



CITY OF SOUTHPORT

FY 2022-2023 BUDGET

MASTER FEE SCHEDULE

City of Southport

1029 N. HOWE STREET, SOUTHPORT, NC 28461 |

SOUTHPORT COMMUNITY BUILDING

WEDDINGS-LIVE OAK

(Interior and Exterior)

Non-Taxpayers

Friday-Sunday	\$ 4,000 Per Day
Monday-Thursday	\$ 2,000 Per Day

Taxpayers

Friday-Sunday	\$ 2,000 Per Day
Monday-Thursday	\$ 1,000 Per Day

WEDDINGS-INTRACOASTAL

(Exterior, Restrooms, and Bridal Room)

Non-Taxpayers

Friday-Sunday	\$ 2,000 Per Day
Monday-Thursday	\$ 1,000 Per Day

Taxpayers

Friday-Sunday	\$ 1,000 Per Day
Monday-Thursday	\$ 500 Per Day

CELEBRATIONS OF LIFE

\$75 Per Hour Regardless of Residency
(If reserved less than (30) days prior to the event)

ALL OTHER EVENTS:

Non-Taxpayers

Friday-Sunday	\$ 325 Per Hour
Monday-Thursday	\$ 175 Per Hour

Taxpayers/Non-profits/City Employees

Friday-Sunday	\$ 175 Per Hour
Monday-Thursday	\$ 75 Per Hour

**ANIMAL PROTECTIVE SERVICES
CITY OF SOUTHPORT CODE OF ORDINANCES:
CHAPTER 3-ANIMAL WELFARE**

PERMITS

	<u>TYPE</u>	<u>COST</u>	<u>FREQUENCY</u>
Dog/Cat License:			
	Spayed/Neutered	\$15.00	Annually
	Unaltered	\$25.00	Annually
	Boarding Fee	\$10.00	Daily
	Dangerous Dog Permit	\$500.00	Annually

PENALTIES & ADMINISTRATIVE FEES

At-Large Dogs	\$50.00	1st Offense
	\$75.00	2nd Offense
	\$100.00	3rd Offense
	\$200.00	4th and subsequent
Redemption Fee	\$50.00	1st Offense
	\$75.00	2nd Offense
	\$100.00	3rd Offense
	\$150.00	4th Offense
Prohibited Acts/Public Nuisance	\$100.00	Each Offense
Abandonment	\$500.00	Each Offense

Violations of any provision of Chapter 3, for which no specific penalty is set, shall subject the offender to a civil penalty in the amount of \$100.00 for each violation which shall be paid within (14) days of receipt of citation.

Each day's continuing violation shall be a distinct and separate offense.

PUBLIC UTILITIES

TAP AND METER FEES

Water Tap with 3/4" Meter	\$1,100.00
Water Tap with 1" Meter	\$1,200.00
New Meter for Existing Tap	\$500.00
Separate Irrigation Tap	\$1,100.00
Split Irrigation (existing 1" Tubing)	\$750.00

METER TAMPERING OFFENSES

1st Offense	\$100.00
2nd Offense	\$500.00
3rd Offense	\$1,000.00

SPECIAL INSTALLATIONS

Short-side Sewer Tap-Staff Install	\$1,500.00
Short-side Sewer Tap-Contractor Install (Builder-hire OR City-hire)	Cost + 10%
Long-side Sewer Tap (Contractor to do bore, but no more road cuts)	Cost + 10%
Sewer taps that require pavement disturbance (Builder is responsible for pavement replacement or cost)	Cost + 10%

OTHER UTILITY FEES:

Utility Account Application	\$35.00
Delinquent Fee	\$35.00
After Hours Reconnection	\$50.00
Credit Card Convenience Fee	\$5.00 Online or Phone (no charge in paid in person)
Returned Check Fee	\$35.00

DEPOSITS:

0-10%	Waived
10.1-20%	\$25 water \$70 sewer \$10 garbage
20.1-100%	\$50 water \$140 sewer \$20 garbage

Waived for existing customer with good credit (no late payments or extensions).

New customers are subject to Experian credit rating and risk rating.

