

FY2027 Fee Schedule

Licenses			
Alarm Company	80	Per year, Per Code 8.040.30	Police Dept
Amusement		Per Code 5.24.020	Finance
1-5 Machines	500	Per year	
60-10 Machines	665	Per year	
11-15 Machines	830	Per year	
Greater than 15 machines	1,500	Per year	
Billboard License	.55	Per year, per square foot	Finance
Transient Merchant and Mobile Vendor		Per Code 5.32.070	ABCD <u>HCDD</u>
New Application	100		
Renewal	50	Per year	
Hotel License	50	Per Code 6.58.060	ABCD <u>HCDD</u>
Fortune Telling License	100		ABCD <u>HCDD</u>
Door to Door Solicitors	100	Plus \$40 background check, Per year, Per Code 5.34.070	City Clerk
Pool Table		Per Code 5.48.020	Finance
1	10	Each	
Additional tables over 1	5	Each	
Restaurant	80	Per year, Per Code 5.52.060	Finance
Theatre	75	Per year, Per code 6.60.040	Police Dept.
Towing Company		Per Code 5.64.030	Police Dept
Application Fee	80		
License	80		

Rental Fees (Arts, Business, & Culture Department)			
Outdoor Rental Space			
Park Pavilion (without restrooms)	75	Per day w/o RR	
Park Pavilion (with restrooms)	100	Per day w/RR	
Amphitheater	175	Per day	
Riverwalk Games Park	175	Per day	
Unity Square	250	Per day	
Streets	100	Per day	
Additional Street	50	Per day	
City Park, designated park area or amenity not listed	50 <u>100</u>	Per day	
Ball field/Basketball or Tennis Court without lights	10	Per hour w/o lights	
Ball field/Basketball or Tennis Court with lights	40	Per hour w/lights	
5K Race	150	Per day	
Personnel for Rentals			
Site Supervisor	30	Per hour	
Maintenance Labor	25	Per hour	

Security/Police/EMS/FIRE	60	Per person, Per hour (3 hours minimum)
Supplies & Equipment Rental		
Maintenance supplies (as required)	Varies	
Sports Equipment	Varies	
Additional trashcans—Events over 200 people require additional trashcans, recycle or compost bin and a recycling plan	10	Per container
Traffic Control Devices		
Hard stop dump truck/other	100	Per day
Digital Message Board	100	Per day
Street Barricades	10	Each per day
Cones	1	Each per day
Traffic Control Sign	10	Each per day
Zoo		
Holly Circle Stage	100	Per day during operating hours
Education Center	200	Per day during operating hours
Lawn/Stage/Pavilion	250	Per day during operating hours
Whole Zoo (November-March)	800	Per day (closed to the public)
Whole Zoo (April-October)	1,500	Per day (closed to the public)
Electrical Labor	50	Per hour
Electric—Single 110v outlet	25	Each
Electric—Single 20 amp or above	100	Each
Special exemption fee	25	Per special exemption

Miscellaneous Fees (Arts, Business & Culture Department)		
Food Truck Pad Rental	50	Per month
Trolley		
Private event or for-profit business	150	Per hour
Non-profit or government entity	125	Per hour

Miscellaneous Fees (Finance)		
Return Check Fee	40	

MPIA Request (by All Departments except Fire & Police)		
First two hours processing request	Waived	
Work exceeding two hours to process request		<u>Required deposit of 50% prior to 3rd hour of production.</u> <u>Payment in full due prior to fulfillment.</u>
Attorney fee (if applicable)	175	Per hour
City staff fee	Varies	
<u>Black and white copy of documents</u>	<u>.25</u>	<u>Per legal or letter format copy</u>
<u>Digital medium production</u>	<u>15</u>	<u>Per unit produced</u>
<u>Postage</u>	<u>Varies</u>	

Miscellaneous Fees (City Clerk)		
Circus or Horsemanship event	75	Per day, Per code 5.44.010
Other exhibitions	5	Per day, Per code 5.44.010
Commercial Sound Truck Operation Fee	1	Per license

Filing Fee (Mayoral Candidates)	25	SC6-8
Filing Fee (City Council Candidates)	15	SC6-8
Bankruptcy, Fire, and Closeout sales		Per Code 5.16.010
Initial fee	5	Per month
Renewal fee	50	Per month

Miscellaneous Fees (Mayor's Office)		
Financial Disclosure Statement Late Fee		Per Code 1.12.060
5 days or less late	20	Per day
Over 5 days late	10	Per day (\$250 max)

