

## Administration

Town Code Bound		\$100
Town Code Unbound		\$50
Town Code Supplements	per year	\$50
Unified Development Ordinance (UDO)		\$30
Unified Development Ordinance (UDO) Supplements	per year	\$15
Copies	per page	.15
Copy of digital information	(Purchase of USB flash drives/DVDs, etc., mailing envelopes, mapping service, copy service, etc. – does not include paper copies)	Actual cost (minimum \$10)
Sunshine List	per year	\$10
Use of public building	Refundable clean-up deposit	\$50
Town lapel pin		\$2
50th Anniversary Cookbook		\$13
Dowdy Park Adopt-a-Bench	per bench	\$1,400
	Vendor-supplied bench. Made with engineered wood to withstand a lot of activity and to match existing benches, for placement within Dowdy Park	

## Permits

Crowd Gathering Event		\$100
Special Event	Event Site (former Windmill Pt site)	\$100
Vendor Fee	assoc w/Crowd Gathering or Special Events permit	\$25 each or \$200 for all
Tent inspection (if applicable)	assoc w/Crowd Gathering or Special Events permit	\$75
	A permit shall be issued for tents, membrane structures, and temporary stage canopies based on the requirements of the 2018 NC Fire Prevention code and shall be determined by the Fire Chief or designee.	
Electrical inspection (if applicable)	assoc w/Crowd Gathering or Special Events permit	\$75

*Administration (cont.)*

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Placement of message boards and/or  
tower lights for events by Police Dept staff

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\$150

## Administrative Services

<b><u>Tax Rate</u></b>	\$0.2875 per \$100 value
Tax Rate - Municipal Service Districts 1 and 2 - additional tax	\$.143 per \$100 value
Tax Rate - Municipal Service District 4 - additional tax	\$.01 per \$100 value
Tax Rate - Municipal Service Districts 3 and 6 - additional tax	\$.005 per \$100 value
Return Check Fee (Excl. Tax Payment) G.S. 25-3-506.	\$35
Return Check Fee (Tax Payment)	\$25 /check or 10% of check, whichever is greater

### Delinquent Taxes – Per G.S. 105-360 (a):

Interest accrues on taxes paid on or after January 6 as follows:

- (1) For the period January 6 to February 1, interest accrues at the rate of two percent (2%).
- (2) For the period February 1 until the principal amount of the taxes, the accrued interest, and any penalties are paid, interest accrues at the rate of three-fourths of one percent (3/4%) a month or fraction thereof.

<b><u>Cart Roll Fees*</u></b>	<u>No. of bedrooms</u>	<u>Per property cost</u>
*Not required to be in rental program	4 or less*	\$100
	5-6	\$250
	7 or more	\$425

## Permits

Beach driving permit - Resident/Property Owner	only available for purchase at Town Hall	\$50
- Non-resident		\$100
Beach driving permit	Duplicate decal	\$2
Bonafide fishing tournament permit	NH Surf Fishing Tournament OB Association of Realtor Fraternal Order of Eagles	N/C
Beach Equipment Vendor	Annual	\$75

### Administrative Services (cont.)

#### Applications

<b>Massage Therapist</b> (business)	Application includes fingerprint fee	\$150
Operator license	w/verification of State license	N/C

#### Vehicle for Hire (business)

Taxicab or Limousine	Application	\$50
Driver permit	Application includes fingerprint fee	\$90
	Driver permit annual renewal	\$7.50

#### Dowdy Park

Sponsorship	Movie & licensure (includes set up/tear down; equipment; popcorn treat)	\$650
Music in the Park	Includes fee for band and professional sound	
	Level I	\$1,100
	Level II	\$1,500
	Level III	\$2,000
T-shirts		\$20 + tax

#### Farmers Market

Membership Fee	Annual	\$240
Drop-In Fee	Per market date	\$25

#### Fees for Business License/Registration

<b>Per G.S. 105-113.77:</b>	<b>Privilege License Tax</b>	
	City Beer On and Off Premises	per location \$15
	City Beer Off Premises only	per location \$5
	City Wine On and Off Premises	per location \$15
	City Wine Off Premises only	per location \$10

### Administrative Services (cont.)

#### Per G.S. 20-97(d):

#### Privilege License Tax

Taxicabs	per vehicle	\$15
Limousines	per vehicle	\$15
Vehicle for Hire	Application fee only	-

#### Business Registration:

Business Registration	per location	\$25
Massage Therapist	with State license	-
Massage Business	Application fee only	-

Licenses/Registrations not renewed by September 1<sup>st</sup> shall be considered delinquent.

