



# City of Overton

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# **CITY OF OVERTON**

## **SCHEDULE OF FEES**

As amended herein

Adopting Ordinance – 2014-07-29B

All Amendments Thereto

Amending Ordianance – 2019-05-30A

**CITY OF OVERTON**  
**SCHEDULE OF FEES**  
**CODE OF ORDINANCES - APPENDIX C**

**EFFECTIVE DATE: 5/30/19**

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**CODE OF ORDINANCE - APPENDIX C  
CITY OF OVERTON - SCHEDULE OF FEES**

SECTION	ACTIVITY	FEES, RATES OR CHARGES EFFECTIVE DATE 5/17/19	ORDINANCE/ RESOLUTION/ COUNCIL ACTION NUMBER
<b>A</b>	<b>ADMINISTRATION</b>		
A.1	Cemetery Deed Recording Fee - See H.3.5	See H.3.5	2018-02-15A
A.2	Street / Alley Closing or ROW Abandonment Recording Fee <i>Rusk &amp;/or Smith County County Clerk Filing Fees</i>	See V.7.1	2019-01-17B
A.3	Plat Recording Fee <i>Rusk &amp;/or Smith County County Clerk Filing Fees</i>	See V.7.2	2019-01-17B
A.4	Public Information Requests - Copying fees	See Table 2: <b>TX Admin Code</b>	2014-07-29B
A.5	Copy Fees	0-10 Pages - 10¢ each 11-20 Pages - 2.50 + 10¢ each 21 + - \$5.00 + 10¢ each Two Sided Copies - 20¢ each	2014-07-29B
A.6	Fax Fees	Sending or Receiving Faxes \$1.00 for the First Page \$2.00 each Additional Page	2014-07-29B
A.7	Non Sufficient Funds Check	\$30.00	2015-09-17D
A.8	Bank Draft Return Fee	\$30.00	2014-07-29B
A.9	Notary Fee	See Table 3 - Notary Fees	2018-02-15A
<b>B</b>	<b>COMMUNITY BUILDING (COMM BLDG)/CLUB HOUSE</b>		
<b>B.1</b>	<b>COMMUNITY BUILDING/CLUB HOUSE DEPOSIT</b>		
B.1.1	Community Building/Club House Deposit (Non-Alcohol Beverage Event)	\$100.00	2014-07-29B
B.1.2	Community Building Deposit (Alcoholic Beverage Event)	\$250.00	2015-01-15A
B.1.3	Reservation Cancellation Fee	Deposit Fee Forfeited	2014-07-29B
<b>B.2</b>	<b>COMMUNITY BUILDING/CLUB HOUSE RENTAL FEE</b>		
B.2.1	Comm Bldg Rental Rate (8am - Midnight) with active City of Overton Utility Account	\$100.00/Day	2019-01-17B
B.2.2	Comm Bldg Rental Rate (8am - Midnight) without active City of Overton Utility Account	\$200.00/Day	2019-01-17B
B.2.3	Reserved	N/A	2019-01-17B
B.2.4	Civic and Non-Profit Clubs - per year (One meeting per week (Monday thru Thursday only) and one annual evening meeting)	\$400.00/Year	2014-07-29B
B.2.5	Club House Rental Rate (8am - Midnight) with active City of Overton Utility Account	\$75.00/Day	2018-12-18A
B.2.6	Club House Rental Rate (8am - Midnight) without active City of Overton Utility Account	\$200.00/Day	2018-12-18A
<i>Community Building Deposit - Cleaning / Damage/ Reservation, Refundable only if building, restrooms and tables are clean and put up, trash removed, and thermostat reset to posted temperature (Deposit Fee as listed above shall be forfeited if reservation is not cancelled at least seven (7) calendar days prior to the reserved date)</i>			

**CODE OF ORDINANCE - APPENDIX C  
CITY OF OVERTON - SCHEDULE OF FEES**

SECTION	ACTIVITY	FEES, RATES OR CHARGES EFFECTIVE DATE 5/17/19	ORDINANCE/ RESOLUTION/ COUNCIL ACTION NUMBER
<b>C</b>	<b>PARKS &amp; RECREATION FEES</b>		
<b>C.1</b>	<b>R V PARK RATES</b>		
<b>C.1.1</b>	Daily Rate	<b>\$20.00</b>	2014-07-29B
<b>C.1.2</b>	Weekly Rate	<b>\$100.00</b>	2014-07-29B
<b>C.1.3</b>	Monthly Rate	<b>\$300.00</b>	2014-07-29B
<b>C.1.4</b>	Dump Fee (Wastewater) - Non-RV Park Rental but has Utility Account	<b>\$10.00 each</b>	2019-01-17B
<b>C.1.5</b>	Dump Fee (Wastewater) - Non-RV Park Rental but does not have a Utility Account	<b>\$25.00 each</b>	2019-01-17B
<b>C.2&amp; 3.</b>	<b>SWIMMING POOL RATES (Inactive)</b>		<b>INACTIVE</b>
<b>C.4</b>	<b>OPEN SPACE RENTAL RATES Downtown lots for Example</b>		
<b>C4.1</b>	Corner of Rusk and Henderson - (Kennamer Square) Qualified non-profit organizations (501(C)3) may be granted a waiver of the fee by City Manager or his designee.	<b>\$100 per day</b>	2015-09-17D
<b>D</b>	<b>LICENSES / PERMITS</b>		
<b>D.1</b>	Sexually Oriented Business License	<b>\$500.00</b>	2014-07-29B
<b>D.2</b>	Junk Yard Licenses	<b>\$500.00</b>	2014-07-29B
<b>D.3</b>	New Manufactured Home Park Permit	<b>\$500.00</b>	2014-07-29B
<b>D.4</b>	<b>Solicitor's Permit</b>		
<b>D.4.1</b>	Application Fee	<b>\$25.00</b>	2014-07-29B
<b>D.4.2</b>	Sales Associate	<b>\$100.00</b>	2014-07-29B
<b>D.4.3</b>	Each Additional Sales Person	<b>\$50.00</b>	2014-07-29B
<b>E</b>	<b>POLICE DEPARTMENT FEES</b>		
<b>E.1</b>	Accident Reports	<b>\$6.00/Report</b>	2014-07-29B
<b>E.2</b>	Offense Reports	<b>\$6.00/Report</b>	2014-07-29B
<b>E.3</b>	Incident Reports	<b>\$6.00/Report</b>	2014-07-29B
<b>E.4</b>	In-Car Video	<b>\$6.00/Video</b>	2014-07-29B
<b>E.5</b>	Animal Impoundment Fee (Animal Contol)	<b>\$15.00/day or fraction of a day</b>	2019-01-17B
<b>E.6</b>	Police Escort (not associated with Relocating a Structure)	<b>\$100.00</b>	2019-05-16B
<b>F</b>	<b>MUNICIPAL COURT FEES</b>		
<b>F.1</b>	Dismissal Fee	<b>\$0.00 - \$20.00</b>	2018-02-15A
<b>F.2</b>	Warrant Fee	<b>\$50.00</b>	2018-02-15A
<b>F.3</b>	Deferral Fee	<b>\$50.00</b>	CA 2018.08.16A
<b>G</b>	<b>PUBLIC INFORMATION REQUEST</b>		
<b>G.1</b>	Requests for Public Information	<b>See Table 2: TX Admin Code</b>	2014-07-29B

