

**TOWN OF WESTLAKE**

**ORDINANCE NO. 976**

**AN ORDINANCE OF THE TOWN OF WESTLAKE AMENDING ORDINANCE 938 ADOPTING THE TOWN OF WESTLAKE FEE SCHEDULE BY ADOPTING A NEW FEE SCHEDULE; PROVIDING A PENALTY; PROVIDING A CUMULATIVE CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AUTHORIZING PUBLICATION; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Westlake, Texas is a general law Town; and

**WHEREAS**, the Town Council of the Town of Westlake finds it necessary for the public health, safety and welfare that development occur in a controlled and orderly manner; and

**WHEREAS**, the Town Council adopted the most current fee schedule for the Town of Westlake on September 27, 2021, under Ordinance 938; and

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF WESTLAKE, TEXAS:**

**SECTION 1:** That all matters stated in the preamble are found to be true and correct and are incorporated herein as if copied in their entirety.

**SECTION 2:** That the Town Council of the Town of Westlake, Texas does hereby adopt Ordinance 976 subject to the Fee Schedule provided in ***“Exhibit A”***.

**SECTION 3:** That this Ordinance shall be cumulative of all other Town Ordinances and all other provisions of other Ordinances adopted by the Town which are inconsistent with the terms or provisions of this Ordinance are hereby repealed.

**SECTION 4:** That any person, firm or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in the Code of Ordinances of the Town of Westlake, and upon conviction shall be punishable by a fine not to exceed the sum of Two Thousand Dollars (\$2,000.00) for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.

**SECTION 5:** It is hereby declared to be the intention of the Town Council of the Town of Westlake, Texas, that sections, paragraphs, clauses and phrases of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared legally invalid or unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such legal invalidity or unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this Ordinance since the same would have been enacted by the Town Council of the Town of Westlake without the

incorporation in this Ordinance of any such legally invalid or unconstitutional, phrase, sentence, paragraph or section.

**SECTION 6:** This ordinance shall take effect immediately from and after its passage as the law in such case provides.

**PASSED AND APPROVED ON THIS 11<sup>TH</sup> DAY OF SEPTEMBER 2023.**



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Sean Kilbride, Mayor

ATTEST:



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Amy Piukana, Town Secretary

APPROVED AS TO FORM:



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L. Stanton Lowry, Town Attorney



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T H E T O W N O F  
**WESTLAKE**

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DISTINCTIVE BY DESIGN

**FY24**

# **FEE SCHEDULE**

TOWN OF WESTLAKE

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# 1. Building Inspection Services

- The review fee is collected at the time of submittal and is non-refundable unless the fee is collected in error by the Town of Westlake
- The permit fee is collected at the time of permit issuance for building permits and trade permits
- Additional fees listed are collected at the time of issuance

## A. Contractor Registration

- No person shall perform any work or supply any materials without first having registered with the Town of Westlake
- All registrations are one-year registrations. Contractors registered before this timeline will keep their current two-year expiration date until renewal occurs.

<b>Contractor Type</b>	<b>1-Year Registrations</b>
General Contractor	\$125.00
Backflow Tester	\$125.00
Construction Waste	No fee
Electrician	No fee
Irrigator	\$125.00
Mechanical	No fee
Plumber	No fee
Pool	\$125.00
Roofing	\$125.00
ROW	\$125.00
Signage	\$125.00
Subdivision General Contractor	\$125.00
Subdivision Utility Contractor	\$125.00
Subdivision Paving Contractor	\$125.00
Well (Water & Gas)	\$125.00

## B. Residential Building Permits

- The review fee is collected at the time of submittal and is non-refundable unless the fee is collected in error by the Town of Westlake

### B-1. New Single Family Residential

Residential Permit Fee	\$1.8846 /sq. ft.
Residential Plan Review Fee	\$0.65961 / sq. ft.
Residential Building Inspection Fee	\$0.65961 / sq. ft.
Public Works Inspection Fee	\$418.80
Residential Fire Inspection Fee	\$418.80
Drainage / Grading / Excavation Fee	\$600.00
Erosion Control Fee	\$1,500.00
Duct Bank Fee	\$3,100.00
Mechanical Fees	See <a href="#">Table 1.D</a>
Electrical Fees	See <a href="#">Table 1.D</a>
Plumbing Fees	See <a href="#">Table 1.D</a>

### B-2. Residential Additions and Accessory Structures

Residential Permit Fee	\$1.8846 /sq. ft.
Residential Plan Review Fee	\$0.65961 / sq. ft.
Residential Building Inspection Fee	\$0.65961 / sq. ft.
Residential Fire Inspection Fee	\$418.80
Mechanical Fees	See <a href="#">Table 1.D</a>
Electrical Fees	See <a href="#">Table 1.D</a>
Plumbing Fees	See <a href="#">Table 1.D</a>

