On-Site Waste Water

#### A. Improvement Permits

##### Residential/Single Family Duplex

New permits (up to 2 acres per lot).....	\$200.00
Existing system (1 visit).....	\$150.00
Repairs.....	No Charge
Redesign (1 visit).....	\$200.00
Flow addition (2 visits).....	\$200.00

##### Commercial/Multi-Family

Existing.....	\$300.00
Repairs.....	No Charge
Redesign.....	\$300.00
Flow Addition.....	\$300.00

##### NEW – Commercial

Up to 1000 GPD.....	\$300.00
1000-2999 GPD.....	\$600.00
Over 3000 GPD.....	\$600.00

##### NCDENR MUST APPROVE:

Non-Profit Organization up to 3,000 GPD.....	\$150.00
Non-Profit Organization over 3,000 GPD.....	\$100.00
*Revisit Fee.....	\$50.00

#### B. Authorization to Construct and Final Inspection for Operational Permit

##### (Residential/Commercial)

Conventional (1 visit).....	\$200.00
(Includes polystyrene and chambered)	
Shallow (1 visit).....	\$200.00
(Includes polystyrene and chambered mound)	
Mound (3 visits).....	\$250.00
LPP (2 visits).....	\$300.00
LPP and Mound (3 visits).....	\$300.00
Pressure Manifold (2 visits).....	\$250.00
Pressure Manifold Mound (3 visits).....	\$300.00

Pre-Treatment/Innovative Plan Review & Inspection.....	\$300.00
Maintenance entity operational permit (1 visit).....	\$80.00
<b>*Repeat visit after initial denial for installer.....</b>	<b>\$50.00</b>

**Wells – Drinking and/or Irrigation**

**Per Ordinance**

Site Approval/Installation (2 visits).....	\$200.00
Closure/Abandonment .....	\$50.00
Additional Visits.....	\$50.00
Irrigation.....	\$100.00

**Water Samples**

New Well Samples.....	\$150.00
Bacteria.....	\$50.00
Inorganic.....	\$50.00
Pesticide.....	\$70.00
Volatile Organic.....	\$70.00
Petroleum.....	\$80.00
Medically Indicated.....	No Charge

**Other Services**

**Swimming Pools (Public)**

Seasonal Operations Permit Fee (Inspection).....	\$125.00
Additional Visits.....	\$75.00
Plan Review.....	\$175.00
Year-Round Operation Permit (2 Inspections).....	\$250.00

**Tattoo Parlors (by appointment)**

Per Artist (annually).....	\$200.00
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**Food and Lodging**

Plan Review and Application Fee.....	\$200.00
Temporary Food Establishments.....	\$75.00
Limited Food Service Establishment.....	\$75.00

## HEALTH DEPARTMENT

Patient Care	Medicaid rate plus 25%, Clinic Fee based off Medicaid Cost Settlement reports plus cost recover as needed
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### REGISTER OF DEEDS

Birth Certificate – certified copy	\$10.00						
Birth Certificate registration one year or more after birth	Birth to be registered in another County - \$10.00 Papers prepared and registered in same county, with one certified copy - \$20.00 Papers prepared in another County, with one certified copy - \$10.00						
Birth Record Amendment	\$10.00						
Copies	\$.25 \$.50 \$3.00 \$4.00						
Certified for which no other provision is made	\$5.00 first page, \$2.00 each additional						
Uncertified Copies	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">8 1/2 x 11</td> <td style="text-align: right;">\$0.25</td> </tr> <tr> <td>11 x 17</td> <td style="text-align: right;">\$0.50</td> </tr> <tr> <td>18 x 24</td> <td style="text-align: right;">\$3.00</td> </tr> </table>	8 1/2 x 11	\$0.25	11 x 17	\$0.50	18 x 24	\$3.00
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11 x 17	\$0.50						
18 x 24	\$3.00						
Comparison of Copy for Certification	\$5.00						
Death Certificate – certified copy	\$10.00						
Death Record – amendment	\$10.00						
Instruments in General	\$26.00 up to first 15 pages, \$4.00 each additional page						
Multiple Instruments	\$10.00 each additional instrument						
Additional Indexing of names over 20	\$2.00 each additional name						
Legitimation	\$10.00						
For preparation of documents (does not include a certified copy)	\$10.00 to County \$24.00 to NC Vital Records \$15.00 to NC Vital Records for expedited service						
Instruments except deeds of trust and mortgages	\$26.00 (1 <sup>st</sup> 15 pages); \$4 each additional page						
Recording the first page up to 35 pages of Deeds of Trust and mortgages	\$64.00 (1 <sup>st</sup> 35 pages); \$4 each additional page						
Maps and Plats	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Issuing Certified Copy -</td> <td style="text-align: right;">\$5.00</td> </tr> <tr> <td>Recording each original or revised copy</td> <td style="text-align: right;">\$21.00</td> </tr> </table>	Issuing Certified Copy -	\$5.00	Recording each original or revised copy	\$21.00		
Issuing Certified Copy -	\$5.00						
Recording each original or revised copy	\$21.00						
Marriage License	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Correcting Name with One Certified Copy -</td> <td style="text-align: right;">\$10.00</td> </tr> <tr> <td>Issuing Certified Copy -</td> <td style="text-align: right;">\$10.00</td> </tr> <tr> <td>Issuing Delayed Certificate, with one: Certified Copy -</td> <td style="text-align: right;">\$20.00</td> </tr> </table>	Correcting Name with One Certified Copy -	\$10.00	Issuing Certified Copy -	\$10.00	Issuing Delayed Certificate, with one: Certified Copy -	\$20.00
Correcting Name with One Certified Copy -	\$10.00						
Issuing Certified Copy -	\$10.00						
Issuing Delayed Certificate, with one: Certified Copy -	\$20.00						



