



# **ADOPTED NOV 2024**

## **MANUAL OF FEES**

Effective: November 12, 2024\*\*\*

\*\*\*Fees for Water Rates, Sanitary Sewer Rates, Flat Service Sanitary Sewer Fees for customers that Don't Receive Town Water, and Solid Waste Charges go into effect January 1, 2025.

# Town of Washington Fees

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# 1. COMMUNITY DEVELOPMENT FEES

## INFRASTRUCTURE BONDS

Public Improvement / Utility Bonds	100% performance and maintenance bonds only. Expiration date of bonds to be one (1) year from the date of on all improvements except sidewalk. Sidewalks require performance acceptance by the Town.
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## INFRASTRUCTURE INSPECTION FEES

Infrastructure Inspection Fee; Special Conditions	\$300.00 (minimum) per 4-hour block for inspections that occur on holidays or more than 2 years after start of construction.
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## BUILDING PERMIT FEES

Plan Review and Application fee residential \$100.00 Plan Review and Application Fee commercial \$175.00 Revised Commercial Plan Review \$100.00	
Total Area	Permit Fees
Less than 200 square feet	\$ 66.00
200 square feet to 499 square feet	\$ 100.00
500 square feet to 999 square feet	\$ 149.00
1,000 square feet to 1,499 square feet	\$ 205.00
1,500 square feet to 1,999 square feet	\$ 265.00
2,000 square feet to 2,499 square feet	\$ 320.00
2,500 square feet to 2,999 square feet	\$497.00
3,000 square feet to 3,499 square feet	\$579.00
3,500 square feet to 3,999 square feet	\$662.00
4,000 square feet to 4,499 square feet	\$ 717.00
4,500 square feet to 4,999 square feet	\$799.00
5,000 square feet or more = the square footage × \$45.00 × 0.33 × 0.01 plus \$105.00.	
*Multi – Story Building Calculated on Total Square Footage of All Floors.	
Parks & Recreation Fee (Collected with Building Permit)	For single family home = \$189.00+\$53.00 per bedroom or duplex houses = \$189.00 /structure + \$53.00 per bedroom

	For Multi-family home -\$315.00/structure + \$53.00 per bedroom
Room additions and remodels	$\$3.47 \times \text{est. cost} \times .001 + \$45.00$ or a \$53.00 minimum
Swimming pools and spas:	$\$3.47 \times \text{est. cost} \times .001 + \$45.00$
Storage buildings to follow above table	(based on sq. ft.)
Pod (commercial) 10 days prior & 10 days post const. (180 max.)	\$66.00
Pod (residential) 30 days max.	\$66.00
Storm shelters	\$66.00
Retaining wall (3' height or greater)	\$66.00
Fuel tanks (in-ground/above ground) installation or removal	\$2.61 per \$1,000 plus \$53.00
Canopy, patio covers, and decks	\$0.44 per square foot + \$53.00
Temporary buildings or tents	\$150.00
Mobile/manufactured homes	\$87.00
Job Trailers	\$87.00
Recreational Vehicles (3 days plus extension: 10 day max.)	\$66.00
Demolition permit (residential/commercial) structure	\$87.00
Automatic fire-extinguishing system/fire suppression system permit	\$66.00
Fire alarm system permit	\$66.00
Temporary certificate of occupancy	\$75.00
Reissuance of Certificate of Occupancy	\$26.00
Data Retention Fee	\$5.00 per permit
Permit Reinstatement	\$50.00
Work started without a permit	\$ 150.00

**Oklahoma Uniform Building Code Commission (OUBCC) fees in addition to the above: state \$4.00 and town \$0.50**

## TRADE PERMITS FOR RESIDENTIAL CONSTRUCTION

Square foot	1,000— 1,499	1,500— 1,999	2,000— 2,499	2,500— 2,999	3,000— 3,499	3,500— 3,999	4,000— 4,499	4,500 or greater
Trade\								
Electric*	\$230.00	\$240.00	\$250.00	\$261.00	\$289.00	\$332.00	\$447.00	\$607.00
Mechanical*	\$125.00	\$150.00	\$174.00	\$174.00	\$250.00	\$250.00	\$324.00	\$324.00
Plumbing*	\$259.00	\$334.00	\$352.00	\$448.00	448.00	\$510.00	\$552.00	\$692.00
Gas Pipe	\$41.00	\$43.00	\$45.00	\$50.00	\$56.00	\$56.00	\$56.00	\$56.00
Gas Meter	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00