Landlord License, Rental Registration, and Other Misc. fees (Enforced by HCDD)		
Landlord License Fee (1st Year)		Per code 15.26.050
If paid within 60 days	120	
If paid between 61-150 days	185	
If paid after 150 days	315	
Rental Unit Registration (1st Year)		Per code 15.26.040
If paid within 60 days	120	Per unit
If paid between 61-150 days	185	Per unit
If paid after 150 days	315	Per unit
Landlord License Fee Renewal		Per code 15.26.060
If paid by March 1	75	Per year
If paid March 2-July 1	140	Per year
If paid after July 1	270	Per year
Rental Unit Registration Renewal		Per Code 15.026.060
If paid by March 1	75	Per unit, per year
If paid March 2-July 1	140	Per Unit, per year
If paid after July 1	270	Per Unit, per year
Short Term Landlord License Fee 1st Year		Per code 15.26.041
If paid within 60 days	120	
If paid between 61-150 days	185	
If paid after 150 days	315	
Short Term Rental Unit Registration		Per code 15.26.041
If paid within 60 days	120	Per unit
If paid between 61-150 days	185	Per unit
If paid after 150 days	315	Per unit
Short Term Landlord License Fee Renewal		Per code 15.26.041
If paid by March 1	75	Per year
If paid March 2-July 1	140	Per year
If paid after July 1	270	Per year
Short Term Rental Unit Renewal		Per code 15.26.041
If paid by March 1	75	Per unit, per year
If paid March 2-July 1	140	Per unit, <u>per year</u>
If paid after July 1	270	Per unit, <u>per year</u>

Administrative fee for fines	100	
Foreclosed Property Registration	200	Per code 15.21.040
HUD INSPIRE Rental Inspections	50	
Re-Inspection fee	100	Per citation, Per code 15.27.030

Appeal Procedure Fees (Enforced by HCDD)		
Title 8—Healthy & Safety Code Appeal	200	Per appeal, plus advertising cost if required
Title 12—Streets, Sidewalks, & Public Places Code Appeal	200	Per appeal, plus advertising cost if required
Title 15.22—Vacant Buildings Code Appeal	250	Per appeal, plus advertising cost if required
Title 15.26—Rental Registration	250	Per appeal, plus advertising cost if required
Title 15.27—Chronic Nuisance Property	250	Per appeal, plus advertising cost if required
Title 15.24.280—Condemnation	250	Per appeal, plus advertising cost if required
Title 15.24.325—Plan for Rehabilitation	250	Per appeal, plus advertising cost if required
Title 15.24.350—Failure to Comply with Demolition Order	250	Per appeal, plus advertising cost if required
Title 15.24.950—Occupancy	250	Per appeal, plus advertising cost if required
Title 15.24.1640—Order to Reduce Occupancy	250	Per appeal, plus advertising cost if required
Title 17—All requests for variances, special exceptions, and other zoning appeals	150	Per appeal/application, plus advertising cost if required
All other appeals/applications to the Board of Appeals	150	Per appeal/application, plus advertising cost if required

Rental Fees (HCDD)		
Community Center Rental Fee		
Truitt Community Center--Gymnasium	35	Per hour
Truitt Community Center—Multi-purpose field	10	Per hour
Newton Community Center—whole building	40	Per hour
Newton Community Center—community room	20	Per hour
Newton Community Center—room 1	10	Per hour
Newton Community Center—room 2	10	Per hour

Vacant Building Fees (HCDD)		
Residential Vacant Building Registration	200	Per building, per code 15.22.040
Residential Vacant Building Inspection	100	Per year, per code 15.22.040
Residential Vacant Building Renewal	200	Per year, per building, per code 15.22.040
Non-residential Vacant Building Registration	500	Per building, per code 15.22.040
Non-residential Vacant Building Inspection	150	Per year, per code 15.22.040
Non-residential Vacant Building Renewal	500	Per year, per building, per code 15.22.040

Waste Disposal Fees (Field Operations)		
Trash Service	77 87	Per quarter, per code 8.16.090
Bulk Trash Pick Up	30	For three items. Additional amounts for specific items. Per code 8.16.060
Trash Cans	80	Per can (plus 4.80 tax), per code 8.16.060

Miscellaneous Fees (Field Operations)		
Ceremonial Street Renaming		
Materials & Labor Fee	250	Per sign(3 year maximum issuance)

Port of Salisbury Marina Fees (Field Operations)		
Transient		
Slip fees based on size of vessel	1.05	Per foot, per day
Electric 30-amp service	6 8.40	Per day
Electric 50-amp service	12 16.80	Per day
Slip Rental—Monthly (Fees based on size of vessel)		
October-April	4.75	Per foot + electric
May-September	6.50	Per foot + electric
Slip Rental—Annual (annual rates are paid up front, electric is billed monthly)		
Boats up to and including 30 feet long	1,450	Per year + electric
Boats more than 30 feet long	56	Per foot + electric
Fuel	.50	More per gallon than the City's cost per gallon purchase price
Electric Service (Fees per meter)		
Electric 30-amp service	36	Per month
Electric 50-amp service	60	Per month

Parking Permits and Fees (Field Operations)			
Parking Permits	Regular Rate	Non-Profit Rate	Per code 10.04.010
Lot 1	55	41.25	Per month
Lot 4	55	41.25	Per month
Lot 5	55	41.25	Per month
Lot 7 & 13	35	26.25	Per month
Lot 10	55	41.25	Per month
Lot 11	55	41.25	Per month
Lot 12	55	41.25	Per month
Lot 16	55	41.25	Per month
Lot 30	35	26.25	Per month
Lot 33	35	26.25	Per month
Lot 35	35	26.25	Per month
Lot SPS—St. Peters St.	55	41.25	Per month
E. Church St.	55	41.25	Per month
W. Church St.	55	41.25	Per month
Parking Garage	75	56.25	Per month
Student Housing Bulk Permits (30 or more)	35	-	Per month
Transient Parking			
Parking Garage	2		Per hour
Parking Garage	10		Per day
Automated Delinquent Notice			