- Business Registrations are subject to a civil penalty of \$50.

- Business Licenses are subject to a penalty of 5%.

Penalties will be assessed on September 2<sup>nd</sup>.

#### Miscellaneous

Town License Plate	Current year	\$5.50
	Prior years	\$1
Town Flag		\$50 + tax
Budget or Audit documents		\$10
Street (Powell Bill) map		\$2
Zoning map		\$17
Notary public service		N/C
Catamaran Rack Storage at Harvey Sound Access Season runs from June 1 until November 1	Nags Head resident	\$25
	Non-resident	\$45
	Monthly	\$10
	Weekly	\$5

### Administrative Services (cont.)

#### Facility Fees Town Code Sec. 10-337

##### *(1) Police facility fee:*

Single-family/duplex, per unit; private dock	\$154.32
Multifamily, including hotel/motel, per unit	\$155.00
Commercial/industrial, per 1,000 square feet	\$445.66

##### *(2) Fire facility fee:*

Single-family/duplex, per unit; private dock	\$153.23
Multifamily, including hotel/motel, per unit	\$95.08
Commercial/industrial, per 1,000 square feet	\$246.10

##### *(3) Solid waste collection:*

Single-family/duplex, per unit; private dock	\$83.04
Commercial/industrial, incl. multifamily and hotel/motel, per cy of dumpster required	\$357.20

##### *(4) Administration facility fee:*

All uses, per unit; private dock	\$382.99
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##### *(5) Recreation facility fee:*

New single-family/multifamily/hotel/motel construction, per dwelling unit; private dock	\$286.00
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#### **Credit and debit card convenience fee:**

Tax, utility, and all other payments	VISA, MasterCard, Discover (AMEX not accepted)	2.95% of total charge \$1.00 minimum
Pit Fire and Beach Driving Permits (charged by a third-party vendor)	Use of credit card to pay online	\$1.15 (flat fee)
E-check convenience fee		\$1.05 (flat fee)

**Fire Department**

Pit Fire Permits		\$10
- Credit card fee to pay online (charged by a third-party vendor)		\$1.15 (flat fee)
Structure Burn Permit	water use additional cost	\$1,500/day burn
Tent inspection	A permit shall be issued for tents, membrane structures, and temporary stage canopies based on the requirements of the 2018 NC Fire Prevention code and shall be determined by the Fire Chief or designee	\$75
Electrical inspection	associated w/large tent or event	\$75
Vehicle use for events	Pickup truck (1/2 ton) – per day	\$12.30
	Mobile command vehicle – per day	\$19.00
	Fire truck – per day	\$78.90
Copy of Incident Report		\$5

**Fire Inspection Business**

First inspection		N/C
First re-inspection		N/C
Second re-inspection		\$25
Third re-inspection	per day	\$50

**New Construction**

Standpipe system inspection		\$50
Fire Sprinkler system inspection		\$75
Fire Alarm system acceptance testing		\$75
Kitchen suppression system acceptance testing		\$75
2-Hr Hydrostatic test witness		\$100

**Fire Department (cont.)**

**False Alarms**

First False Alarm of calendar month	N/C
Second False Alarm of calendar month	\$25
Third False Alarm of calendar month	\$50

**Fire Hydrant Testing**

Flow testing required for sprinkler system installation or upgrades	\$250
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## Planning & Development

### New Construction

Residential (per sq. ft.)	heated non-living	0.75 0.40
Commercial (per sq. ft.)	heated & non-living	0.80
Pool		\$250
Electric		\$75
HVAC	\$40/unit + \$5 electrical	min \$75
Plumbing		\$75
Gas		\$75
Sprinkler		\$75
Refrigeration		\$75
Sign		\$75
Multi-family (per sq. ft.)	\$100/unit + heated & non-living	0.80
Hotel (per sq. ft.)	\$50/unit + heated & non-living	0.80