\* Permit fee includes all required inspections

## TRADE PERMITS (INCLUDES ONE INSPECTION)

Backflow preventer (replacement or repair)	\$66.00
Irrigation Installation Permit	\$66.00
Trade permit (replacement or repair)	
Plumbing	\$66.00
Electrical	\$66.00
Mechanical	\$66.00
Building (not specified elsewhere)	\$66.00
Permit Reinstatement Fee	\$50.00

## BUILDING INSPECTIONS

Walk-Thru Inspection	\$85.00
Disapproved Inspection Fee	\$65.00

## ELECTRICAL INSPECTION FEES

Electric Service per meter	\$30.00
Rough-in inspection	\$30.00
Circuits added to existing building or structures	\$30.00
Any motor not included in the schedule of devices	\$30.00
Luminous tube signs, border lights or outline lighting, per transformer	\$30.00
Elevators, in addition to fee for motors, each elevator	\$30.00
Rectifiers	\$30.00
Electrical work done in/on structures composed wholly/partially of canvas	\$30.00
Temporary power connections (saw poles, etc.)	\$30.00
All work not covered elsewhere in this schedule	\$30.00
Final inspection	\$30.00
Disapproved inspection fee	\$65.00
Walk-thru inspection	\$85.00
Work started without a permit, plus cost of permit	\$150.00

## PLUMBING INSPECTION FEES

Gas meter	\$30.00
Gas piping per meter	\$30.00
Sewer connection to riser	\$30.00
Sewer tap	\$30.00
New water connection	\$30.00
Rough plumbing inspection	\$30.00
Top-out inspection	\$30.00
Backflow preventer	\$30.00
Control valve and head installation when required by inspection division	\$30.00
Final inspection	\$30.00
All work not covered elsewhere in this schedule	\$30.00
Disapproved inspection fee	\$65.00
Underground Fire line piping inspection	\$30.00
Underground Fire line 150 lb. pressure test	\$30.00
Underground Fire line blocking inspection	\$30.00
Underground Fire line riser inspection	\$30.00
Walk-thru inspection	\$85.00
Work started without a permit, plus cost of permit	\$150.00

## MECHANICAL INSPECTION FEES

Gas meter	\$30.00
Gas piping, per meter	\$30.00
Heating	
Each appliance	\$30.00
Ducts, per system, per trip	\$30.00
Residential HVAC change-out of furnace, coil, and/or condenser	\$30.00
(first system inspection fee is included in permit fee)	
Temporary gas service for construction purposes	\$30.00
Air compressors and tanks, per receiver	\$30.00
Pressure vessels	\$30.00
Refrigeration unit, per unit	\$30.00
Hot and/or chilled water piping, per coil	\$30.00
Replacement of any major part of a mechanical system	\$30.00
Inspections call on work to be concealed, per trip	\$30.00
Final inspection	\$30.00
All work not covered elsewhere in this schedule	\$30.00
Disapproved inspection fee	\$65.00
Walk-thru inspection	\$85.00
Work started without a permit, plus cost of permit	\$150.00

## AUTOMATIC FIRE-EXTINGUISHING SYSTEM INSPECTION FEES

Automatic fire-extinguishing system inspections	\$30.00
All work not covered elsewhere in this schedule	\$30.00
Fire suppression above ground	\$30.00
50% installation inspection	\$30.00
Final inspection	\$30.00
Disapproved inspection fee	\$65.00
Walk-thru inspection	\$85.00
Work started without a permit, plus cost of permit	\$150.00



### AUTOMATIC FIRE ALARM SYSTEM INSPECTION FEES

All work not covered elsewhere in this schedule	\$30.00
Final inspection	\$30.00
Disapproved inspection fee	\$65.00
Walk-thru inspection	\$85.00
Work started without a permit, plus cost of permit	\$150.00

### FIRE AND LIFE SAFETY CODE INSPECTIONS FOR NEW CONSTRUCTION AND/OR RENOVATIONS REQUIRING A BUILDING PERMIT

Inspections not covered elsewhere in this schedule	\$30.00
Final inspection	\$65.00
Disapproved inspection fee	\$85.00
Walk-thru inspection	\$83.00
Work started without a permit, plus cost of permit	\$150.00