Initial delinquent notice	1	Per notice + citation fee
30-day delinquent notice	1	Per notice + citation fee
60-day delinquent notice	1	Per notice + citation fee
Automated Out of State Lookup	1	Per citation + 2.50, plus any additional delinquent fees
Delinquent Notice		
30-day	25	Per notice
60-day	50	Per notice
Failure to Pay	20	Per citation

Miscellaneous Water/Sewer Fees (Water Works)		
Water & Sewer Admin Fee (Late Charge)	50	Per occurrence, per code 13.08.040
Water Turn-On	80	Per occurrence, per code 13.08.040
Water Turn-On (after hours)	50	Per occurrence, per code 13.08.040
Water Meter Read	25	Per request, per code 13.08.030
Fire Service	746	Per year for each property, per code 13.08.050
Meter Test		
In City limits	40	Per request, per code 13.08.030
Outside City limits	50	Per request, per code 13.08.030
Water & Sewer Services		See Water Sewer Rate Ordinance, per code 13.08.130-13.12.090

Waste Water Treatment Plant Program Fees (Water Works)		
Significant Industrial Users		Per code 13.12.110
IA discharges flow \geq 5% of WWTP flow	8,700	30 units
IB discharges flow \geq 50,000 gpd	7,250	25 units
IC categorical user which discharges	5,800	20 units
ID discharges flow \geq 25,000 gpd	4,350	15 units
IE categorical user which does not discharge	2,900	10 units
Minor Industrial Users		Per code 13.12.110
IIA-1 discharges flow ³ 5,000 gpd or hospitals, campus	2,030	7 units
IIA-2 discharges flow ³ 5,000 gpd or light industry, hotels	1,450	5 units
IIB discharges flow ³ 1,000 gpd or fast food, large restaurants, large garages	580	2 units
IIC discharges flow 500-1,000 gpd or small restaurants, small garages	435	1.5 units
IID discharges flow ³ 500 gpd or restaurants that are carry out only (no fryer)	290	1 unit
IIE photographic processor which discharges silver-rich wastewater	290	1 unit
<i>Pretreatment fees are an annual fee. Invoices are sent each January for calendar year.</i>		

Meter, Hydrant & Tap Fees (Water Works)		
Temporary Connection to Fire Hydrant		Per code 13.08.120
Providing temporary meter on a fire hydrant using City water	64.50	Per linear foot based on the area of the property and is the square root of the lot area, in sq. feet
In-City	40	Plus charge for water used per current in-City rate (\$10 minimum)
Out-of-City	50	Plus charge for water used per current out-of-City rate (\$10 minimum)
Hydrant Flow Test		Per code 13.08.030
In-City	125	Per request
Out-of-City	160	Per request

Fire Flush and Fire Pump Test (to perform hydrant flow tests and meter tests on ¾" and 1" meters)		Per code 13.08.030
In-City	125	Per request
Out-of-City	160	Per request
Meter Tests (to perform tests on ¾" and 1" meters)		Per Code 13.08.030
In-City	40	Per request
Out-of-City	50	Per request
Water Meter/Tap Fee & Sewer Connection Fee (if water and sewer services are installed by the City) Tap and connection fee amount is the actual cost of SPW labor and materials or per this fee schedule.		Per code 13.02.070
Water Tapping Fees: In-City		
¾" water meter	3,850	Per connection
1" water meter	4,160	Per connection
1 ½" water meter-- T-10 meter	5,810	Per connection
2" water meter—T-10 meter	6,200	Per connection
2" water meter—Tru Flo	7,320	Per connection
Water Tapping Fees: Out-of-City		
¾" water meter	4,810	Per connection
1" water meter	5,200	Per connection
1 ½" water meter—T-10 meter	7,265	Per connection
2" water meter—T-10 meter	7,750	Per connection
2" water meter—Tru Flo	9,155	Per connection
Sanitary Sewer Tapping Fees: In-City		
6" sewer tap	3,320	Per connection
8" sewer tap	3,380	Per connection
6" or 8" location & drawing fee	45	Per connection
Sanitary Sewer Tapping Fees: Out-of-City		
6" sewer tap	4,150	Per connection
8" sewer tap	4,225	Per connection
6" or 8" location & drawing fee	60	Per connection
Water Meter and Setting Fee (Water meter setting fee for installation of water meter when the tap is done by a contractor. Water meter fee is the cost of the meter.		Per Code 13.02.070
Meter Setting Fees: In-City		
¾" water meter	125	Per connection
1" water meter	125	Per connection
1 ½" water meter	150	Per connection
2" water meter	150	Per connection
Larger than 2" water meter	1,000	Per connection
Meter Setting Fees: Out-of-City		
¾" water meter	175	Per connection
1" water meter	175	Per connection
1 ½" water meter	200	Per connection
2" water meter	200	Per connection
Larger than 2" water meter	1,250	Per connection
Meter Fees		
¾" water meter	400	
1" water meter	500	
1 ½" water meter	*	Determined by current market price of meter
2" water meter	1,200	
Larger than 2" water meter	*	Determined by current market price of meter