**B-3. Residential Remodel Fees**

Residential Permit Fee	See <a href="#">Table 1.B-4</a>
Residential Plan Review Fee	\$0.65961 / sq. ft. (maximum \$250)
Residential Building Inspection Fee	\$0.65961 / sq. ft. (maximum \$250)

**B-4. Residential Remodel Permit Fee**

<b>Square Feet</b>	<b>Fee</b>
≤ 200 square feet	\$300.00
≤ 500 square feet	\$500.00
≤ 750 square feet	\$800.00
≤ 1,000 square feet	\$1,000.00
> 1,000 square feet	\$1,500.00
per additional sq. ft. over 1,000	\$0.01

## C. Nonresidential Building Permits

- The review fee is collected at the time of submittal and is non-refundable unless the fee is collected in error by the Town of Westlake.
- The declared valuation shall include the fair market value of the proposed improvements, including the architectural, structural, electrical, plumbing, mechanical work, paving, parking, drive approach, and the contractor's profit. The building official may require the applicant to verify the declared value.
- The building official may also use the data provided in the most current building valuation table published by the International Code Council to determine building valuation for permit fee purposes.

### C-1. Nonresidential Permit Fee

- Used to calculate the base permit fee (additional charges apply below)

<b>Total Valuation</b>	<b>Fee</b>
<b>≤ \$1,000</b>	<b>\$150.00</b>
<b>≤ \$5,000</b>	<b>\$150.00</b>
per additional \$100 over \$1,000	\$7.00
<b>≤ \$25,000</b>	<b>\$430.00</b>
per additional \$1,000 over \$5,000	\$31.50
<b>≤ \$50,000</b>	<b>\$1,060.00</b>
per additional \$1,000 over \$25,000	\$22.68
<b>≤ \$100,000</b>	<b>\$1,627.00</b>
per additional \$1,000 over \$50,000	\$15.75
<b>≤ \$500,000</b>	<b>\$2,415.50</b>
per additional \$1,000 over \$100,000	\$13.30
<b>≤ \$1,000,000</b>	<b>\$7,735.50</b>
per additional \$1,000 over \$500,000	\$11.30
<b>≤ \$5,000,000</b>	<b>\$13,385.50</b>
per additional \$1,000 over \$1,000,000	\$9.30
<b>&gt; \$5,000,000</b>	<b>\$50,588.5</b>
per additional \$1,000 over \$5,000,000	\$7.30

**C-2. Nonresidential Fire Review / Inspection Fee**

Square Feet	Fee
≤ 10,000 sq. ft.	\$500.00
≤ 100,000 sq. ft.	\$500.00
per sq. ft. over 10,000	\$0.20
≤ 300,000 sq. ft.	\$18,500.00
per sq. ft. over 100,000	\$0.15
≤ 500,000 sq. ft.	\$48,500.00
per sq. ft. over 300,000	\$0.10
> 500,000 sq. ft.	\$68,500.00
per sq. ft. over 500,000	\$0.05

**C-3. New Nonresidential Building**

- Includes core building, shell buildings, and condominiums

Nonresidential Permit Fee	See <a href="#">Table 1.C-1</a>
Nonresidential Plan Review Fee	Nonresidential Permit Fee × 65%
Nonresidential Structural Plan Review Fee	Actual Cost Incurred + 10% Administrative Costs
Nonresidential Inspection Fee	\$0.65961 / sq. ft.
Nonresidential Fire Review / Inspection Fee	See <a href="#">Table 1.C-2</a>
Public Works Inspection Fee	\$400.00
Duct Bank Fee	\$3,100.00
Erosion Control Fee	\$1,500.00
Drainage / Grading / Excavation Fee	\$600.00 + \$100.00 /acre
Mechanical Fees	See <a href="#">Table 1.D</a>
Electrical Fees	See <a href="#">Table 1.D</a>
Plumbing Fees	See <a href="#">Table 1.D</a>
Energy Compliance	See <a href="#">Table 1.D</a>



**C-4. Nonresidential Remodel, Repair & Alterations**

- Includes Accessory Structures, Additions and Tenant Finish-Outs

Nonresidential Permit Fee	See <a href="#">Table 1.C-1</a>
Nonresidential Plan Review Fee	Nonresidential Permit Fee × 65%
Nonresidential Inspection Fee	\$0.65961 / sq. ft.
Nonresidential Fire Review / Inspection Fee	See <a href="#">Table 1.C-2</a>
Mechanical Fees	See <a href="#">Table 1.D</a>
Electrical Fees	See <a href="#">Table 1.D</a>
Plumbing Fees	See <a href="#">Table 1.D</a>
Energy Compliance	See <a href="#">Table 1.D</a>

**C-5. Nonresidential Whitebox**

Nonresidential Permit Fee	See <a href="#">Table 1.C-1</a> with \$1,000 maximum
Nonresidential Plan Review Fee	Nonresidential Permit Fee × 65% (maximum \$500)
Nonresidential Inspection Fee	\$0.65961 / sq. ft. (maximum \$500)