### SIGN PERMIT FEES

Permanent ground sign - Height under 12 feet	\$120.00
Permanent ground sign - Height 12 feet to 20 feet	\$225.00
Permanent ground sign – Height 20 feet & higher	\$335.00
Accessory/Secondary Ground Sign	\$50.00
Wall sign – Principal Sign	\$90.00
Wall sign – Secondary/Additional wall signs	\$50.00
Awnings/Canopy sign	\$50.00
Construction sign	\$50.00
Copy Change, Remove & Rehang	\$60.00
Temporary/Banner/Inflatable/Mobile Ground sign	\$60.00
Work started without a permit, plus permit cost	\$150.00

## MISCELLANEOUS PERMIT FEES

Recreational fire	No Fee
Residential burn permits (less than 5 acres)	\$55.00
Burn permit (5 acres or greater) i.e., agricultural	\$100.00
Commercial burn permit	\$150.00
Commercial fireworks display	\$110.00
Parking lot (new, addition or renovation)	\$100.00
Curb cut/street cut	\$100.00
Liquefied petroleum gas equipment	\$66.00
Blasting permit, per day	\$44.00
Application for Temporary Use Permit	\$56.00
Generator Permit (Permanent Installation)	\$66.00
Special Assessment	\$50.00
Grease Interceptor	\$75.00
Residential Solar Panel	\$150.00
Farmers Market Yearly Fee	\$40.00
Farmers Market fee per market date	\$20.00/per market date

## EASEMENTS, VACATIONS & RIGHTS-OF-WAYS

Closure of Easement & Right-of-Way (Proposed Construction)	\$1,000.00 (Non-Refundable)
Closure of Easement & Right-of-Way (Existing Encroachment)	\$1,000.00 (Non-Refundable)
Closure of Easement & Right-of-Way (General)	\$1,000.00 (Non-Refundable)
Encroachment Agreement	\$500.00 (Non-Refundable)
Vacation of Plat	\$1,000.00 (Non-Refundable)
Notice of Easement or Right-of-Way Closing	\$6.00 per mailing label
Filing Fee	\$15.00 for the first sheet \$2.00 for each additional sheet
Application Review Fee	\$25.00

## ANNEXATION FEES

Annexation or De-annexation	\$ 550.00
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\*+ \$6.00 per mailed notice + publication cost billed by newspaper

## COMPREHENSIVE PLAN FEES

Comprehensive Plan Change or Amendment	\$400.00
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\*+ \$6.00 per mailed notice + publication cost billed by newspaper.

## ZONING APPLICATION FEES

All sizes	\$250.00
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**\*+ \$6.00 per mailed notice + publication cost billed by newspaper.**

## SPECIFIC USE FEES

Specific Use Permits	\$375.00
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**\*+ \$6.00 per mailed notice + publication cost billed by newspaper**

## PLANNED UNIT DEVELOPMENT (PUD) APPLICATION FEES

New Application	\$375.00*
Major Amendment	\$375.00*
Minor Amendment	\$325.00*

**\*+ \$6.00 per mailed notice + publication cost billed by newspaper.**

## PLATTING/DEVELOPMENT FEES

Preliminary Plat Application	\$200.00+15.00per lot
Conditional Final Plat Application	\$200.00+15.00 per lot
Plat Filing/Release Fee	\$200.00+15.00 per lot

## ENGINEERING PLAN REVIEW

<b>Engineering Plan Review:</b>	<b>Fee</b>
First Submittal Administration Fee	\$200
Initial Plan Review Fee (Per Page)	\$100 *
Additional Reviews Fee (Per Revised Page)	\$100 **
Stormwater Prevention Pollution Plan Review Fee (Per Review)	\$100
Detention Report (Hydrology Analysis) Review Fee (Per Review)	\$100
Addendum for NET Plans(per revised pages)	\$100.00
Submittal to DEQ for water and sanitary sewer packages	\$25.00

**\*Schematic Sheets, not required to be signed and sealed may be excluded from the fee**

**\*\*Sheets specifically identified to be revised by the reviewer**

## SITE PLAN FEES/LANDSCAPE PLAN FEES

First Submittal Administration Fee	\$100.00 *
Site Plan/Landscape Plan	\$100.00 *

**\*Plan reviews requiring engineering reviews will use the engineering plan review fees schedule.**

## BOARD OF ADJUSTMENT

Board of Adjustment	\$375.00*
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**\*+ \$6.00 per mailed notice + publication cost billed by newspaper.**