CITY LIMIT RATES FY 22-23
(RATES BASED ON AMOUNT PER 1000 GALLONS)

WATER RESIDENTIAL

BASE	\$25.93
1001-3000 gallons	\$8.31
3001-5000 gallons	\$9.95
5001 gallons & greater	\$11.59

WATER COMMERCIAL

BASE	\$36.75
1000-3000 gallons	\$8.31
3001-5000 gallons	\$9.95
5001 gallons & greater	\$11.59

SEWER RESIDENTIAL

BASE	\$77.00
1001-5000 gallons	\$6.89
5001 gallons & greater	\$8.27

SEWER COMMERCIAL

BASE	\$136.09
1001-5000 gallons	\$13.76
5001 gallons & greater	\$16.51

IRRIGATION

BASE	\$15.00
1-5000 gallons	\$11.94
5001 gallons & greater	\$14.33

OUTSIDE CITY LIMIT RATES FY 22-23
(RATES BASED ON AMOUNT PER 1000 GALLONS)

WATER RESIDENTIAL

BASE	\$42.16
1001-3000 gallons	\$11.29
3001-5000 gallons	\$13.73
5001 gallons & greater	\$16.17

WATER COMMERCIAL

BASE	\$55.13
1001-3000 gallons	\$11.29
3001-5000 gallons	\$13.73
5001 gallons & greater	\$16.17

SEWER RESIDENTIAL

BASE	\$151.22
1001-5000 gallons	\$17.21
5001 gallons & greater	\$20.65

SEWER COMMERCIAL

BASE	\$204.14
1001-5000 gallons	\$20.65
5001 gallons & greater	\$24.78

IRRIGATION

BASE	\$22.50
1-5000 gallons	\$16.47
5001 gallons & greater	\$19.76

ELECTRIC FEES

PREPAY	RESIDENTIAL	COMMERCIAL	charge/kWh
SPRE0	SR0	SC0	\$0.125
SPRE1	SR1	SC1	\$0.115
SPRE2	SR2	SC2	\$0.105
SPRE3	SR3	SC3	\$0.095
SPRE4	SR4	SC4	\$0.085

Base charge Residential	\$23.00
Base charge Commercial	\$25.50
Base charge Prepay	\$26.00

Security Lights		
Rate	Type	Cost
S01	100 W	\$11.75
S05	150 W	\$14.21
S04	250 W	\$24.10
S02	400 W	\$32.41
S03	1000 W	\$45.20
S99	100 W	Contract Light

Rate	Description
SP4	Security Light Only Account
SP15	Small Renewable Generation
SP33	Construction Account

	Base Rate Mo.	Usage (kwh)	CP Demand KW	Excess kw (NCP_CP)
Commercial Demand				
30kW to 100kW	75.00	0.05510	32.72	2.50
Large Commercial Demand				
100kw to 300kw	75.00	0.05780	26.00	4.00

BUILDING INSPECTIONS

Building Valuation

Finished and Unfinished Space (per sf)	ICC Building Valuation Data
Decks (per sf)	\$65.00
Porches (per sf)	\$65.00
Enclosed storage (per sf)	\$100.00
Fences (per linear foot)	\$25.00

Fee Schedule A: Residential Construction

From \$200.01 to \$1,000.00	\$95.00
From \$1,000.01 to \$3,000.00	\$105.00
From \$3,000.01 to \$6,000.00	\$115.00
From \$6,000.01 to \$10,000.00	\$135.00
From \$10,000.01 to \$15,000.00	\$145.00
From \$15,000.01 to \$25,000.00	\$155.00
From \$25,000.02 to \$50,000.00	\$215.00
\$55,000.01 and up	\$335 plus \$80 per thousand over \$50,000.00
Accessory Structures	\$95.00

Fee Schedule B: General Construction

From \$100.00 to \$1,000.00	\$95.00
From \$1,000.01 to \$50,000.00	\$95.00 plus \$6.50 per thousand over \$1,000.01
From \$50,000.01 to \$100,000.00	\$415.00 plus \$5.50 per thousand over \$50,000.01
\$100,000.01 and above	\$755.00 plus \$3.50 per thousand over \$100,000.01

Plumbing Permit Fees

Fixtures, Sewer & Water Connections with other work	\$17.00
Sewer Connection only (Each Building)	\$85.00
Water Service Only (Each Pipe or Water Tap)	\$85.00
Minimum Fee for any Plumbing Permit	\$85.00