### Building permit fees

Building re-inspection		\$50
Proceeding work w/o a building permit		2x permit cost
Proceeding work w/o required inspection		½ permit cost

### Demolition

Single Family		\$150/building
Duplex		\$150/building
Hotel	\$50/unit	min \$250
Multi-family	\$100/unit	min \$250
Commercial (per sq. ft.)	0.75	min \$250

**Planning & Development (cont.)**

**Moving**

Single Family		\$500/building
Duplex		\$600/building
Hotel	\$150/unit	min \$1,000
Multi-family	\$300/unit	min \$1,000
Commercial (per sq. ft.)	\$1.00	min \$1,000

**Clean Up Deposits**

*Demolition within AEC*

Single family		\$1,000/building
Duplex		\$1,250/building
Hotel	\$100/unit	min \$1,000
Multi-family	\$500/unit	min \$1,000
Commercial (per sq. ft.)	\$1.00	min \$1,000

*Demolition outside AEC*

Single family		\$500/building
Duplex		\$600/building
Hotel	\$75/unit	min \$900
Multi-family	\$75/unit	min \$900
Commercial		\$900/permit

*Move Within AEC*

Single family		\$500/building
Duplex		\$600/building
Hotel	\$150/unit	min \$1,000

### Planning & Development (cont.)

#### Move Within AEC (cont.)

Multi-family	\$300/unit	min \$1,000
Commercial (per sq. ft.)	\$1.00	min \$1,000

#### Move Outside AEC

Single family		\$500/building
Duplex		\$600/building
Hotel	\$75/unit	min \$1,000
Multi-family	\$75 unit	min \$1,000
Commercial (per sq. ft.)	0.50	min \$1,000

### Miscellaneous Permit Fees

Bulkhead, dock, pier	See Alteration, Additions, Remodeling section	
Commercial towers/new tower	\$1.00 Lin. Ft. + \$100 for subs	
Electrical inspection	assoc. w/large tent or event	\$75
Fuel pumps	\$25 per pump	min \$50
Fuel storage tank	Per tank	\$200
Hood/duct		\$100

**Planning & Development (cont.)**

Alterations, Additions, Remodeling (based on actual cost)

*Residential, Commercial, Accessory structures, Storage*

From	To	
0	\$2,500	minimum \$100
\$2,501	\$5,000	\$130
\$5,001	\$10,000	\$160
\$10,001	\$20,000	\$190
\$20,001	\$30,000	\$220
\$30,001	\$40,000	\$250
\$40,001	\$50,000	\$280
\$50,001	\$60,000	\$310
\$60,001	\$70,000	\$340
\$70,001	\$80,000	\$370
\$80,001	\$90,000	\$400
\$90,001	\$100,000	\$430
\$100,001	\$110,000	\$460
\$110,001	\$120,000	\$490
\$120,001	\$130,000	\$520
\$130,001	\$140,000	\$550
\$140,001	\$150,000	\$580
\$150,001	\$160,000	\$610
\$160,001	\$170,000	\$640
\$170,001 and over		\$640 + \$1.50 per \$1,000 valuation above \$170,001 or fraction thereof

## Planning & Development (cont.)

### Service Unit Fees

#### Gallons per Day (GPD)

To calculate Gallons per Day, refer to the NC Administrative Code – 15A NCAC 02T .0114 \$2.79

### Small Wireless Facility Review

per application \$100 per facility – first 5 facilities  
\$50 each – next 20 facilities

### Miscellaneous Administrative and Zoning Fees

Site Plan, Major	0.50/sf
Site Plan, Minor (without or less than 250 sq. ft. of new floor area or lot coverage)	\$75 Waived for eligible Temporary Use Permits
Site Plan, Minor (with 250 sq. ft. or greater of new floor area or lot coverage)	\$400 Waived for eligible Temporary Use Permits
Variance or Appeal	\$500 Variance \$300 Appeal
Conditional Use	\$500
Erosion & Sedimentation Control	\$50/up to 1 acre + \$40/additional acre and revision
Floodplain Review (not associated with building permit)	\$50
Zoning Permit for new single family/duplex	\$150 single; \$275 duplex
Zoning Permit associated with single family/duplex with no building permit (i.e., driveway, land disturbance, etc.)	\$25
Zoning Permit for commercial/multifamily in conjunction with building permit	No charge
Zoning Permit for commercial/multifamily in conjunction with no building permit (i.e., change of occupancy or use)	\$50
Zoning review fee for signage	\$75 (per application, inclusive of all signs)
Zoning permit for home occupation	\$50
Zoning map amendment	\$750 + \$500/acre or fraction thereof