## MISCELLANEOUS FEES

Public Hearing Appeals	\$150.00
Lot Split	\$125.00
Lot Combination	\$125.00
Limit of No Access (LNA)	\$125.00
Zoning Verification Letter and Record's Request	\$75.00
Excess Capacity Fee (Final Plat)	\$700.00 per acre
Street signs	\$175.00 per sign
Replacement Key	\$25.00
Honorary Street Sign – 6" sign	\$90.00
Honorary Street Sign – 9" sign	\$105.00
Sidewalk Escrow* *Fee applies where sidewalk escrow is approved by Community Development and Engineering & Construction Departments in lieu of sidewalk installation	\$65.00 per square yard

## ZONING CLEARANCE-COMPLIANCE

Permit Application/Review Fee Penalty	\$100.00 (Non-Refundable)
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## SMALL CELL FACILITY

Small Cell Wireless	\$350.00
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### WATER METER TAP & IMPACT FEES

Tap Size (In Inches)	Cost
¾"	\$4,500
1"	\$9,000
1½"	\$17,000
2"	\$29,500
3"	\$47,000
4"	\$59,000
6"	\$70,000
8" or larger	\$70,000 min. plus any reimbursement of the actual cost of materials and labor to the Town of Washington
¾ meter Restocking Fee	\$125.00
1' Meter restocking Fee	\$162.00

### SANITARY SEWER TAP ONLY (FOR CUSTOMERS NOT CONNECTED TO TOWN WATER)

Line Size	Cost
4" or less	\$200.00
Over 4"	\$500.00

### STREET CROSSING FOR WATER METER INSIDE TOWN

Line Size	Permit Fees
¾"	\$662.00
1"	\$764.00
1 1/2" or larger	Reimbursement of the actual cost of materials and labor to the Town of Washington
Rock crossings @ contractor's expense	Maximum crossing distance is 37 feet.

## 2. CEMETERY FEES

Grave Lot (four spaces) for Town of Washington Residents	\$1,870.00
Grave Lot (four spaces) for non-residents. Note: non-residents who have a relative already buried within the cemetery within the second degree of consanguinity are eligible to pay the resident rate.	\$3,016.00
Grave Opening or closing	\$1,290.00
Opening for cremation interment at grave site	\$724.00
Disinterment	\$2,411.00
Monument settings per square inch	\$.70
Overtime fee	\$603.00
Friday, Saturday, and Sunday service fee	\$603.00
Deed for transfer for tradition or cremation niche	\$32.00

\*\*\*Grave Lots include four individual spaces.

### 3. CONTRACTOR REGISTRATIONS

<b>Contractor Type</b>	<b>Cost</b>	<b>Expiration</b>
Electrical Contractor Registration	\$166.00	June 30
Fire Suppression Contractor Registration	\$83.00	June 30
Fire Alarm Contractor Registration	\$83.00	June 30
General Contractor/Builder Registration	\$83.00	June 30
Irrigation Contractor Registration	\$166.00	June 30
Mechanical Contractor Registration	\$166.00	June 30
Roofing Contractor Registration	\$166.00	June 30
Plumbing Contractor Registration	\$166.00	June 30
Sign Contractor Registration	\$166.00	June 30
Water Tap Contractor Registration	\$166.00	June 30