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<b>H</b>	<b>CEMETERY FEES</b>		
<b>H.1</b>	<b>CEMETERY PLOTS</b>		
<b>H.1.1.a</b>	Full Size Plot - Upper Level (Sections A, A-1, A-2 and A-3)	<b>\$1,000.00 + Filing Fee</b>	2018-03-15A
<b>H.1.1.b</b>	Full Size Plot - Lower Levels (Sections B, C, D, DD, EE, F and G)	<b>\$800.00 + Filing Fee</b>	2018-03-15A
<b>H.1.2.a</b>	X-Large Size Plot - Upper Level (Sections A, A-1, A-2 and A-3)	<b>\$2,000.00 + Filing Fee</b>	2018-03-15A
<b>H.1.2.b</b>	X-Large Size Plot - Lower Levels (Sections B, C, D, DD, EE, F and G)	<b>\$1,600.00 + Filing Fee</b>	2018-03-15A
<b>H.1.2.c</b>	Infant Space - Babyland Only (Infants up to 24 months)	<b>100.00 + Filing Fee</b>	2015-09-17D
<b>H.2</b>	<b>INTERMENT FEE</b>		
<b>H.2.1</b>	Full Size Casket	<b>\$150.00</b>	2016-05-19C
<b>H.2.2</b>	Cremaains Vault	<b>\$100.00</b>	2016-05-19C
<b>H.2.3</b>	X-Large Size Casket	<b>\$250.00</b>	2016-05-19C
<b>H.2.4</b>	Infant Casket - Babyland Only (Infants up to 24 months)	<b>\$50.00</b>	2017-01-19A
<b>H.3</b>	<b>OTHER CEMETERY FEES</b>		
<b>H.3.1</b>	Marker Deposit	<b>\$200.00</b>	2017-09-14B
<b>H.3.2</b>	Gravesite Location and Marking Fee (Surveyor Fee)	<b>\$200.00</b>	2018-03-15A
<b>H.3.3</b>	Gravesite Research / Gravesite Marking Fee	<b>\$25.00</b>	2017-09-14B
<b>H.3.4.a</b>	Marker Permit - Upright or Angled (Where Allowed)	<b>\$100.00</b>	2018-03-15A
<b>H.3.4.b</b>	Marker Permit - Ground Level (Flat)	<b>\$50.00</b>	2018-03-15A
<b>H.3.5</b>	<b>Cemetery Deed Recording Fee</b> <i>Rusk County County Clerk Filing Fees</i>	<i>\$36.00 County Clerk Filing Fee (County Fee of \$16 + City Admin Fee of \$20) County charges add'l \$4/page after 1st page</i>	2018-03-15A
<b>H.3.6</b>	<b>Transfer of Cemetery Deed and Recording Fee</b> <i>Rusk County County Clerk Filing Fee</i>	<b>\$40.00</b>	2016-05-19C
<b>H.4</b>	<b>OTHER CEMETERY SERVICES</b>		
<b>H.4.1</b>	Cremaains Burial by Staff	<b>\$75.00</b>	2019-05-16B
<b>H.4.2</b>	Marker Setting by Staff (up to 2' x 1')	<b>\$150.00</b>	2019-05-16B

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<b>I</b>	<b>DUMPSTER USE FEE (INACTIVE)</b>		
<b>J</b>	<b>UTILITY SERVICE FEES</b>		
<b>J.1.1</b>	Water & Sewer Service Deposit	<b>\$150.00</b>	2018-02-15A
<b>J.1.2</b>	Administrative Fee (New Service)	<b>\$50.00</b>	2018-02-15A
<b>J.1.3</b>	Transfer Fee (Vacation Fee)	<b>\$25.00</b>	2014-07-29B
<b>J.1.4</b>	Broken Lock Fee	<b>\$50.00</b>	2014-07-29B
<b>J.1.5</b>	Curb Stop Replacement Fee	<b>\$60.00</b>	2014-07-29B
<b>J.1.6</b>	Landlord Utility Fee (Unoccupied Residence / Commercial Structure) <i>In the event the meter indicates usage; the account will automatically be reset to active bill" status and the account will be invoiced accordingly</i>	<b>\$25.00</b>	2015-01-15A
<b>K</b>	<b>WATER RATES</b>		
<b>K.1</b>	<b>RESIDENTIAL: METER SIZE ≤ 3/4"</b>		
<b>K.1.1</b>	Base Rate - Consumption in billing period 0 to 3,000 gallons	<b>\$21.75</b>	2015-09-17D
<b>K.1.2</b>	Volume Rate per 1,000 gallons of consumption in billing period in excess of 3,000 gallons	<b>\$3.50 per 1,000 gallons</b>	2015-09-17D
<b>K.2</b>	<b>COMMERCIAL 1: METER SIZE ≤ Than 2"</b>		
<b>K.2.1</b>	Base Rate - Consumption in billing period 0 to 3,000 gallons	<b>\$22.45</b>	2015-09-17D
<b>K.2.2</b>	Volume Rate per 1,000 gallons of consumption in billing period in excess of 3,000 gallons	<b>\$4.00 per 1,000 gallons</b>	2015-09-17D
<b>K.3</b>	<b>COMMERCIAL 2: METER SIZE ≥ 2" But &lt; 6"</b>		
<b>K.3.1</b>	Base Rate - Consumption in billing period 0 to 5,000 gallons	<b>\$35.25</b>	2015-09-17D
<b>K.3.2</b>	Volume Rate per 1,000 gallons of consumption in billing period in excess of 5,000 gallons	<b>\$4.15 per 1,000 gallons</b>	2015-09-17D
<b>K.4</b>	<b>COMMERCIAL 3: METER SIZE ≥ 6" (Inside or Outside City)</b>		
<b>K.4.1*</b>	Base Rate - Consumption in billing period of < 1,000,000 gallons	<b>\$7,518.00</b>	RES 2017-03-16
<b>K.4.2*</b>	Volume Rate per 1,000 gallons of consumption in billing period in excess of 1,000,000 gallons	<b>\$4.52 per 1,000 gallons</b>	
<b>* Under terms and conditions stipulated in RESOLUTION NO. 2017-03-16.</b>			
<b>K.5</b>	<b>IRRIGATION 1: METER SIZE ≤ 3/4"</b>		
<b>K.5.1</b>	Base Rate - Consumption in billing period 0 to 3,000 gallons	<b>\$21.75</b>	2015-09-17D
<b>K.5.2</b>	Volume Rate per 1,000 gallons of consumption in billing period in excess of 3,000 gallons	<b>\$3.50 per 1,000 gallons</b>	2015-09-17D
<b>K.6</b>	<b>IRRIGATION 1: METER SIZE ≥ 2"</b>		
<b>K.6.1</b>	Base Rate - Consumption in billing period 0 to 5,000 gallons	<b>\$22.45</b>	2015-09-17D
<b>K.6.2</b>	Volume Rate per 1,000 gallons of consumption in billing period in excess of 5,000 gallons	<b>\$3.75 per 1,000 gallons</b>	2015-09-17D