Electrical Permit Fees

Residential New Construction (Per Unit)	
Temporary Service Connection	\$85.00
Rough-in	\$85.00
Final	\$85.00
Commercial, Industrial, Institutional	\$215.00 Base Fee up to 50 circuits \$5.00 for each additional
Service Upgrade Residential	\$135.00
Service Upgrade Commercial	\$190.00
Wiring up to 20 Outlets with no service	\$130.00
Wiring over 20 Outlets with no service	\$155.00
Special Circuits	\$85.00

Mechanical Permit Fees

Residential Heating and Cooling Fee	\$85.00 per unit
Commercial Heating and Cooling Fee	\$115.00 per unit
Gas Appliances, Gas Piping Systems	\$85.00
Gas Piping and Up to 3 Appliances	\$85.00 plus \$28.00 for each appliance over 3
Fuel Heater Equipment	\$85.00
Permit Fees for Installation of Blower or Fan	\$85.00

Installation of Tank or Flammable or Combustible Liquids	\$180.00 plus 35 cents per barrel
Fire Extinguisher Systems	\$130.00
Hoods (10 or less sf)	\$95.00
Hoods (10.1-25 sf)	\$105.00
Hoods (25.1-50 sf)	\$110.00
Hoods (50.1-75 sf)	\$140.00
Hoods (75.1-100 sf)	\$165.00
Hoods (Above 100 sf)	\$200.00
Solar Panels	\$130.00
Fee for Not Acquiring Fuel Appliance	\$355.00
Sprinkler Systems	\$355.00 plus \$35.00 per 1000 sf

Other Fees

Mobile Home Fee (per mobile home)	\$265.00
Houses moved (per house moved)	\$265.00
Demolition Fee	\$265.00
Swimming Pools	Based on Schedule for General Construction Costs
Extra/Reinspections	\$85.00
Working Without Permit Fee	2 x basic permit fee, minimum of \$160.00 additional
Completion of Work Without Permit Fee	Basic Permit Fee plus \$300.00 Basic Permit Fee plus \$350.00
Habitual Working Without Permit Fee	\$350.00 fee shall result in a \$1500 fee for subsequent violations
Refunds on Building Permit	80% refunds on unexpired permits at Department Heads Discretion
Renewals on Building Permit	20% of initial fee, not to exceed \$500.00
Failure to Obtain Final Inspection	\$265.00
Commercial Shell Permit Fee	90% of valuation data
Commercial Up-Fit Permit	\$25.00 per sf valuation
Day Care Licensing and Related Inspections	\$85.00

DEVELOPMENT FEES

Rezoning: Less than 3 Acres	\$500.00
Rezoning: 3.01-6.00 Acres	\$1,000.00
Rezoning: 6.01 + Acres	\$1000.00 +\$100/acre
Minor Subdivision: 1-2 lots	\$300.00
Minor Subdivision: 3-7 lots	\$300.00 + \$50/lot
Creation of lots (heirs)	\$100.00
Major Subdivision	\$1,000 + \$100/lot
Master Plan Approval (PUD)	\$1,000 + \$100/acre
Subdivision Exception	\$200.00
PUD Special Use/Land Use Plan	\$2,000.00
PUD Modification (Minor)	\$500.00
PUD Modification (Major)	\$1,000.00
PBG Site Plan Project less than 7,000 sf or One Building	\$500.00
PBG Site Plan Project Greater than 7,000 sf or Multiple Buildings	\$1,500.00
PBG Site Plan Modification	\$1,500.00
PBG Apartments/Townhouses/Condos/Mixed Use Site Plan	\$2,500.00
Conditional Use Permit	\$750.00
Home Occupation	\$250.00
Conditional Use Permit Modification	\$250.00
Variance	\$500.00

Variance Modification	\$250.00
Appeal	\$250.00
Interpretation	\$250.00
Zoning Text Change	\$100.00
Code of Ordinances Change	\$100.00
Zoning Verification Letter	\$100.00
Zoning Compliance Permit	\$100.00
Zoning Compliance Change of Use	\$100.00
Floodplain Development Permit	\$100.00
Flood-zone Determination Letter	\$100.00
Tree Removal Permit (Improved Lot)	Exempt
Tree Removal Permit (Unimproved Lot)	\$50.00
Sign Permit 0-20 SF	\$75.00
Sign Permit > 20 SF	\$100.00
Billboard	\$1,000.00

System Development Fees-beginning July 1, 2022

(also called allocations)

Residential Water: \$4.25 per gallon (400gpd minimum, increases per bedroom)

Total fees based on bedrooms	2 bedrooms \$1,700.00 (400 gpd)
	3 bedrooms \$1,700.00 (400 gpd)
	4 bedrooms \$2,244.00 (528 gpd)

Residential Sewer: \$44.02 per gallon

Total fees based on bedrooms:	2 bedrooms \$10,564.80 (240 gpd)
(120 gpd per bedroom)	3 bedrooms \$15,847.20 (360 gpd)
	4 bedrooms \$21,129.60 (480 gpd)

Any other residential development fees will be calculated as needed.