**Planning & Development (cont.)**

Unified Development Ordinance (UDO) text amendment	\$750
Application/Investigation of Sexually Oriented Business (SOB)	\$300
Subdivision, Minor or Major	\$75 per lot
Exempt subdivision/Recombination	\$50 per lot
GIS maps 11x17	\$5/parcel data only \$10/aerial photography
GIS maps 17x22	\$10/parcel data only \$25/aerial photography
GIS maps 22x34 through 36x48	\$25/parcel data only \$50/aerial photography
Zoning or Flood Determination Letter	\$50

**Police Department**

Town Ordinance Violation	\$50	
Permit 24-hr parking at beach accesses for fishing Sep 1 - Feb 1	\$25	
Copies of Accident Reports	\$5	
Copies of Investigative Reports	\$5 or 0.15/pg < 33 pgs	
Off-Duty Security Vehicle Use	\$19.75 per day	
Fingerprint charges	\$5/set	
Use of public building	Refundable clean-up deposit	\$50

**Civil Penalties** as listed below: **\$50 each**

**Traffic Violations** **\$50 each**

Section 42-41	Failure to obey traffic control devices
Section 42-92	Prohibited riding coasters, roller skates, or similar devices
Section 42-92	Motorized vehicles prohibited on multi-use/pedestrian path
Section 42-132	Obstructing passage of other vehicles
Section 42-138	Prohibited parking in certain places
Section 42-139	Parking in front of driveway or fire hydrant
Section 42-140	Parking in Fire Lane
Section 42-141	Parking on certain streets

**Taxi Cab Violations** **\$50 each**

Section 46-8	Exceed maximum number of passengers
Section 46-9	Failure to properly mark taxi cab
Section 46-11	Failure to post rates and fares
Section 46-13	Failure to maintain daily manifest
Section 46-81	Taxi cab drivers permit required
Section 46-89	Failure to display taxi cab drivers permit

**Police Department (cont.)**

**Animal Violations****\$50 each**

Section 6-2	Owner responsibility violation
Section 6-3	Dog must wear identification and rabies tags
Section 6-6	Mandatory removal of feces

**Beach Violations****\$50 each**

Section 8-1	Surfing without a leash/within 300 ft. of a pier
Section 8-2	Swimming prohibited (red flags posted)
Section 8-4	Personal watercraft
Section 8-62	Driving on sand dune

**Noise Violation****\$50 each**

Section 16-76	Prohibited noise
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**Street Numbering**

Section 36-46	Failure to display proper street nos. front/rear of structure
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**Other****\$50 each**

Section 26-1	Disorderly conduct/urinating in public
Section 12-103	Peddler/itinerant merchant license required
Section 12-104	Peddler/itinerant merchant-regulations generally

**Alarms**

Alarm Protection System Permit-Initial	\$50
Alarm Protection System Permit-Renewal	\$25
A - First False Alarm of Calendar Month	N/C
B - Second False Alarm of Calendar Month	\$25
C - Third False Alarm of Calendar Month	\$50
D - Fourth False Alarm of Calendar Month	\$50
E - Fifth False Alarm of Calendar Month	\$50

**Police Department (cont.)**

Towing of automobiles, vans, pick-up trucks, motorcycles	\$275 (during business hours) + 10% (after-hours)
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Responding to tow request where no hook-up is rendered	1/2 the corresponding rate above
Storage charges until owner/operator takes possession	\$50 per day
Excavation application permit	\$50
<b>Police Escort to move house/commercial building</b>	\$100 first 2 hours
	\$50/hour additional hours

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**Public Services**

**Sanitation Dept.**

**Dumpsters**

4 yd side load		\$1590 + tax
6 yd front load		\$1,650 + tax
8 yd front load		\$2,005 + tax