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K.7	<b>BULK WATER</b>		
K.7.1	Large Tanker Truck - First 3,000 gallons	<b>\$25.00</b>	2015-09-17D
K.7.2	Large Tanker Truck > 3,000 gallons	<b>\$8.00 per thousand gallons</b>	2015-09-17D
K.7.3	Small Truck with a capacity > 100 gallons but < 1,000 gallons shall pay the same rate and be billed quarterly after reaching 3,000 gallons	<b>\$25.00</b>	2018-02-15A
K.7.4	After hours hook up fee for bulk water rate to open a fire hydrant	<b>\$10.00</b>	2018-02-15A

L	<b>UTILITY RATES FOR CUSTOMERS OUTSIDE THE CITY LIMITS</b> Rate is double that of inside the city customers.		
L.1	Water Service - Base Fee	<b>\$43.50</b>	2015-09-17D
L.2	Sewer Service - Base Fee	<b>\$40.00</b>	2018-02-15A
L.3	Garbage Collection Fee - 1 Cart Only*	<b>\$28.54</b>	2019-01-17B

\*Sales and use tax applicable to all garbage collection charges. Amount listed is base rate without tax.

M	<b>ADDITIONAL WATER FEES</b>		
M.1	Residential Utility Service Late Fee	<b>\$10.00</b>	2014-07-29B
M.2	Commercial Utility Service Late Fee	<b>10% of Utility Bill</b>	2014-07-29B
M.3	Scheduled Disconnect / Reconnection Fee	<b>\$25.00</b>	2014-07-29B

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<b>N</b>	<b>SEWER RATES</b>		
<b>N.1</b>	<b>RESIDENTIAL: METER SIZE <math>\leq</math> 3/4"</b>		
<b>N.1.1</b>	Base Rate Fee - for the first 3,000 gallons of water consumed	<b>\$20.00</b>	2018-02-15A
<b>N.1.2</b>	Volume Rate - per 1,000 gallons over 3,000 gallons in a billing period	<b>\$2.80 per 1,000 gallons</b>	2015-09-17D
	Maximum amount charged (9,000 gallons)	<b>\$36.80</b>	2018-02-15A
<b>N.2</b>	<b>COMMERCIAL 1: METER SIZE <math>\leq</math> than 2"</b>		
<b>N.2.1</b>	Base Rate Fee - for the first 3,000 gallons of water consumed	<b>\$20.00</b>	2018-02-15A
<b>N.2.2</b>	Volume Rate - per 1,000 gallons over 3,000 gallons in a billing period	<b>\$3.10 per 1,000 gallons</b>	2018-02-15A
	Maximum amount charged	<b>No Maximum</b>	2015-09-17D
<b>N.3</b>	<b>COMMERCIAL 2: METER SIZE <math>\geq</math> 2" but <math>&lt;</math> 6"</b>		
<b>N.3.1</b>	Base Rate Fee - For the first 5,000 gallons of water consumed	<b>\$36.00</b>	2018-02-15A
<b>N.3.2</b>	Volume Rate - per 1,000 gallons over 5,000 gallons in a billing period	<b>\$3.75 per 1,000 gallons</b>	2015-09-17D
	Maximum amount charged	No Maximum	2015-09-17D
<b>N.4</b>	<b>COMMERCIAL 3: METER SIZE <math>\geq</math> 6"</b>		
<b>N.4.1*</b>	Base Rate - Consumption in billing period of $<$ 1,000,000 gallons	<b>\$8,318.00</b>	RES 2017-03-16
<b>N.4.2*</b>	Volume Rate - per 1,000 gallons of consumption in billing period in excess of 1,000,000 gallons	<b>\$4.48 per 1,000 gallons</b>	
<b>* Under terms and conditions stipulated in RESOLUTION NO. 2017-03-16.</b>			
<b>O</b>	<b>RESERVED</b>		
<b>P</b>	<b>UTILITY TAP FEES*</b>		
<b>P.1</b>	<b>WATER TAPS*</b>		
<b>P.1.1</b>	3/4" Tap	<b>\$750.00 + LEM</b>	2018-02-15A
<b>P.1.2</b>	$>$ 3/4" Tap	<b>\$750.00 + LEM</b>	2018-02-15A
<b>P.1.3</b>	3/4" Meter	<b>\$200.00</b>	2018-02-15A
<b>P.2</b>	<b>REGULATORS (if required)</b>		
<b>P.2.1</b>	3/4" Tap	<b>\$75.00</b>	2014-07-29B
<b>P.2.2</b>	1" Tap	<b>\$100.00</b>	2014-07-29B
<b>P.2.3</b>	1 1/2" Tap	<b>\$475.00</b>	2014-07-29B
<b>P.2.4</b>	2" Tap	<b>\$575.00</b>	2014-07-29B
<b>P.3</b>	<b>SEWER TAPS*</b>		
<b>P.3.1</b>	4" Tap	<b>\$750.00 + LEM</b>	2018-02-15A
<b>P.3.2</b>	$>$ 4" Tap	<b>\$750.00 + LEM</b>	2018-02-15A
	<i>*If the street has to be cut or a bore has to be made, an additional minimum charge of \$200.00 will be assessed. If actual costs are higher than \$200.00, total cost will be assessed.</i>		



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<b>Q</b>	<b>SOLID WASTE DISPOSAL* (Inside City Limit Customers Only)</b>		
	*Sales and use tax applicable to all garbage collection charges. Amounts listed are base rate without tax.		
<b>Q.1</b>	<b>RESIDENTIAL RATE</b> <i>Residential Cart collection once weekly curbside collection</i>		
<b>Q.1.1</b>	1 Cart	\$14.27	2015-01-15A
<b>Q.1.2</b>	2 Carts	\$19.59	2015-01-15A
<b>Q.1.3</b>	3 Carts	\$24.90	2015-01-15A
<b>Q.1.4</b>	4 Carts	\$30.22	2015-01-15A
<b>Q.1.5</b>	5 Carts	\$35.54	2015-01-15A
<b>Q.2</b>	<b>COMMERCIAL 1: COMMERCIAL CART</b> <i>96 gallon cart for businesses generating &lt; 2 yards per week (and not participating in the dumpster service)</i>		
<b>Q.2.1</b>	1 Cart	\$25.00	2015-09-17D
<b>Q.2.2</b>	2 Cart	\$35.00	2019-01-17B
<b>Q.2.3</b>	3 Cart	N/A	2019-01-17B
<b>Q.2.4</b>	4 Cart	N/A	2019-01-17B
<b>Q.2.5</b>	5 Cart	N/A	2019-01-17B
<b>Q.3</b>	<b>COMMERCIAL 2: COMMERCIAL DUMPSTER = 2 YD</b> <i>Serviced Once A Week</i>		
<b>Q.3.1</b>	1x Weekly	\$63.00	2019-01-17B
<b>Q.4</b>	<b>COMMERCIAL 3: COMMERCIAL DUMPSTER = 3 YD</b> <i>Serviced Once A Week</i>		
<b>Q.4.1</b>	1x Weekly	\$78.00	2019-01-17B
<b>Q.4.2</b>	2x Weekly	\$121.00	2019-01-17B
<b>Q.4.3</b>	3x Weekly	\$168.00	2019-01-17B
<b>Q.5</b>	<b>COMMERCIAL 4: COMMERCIAL DUMPSTER = 4 YD</b> <i>Serviced Once A Week</i>		
<b>Q.5.1</b>	1x Weekly	\$92.00	2019-01-17B
<b>Q.5.2</b>	2x Weekly	\$150.00	2019-01-17B
<b>Q.6</b>	<b>COMMERCIAL 5: COMMERCIAL DUMPSTER = 6 YD</b> <i>Serviced Once A Week</i>		
<b>Q.6.1</b>	1x Weekly	\$117.00	2019-01-17B
<b>Q.7</b>	<b>COMMERCIAL 6: COMMERCIAL DUMPSTER = 8 YD</b> <i>Serviced Once A Week</i>		
<b>Q.7.1</b>	1x Weekly	\$147.00	2019-01-17B
<b>Q.7.2</b>	2x Weekly	\$235.00	2019-01-17B
<b>Q.7.3</b>	3x Weekly	\$317.00	2019-01-17B
<b>R</b>	<b>RESERVED</b>		
<b>S</b>	<b>RESERVED</b>		