	Issuing License - \$60.00
Beer (County) License	On Premise – \$25.00 Off Premise – \$5.00
Wine (County) License	On/Off Premise – \$25.00
Non-Standard Document Fee	\$25.00 in addition to all other fees
Notary Public Oath	\$10.00
Right-of-way plans	\$21.00 first page, \$5.00 each additional page
Uniform Commercial Code Fees – Standard and Non-Standard Forms	If communicated in writing
Initial Financing Statement, correction statements, and all amendments, including terminations:	One Page or Two Pages - \$38.00 Three to Ten Pages - \$45.00 Over Ten Pages - \$45.00 plus \$2.00 per page over ten All Electronically Filed Statements - \$38.00 per document regardless of pages  Termination Filed Concurrently with In Lieu Of Statement - \$38.00 for both Request for Information - \$38.00 Copies - \$2.00 each page

#### SENIOR SERVICES FEES

Description	Fees
Security Deposit for all who use building	\$100.00 at discretion of Director
Private, Non-Profit Organizations/Agencies comprised primarily of older adults	No Fee at discretion of Director
Private for-Profit Entities (must be sponsored by a county department)	\$15.00 per hour at discretion of Director
Class Reunions and Family Reunions (requests must be made by a senior citizen)	\$150.00 at discretion of Director
Birthdays, Weddings and Anniversaries honoring a senior citizen	\$100.00 at discretion of Director

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

**PAMLICO COUNTY TAX OFFICE**

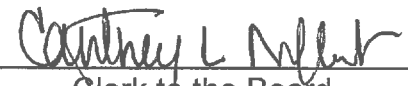
Copies	\$0.25 (8.5 x 11 & 11x17)
Faxes	\$1.00 per page
Map Copies	
Color Map Copies	\$1.00
Personal Property Print Outs	\$25.00

**WATER DEPARTMENT**

Water Usage Rate	\$4.85/1,000 gallons (2-inch meters and less) \$6.90/1,000 gallons (3-inch meters and up)
Fixed Facility Fee	Flat Rate Monthly Charge for ¾-inch meter - \$16.50 Flat Rate Monthly Charge for 1-inch meter- \$16.50 Flat Rate Monthly Charge for 2-inch Meter - \$41.50 Flat Rate Monthly Charge for 3-inch Meter - \$120.00 Flat Rate Monthly Charge for 4-inch Meter - \$190.00 Flat Rate Monthly Charge for 6-inch Meter - \$360.00 Flat Rate Monthly Charge for 8-inch Meter - \$560.00
Tap on Fees	¾" meter - \$1,360 1" meter - \$1,525 2" meter - \$7,500 3" or greater – Cost plus 20%
Meter Charge	¾" \$215.00 1" \$260.00 2" \$750.00 3" 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)	\$75.00
Account Activation Fee	\$25.00
Reconnect Fee	After 4:00 p.m., After Hours Fee is charged \$25.00
Meter Tampering	Per NCGS §14-151(e)
Broken Lock Fee	Current cost
Broken Angle Stop	Current cost
After Hours Fee	\$25.00
Service Fee	\$25.00
Hydrant Meter Deposit	\$500.00
Hydrant Meter Usage Rate – Limit 90 days	\$175.00 for <20,000 gallons \$6.90 per gallon thereafter

**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.

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Clerk to the Board