#### 4. LICENSE/REGISTRATION FEES (OTHERS)

License Type	Cost/year	Expiration
Certificate of Compliance	\$30.00	
Food License Establishment	Per County	June 30th
Food License Vehicle	1 day: \$25 3 consecutive days: \$65 365 consecutive days: \$400	
Gated Community	\$30.00	June 30th
Hotel/Motel Operation Fee	\$30.00	June 30th
Medical Marijuana-Dispensary-initial	\$1,000.00	June 30th
Medical Marijuana-Dispensary- renewal	\$ 750.00	
Medical Marijuana-Grower-initial	\$1,000.00	June 30th
Medical Marijuana-Grower- renewal	\$ 750.00	
Medical Marijuana-Processor-initial	\$1,000.00	
Medical Marijuana-Processor-renewal	\$ 750.00	June 30th
Mobile Food Vendor: See Vendor		
Occupation Fee/Hotel Beverage License	\$980.00	June 30th
Occupation Fee/Hotel Beverage License Renewal	\$880.00	June 30th
Occupation Fee/Beer & wine License	\$500.00	June 30th
Occupation Fee/Beer & wine Renewal	\$450.00	June 30th
Occupation Fee/Caterer License (w/occasional liquor)	\$1,005.00	June 30th
Occupation Fee/Caterer Renewal	\$905.00	June 30th
Occupation Fee/Brewer License	\$1,225.00	June 30th
Occupation Fee/Brewer Renewal	\$100.00	June 30th
Occupation Fee/ Small Brewer	\$100.00	June 30th
Occupation Fee/ Small Brewer Renewal	\$100.00	June 30th
Occupation Fee/Distiller License	\$3100.00	June 30th
Occupation Fee/Liquor Store/Retail Package Store	\$880.00	June 30th
Occupation Fee/Mixed Beverage	\$1,005.00	June 30th
Occupation Fee/Mixed Beverage Renewal	\$905.00	June 30th
Occupation Fee/Mixed Beverage-Caterer combo license	\$1,250.00	June 30th
Occupation Fee/Rectifier (blended alcohol)	\$3,125.00	June 30th
Occupation Fee/Special Event Beer/Liquor	\$55.00	Specific dates
Occupation Fee/Wholesaler (spirits, wine, strong beer)	\$2,975.00	June 30th
Occupation Fee/Winemaker (out of state applicant)	\$600.00	June 30th
Occupation Fee/Oklahoma winemaker	\$50.00	June 30th
Pawn Broker	\$58.00	June 30th



Peddler/Solicitors License	\$50.00 per company plus \$5.00 per card	180 days maximum
Sexually Oriented Business License Application, Application Renewal and Investigation Fee	\$1,155.00	June 30th
Sexually Oriented Business Annual License Fee	\$525.00	June 30th
Sexually Oriented Business Employee Application and Renewal Fee	\$158.00	June 30th
Shooting Range	\$60.00	June 30th
Short Term Rental	\$500.00	June 30th
Vendor – Mobile (except Food Trucks)	\$30.00	June 30th
Vendor - Push Cart	\$30.00	June 30th
Vendor – Stationary (except Food Trucks)	\$30.00	June 30th

## 5. UTILITY CHARGES

### WATER SERVICE INITIATION FEE CHARGE

<i>Initiation Fee and Transfer Fee</i>	<i>Fee</i>
Single Family	\$30.00
Multifamily/Commercial/Office/Light Industrial	\$30.00
Location Transfer	\$30.00

### APPLICATION FOR SERVICE DEPOSIT CHARGE

<i>Location Type</i>	<i>FEE</i>
Single Family	\$150.00
Multifamily/Commercial/Office/Light Industrial	\$250.00

### TEMPORARY/CONSTRUCTION METERS SERVICE CHARGES

<i>Service</i>	<i>Fee</i>
Meter Deposit	\$1,500
Initiation fee	\$30.00
Daily Rental	\$5.00

**Note: Only Town-issued construction meters are authorized to be connected to a Town fire hydrant.**

### METER TESTING CHARGES

<i>Meter Size (in inches)</i>	<i>Fee</i>
3/4"	\$50.00
1	\$50.00
Over 1 "	Reimbursement of the actual cost to the Town of Washington for material and labor

## CHARGES ASSOCIATED WITH DISCONTINUATION OF SERVICE

<i>Type of Charge</i>	<i>Fee</i>
Returned Check /Insufficient funds	\$30.00
Delinquent fee (cut-off fee)	\$75.00
Water meter replacement	Cost of Labor and Materials
Replacement of water meter box	\$150.00
Broken Lock	\$75.00
Broken Loops/Stop	\$150.00
Meter Pull	\$60.00
AMR Register	\$210.00
AMR Antenna	\$30.00
Water Line Tampering	\$100.00
Charges associated with replacement of water meter vaults	Cost of Labor, Materials, and equipment
<i>* service performed after normal working hours, add \$75.00</i>	

## REREAD AND LEAK TEST CHARGES

<i>Type of Charge</i>	<i>Fee</i>
Leak test and reread charge (AMR graph provided)	\$60.00

## WATER RATES

Gallons Used	Charge
1000 gallons or less	\$ 43.23
1001-2000 gallons	\$ 53.20
2001-3000 gallons	\$ 58.52
3001-4000 gallons	\$ 63.84
4001-5000 gallons	\$ 69.16
5001-6000 gallons	\$ 74.81
6001-7000 gallons	\$ 80.47
7001-8000 gallons	\$ 86.45
8001-9000 gallons	\$ 92.44
9001-10000 gallons	\$ 98.75
10001-11000 gallons	\$ 105.07
11001-12000 gallons	\$ 111.72
12001-13000 gallons	\$ 118.37
13001-14000 gallons	\$ 125.02
14001-15000 gallons	\$ 131.67
Per 1000 gallons over 15000	\$ 10.00