**CODE OF ORDINANCE - APPENDIX C  
CITY OF OVERTON - SCHEDULE OF FEES**

SECTION	ACTIVITY	FEES, RATES OR CHARGES EFFECTIVE DATE 5/17/19	ORDINANCE/ RESOLUTION/ COUNCIL ACTION NUMBER
<b>T</b>	<b>FIRE MARSHAL FEES</b>		
T.1	Fire Marshal Inspection - Level 1	<b>\$75.00</b>	2019-05-16B
T.2	Fire Marshal Inspection - Level 2	<b>\$100.00</b>	2019-05-16B
T.3	Fire Marshal Inspection - Level 3	<b>\$150.00</b>	2019-05-16B
T.4	Fire Marshal Inspection - Level 4	<b>\$200.00</b>	2019-05-16B
T.5	Fire Marshal Inspection - Level 5	<b>\$300.00</b>	2019-05-16B
T.6	Fire Marshal Inspection - Add'l Structure	<b>\$25/Add'l Structure</b>	2019-05-16B
<b>U</b>	<b>BUILDING PERMITS &amp; INSPECTION SERVICES</b>		
<b>U.1</b>	<b>RESIDENTIAL BUILDING PERMITS</b>		
U.1.1a	<b>New Construction (4 in 1) without Gas</b> <i>Includes Maximum Inspections as follows: Building (9), Electrical(4), Mechanical (3) &amp; Plumbing (4)</i> ★ <i>Additional inspections will be assessed at \$75 each</i>	<b>\$1,350.00</b>	2019.05.30A
U.1.1b	<b>New Construction (4 in 1) with Gas</b> <i>Includes Maximum Inspections as follows: Building (9), Electrical(4), Mechanical (3) &amp; Plumbing (6)</i> ★ <i>Additional inspections will be assessed at \$75 each</i>	<b>\$1,485.00</b>	2019.05.30A
U.1.2	<b>Residential Addition / Remodel</b> <i>Includes Maximum Inspections as follows: Building (3)</i> ★ <i>Separate permits required for any Electrical, Mechanical &amp; Plumbing work for project.</i> ★ <i>Additional inspections will be assessed at \$75 each</i>	<b>\$225.00</b>	2019.05.30A
U.1.3	<b>Accessory Structures/Storage Building</b> <i>Includes Maximum Inspections as follows: Building (3)</i> ★ <i>Separate permits required for any Electrical, Mechanical &amp; Plumbing work for project.</i> ★ <i>Additional inspections will be assessed at \$75 each</i>	<b>\$225.00</b>	2019.05.30A
U.1.4	Permit Plan Review Fee	<b>\$0.10 per square foot Minimum \$100.00</b>	2019.05.30A
U.1.5	Additional plan review required by changes, additions or revisions to plans	<b>\$100.00</b>	2019.05.30A
U.1.6	Plan Amendment Fee	<b>\$50.00</b>	2019.05.30A
U.1.7	For use of outside consultants for plan review and inspections or both	Actual Cost	2019.05.30A

**CODE OF ORDINANCE - APPENDIX C  
CITY OF OVERTON - SCHEDULE OF FEES**

SECTION	ACTIVITY	FEES, RATES OR CHARGES EFFECTIVE DATE 5/17/19	ORDINANCE/ RESOLUTION/ COUNCIL ACTION NUMBER
<b>U.2</b>	<b>COMMERCIAL BUILDING PERMITS</b>		
U.2.1	<b>New Construction</b> ★ <i>Separate permits required for any Electrical, Mechanical &amp; Plumbing work for project.</i>	See Table 1: <b>Commercial &amp; Multi-Family Building Permit Fee Schedule</b>	2019.05.30A
U.2.2	<b>Addition / Remodel</b> ★ <i>Separate permits required for any Electrical, Mechanical &amp; Plumbing work for project.</i>	See Table 1: <b>Commercial &amp; Multi-Family Building Permit Fee Schedule</b>	2019.05.30A
U.2.3	<b>Accessory Structures/Storage Building</b> ★ <i>Separate permits required for any Electrical, Mechanical &amp; Plumbing work for project.</i>	See Table 1: <b>Commercial &amp; Multi-Family Building Permit Fee Schedule</b>	2019.05.30A
U.2.4	Permit Plan Review (Separate Plan Review Fee for Planning & Fire may apply)	<b>20% of Building Permit Cost</b>	2019.05.30A
U.2.5	Additional plan review required by changes, additions or revisions to plans	\$250.00	2019.05.30A
U.2.6	Plan Amendment Fee	\$100.00	2019.05.30A
U.2.7	For use of outside consultants for plan review and inspections or both	Actual Cost	2019.05.30A
<b>U.3</b>	<b>OTHER BUILDING PERMIT &amp; INSPECTION SERVICES</b>		
U.3.1	Permit and Inspection Services for Electrical Work (Fee is based on per inspection required) <i>Electrical Rough - Electrical Power - Electrical Final</i>	<b>1st Inspection - \$75.00 2nd Inspection - \$65.00 3rd Inspection - \$65.00</b>	2017-09-14B
U.3.2	Permit and Inspection Services for Irrigation Work (Fee is based on per inspection required)	<b>1st Inspection - \$75.00 2nd Inspection - \$65.00 3rd Inspection - \$65.00</b>	2017-09-14B
U.3.3	Permit and Inspection Services for Mechanical Work (Fee is based on per inspection required) <i>Mechanical Rough - Mechanical Final</i>	<b>1st Inspection - \$75.00 2nd Inspection - \$65.00 3rd Inspection - \$65.00</b>	2017-09-14B
U.3.4	Permit and Inspection Services for Plumbing Work (Fee is based on per inspection required) <i>Plumbing Rough - Plumbing Top Out - Plumbing Final</i>	<b>1st Inspection - \$75.00 2nd Inspection - \$65.00 3rd Inspection - \$65.00</b>	2017-09-14B
U.3.5	Permit and Inspection Services for a Private Sewer System (Fee is based on per inspection required)	<b>1st Inspection - \$75.00 2nd Inspection - \$65.00 3rd Inspection - \$65.00</b>	2017-09-14B
U.3.6	Permit and Inspection Services for Water Heater Replacement / Installation	<b>\$75.00</b>	2017-09-14B
U.3.7	Permit and Inspection Services for a Gas Test	<b>\$75.00</b>	2017-09-14B
U.3.8	Permit and Inspection Services for the of a Reset Electric Meter / Gas Meter	<b>\$75.00</b>	2017-09-14B
U.3.9	Permit and Inspection Services for a HVAC Change Out	<b>\$75.00</b>	2017-09-14B