All commercial system development fees must be calculated by the Public Services Director.

Please call Public Services at (910) 457-7935

FIRE INSPECTION FEES AND SCHEDULE FOR EXISTING BUILDINGS

Inspection schedules of existing buildings shall be in accordance with Section 106 of the N.C. Fire Prevention Code, and shall be conducted no less frequently than described in the schedule below:

<u>OCCUPANCY CLASSIFICATION</u>	<u>INSPECTION FREQUENCY</u>
Public Schools	Every Six Months
Hazardous	Every Year
Institutional	Every Year
High Rise	Every Year
Assembly	Every Year
Residential (Other than one and two family dwellings)	Every Year
Industrial	Every Two Years
Educational (Except Public Schools)	Every Two Years
Foster Care Home (GS 131-D)	Every Two Years
Group Care Home	Every Two Years
Business	Every Three Years
Mercantile	Every Three Years
Storage	Every Three Years
Churches and Synagogues	Every Three Years

SCHEDULED INSPECTION FEE

Under 1,500 square feet	\$50.00
1,500 – 5,000 square feet	\$100.00
5,000 to 10,000 square feet	\$250.00
Over 10,000 square feet	\$300.00 + \$5.00/1,000 square feet
Special Situations (i.e., Outside storage, LP Bulk Storage, No Building)	\$100.00
Foster Care Inspection	\$50.00
Residential	
Footprint of building less than 10,000 square feet	\$50.00
Footprint of building in excess of 10,000 square feet	\$100.00
Tents under 200 square feet (Cooking & Concession)	\$50.00
Tents over 200 square feet	\$100.00

This inspection schedule is intended to meet the requirements of GS 153A-364 and GS 160A-424. Political subdivisions assuming inspection duties as set out in GS 153A-351 and GS 160A-411, shall have a periodic inspection schedule for the purpose of identifying activities and conditions in buildings, structures and premises that pose dangers of fire, explosion, or related hazards. Frequency of inspections of occupancies as mandated by the NC General Statutes shall supersede the above inspection schedule.

(North Carolina State Building Code Volume V, Fire Prevention, Section 106)

PLAN REVIEW AND INSPECTION FEE SCHEDULE

Small plan review < 2,500 square feet	\$50.00 (includes inspection)
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Basic plan review 2,500<10,000 square feet	\$100.00(includes inspection)
Intermediate plan review 10,001–25,000 square feet	\$150.00 (includes 1 inspection)
Complex plan review 25,00 –100,000 square feet	\$200.00 (includes 2 inspections)
Special plan review >100,001 square feet	\$250.00 + \$5.00 per 1,000 square feet (includes 2 inspections)
Small and Basic re-inspection (each trip)	\$50.00
Intermediate re-inspection (each trip)	\$100.00
Complex re-inspection (each trip)	\$100.00
Special re-inspection (each trip)	\$100.00

(North Carolina State Building Code Volume V, Fire Prevention, Section 104.2)

CONSTRUCTION PERMITS

A construction permit must be obtained from the Office of the City of Southport Fire Marshal in the following situations:

3.2.2 – Construction Permits

(Applies to installation of new systems and renovations to existing systems)

Code Section	Description	Permitting Fee
105.7.1	Automatic fire-extinguishing systems	\$100.00 + 2.00 per Nozzle/Head
105.7.2	Compressed Gases	\$100.00
105.7.3	Fire Alarm and Detection Sys./Related equipment	\$100.00 + 2.00 per initiating Device
105.7.4	Fire Pumps and Related Equipment	\$100.00
105.7.5	Flammable and Combustible liquids	\$100.00
105.7.6	Hazardous Materials	\$250.00
105.7.7	Industrial Ovens	\$100.00
105.7.8	L.P./Natural Gas Installation and Mod.	\$100.00
(Applies only to occupancies covered by the N.C. Fire Prevention Code)		
105.7.9	Private Fire Hydrants	\$50.00 per hydrant
105.7.10	Spraying and Dipping	\$50.00
105.7.11	Standpipe Systems	\$100.00 with Sprinkler System \$50.00 W/O Sprinkler System
105.7.12	Temporary Membrane structures, tents and canopies	\$100.00

The code official is authorized to issue construction permits for work as set forth in sections 105.7.1 through 105.7.12.