## SANITARY SEWER RATES

Gallons Used	Charge
1000 gallons or less	\$ 22.28
1001-2000 gallons	\$ 23.28
2001-3000 gallons	\$ 24.27
3001-4000 gallons	\$ 25.60
4001-5000 gallons	\$ 26.93
5001-6000 gallons	\$ 28.60
6001-7000 gallons	\$ 30.26
7001-8000 gallons	\$ 32.25
8001-9000 gallons	\$ 34.25
9001-10000 gallons	\$ 36.24
10001-11000 gallons	\$ 38.24
11001-12000 gallons	\$ 40.23
12001-13000 gallons	\$ 42.56
13001-14000 gallons	\$ 44.89
14001-15000 gallons	\$ 47.22
Per 1000 gallons over 15000	\$ 5.00

### FLAT SERVICE FOR WATER & SANITARY SEWER RATES FOR NON-PROFIT ORGANIZATIONS

Bonafide nonprofit organizations with 501(c) status may qualify for the following rate schedule subject to the listed requirements.

Flat Service Charge for water & sanitary sewer*	\$10
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\*Requirements: Nonprofit organization must 1) have current, valid 501(c) status, 2) have no part of the structure used for residential purposes, 3) use less than 1000 gallons of water/month, and 4) apply annually in June of each year for the special flat service charge.

### FLAT SERVICE SANITARY SEWER FEES FOR CUSTOMERS THAT DON'T RECEIVE TOWN WATER

Flat Service Charge*	\$30.00 inside town limits \$45.00 outside town limits
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\* Applies to residential customers only. Outside Town service and volume charges will apply to non-residential customers.

## SOLID WASTE CHARGES

Base Polycart Fee	\$23.94
Additional refuse cart/month 96- gal size only	\$19.95
Cart add/remove fee	\$20.00
Cart Replacement	\$155.00
Dumpster – 2 yard	\$99.75
Dumpster – 4 yard	\$113.05
Dumpster – 6 yard	\$139.65
Dumpster – 8 yard	\$159.60
Dumpster Lock Bar	\$13.30

## 6. PARKS AND RECREATION FEES

### TOWN FACILITIES RENTALS

<b><i>Town Hall Meeting Room</i></b>	<b><i>Resident Fee</i></b>	<b><i>Non-Resident Fee</i></b>
Meeting Room	\$35.00/hr.	\$45.00/hr.
Clean-up deposit	\$130	\$130

**\*\$1 million General Liability Insurance Policy may be required depending on activity/event at facility.**

### SPECIAL EVENT FEES

Special Event Permit	\$100.00
Road Closure	\$40.00/hr. per employee (2hr min.)
Police Officer	\$65.00 hr. per Officer (2 hr. min.)
Event Merchant/Vendor	\$30.00 per event
Tent or temporary structure	\$150.00
Mobile Stage (Public Park use only)	\$500.00
Health Department Permit*	Per County

**\*Other permits or licenses may be required depending on regulations from the State or County.**

**\*\*Deposits may be required**

## 7. COPY AND SEARCH FEES

Copies of the Comprehensive Plan, Zoning Ordinance, Land Subdivision Code, Standard Construction Specifications and Development Policy Handbook	\$ Direct cost of copying
Copy Charge (8 1/2 x 14 or less)	\$0.25 per page
Copy Charge: Special Size Paper (larger than 8 1/2 x 14)	\$0.55 per page
Certified copy charge	\$1.00 per page
Paper larger than 11 x 17, microfilm, photographic paper or other specialty paper	Direct cost of reproduction
Any other media copy charge (such as flash or thumb drive, external hard drive, memory card, or other specialty media)	Direct cost of media reproduction
Audio/DVD/VCR/CD copy charge	\$10.00 per copy
Request solely for commercial purposes	direct cost of record search & copying \$20.00 per hour
Request that disrupts the essential functions of the Town	direct cost of record search & copying \$20.00 per hour

**The Town Administrator is authorized to waive any fee, or any portion of a fee, contained in this Manual of Fees if it is determined by the Town Administrator to be in the best interest of the Town and within the authority granted by the Town of Washington Code of Ordinances.**