**CODE OF ORDINANCE - APPENDIX C  
CITY OF OVERTON - SCHEDULE OF FEES**

SECTION	ACTIVITY	FEES, RATES OR CHARGES EFFECTIVE DATE 5/17/19	ORDINANCE/ RESOLUTION/ COUNCIL ACTION NUMBER
<b>U</b>	<b>BUILDING PERMITS &amp; INSPECTION SERVICES (CON'T)</b>		
<b>U.4</b>	<b>FENCE &amp; RETAINING WALL PERMITS</b>		
U.4.1	Residential Fence over 7'	<b>\$75.00</b>	2016-0519B
U.4.2	Non Residential & Subdivision Fences	<b>\$100.00</b>	2015-09-17D
U.4.3	Retaining Wall Permit over 4'	<b>\$75.00</b>	2015-09-17D
<b>U.5</b>	<b>DEMOLITION PERMITS</b>		
U.5.1	Residential	<b>\$50.00</b>	2015-09-17D
U.5.2	Non-Residential	<b>\$100.00</b>	2015-09-17D
<b>U.6</b>	<b>SWIMMING POOL &amp; SPA PERMITS</b>		
U.6.1.	In Ground Swimming Pool	<b>\$150.00 + \$50.00 Plan Review Fee</b>	2019.05.30A
U.6.2	PERM_ Above Ground Swimming Pool (over 24"deep)	<b>\$75.00 + \$30.00 Plan Review Fee</b>	2019.05.30A
U.6.3	TEMP_ Above Ground Swimming Pool (over 24"deep)	<b>\$25.00</b>	2016-05-19B
U.6.3	Spa Permit	<b>\$75.00 + \$30.00 Plan Review Fee</b>	2019.05.30A
<b>U.7</b>	<b>OTHER PERMITS</b>		
U.7.1	Certificate of Occupancy	<b>\$200.00</b>	2016-05-19B
U.7.2	Operating a Business without a Certificate of Occupancy	<b>\$300.00</b>	2014-07-29B
U.7.3	Circus, Carnival or Tent Show Permit	<b>\$50.00</b>	2014-07-29B
U.7.4	Construction Portable Office	<b>\$50.00</b>	2014-07-29B
U.7.5.a	Relocation of Structure Permit (Permit to move any structure out of City)	<b>\$175.00</b>	2019-05-16B
U.7.5.b	Relocation of Structure Permit (covers all final inspections) (Permit to move any structure to placed within City)	<b>\$500.00</b>	2019-05-16B
U.7.6	Radio or Cell Tower Permit Fee	<b>\$500.00</b>	2014-07-29B
U.7.7	Work Performed without a Permit	<b>Double Permit Fee</b>	2015-09-17D
U.7.8	Other Permits Not Specifically Listed	<b>\$75.00</b>	2014-07-29B
U.7.9	Permit Packet Assembly Fee	<b>\$20.00 per hour (Minimum 2 hour charge)</b>	2014-07-29B
<b>U.8</b>	<b>INSPECTION FEES</b>		
U.8.1	Re-inspection Fee	<b>\$75.00</b>	2014-07-29B
U.8.2	After Hours Inspection Fee	<b>\$75.00 per hour (Minimum 2 hour charge)</b>	2014-07-29B
U.8.3	Inspections for which no fee is specifically indicated	<b>\$75.00 per hour (Minimum 1 hour charge)</b>	2019.05.30A

**CODE OF ORDINANCE - APPENDIX C  
CITY OF OVERTON - SCHEDULE OF FEES**

SECTION	ACTIVITY	FEES, RATES OR CHARGES EFFECTIVE DATE 5/17/19	ORDINANCE/ RESOLUTION/ COUNCIL ACTION NUMBER
<b>V</b>	<b>COMMUNITY DEVELOPMENT / PLANNING FEES</b>		
<b>V.1</b>	<b>PRE DEVELOPMENT CASE FEES</b>		
<b>V.1.1</b>	<b>Pre Application Conference</b> <i>Fee will be applied to future city fees related to project if project moves forward within one (1) year from the date of the conference.</i>	<b>\$250.00</b>	2014-07-29B
<b>V.1.2</b>	Land Study	<b>\$100.00 + \$1.00 per acre</b>	2014-07-29B
<b>V.1.3</b>	Concept Plan	<b>\$100.00</b>	2014-07-29B
<b>V.1.4</b>	Site Plan - Multi Family	<b>\$400.00 + \$20 per unit</b>	2014-07-29B
<b>V.1.5</b>	Site Plan - Other	<b>\$400.00 + \$30 per unit</b>	2014-07-29B
<b>V.2</b>	<b>PLATS</b>		
<b>V.2.1</b>	Preliminary Plat - Residential	<b>\$200.00 + \$4.00 per lot</b>	2015-09-17D
<b>V.2.2</b>	Preliminary Plat - Non-Residential & Multi-Family	<b>\$250.00 + \$10.00 per acre</b>	2015-09-17D
<b>V.2.3</b>	Preliminary Plat - Multi-Family	<b>\$250.00 + 10.00 per unit</b>	2015-09-17D
<b>V.2.4</b>	Final Plat - Residential	<b>\$200.00 + \$4.00 per lot</b>	2015-09-17D
<b>V.2.5</b>	Final Plan - Non-Residential & Multi-Family	<b>\$250.00 + \$10.00 per acre</b>	2015-09-17D
<b>V.2.6</b>	Final Plat - Multi-Family	<b>\$250.00 + 10.00 per unit</b>	2015-09-17D
<b>V.2.7</b>	Replat - Residential*	<b>\$250.00 + \$4.00 per lot + LNF</b>	2015-09-17D
<b>V.2.8</b>	Replat - Non-Residential	<b>\$250.00 + \$10.00 per acre</b>	2015-09-17D
<b>V.2.9</b>	Replat - Multi-Family*	<b>\$250.00 + \$10.00 per unit + LNF</b>	2015-09-17D
<b>V.2.10</b>	Amended Plat	<b>\$200.00 + \$4.00 per lot</b>	2014-07-29B
<b>V.2.11</b>	Plat Filing Fees (also see Section V.7.2)	<b>Rusk County &amp; / or Smith County Current Fee</b>	2014-07-29B
<b>V.2.12</b>	Plat Copy Fees <i>County Clerk's office requires seven (7) black &amp; white signed and sealed copies of a plat to be submitted for filing)</i>	<b>\$7.00 per copy</b>	2014-07-29B
<b>V.3</b>	<b>VARIANCES</b>		
<b>V.3.1</b>	Subdivision Regulation Variance	<b>\$75.00</b>	2014-07-29B
<b>V.3.2</b>	Zoning Board of Adjustment Variance* (also see Section V.7.3)	<b>\$150.00 + LNF</b>	2015-09-17D
<b>V.3.3</b>	Sign Regulation Variance	<b>\$75.00</b>	2014-07-29B
<b>V.3.4</b>	Administrative Variance from City Curb, Gutter, and Sidewalk Requirements when on TxDOT or County Road and none currently exist	<b>\$25.00</b>	CA 2018-10-18G