Building Fees (Department of Infrastructure & Development)		
Building Plan Review Fees (residential, commercial, accessory)		Per code 15.04.030
<i>Fees based on cost of construction:</i>		
Up to \$3,000	50	Per plan
\$3,001 to \$100,000	90	Per plan
\$100,001 to \$500,000	250	Per plan
\$500,001 to \$1,000,000	300	Per plan
\$1,000,001 and up	375	Per plan
Building Permit Fees (residential, commercial, accessory, fence)		Per code 15.04.030
<i>Fees based on cost of construction:</i>		
Up to \$3,000	50	Per permit
\$3,001-\$100,000	60	Per permit + (.0175 * cost of construction)
\$100,001-\$500,000	1,300 <u>1,810</u>	Per permit + \$10 for each \$1,000 over \$100,000
\$500,001 to \$10,000,000 \$1,000,000	4,900 <u>5,300</u>	Per permit + \$9 for each \$1,000 over \$500,000
\$100,001 \$1,000,001 and up	8,500 <u>9,800</u>	Per permit + \$7 <u>\$8</u> for each \$1,000 over \$1,000,000
<u>Permit Extension</u>	<u>100</u>	<u>Per code 15.04.030</u>
Other Building Fees		
Historic District Commission application	150	Per application + <u>1 per \$5,000 worth of construction</u>
Board of Zoning Appeals application	150	Per application + advertising costs
Demo—residential	125	Per code 15.04.030
Demo—commercial	175	Per code 15.04.030
<u>Demo – Interior Only</u>	<u>100</u>	<u>Per code 15.04.030</u>
Gas	30	Plus \$10 per fixture, per code 15.04.030b
Grading	200	Per code 15.20.050
Maryland Home Builders Fund	50	Per new SFD
Mechanical	50	Per code 15.04.030
Occupancy inspection	75	Per code 15.04.030
Plumbing	30	\$10 per fixture (may vary), per code 15.04.030b
<u>Electrical - residential</u>	<u>40</u>	<u>Per code 15.12.060</u>
<u>Electrical – commercial</u>	<u>80</u>	<u>Per code 15.12.060</u>
Sidewalk sign	<u>50</u>	Set by resolution, per code 12.40.020
Sidewalk café	50	Set by Ordinance 2106, per code 12.36.020
Sign	50	Per sign + \$1.50 per sq. ft. per code 17.216.238
Temporary sign	25	Per month, per code 17.216.238
Temporary trailer	25	Per month, per code 15.36.030b
Tent	40	Per code 15.04.030
Well	50	Per code 13.20.020
Zoning authorization letter	50 <u>85</u>	Per letter, per code 17.12.040
Re-inspection fee	50	More than two of any required inspection, per code 15.04.030
Adult entertainment permit application	100	Per code 17.166.020
Outdoor advertising structure fee	.50	Per square foot of sign surface area, per code 17.216.240
Notice of appeal/Sidewalk sign standard violation	100	Per appeal/violation, per code 12.40.040
Reconnection fee—renew temporary certificate of occupancy	25	

Administrative fee—renew temporary certificate of occupancy	100	Per renewal
Annexation Fees		
For the first partial of one (1) acre	5,000	Per annexation + legal, planning, consulting, and other related administrative fees
Additional partial of full acre(s)	500	Per acre (no proration)
City attorney review	175	Per hour
City staff review	Varies 60	Per hour
Planning Commission Fees		
Comprehensive Development Plan review—non-residential	500	Plus \$10 per 1,000 sq.ft. Subsequent submittals, which generate additional comments may be charged an additional \$250
Comprehensive Development Plan review—residential	500	Plus \$10 per unit. Subsequent submittals, which generate additional comments, may be charged an additional \$250.
Certificate of Design/Site Plan review	250 500	Plus \$10 per unit/acre. Subsequent submittals, which generate additional comments, may be charged an additional \$250.
<u>Comprehensive Sign Plan review</u>	<u>225</u>	<u>Per review</u>
Paleo Channel/Well-head Protection Site Plan review	100	Per review
Re-zoning	500	+ \$15/acre and advertising costs
Text amendment	500	Per amendment + advertising costs
Critical Area Program		Ordinance 2578
Certificate of Compliance		Per code 12.20.110
Building permit	75	Per permit, Activities exempt per code 12.20.110f
Subdivision	200	In addition to standard fee
Site plans/Certificate of Design/Comprehensive Development Plan	100	In addition to standard fee
Re-subdivision	100	In addition to standard fee
Fee-In-Lieu		Per sq. ft. of mitigation area, per code 12.20.540
License to Encumber Program Fees		
Application—Installation of service line	75	Per application--\$25 per additional service line in project area, defined as ¼ mile radius from primary address
Application—Large boring project	125 <u>275</u>	Per application—includes up to 500 linear feet. \$50 <u>\$75</u> for additional 250 linear feet above initial
Application—Large Open/Cut	250 <u>375</u>	Per application--Includes up to 500 linear feet. \$100 <u>\$125</u> for additional 250 linear feet above initial
Application—Micro-Trenching Project	125	Per application—Includes up to 500 linear feet. \$50 additional 250 linear feet above initial
Application—Installation of new utility pole (excluding small cell facilities)	500 <u>750</u>	Per application
Application—Underground utility project replacing overhead utilities and removing utility poles	Waived	
License to Encumber Program Fees—Small Wireless Facilities		Ordinance No. 2580

