

**Board of Commissioners**

**Chairman**  
Paul Delamar  
At Large

**Vice-Chairman**  
Edward Riggs Jr.  
Township #3

Doug Brinson  
At Large

Pat Prescott  
Township #1

Candy Bohmert  
Township #2

Carl Ollison  
Township #4

Missy Baskervill  
Township #5



**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 2019-2020**

**BE IT RESOLVED**, that the following fees are hereby adopted and set for Fiscal Year 2019-2020:

**BUILDING INSPECTIONS FEE SCHEDULE**

<b>Permit Type</b>	<b>Residential</b>	<b>Commercial</b>
FEMA Development Fee		\$25.00
Building	\$40.00 + \$0.12 Sq. Ft.	\$40.00 + \$0.16 Sq. Ft.
Insulation	\$40.00 + \$0.04 Sq. Ft.	\$40.00 + \$0.06 Sq. Ft.

Electrical	\$ 40.00 + \$0.06 Sq. Ft. Camper \$50.00 Temporary Electric Pole 50.00 Electric to Pier \$40.00 Electric LPP \$40.00 Electrical Reconnection Fee \$40.00 Electric Service Change or New Electrical Installation to existing structures: 60 to 100 amp \$50.00 200 amp \$75.00 400 amp \$100.00 \$40.00 per 100 amp over 400 amp	\$40.00 + \$0.10 Sq. Ft.
Plumbing	\$40.00 + \$0.06 Sq. Ft.	\$40.00 + \$0.08 Sq. Ft.
Mechanical	\$40.00 + \$0.06 Sq. Ft.	\$40.00 + \$0.08 Sq. Ft.
Single Wide Mobile Home	Development Permit \$10.00 Set-Up (Building) \$25.00 Electrical \$30.00 Mechanical \$30.00 Plumbing \$30.00 FEMA Fee <u>\$25.00</u>  Total \$150.00	
Double Wide Mobile Home	Development Permit \$10.00 Set-up (Building) \$50.00 Electrical \$30.00 Mechanical \$30.00 Plumbing \$30.00 FEMA Fee <u>\$25.00</u>  Total \$175.00	
Construction Trailers	Temporary \$60.00 Electrical <u>\$40.00</u>  Total \$100.00	
Modular Homes & Elevation	General Contractor \$10.00 FEMA \$25.00 Building \$40.00 + \$0.12 Sq. Ft. Plumbing \$60.00 Mechanical \$60.00 Insulation \$60.00 Electrical \$100.00	

Permits Required	Charge	
CAMA Minor Permits		\$100.00
Bulkhead/Jetty		\$40.00 + \$0.65 Lineal Ft
Piers, Walkways over Marsh, Boatlifts, Boat Ramps		\$40.00 + \$0.10 Sq. Ft.
Signs	32 sq. ft.	\$50.00
	Electric to signs	\$40.00
Storage Tanks	Above or below	\$40.00
Gas Dispensers		\$50.00
In Ground Swimming Pool	Electric	\$40.00
Minimum Permit Fee for any Permit		\$40.00
Re-Inspection Fee		\$40.00
Fire Inspection Fee		\$40.00
Institutional/Educational/Mercantile Fire Inspection III		\$75.00
Solar Panels	<b>Commercial:</b> \$150.00 minimum + \$5.00 per panel for 1 <sup>st</sup> 200 panels and \$2.50 per panel after <b>Residential:</b> \$40.00 minimum + \$3.00 per panel	

### PLANNING BOARD

Planning Board	New subdivisions - \$50.00 Per Lot
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### 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

**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

**ENVIRONMENTAL HEALTH FEES**

**Description** **FEES**

**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**

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)..... (Includes polystyrene and chambered)	\$200.00
Shallow (1 visit)..... (Includes polystyrene and chambered mound)	\$200.00
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
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/Irrigation.....	\$100.00

Additional Visits.....50.00

**Water Samples**

New Well Samples.....\$100.00  
 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)**

Annual Operations Permit Fee.....\$125.00  
 Additional Visits.....\$75.00  
 Plan Review.....\$175.00

**Tattoo Parlors (by appointment)**

Per Artist (annually).....\$200.00

**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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**SENIOR SERVICES FEES**

Description	Fees
Security Deposit for all who use building	\$100.00
Private, Non-Profit Organizations/Agencies comprised primarily of older adults	No Fee
Private for-Profit Entities (must be sponsored by a county department)	\$15.00 per hour
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

### 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	8 1/2 x 11 \$0.25 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	Issuing Certified Copy - \$5.00 Recording each original or revised copy \$21.00
Marriage License	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

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

### WATER DEPARTMENT

Water Usage Rate	\$4.75/1,000 gallons (2 inch meters and less)  \$6.76/1,000 gallons (3 inch meters and up)
Fixed Facility Fee	Flat Rate Monthly Charge for ¾ inch meter - \$15.50 Flat Rate Monthly Charge for 1 inch meter- \$15.50 Flat Rate Monthly Charge for 2 inch

	Meter - \$40.50 Flat Rate Monthly Charge for 3 inch Meter - \$80.00 Flat Rate Monthly Charge for 4 inch Meter - \$115.00 Flat Rate Monthly Charge for 6 inch Meter - \$200.00 Flat Rate Monthly Charge for 8 inch Meter - \$300.00
Tap on Fees	$\frac{3}{4}$ inch meter - \$1,360 1" meter - \$1,525 2" meter - \$7,500 3" or greater – Cost plus 20%
Meter Charge	$\frac{3}{4}$ " \$215.00 1" \$260.00 2" \$ 750.00 3" or greater – current cost
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	Triple the amount of losses/damages or \$500.00 whichever is greater
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 \$6.76 per gallon thereafter

### 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

**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.

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Chairman

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Clerk to the Board