**CODE OF ORDINANCE - APPENDIX C  
CITY OF OVERTON - SCHEDULE OF FEES**

SECTION	ACTIVITY	FEES, RATES OR CHARGES EFFECTIVE DATE 5/17/19	ORDINANCE/ RESOLUTION/ COUNCIL ACTION NUMBER
<b>V</b>	<b>COMMUNITY DEVELOPMENT / PLANNING FEES (Cont.)</b>		
<b>V.4</b>	<b>ZONING &amp; LANDUSE</b>		
V.4.1	Annexation Petition (all)*	<b>\$300.00 + LNF</b>	2014-07-29B
V.4.2	Comprehensive Plan Amendment*	<b>\$150.00 + LNF</b>	2015-09-17D
V.4.3	Special Use Permit*	<b>\$150.00 + LNF</b>	2015-09-17D
V.4.4	Special Exception*	<b>\$150.00 + LNF</b>	2015-09-17D
V.4.5	Zoning Change*	<b>\$150.00 + \$25.00 per acre + LNF</b>	2015-09-17D
V.4.6	Zoning /Address Verification Letter	<b>\$25.00</b>	2014-07-29B
V.4.7	Oil & Gas Well Drilling Permit Fee	<b>\$4,000.00</b>	2014-07-29B
V.4.8	Oil and Gas Well Annual Inspection & Re-Inspection Fee	<b>Current Rate as charged by Oil &amp; Gas Well Inspector</b>	2014-07-29B
<b>V.5</b>	<b>LEGAL NOTIFICATION FEES* (LNF)</b>		
V.5.1	Legal Notification of Property Owners within 200' of parcel.	<b>\$150.00</b>	2015-09-17D
<b>V.6</b>	<b>RIGHT OF WAY / STREET ABANDONMENT FEES</b>		
V.6.1	Street / Alley / ROW Abandonment Request (also see Section V.7.1)	<b>\$200.00 + Rusk or Smith County Clerk Filing Fees</b>	2014-07-29D
<b>V.7</b>	<b>COMMUNITY DEVELOPMENT RECORDING FEES</b>		
V.7.1	Street / Alley Closing or ROW Abandonment Recording Fee (includes cost to file at appropriate County)	<b>\$25.00 + all applicable Rusk &amp;/or Smith County Filing Fees per the County Clerk's Office</b>	2019-01-17B
V.7.2	Plat Recording Fee (includes cost to obtain Tax Certs and file at appropriate County)	<b>\$25.00 + all applicable Rusk &amp;/or Smith County Filing Fees per the County Clerk's Office</b>	2019-01-17B
V.7.3	Decision of the Board Recording Fee (includes cost to file at appropriate County)	<b>\$25.00 + all applicable Rusk &amp;/or Smith County Filing Fees per the County Clerk's Office</b>	2019-01-17B
<b>W</b>	<b>NEW INFRASTRUCTURE FEES</b>		
<b>W.1</b>	<b>ENGINEER &amp; CONSTRUCTION FEES</b>		
W.1.1	Construction Permit Fee	<b>3% of cost of construction cost of development</b>	2014-07-29D
W.1.2	Inspection Fees	<b>2% of cost of construction cost of development</b>	2014-07-29D

**CODE OF ORDINANCE - APPENDIX C  
CITY OF OVERTON - SCHEDULE OF FEES**

SECTION	ACTIVITY	FEES, RATES OR CHARGES EFFECTIVE DATE 5/17/19	ORDINANCE/ RESOLUTION/ COUNCIL ACTION NUMBER
<b>X</b>	<b>ALCOHOL PERMITS</b>		
<b>X.1</b>	<b>ALCOHOL SALES PERMITS</b>		
X.1.1	Local Beverage Cartage Permit ( E )	<b>\$15.00</b>	2015-12-17A
X.1.2	Local Cartage Transfer Permit (ET)	<b>\$15.00</b>	2015-12-17A
X.1.3	Local Distributor's Permit (LP)	<b>\$100.00</b>	2015-12-17A
X.1.4	Mixed Beverage Permit (MB) Original	<b>\$3,000.00</b>	2015-12-17A
X.1.5	1 <sup>st</sup> Renewal	<b>\$2,250.00</b>	2015-12-17A
X.1.6	2 <sup>nd</sup> Renewal	<b>\$1,500.00</b>	2015-12-17A
X.1.7	3 <sup>rd</sup> & Subsequent Renewals	<b>\$750.00</b>	2015-12-17A
X.1.8	Mixed Beverage Permit w/Food & Bev Cert. (RM) Original	<b>No Fee</b>	2015-12-17A
X.1.9	1 <sup>st</sup> Renewal	<b>\$2,250.00</b>	2015-12-17A
X.1.10	2 <sup>nd</sup> Renewal	<b>\$1,500.00</b>	2015-12-17A
X.1.11	3 <sup>rd</sup> & Subsequent Renewals	<b>\$750.00</b>	2015-12-17A
X.1.12	Mixed Beverage Late Hours (LB)	<b>\$150.00</b>	2015-12-17A
X.1.13	Package Store (P)	<b>\$500.00</b>	2015-12-17A
X.1.14	Package Store Tasting Permit (PS)	<b>\$25.00</b>	2015-12-17A
X.1.15	Wine Only Package Store (Q)	<b>\$75.00</b>	2015-12-17A
X.1.16	Winery Permit (G)	<b>\$75.00</b>	2015-12-17A
X.1.17	Local Distributor's License (BD)	<b>\$75.00</b>	2015-12-17A
X.1.18	Brewpub License (BP)	<b>\$500.00</b>	2015-12-17A
X.1.19	Beer Retailer's Off Premise License (BF)	<b>\$60.00</b>	2015-12-17A
X.1.20	Beer Retailer's On Premise License (BE)	<b>\$150.00</b>	2015-12-17A
X.1.21	Retail Dealer's On Premise Late Hours License (BL)	<b>\$250.00</b>	2015-12-17A
X.1.22	Wine & Beer Retailer's Permit (BG)	<b>\$175.00</b>	2015-12-17A
X.1.23	Wine & Beer Retailer's Off Premise Permit (BQ)	<b>\$60.00</b>	2015-12-17A
X.1.24	Temporary License (BH)	<b>\$15.00</b>	2015-12-17A
X.1.25	Temporary Charitable Auction Permit (CA)	<b>\$12.50</b>	2015-12-17A
X.1.26	Other TABC Permits or Licenses not listed	<b>1/2 OF TABC PERMIT FEE</b>	2015-12-17A