**Trash Carts**

Trash cart		\$75 + tax
<u>Trash cart repair parts</u>		
Lid (Toter lids only)		\$30 + tax
Thru hole Town wheel system	(2 wheels, 1 rod)	\$45 + tax
Wheel	Separate	\$15 + tax
Rod	Separate	\$15 + tax
300-gallon trash cart		\$770 + tax

**Rental**

Trash carts		\$15 / day
4 yd side load dumpster	Minimum 1-week rental fee	\$318 / week
6 yd front load dumpster	Minimum 1-week rental fee	\$330 / week
8 yd front load dumpster	Minimum 1-week rental fee	\$401 / week
30 yd roll-off dumpster	Minimum 1-week rental fee	\$887 / week
40 yd roll-off dumpster	Minimum 1-week rental fee	\$1,715 / week

**Miscellaneous**

"No Trespassing" signs	two (2) styles	\$30 + tax
Town Parks reservation	Refundable clean-up deposit	\$50
Electricity at parks	Upon request	\$5
Review of plans for improvements for existing streets		\$200 < 250 linear ft
		\$200 > 250 linear ft
		+ \$50 per linear ft over 250

**Water Rates****Water Meter Deposit**

Residential	\$25 per bedroom	\$50 min.
Motel/Hotel/Cottage Court	\$25 per bedroom	\$100 min. \$750 max.
Restaurant	\$10 per seat	\$100 min. \$750 max.
Commercial		\$100
Hydrant (for use at Town of Nags Head Public Works/Nags Head Water Distribution)		\$500
Hydrant (for use at locations not maintained by Nags Head Water Distribution)		\$450

**Hydrant Deposit**

Hydrant 2 1/2" meter with RPZ	\$4,200
Hydrant	\$2,630

**Excessive water consumption**

Water breaks - if undetected water loss is due to a broken or damaged water line, valve, or water heater (toilet valve N/A) - bill adjustment can be made in accordance with Town Policy

**Installation of water meter - drop in**

3/4" meter	\$175
1" meter	\$245
1 1/2 " meter	\$720
2" meter	\$750

**Repair Charges**

Charges on repairs by the Town to meters, meter boxes, hydrants, and valves	Cost of materials + 20% per incident \$50 min
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**Water Rates (cont.)**

**Water Tap Connection**

¾" tap	\$740 + meter dep
1" tap	\$785 + meter dep
1 ½ "tap	\$4,110 + meter dep
2" tap	\$4,725 + meter dep
Over 2" tap	Cost of materials + 20% + meter dep
Cut-off Tag Fee	\$50

<b><u>Water Rates/Usage – Billed bi-monthly</u></b>	<b><u>Year-Round Rate</u></b>
Minimum 0 - 3,000 gallons	\$39.80 (¾" meter)
3,001 - 15,000 gallons	\$6.95/thousand gallons
15,001 - 40,000 gallons	\$7.80/thousand gallons
40,001 – 75,000 gallons	\$8.30/thousand gallons
75,001 - 200,000 gallons	\$9.15/thousand gallons
200,001 + gallons	\$9.60/thousand gallons
<b><u>Penalty</u></b>	
Late fee applied after due date	10% of balance

<b><u>Meter Size – Billed bi-monthly</u></b>	<b><u>Minimum</u></b>
¾ " meter	\$39.80
1" meter	\$59.65
1 ½ " meter	\$114.60
2" meter	\$218.10
2 ½ "meter	\$315.35
3" meter	\$414.05
4" meter	\$675.30
6" meter	\$1,683.30

### ***Water Rates (cont.)***

### **Miscellaneous Water**

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Meter test

\$25

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(N/C if meter fails - bill will be adjusted)

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Customer will be responsible for the repair or replacement cost of damage done by tampering with Town of Nags Head water meters. Criminal and/or civil charges can be filed under G.S. 14-151

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Due to the administrative cost of processing reimbursements, the Town of Nags Head does not automatically reimburse final utility bill overpayments of \$5.00 or less. Customers may call and request a refund. After one year, monies will be sent to NC unclaimed funds.

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***Septic Health***

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Septic Loan Interest Rate

Prime less 2.5%, minimum of 2.5%

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