Application	500	Per application—For up to five (5) small wireless facilities
Application—additional facilities	100	Per application—For each additional small wireless facility addressed in the application beyond initial five
Access to Right of Way	1000	Per each new small wireless facility pole
Annual fee for access to Right of Way	270	Per year, per each small wireless facility after year 1
Stormwater Utility		
Fee to maintain City stormwater facilities	30	Per year per Equivalent Residential Unit
Storm Water Utility Credit Application		
Fee to apply for credit to Stormwater Utility	150	Per application
Street Break Permit		
Permit for breaking City public streets and ways	50 <u>75</u>	Per break location
Install new or replace existing sidewalk—residential	50	
Install new or replace existing sidewalk—commercial	100	
Install new driveway—residential	150	
Install new driveway—commercial	300	
Excavate street or sidewalk to conduct maintenance of underground facilities	150 <u>175</u>	\$50 <u>75</u> per additional “break” in project area
Excavate street or sidewalk to replace existing utility pole	250	\$100 per additional pole replace in project area
Excavate street or sidewalk to remove utility pole permanently	Waived	
Obstruction Permit		
Permit for obstructing City public streets and ways	50 <u>75</u>	Per location
Dumpster—residential obstruction permit	50	Renewal fee of \$25 after 30 days
Dumpster—commercial obstruction permit	100	Renewal fee of \$50 after 30 days
Sidewalk closure	50	\$5/day over 30 days
Lane closure (including bike lanes)	100	\$10/day over 30 days
Street closure	250	\$25/day over 30 days
Street closure for block party or community event		Fee under ABCD—Outdoor Rental
Water and Sewer Connection Fee		
Comprehensive connection charge of connection fee for the Developer’s share in the equity of the existing utility system	3,710	Per Equivalent Dwelling Unit (water—\$1925 and sewer-\$1785)
Water and Sewer Infrastructure Reimbursement Fee		
Comprehensive connection charge for Infrastructure Reimbursement Fees is based on actual costs of water and sewer infrastructure installed by a Developer	Varies	Fee amount is project dependent. Infrastructure Reimbursement Fee is the prorated share of the cost of water and sewer mains based on a project’s percentage of the capacity of the proposed infrastructure project.
Infrastructure Reimbursement Administrative Fee		
Administrative fee assessed on Infrastructure Reimbursement Fee for processing	Varies	.1 percent of the Infrastructure Reimbursement Fee
Development Plan Review		

Development plans may consist of but are not limited to the following: stormwater management, grading, landscaping, lighting, site layout, traffic control, and utilities		
Fee for review of development plans	2,000	Plus \$50 75/disturbed project acre. Subsequent submittals beyond the second submittal of the same plan type, which generate additional comments may be charged an additional \$1000 250 fee.
Fee for 2-year extension of approved development plan	Varies	10% of the original development plan fee
Third party review fee (outsourced)	160	Per hour. Subsequent submittals, which generate additional comments may be charged an additional \$160/hour.
Fee for review of development plans exempt from stormwater management under code 13.28.040(b)(3)	400	Per development plan
<u>Public Improvement Inspection Fee</u>		<u>7.5% of the approved cost estimate for construction of roads, sidewalks, lighting, community areas, and stormwater improvements</u>
Water and Sewer Inspection Fee		Per Resolution No. 1341
Inspection of public water and sewer improvements		7.5% of the approved cost estimate for construction of proposed public water and sewer improvements
Public Works Agreement Recording Fee		
<u>Recording fee for Public Works Agreements</u>		
<u>For 9 or less pages</u>		<u>Per Circuit Court Fee Schedule</u>
<u>For 10 or more pages</u>		<u>Per Circuit Court Fee Schedule</u>
<u>Public Works Agreement Fee</u>	<u>250</u>	<u>Plus Recording Fee</u>
Stormwater Management As-Built Recording Fee		
Recording fee for Stormwater Management As-Built		Per Circuit Court Fee Schedule
Subdivision Review Fee		Per Ordinance No. 1536
Fee for subdivision review	200	
Re-subdivision Review Fee		Per Ordinance No. 1536
Fee for re-subdivision review	200	
Administrative fees for Connection Fee payment plans		Per Resolution No. 2029
Administrative fee for Connection Fee payment plans	25	
Maps and Copying Fees		
Black and white photocopying (small format)	.25	Per sq. ft.
Black and white photocopying (large format)	.50	Per sq. ft.
Color photocopying (small format)	1	Per sq. ft.
Color photocopying (large format)	2	Per sq. ft.