**TABLE 1: COMMERCIAL & MULTI-FAMILY  
BUILDING PERMIT FEES**

<b>COMMERCIAL / MULTI-FAMILY - NEW OR REMODEL PROJECTS</b>	
<b>TOTAL JOB VALUATION</b>	<b>PERMIT FEE</b>
\$1 to \$500 <i>Includes Maximum Inspections as follows: Building (1) ★ Additional inspections = \$75 each</i>	\$75.00
\$501 to \$2,000 <i>Includes Maximum Inspections as follows: Building (2) - ★ Additional inspections = \$75 each</i>	\$150.00 for the first \$500 plus \$3.25 for each additional \$1,000, or fraction thereof, to and including \$2,000
\$2,001 to \$10,000 <i>Includes Maximum Inspections as follows: Building (3) ★ Additional inspections = \$75 each</i>	\$225.00 for the first \$2,000 plus \$10.00 for each additional \$1,000, or fraction thereof, to and including \$25,000
\$10,001 to \$25,000 <i>Includes Maximum Inspections as follows: Building (4) ★ Additional inspections = \$75 each</i>	\$300.00 for the first \$10,000 plus \$10.00 for each additional \$1,000, or fraction thereof, to and including \$10,000
\$25,001 to \$50,000 <i>Includes Maximum Inspections as follows: Building (6) ★ Additional inspections = \$75 each</i>	\$450.00 for the first \$25,000 plus \$8.00 for each additional \$1,000, or fraction thereof, to and including \$50,000
\$50,001 to \$100,000 <i>Includes Maximum Inspections as follows: Building (9) ★ Additional inspections = \$75 each</i>	\$675.00 for the first \$50,000 plus \$6.50 for each additional \$1,000, or fraction thereof, to and including \$100,000
\$100,001 to \$500,000 <i>Includes Maximum Inspections as follows: Building (11) ★ Additional inspections = \$75 each</i>	\$1,045.00 for the first \$100,000 plus \$6.00 for each additional \$1,000, or fraction thereof, to and including \$500,000
\$500,000 to \$1,000,000 <i>Includes Maximum Inspections as follows: Building (11) ★ Additional inspections = \$75 each</i>	\$3,410.00 for the first \$500,000 plus \$5.00 for each additional \$1,000, or fraction thereof, to and including \$1,000,000
\$1,000,001 and up <i>Includes Maximum Inspections as follows: Building (11) ★ Additional inspections = \$75 each</i>	\$5,885.00 for the first \$1,000,000 plus \$4.00 for each additional \$1,000, or fraction thereof

<b>OTHER INSPECTIONS &amp; FEES</b>	
After Hours Inspection Fee <i>(Minimum 2 hour charge)</i>	See Section U.8.1
Re-Inspection Fee	See Section U.8.2
Inspections for which no fee is specifically indicated <i>(Minimum one hour)</i>	See Section U.8.3
Plan Review Fee	See Section U.1.4
Additional plan review required by changes, additions or revisions to plans	See Section U.1.5
Plan Amendment	See Section U.1.6
For use of outside consultants for plan review and inspections or both	See Section U.1.7
Certificate of Occupancy Fee	See Section U.7.1



## **TABLE 2: TEXAS ADMINISTRATIVE CODE**

### **TITLE 1: ADMINISTRATION; PART3: OFFICE OF THE ATTORNEY GENERAL; CHAPTER 70: COST OF COPIES OF PUBLIC INFORMATION**

#### **RULE §70.3: Charges for Providing Copies of Public Information**

The charges in this section to recover costs associated with providing copies of public information are based on estimated average costs to governmental bodies across the state. When actual costs are 25% higher than those used in these rules, governmental bodies other than agencies of the state, may request an exemption in accordance with §70.4 of this title (relating to Requesting an Exemption).

#### **a) Copy charge.**

- 1.) Standard paper copy. The charge for standard paper copies reproduced by means of an office machine copier or a computer printer is \$.10 per page or part of a page. Each side that has recorded information is considered a page.
- 2.) Nonstandard copy. The charges in this subsection are to cover the materials onto which information is copied and do not reflect any additional charges, including labor, that may be associated with a particular request. The charges for nonstandard copies are:
  - (A) Diskette--\$1.00;
  - (B) Magnetic tape--actual cost
  - (C) Data cartridge--actual cost;
  - (D) Tape cartridge--actual cost;
  - (E) Rewritable CD (CD-RW)--\$1.00;
  - (F) Non-rewritable CD (CD-R)--\$1.00;
  - (G) Digital video disc (DVD)--\$3.00;
  - (H) JAZ drive--actual cost;
  - (I) Other electronic media--actual cost;
  - (J) VHS video cassette--\$2.50;
  - (K) Audio cassette--\$1.00;
  - (L.) Oversize paper copy (e.g.: 11"x17", green bar , blue bar not including maps and and photographs using special paper. See also §70.9 of this tuitle ) - \$50.00
  - (M) Specialty paper (e.g.: Mylar, blueprint, blueline, map, photographic--actual cost.

#### **b) Labor charge for programming.**

If a particular request requires the services of a programmer in order to execute an existing program or to create a new program so that requested information may be accessed and copied, the governmental body may charge for the programmer's time.

- 1) The hourly charge for a programmer is \$28.50 an hour. Only programming services shall be charged at this hourly rate.
- 2) Governmental bodies that do not have in-house programming capabilities shall comply with requests in accordance with §552.231 of the Texas Government Code.
- 3) If the charge for providing a copy of public information includes costs of labor, a governmental body shall comply with the requirements of §552.261(b) of the Texas Government Code.