(North Carolina State Building Code Volume V, Fire Prevention, Section 105.7)

Operational Permits 3.2.1

<u>Code Section</u>	<u>Description</u>	<u>Permitting Fee</u>
105.6.1	Aerosol products	\$50.00
105.6.2	Amusement Buildings	\$100.00
105.6.3	Aviation Facilities	\$100.00
105.6.4	Carnivals and Fairs	\$250.00

105.6.5	Battery Systems	\$50.00
105.6.6	Cellulose Nitrate Film	\$50.00
105.6.7	Combustible Dust-Producing Operations	\$50.00
105.6.8	Combustible Fibers (Except Agriculture)	\$50.00
105.6.9	Compressed Gases	\$100.00
105.6.10	Covered Mall Buildings	\$100.00
105.6.11	Cryogenic Fluids	\$50.00
105.6.12	Cutting and Welding	\$100.00
105.6.13	Dry Cleaning Plants	\$50.00
105.6.14	Exhibits and Trade Shows	\$100.00
105.6.15	Explosives	\$100.00
105.6.16	Fire Hydrants and Valves	\$50.00 each unit
105.6.17(1)	Flammable & Combustible Liquids Pipeline	\$100.00
105.6.17(2)	Flammable & Combustible Liquids Class I Storage	\$100.00
105.6.17(3)	Flammable & Combustible Liquids Class II Storage	\$100.00
105.6.17(4)	Flammable & Combustible Liquids Removal	\$100.00
105.6.17(5)	Flammable & Combustible Liquids production, processing, transportation, storage, dispensed, used	\$100.00
105.6.17 (6)	Install, alter, remove, or abandon flammable or combustible liquid tanks	\$100.00
105.6.17 (7)	Change the contents of a flammable or combustible liquid tank	\$100.00
105.6.17 (8)	Manufacture, process, blend, or refine flammable or combustible liquids	\$100.00
105.6.17 (9)	To engage in the dispensing of liquid fuels into the fuel tanks of motor vehicles at commercial, industrial, governmental, or manufacturing establishments	\$100.00
105.6.17 (10)	To utilize a site for the dispensing of liquid fuels from tank vehicles into the fuel tanks of motor vehicles at commercial, industrial, governmental, or manufacturing establishments	\$100.00
105.6.18	Floor Finishing using Class I or II Liquids	\$100.00
105.6.19	Fruit and Crop Ripening	\$50.00
105.6.20	Fumigation and Thermal insecticidal fogging	\$50.00
105.6.21	Hazardous Materials Storage, Transport, Dispense, Use and Handling	\$100.00
105.6.22	Hazardous Materials Facilities	\$100.00
105.6.23	High-Piled Storage	\$100.00
105.6.24	Hot Work	\$50.00
105.6.25	Industrial Ovens	\$50.00
105.6.26	Lumber Yards and Woodworking Plants	\$50.00
105.6.27	Liquid or Gas fueled vehicles or equipment in assembly buildings	\$50.00
105.6.28	L.P. Gas Bulk Storage	\$100.00
105.6.29	Magnesium	\$50.00
105.6.30	Miscellaneous Combustible Storage	\$50.00
105.6.32	Open Flames and Candles	\$100.00
105.6.33	Organic Coatings	\$50.00
105.6.34	Operation of Places of Assembly	\$100.00
105.6.35	Private fire hydrants removal from service, use or operation	\$50.00 per hydrant
105.6.36	Pyrotechnic special effects materials	\$250.00
105.6.37	Pyroxylin Plastics	\$50.00
105.6.38	Regulated Refrigeration Equipment	\$50.00
105.6.39	Repair Garages and Service Stations	\$50.00