False Alarms, Infractions, Scofflaw, MPIA Fees (Fire and Police Departments)			
Animal Control			Police Department
First Incident	100	Per Incident	
2 nd Incident	250	Per Incident	
3 rd Incident	500	Per Incident	
MPIA Requests			Police Department

First two hours processing request	Waived		
Work exceeding two hours			
Attorney Fee	175	Per hour	
Records Tech Fee	40	Per hour	
Black and white copy of documents	.25	Per copy	
Digital medium production	15	Per unit produced	
False Police Alarms		Per code 8.040.050	Police Department
<i>Based on number of incidents/calendar year</i>			
First 2 incidents	0	Per incident	
3 rd incident	50	Per incident	
4 th incident	90	Per incident	
5 th or more incidents	130	Per incident	
False Fire Alarms		Per code 8.040.050	Fire Department
<i>Based on number of incidents/calendar year</i>			
First 2 incidents	0	Per incident	
3 rd incident	50	Per incident	
4 th incident	100	Per incident	
5 th or more incidents	150	Per incident	
Scofflaw			Police Department
Tow	135		
Storage	50		
Administrative fee	35		
Business administrative fee	30		

Towing Fees		
Maximum Towing and Storage Fees (vehicles up to 10,000 GVW)		
Police directed accident tow	425	
Disabled vehicle tow	150	
Emergency relocation tow (up to 2 miles)	150	Per code 5.64.100
Impound vehicle tow	150	
Standby/wait time (billed in 15-minute increments only after 16-minute wait)	75	Per hour
Winching (applies to vehicles that require righting, lifting, or returning to roadway from more than 20 feet off of roadway. Does not include pulling vehicle on to a rollback type truck. Billed in 15-minute increments)	110	Per hour
Additional Clean Up and Labor (approval of Chief of Police designee required prior to charging)	75	Per hour (billed in 15-minute increments after first 15 minutes)
Storage—Beginning at 12:01 am following the tow (includes vehicles stored at a facility under the control of and billed by the City of Salisbury)	50	Per calendar day or portion thereof, per code 5.64.120
Administrative fees (impounds only)	50	
Snow Emergency Plan in effect (in addition to other applicable towing fees)	50	
Release fee (after hours only, at tower's discretion). Normal business defined as Monday-Friday, 9 am-6 pm.	55	

EMS Services		
	Resident	Non-Resident
BLS Base Rate	1,000	1,100
ALS1 Emergency Rate	1,500	1,600
ALS2 Emergency Rate	1,900	2,000

Mileage (per mile)	21	21
Oxygen	Bundle	Bundle
Spinal immobilization	Bundle	Bundle
BLS on-scene care	250	300
ALS on-scene care	550	650

Fire Prevention Fees (by the Fire Department)		
Plan Review and Use & Occupancy Inspection		
Basic Fee —for all multi-family residential, commercial, industrial, and institutional occupancies—including, but not limited to new construction, <u>altercation, replacement</u> , tenant fit-out, remodeling, change in use and occupancy, and/or any other activity deemed appropriate by the City of Salisbury Department of Infrastructure & Development	60% of building permit fee \$125 minimum (not included—plan review and related inspection of specialized fire protection equipment as listed in the following sections) A 10% (\$75 minimum, \$250 maximum) deposit due at the time of submittal. The balance is due prior to issuing a building permit.	
Expedited Fee —If the requesting party wants the plan review and inspection to be expedited (done within 3 business days)	25% of the basic fee \$300 minimum <u>(This is in addition to the basic fee)</u>	
After-Hours Inspection Fee —If the requesting party wants an after-City business hours inspection	125 per hour/ <u>per inspector (2 hour minimum)</u>	
Request for information (RFI) Supplemental Instructions (SI) Review Fee —If it is determined by the Fire Marshal’s Office staff that field approval of an RFI or SI is impractical and involves an amendment to the <u>approved</u> construction documents	85 per submittal	
Site/Development Plan Review Fee —The review of site plans for all new commercial and industrial projects or new commercial, residential, or industrial developments. To ensure compliance with the Fire Prevention Code.	275 per submittal	
Fire Protection Permit Fees		
Fire Alarm & Detection Systems —includes plan review and inspection of wiring, controls, alarm and detection equipment and related appurtenances needed to provide a complete system and the witnessing of one final acceptance test per system of the completed installation		
• Fire Alarm System	100	Per system
• Fire Alarm Control Panel	75	Per panel
• Alarm Initiating Device	1.50	Per device
• Alarm Notification Device	1.50	Per device
• Fire Alarm Counter Permit	75	For additions and alterations to existing systems involving 4 or less notification/initiating devices
Sprinkler, Water Spray and Combined Sprinkler & Standpipe Systems —Includes review of shop drawings, system inspection and witnessing of one hydrostatic test, and one final acceptance test per floor or system		
• NFPA 13 & 13R	1.50	Per sprinkler head (\$150 minimum)
• NFPA 13D	125	Per dwelling
• Sprinkler Counter Permit	75	For additions and alterations to existing systems involving less than 20 heads
Standpipe Systems —The fee applies to separate standpipe and hose systems installed in accordance with NFPA 14 standard for the installation of standpipe and hose systems as incorporated by reference in the State Fire Prevention Code (combined sprinkler systems and standpipe systems are included in the fee schedule prescribed for sprinkler systems) and applies to all piping associated with the standpipe system, including connection to a water supply, piping risers, laterals, Fire Department connections(s), dry or draft fire hydrants or suction connections, hose connections, piping joints and connections, and other related piping and appurtenances; includes plan review and inspection of all piping, control valves, connection and other related equipment and appurtenances needed to provide a complete system and the witnessing of one hydrostatic test, and one final acceptance test of the completed system.	50	Per <u>100</u> linear feet of piping of portion thereof (\$150 minimum)
Fire Pumps & Water Storage Tanks —The fees include plan review and inspection of pump and all associated valves, piping, controllers, driver and other related equipment and appurtenances needed to provide a complete system and the witnessing of one pump acceptance test of the completed installation. Limited-service pumps for residential sprinkler systems as permitted for NFPA 13D systems and water storage tanks for NFPA 13D systems are exempt.		