### **RULE §70.3: Charges for Providing Copies of Public Information**

- c) Labor charge for locating, compiling, manipulating data, and reproducing public information.**
- 1) The charge for labor costs incurred in processing a request for public information is \$15 an hour. The labor charge includes the actual time to locate, compile, manipulate data, and reproduce the requested information.
  - 2) A labor charge shall not be billed in connection with complying with requests that are for 50 or fewer pages of paper records, unless the documents to be copied are located in:
    - A) Two or more separate buildings that are not physically connected with each other; or
    - B) A remote storage facility.
  - 3) A labor charge shall not be recovered for any time spent by an attorney, legal assistant, or any other person who reviews the requested information:
    - A) To determine whether the governmental body will raise any exceptions to disclosure of the requested information under the Texas Government Code, Subchapter C, Chapter 552; or
    - B) To research or prepare a request for a ruling by the attorney general's office pursuant to §552.301 of the Texas Government Code.
  - 4) When confidential information pursuant to a mandatory exception of the Act is mixed with public information in the same page, a labor charge may be recovered for time spent to redact, blackout, or otherwise obscure confidential information in order to release the public information. A labor charge shall not be made for redacting confidential information for requests of 50 or fewer pages, unless the request also qualifies for a labor charge pursuant to Texas Government Code, §552.261(a)(1) or (2).
  - 5) If the charge for providing a copy of public information includes costs of labor, a governmental body shall comply with the requirements of Texas Government Code, Chapter 552, §552.261(b).
  - 6) For purposes of paragraph (2) (A) of this subsection, two buildings connected by a covered or open sidewalk, an elevated or underground passageway, or a similar facility, are not considered to be separate buildings.
- d) Overhead charge.**
- 1) Whenever any labor charge is applicable to a request, a governmental body may include in the charges direct and indirect costs, in addition to the specific labor charge. This overhead charge would cover such costs as depreciation of capital assets, rent, maintenance and repair, utilities, and administrative overhead. If a governmental body chooses to recover such costs, a charge shall be made in accordance with the methodology described in paragraph (3) of this subsection. Although an exact calculation of costs will vary, the use of a standard charge will avoid complication in calculating such costs and will provide uniformity for charges made statewide.
  - 2) An overhead charge shall not be made for requests for copies of 50 or fewer pages of standard paper records unless the request also qualifies for a labor charge pursuant to Texas Government Code, §552.261(a)(1) or (2).

### **RULE §70.3: Charges for Providing Copies of Public Information**

#### **d) Overhead charge (Cont.).**

- 3) The overhead charge shall be computed at 20% of the charge made to cover any labor costs associated with a particular request. Example: if one hour of labor is used for a particular request, the formula would be as follows: Labor charge for locating, compiling, and reproducing, \$15.00 x .20 = \$3.00; or Programming labor charge, \$28.50 x .20 = \$5.70. If a request requires one hour of labor charge for locating, compiling, and reproducing information (\$15.00 per hour); and one hour of programming labor charge (\$28.50 per hour), the combined overhead would be: \$15.00 + \$28.50 = \$43.50 x .20 = \$8.70.

#### **e) Microfiche and microfilm charge.**

- 1) If a governmental body already has information that exists on microfiche or microfilm and has copies available for sale or distribution, the charge for a copy must not exceed the cost of its reproduction. If no copies of the requested microfiche or microfilm are available and the information on the microfiche or microfilm can be released in its entirety, the governmental body should make a copy of the microfiche or microfilm. The charge for a copy shall not exceed the cost of its reproduction. The Texas State Library and Archives Commission has the capacity to reproduce microfiche and microfilm for governmental bodies. Governmental bodies that do not have in-house capability to reproduce microfiche or microfilm are encouraged to contact the Texas State Library before having the reproduction made commercially.
- 2) If only a master copy of information in microfilm is maintained, the charge is \$.10 per page for standard size paper copies, plus any applicable labor and overhead charge for more than 50 copies.

#### **f) Remote document retrieval charge.**

- 1) Due to limited on-site capacity of storage documents, it is frequently necessary to store information that is not in current use in remote storage locations. Every effort should be made by governmental bodies to store current records on-site. State agencies are encouraged to store inactive or non-current records with the Texas State Library and Archives Commission. To the extent that the retrieval of documents results in a charge to comply with a request, it is permissible to recover costs of such services for requests that qualify for labor charges under current law.
- 2) If a governmental body has a contract with a commercial records storage company, whereby the private company charges a fee to locate, retrieve, deliver, and return to storage the needed record(s), no additional labor charge shall be factored in for time spent locating documents at the storage location by the private company's personnel. If after delivery to the governmental body, the boxes must still be searched for records that are responsive to the request, a labor charge is allowed according to subsection (d) (1) of this section.

## **RULE §70.3: Charges for Providing Copies of Public Information**

### **g. Computer resource charge.**

- 1) The computer resource charge is a utilization charge for computers based on the amortized cost of acquisition, lease, operation, and maintenance of computer resources, which might include, but is not limited to, some or all of the following: central processing units (CPUs), servers, disk drives, local area networks (LANs), printers, tape drives, other peripheral devices, communications devices, software, and system utilities.
- 2) These computer resource charges are not intended to substitute for cost recovery methodologies or charges made for purposes other than responding to public information requests.
- 3) The charges in this subsection are averages based on a survey of governmental bodies with a broad range of computer capabilities. Each governmental body using this cost recovery charge shall determine which category(ies) of computer system(s) used to fulfill the public information request most closely fits its existing system(s), and set its charge accordingly. Type of System--Rate:  
mainframe--\$10 per CPU minute; Midsize--\$1.50 per CPU minute; Client/Server--\$2.20 per clock hour; PC or LAN--\$1.00 per clock hour.
- 4) The charge made to recover the computer utilization cost is the actual time the computer takes to execute a particular program times the applicable rate. The CPU charge is not meant to apply to programming or printing time; rather it is solely to recover costs associated with the actual time required by the computer to execute a program. This time, called CPU time, can be read directly from the CPU clock, and most frequently will be a matter of seconds. If programming is required to comply with a particular request, the appropriate charge that may be recovered for programming time is set forth in subsection (d) of this section. No charge should be made for computer print-out time. Example: If a mainframe computer is used, and the processing time is 20 seconds, the charges would be as follows:  $\$10 / 3 = \$3.33$ ; or  $\$10 / 60 \times 20 = \$3.33$ .
- 5) A governmental body that does not have in-house computer capabilities shall comply with requests in accordance with the §552.231 of the Texas Government Code.

### **h) Miscellaneous supplies.**

The actual cost of miscellaneous supplies, such as labels, boxes, and other supplies used to produce the requested information, may be added to the total charge for public information.

### **i) Postal and shipping charges.**

Governmental bodies may add any related postal or shipping expenses which are necessary to transmit the reproduced information to the requesting party.

### **j) Sales tax.**

Pursuant to Office of the Comptroller of Public Accounts' rules sales tax shall not be added on charges for public information (34 TAC, Part 1, Chapter 3, Subchapter O, §3.341 and §3.342).

### **k) Miscellaneous charges:**

A governmental body that accepts payment by credit card for copies of public information and that is charged a "transaction fee" by the credit card company may recover that fee.

**These charges are subject to periodic reevaluation and update.**

### Table 3 - Notary Fee Charges

Statute: Tex. Gov't. Code Ann. § 406.024

Service	Fee
Protesting a bill or note for non-acceptance or non-payment, register and seal	\$4.00
Each notice of protest	\$1.00
Protesting in all other cases	\$4.00
Certificate and seal to a protest	\$4.00
Taking the acknowledgment or proof of any deed or other instrument in writing, for registration, including certificate and seal:	
(1) for the first signature	\$6.00
(2) for each additional signature	\$1.00
Administering an oath or affirmation with certificate and seal	\$6.00
All certificates under seal not otherwise provided for	\$6.00
Copies of all records and papers in the Notary Public's office, for each page	\$0.50
Taking the depositions of witnesses, for each 100 words	\$0.50
Swearing a witness to a deposition, certificate, seal, and other business connected with taking the deposition	\$6.00
All notarial acts not provided for	\$6.00