105.6.40 Rooftop Heliports	\$50.00
105.6.41 Spraying or dipping operations	\$50.00
105.6.42 Storage of Scrap Tires and Tire Byproducts	\$100.00
105.6.43 Temporary membrane structures, tents, and canopies	\$100.00
105.6.44 Tire-Rebuilding Plants	\$100.00
105.6.45 Waste Handling	\$100
105.6.46 Wood Products	\$100

**Churches and synagogues shall be exempt from Operational permitting fees. These permits will only be issued during a new construction situation. The permit will be valid for the same period as the inspection schedule in section 106 and the renewal will be the payment of the inspection fee for existing buildings.*

An existing building may be issued an operational permit for the above situations, the permit will be included in the fee for the inspection of an existing building in accordance with section 106.

The code official is authorized to issue operational permits for the operations set forth in sections 105.6.1 through 105.6.46.

(North Carolina State Building Code Volume V, Fire Prevention, Section 105.6)

Civil Penalty Schedule

First Offense	\$100.00
Second Offense	\$300.00
Third and Subsequent Offenses	\$500.00

Any person who shall violate any of the provisions of the N.C. Fire Prevention Code, or fail to comply therewith, or who shall violate or fail to comply with any order made there under, or who shall build in violation of any detailed statement of specifications or plans submitted and approved there under or any certificate or permit issued there under, shall be subject to penalties as specified below as approved by the City of Southport Board of Alderman. These penalties shall be recovered by the City in a Civil Action in the nature of debt if the offender does not pay the penalties within a period of 30 days after the issuance of the notice of violation. The notice of violation shall be in writing, signed by the Fire Marshal and/or the Fire Official charged with the enforcement of the N.C. Fire Prevention Code and shall be delivered or mailed to the offender either at his/her residence or place of business or at the location where the violation occurred. Each day's continuing violation shall be a separate and distinct offense. Any action to recover such penalties may be joined in an action for appropriate equitable remedy, including injunctions and orders of abatement and including an action to recover damages by the City in abating, correcting, limiting, and otherwise dealing with the harmful effects of the offending action. Civil penalties are assessed in accordance with North Carolina G.S. 153A and G.S. 160A.

Violation(s) consisting of locked and/or blocked exits, impedance of the occupants to quickly evacuate a structure or premise, or conditions posing imminent danger to the occupants on or about the premise or Violation(s) of Occupancy Limits established pursuant to the North Carolina State Building and/or Fire Code must be corrected during the time of the inspection if at all possible.

PARKS AND RECREATION

Activity/Facility	City Resident Rate	Non-Resident Rate
Summer Camp	\$85/week	\$95/week
Before/Afterschool	\$50/week	\$60/week
Youth Basketball	\$60	\$70
Aerobics/Fitness	\$40/month	\$50/month
Seniors	Cost of activity	Cost of activity
Special Activities	Cost of the Activity	Cost of Activity + \$10
Jaycee Building	\$150 (4 hour minimum)	\$250 (4 hour minimum)
Senior Building	\$150 (4 hour minimum)	\$250 (4 hour minimum)
Lowe/White Park	\$150 (4 hour minimum)	\$250 (4 hour minimum)
Franklin Square Park	\$150 (4 hour minimum)	\$300 (4 hour minimum)
Caviness Park	\$75 (4 hour minimum)	\$150 (4 hour minimum)
Kingsley Park	\$75 (4 hour minimum)	\$150 (4 hour minimum)
Keziah Park	\$75 (4 hour minimum)	\$150 (4 hour minimum)
Riverwalk	\$75 (4 hour minimum)	\$150 (4 hour minimum)
City Gym	Movie Rental ONLY \$1,000/day	

GENERAL & MISCELLANEOUS FEES

BEER & WINE LICENSE

BEER

On Premise: \$15.00
Off Premise: \$5.00

WINE

On Premise: \$15.00
Off Premise: \$10.00

ITINERANT/PEDDLERS PERMIT \$50.00

TAXICAB PERMIT \$100.00

GOLF CART PERMIT \$25.00

ENGINEERING OR CONSULTING Up to \$75,000

(If the City has to contract with an engineering firm or consultant for the review or planning of any project with the City limits or the Extra-territorial jurisdiction)

INFORMATION REQUESTS:

Digital: No fee if delivered via email, or a flash drive is provided.
Paper: \$0.20 per copy

OTHER COPIES:

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