<ul style="list-style-type: none"> • Fire Pumps 	.50	Per gpm or rated pump capacity (\$150 minimum)
<ul style="list-style-type: none"> • Fire Protection Water Tank 	75	Per tank
<p>Gaseous and Chemical Extinguishing Systems—applies to halon, carbon dioxide, dry chemical, wet chemical and other types of fixed automatic fire suppression systems which use a gas or chemical compound as the primary extinguishing agent. The fee includes plan review and inspection of all piping, controls, equipment and other appurtenances needed to provide a complete system in accordance with referenced NFPA standards and the witnessing of one performance or acceptance test per system of the completed installation.</p>	150	Per system
<ul style="list-style-type: none"> • Gaseous and Chemical, <u>or Clean Agent</u> Extinguishing System Counter Permit 	75	To relocate system discharge heads
<p>Foam System—The fee applies to fixed extinguishing systems which use a foaming agent to control or extinguish a fire in a flammable liquid installation, aircraft hangar and other recognized applications. The fee includes plan review and inspection of piping, controls, nozzles, equipment and other related appurtenances needed to provide a complete system and the witnessing of one hydrostatic test and one final acceptance test of the completed installation</p>	75	Per nozzle or local applicator; plus \$1.50/sprinkler head for combined sprinkler/foam system (\$150 minimum)
<p>Smoke Control Systems—This fee applies to smoke exhaust systems, stair pressurization systems, smoke control systems and other recognized air-handling systems which are specifically designed to exhaust or control smoke or create pressure zones to minimize the hazard of smoke spread due to fire. The fee includes plan review and inspection of system components and the witnessing of one performance acceptance test of the complete installation.</p>	100	Per 30,000 cubic feet of volume or portion thereof or protected of controlled space (\$200 minimum)
<p>Flammable and Combustible Liquid Storage Tanks—This includes review and one inspection of the tank and associated hardware, including dispensing equipment. Tanks used to provide fuel or heat of other utility services to a building are exempt.</p>	.01	Per gallon of the maximum tank capacity (\$150 minimum)
<p>Emergency Generators—Emergency generators that are a part of the fire/life safety system of a building or structure. Includes the review of the proposed use of the generator, fuel supply and witnessing one performance evaluation test.</p>	150	
Permit Reinspection and Retest Fees		
<ul style="list-style-type: none"> • 1st Reinspection and retest 	75	
<ul style="list-style-type: none"> • 2nd Reinspection and retest 	150	
<ul style="list-style-type: none"> • 3rd and subsequent reinspection and retest 	200	
<p>Fire Pump or Hydrant Flow Test—to perform any hydrant or fire pump flow test utilizing City water</p>		
<ul style="list-style-type: none"> • In-City 	125	
<ul style="list-style-type: none"> • Out-of-City 	160	
<p>Fire Service Water Mains and their Appurtenances—The fee includes the plan review and witnessing one hydrostatic test and one flush of private fire service mains and their appurtenance installed in accordance with NFPA 24: Standard for the Installation of Private Fire Service Mains and Their Appurtenances</p>	100	Per linear feet or portion thereof; plus \$50/hydrant (\$150 minimum)
Permit Reinspection and Retest Fees		
<ul style="list-style-type: none"> • 1st Reinspection or retest 	75	
<ul style="list-style-type: none"> • 2nd Reinspection or retest 	150	
<ul style="list-style-type: none"> • 3rd Reinspection or retest 	200	
<p>Consultation Fees—fees for consultation technical assistance</p>	75	Per hour
<p>Fire Safety Inspection—The following fees are not intended to be applied to inspections conducted in response to a specific complaint of an alleged Fire Code violation by an individual or governmental agency</p>		

Assembly Occupancies (including outdoor festivals)		
• Class A (>1000 persons)	350	
• Class B (301-1000 persons)	235	
• Class C (51-300 persons)	125	
• Fairgrounds (≤ 9 buildings)	250	
• Fairgrounds (≥ 10 buildings)	450	
• Recalculation of occupant load	100	
• Replacement or duplicate certificate	25	
Education & Daycare Occupancies		
• Elementary School (includes pre-K and K)	100 <u>150</u>	
• Middle, Junior, and Senior High Schools	150 <u>250</u>	
• Family and Group Day Care Homes	75	
• Nursery or Day Care Centers	100 <u>125</u>	
Health Care Occupancies		
• Ambulatory Health Care Centers	175 <u>200</u>	Per 3,000 sq. ft. or portion thereof
• Hospitals, Nursing Homes, Limited Care Facilities, Domiciliary Care Homes	150 <u>300</u>	Per building plus \$2/patient bed
Detention and Correctional Occupancies	150	Per building plus \$2/bed
Residential		
• Hotels and Motels	100	Per building plus \$/guest room
• Dormitories	2	Per bed (100 minimum)
• Apartments	150 <u>100</u>	Per building plus \$2/dwelling unit; <u>175 minimum; or for common areas only 75 per building</u>
• Lodging or Rooming House	125	Plus \$2/bed
• Board of Care Home	125	Per building plus \$2/bed
Mercantile Occupancies		
• Class A (> 30,000 sq. ft.)	250	
• Class B (3,000 sq. ft. -30,000 sq. ft.)	150	
• Class C (< 3,000 sq. ft.)	100	
Business Occupancies	100	Per 3,000 sq. ft. or portion thereof
Industrial or Storage Occupancies		
• Low or Ordinary Hazard	100 <u>150</u>	<u>For the first 5,000 sq. ft., plus 35 for each additional 5,000 square feet</u> or portion thereof
• High-Hazard	175 <u>200</u>	<u>For the first 5,000 sq. ft., plus 35 for each additional 5,000 square feet</u> or portion thereof
<u>Mixed-Use Building</u>		
• <u>Low or Ordinary Hazard</u>	<u>150</u>	<u>For the first 5,000 sq. ft., plus 35 for each additional 5,000 square feet or portion thereof; or the fee calculated for the predominant occupancy, whichever is greater</u>
• <u>High-Hazard</u>	<u>175</u>	<u>For the first 5,000 sq. ft., plus 35 for each additional 5,000 square feet or portion thereof; or the fee calculated for the predominant occupancy, whichever is greater</u>
Common Areas of Multi-tenant Occupancies (i.e., shopping centers, high-rises, etc.)	55	Per 10,000 sq. ft. or portion thereof
Outside Storage of Combustible Materials (scrap tires, tree stumps, lumber, etc.)	150	Per acre of portion thereof
Outside storage of Flammable or Combustible Liquids (drums, tanks, etc.)	150	Per 5,000 sq. ft. or portion thereof
Marinas and Piers	150	Per facility plus \$1/slip

Mobile Vendor	55	Plus .56/mile for inspections outside of the City of Salisbury
Sidewalk Café	55	If not part of an occupancy inspection
Unclassified Inspection	100	Per hour or portion thereof
Fire Safety Reinspection —If more than one reinspection is required to assure that a previously identified Fire Code violation is corrected		
• 2 nd reinspection	125	
• 3 rd reinspection	200	
• 4 th and subsequent reinspection	275	
• High Rise Inspection	75	Plus, the fee based on occupancy from above
Fire Safety Reinspection —If more than one reinspection is required to assure that a previously identified Fire Code violation is corrected		
• 2 nd reinspection	125	
• 3 rd reinspection	200	
• 4 th and subsequent reinspection	275	
Fire Protection Water Supply Fees		
Witnessing Fire Main Flush	75	
Witness Underground Water Main Hydrostatic Tests	75	

Fireworks Permit		
Fireworks Display —includes plan review and associated inspections for any fireworks display	450	
Sale of Consumer Fireworks		
Stand-alone tent, stand, or other commercial space predominately utilized for the sale of consumer fireworks	250	
Other commercial space predominantly utilized for the sale of goods other than consumer fireworks	125	
Hazardous Materials Use Permit		
Light Use Facility —required for any substance, in accordance with Section 1.12.8 of NFPA 1: Fire Code, that does not otherwise require a General Use Facility or High Use Facility permit		<u>Limited quantities up to 2 times MAQ; minimal hazards; no special systems</u>
• Initial Registration Fee	150 <u>125</u>	
• Annual Registration Fee	100 <u>300</u>	Per year
• Seasonal Pools Annual Registration	50 <u>200</u>	Per year when open less than 120 consecutive days/year
• Pools	100	Per year when open more than 129 consecutive days/year
General Use Facility —required for extremely hazardous substances, as defined by 40 CFR part 355, that have a Threshold Planning Quantity (TPQ) of 10 pounds or less, that do not otherwise require a High Use Facility Permit		
• Initial Registration Fee	300	
• Annual Registration Fee	200 <u>300</u>	
• Seasonal Pools Annual Registration	100 <u>200</u>	Per year when open less than 120 consecutive days/year
• Pools	200 <u>100</u>	Per year when open more than 120 consecutive days/year
High Use Facility —required for hazardous chemicals identified in 40 CFR part 370, subject to the Threshold Planning Quantity (TPQ) where applicable therein		
• Initial Registration Fee	600 <u>200</u>	
• Annual Registration Fee	400 <u>600</u>	Per year
• Seasonal Pools Annual Registration	200 <u>400</u>	Per year when open less than 120 consecutive days/year
• Pools	400 <u>200</u>	Per year when open more than 120 consecutive days/year
Facility Classification Upgrade —when a facility has a change in hazardous inventory that upgrades the facility classification, the balance of the initial registration fee for the new facility classification must be paid at the time the facility is registered under the new classification. If the upgraded facility classification occurs within 90 days before the annual registration date, the balance of the initial registration fee for the new classification is waived until the annual registration date.		
Fire Report Fees		
Third-party Fire Protection Report Processing Fee	25	Per submittal—collected by the third-party data collection agency/company
Operational Fire Report	25	To provide hard or electronic copies of operational fire reports