## D. New Construction Trade Fees

- Energy compliance only applies to nonresidential permits

Square Feet	Mechanical	Electrical	Plumbing	Energy
≤ 5,000 square feet	\$300.00	\$300.00	\$300.00	\$300.00
≤ 10,000 square feet	\$500.00	\$500.00	\$500.00	\$500.00
≤ 25,000 square feet	\$800.00	\$800.00	\$800.00	\$800.00
≤ 50,000 square feet	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
≤ 100,000 square feet	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
> 100,000 square feet	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
per additional sq. ft. over 100,000	\$0.0010	\$0.0010	\$0.0010	\$0.00

## E. Single Trade Permits

- Applies to small trade permits not categorized as new construction
- Includes, but not limited to, projects such as water heaters, A/C repair, outdoor lighting, meter releases, etc....

Permit Type	Commercial Fees	Residential Fees
Mechanical	1% of valuation with \$250 min	\$250.00
Electrical	1% of valuation with \$250 min	\$250.00
Plumbing	1% of valuation with \$250 min	\$250.00
Roofing / Re-roofing	1% of valuation with \$250 min	\$250.00

## F. Residential Foundation Repair

Square Feet	Fee
≤ 5,000 square feet	\$300.00
≤ 10,000 square feet	\$400.00
> 10,000 square feet	\$500.00

## G. Tree Removal and Mitigation

Tree Mitigation	\$200.00 /caliper inch
Tree Mitigation in the <b><u>Knolls at Solana</u></b>	\$300.00 /caliper inch
Tree Removal Application (not part of new construction)	\$125.00
Tree Removal Inspection (not part of new construction)	\$125.00
Trees Removed without Permit in a Conservation Area	\$1,000 /caliper inch

## H. Sign Permits

- Fees are calculated per the number of signs requested in an application
- Signs installed without prior permit issuance will be assessed twice the permit fee required
- Signs in the ROW require a ROW License agreement and any applicable fees below

Sign Type	Fee
Monument Signs / Ground-based signs	1% of valuation with \$250 min
Nonresidential Signs - other than ground-based signs	1% of valuation with \$250 min
Temporary Real Estate Sign	\$50.00
Temporary Signage not identified that requires permit	\$50.00
Temporary Special Event Sign	No fee
Wayfinding Signs	\$100.00

## I. Additional Permits

Access Control	\$200.00
Antenna	\$400.00
Demolition	\$250 residential \$550 nonresidential
Drive Approach / Sidewalk / Curb Cut	\$200 without Drainage Improvements \$500 with Drainage Improvements required
Fences / Retaining Walls	1% valuation with \$250 min
Floodplain Development	See <a href="#">Public Works</a>
Fountain / Water Feature / Fire Feature (24" or less in depth)	\$300.00
Drainage / Grading / Excavation Fee	\$600 residential \$600 + \$100 /acre nonresidential
Irrigation / Sprinkler	\$300.00
Miscellaneous Permits	1% of valuation with \$250 min
Moving (any building on any Town street)	\$450.00 plus all direct and indirect costs incurred by the Town including police and traffic patrol
Outdoor Display Permit – Permanent	See <a href="#">2.B-Specific Use Permit</a>
Outdoor Display Permit – Temporary	See <a href="#">2.D-Temporary Use Permit</a>
Pool / Spa	1% of valuation with \$2,000 min
ROW Construction (excluding franchised utilities)	See <a href="#">Public Works</a>
Sales / Leasing Trailer	See <a href="#">2.B-Specific Use Permit</a>
Solar Panels	1% of valuation with \$250 min
Temporary Batch Plant	See <a href="#">2.B-Specific Use Permit</a>
Temporary Construction Off-Site Trailer	See <a href="#">2.B-Specific Use Permit</a>
Temporary Construction On-Site Trailer	\$250.00
Temporary Electrical Pole	\$75.00
Water Well	\$1,000.00

## J. Miscellaneous Fees

Fee Type	Fee
Work Without a Permit	\$500.00 or double the original permit required
Expired Permit Extension	\$1,000.00
Re-stamp Fee	\$60.00
Violation of Permit Conditions, Restriction Limits, Times, and Location	\$250.00
Property Maintenance Fee	\$250.00
Landscape / Architectural Review Fee	\$1,000.00
Outdoor Lighting Compliance Review Fee	\$1,000.00
Legal Nonconforming Use Review	\$1,000.00

## K. Miscellaneous Inspection Fees

- For any required inspection (plumbing rough, framing, etc.) a reinspection fee will be assessed after the third failed inspection and every failure thereafter
- No inspections will be performed until all reinspection fees are paid

Fee Type	Fee
Building Inspection Fee	\$0.65961 / sq. ft.
After Hours Inspections	\$150 per hour, two-hour minimum
Reinspection Fee	\$200 after third inspection
Work Covered Prior to Required Inspection	\$350.00
Additional Inspections not Identified	\$300.00
Structural Integrity Professional Engineer Inspection	Actual Cost Incurred + 10% Administrative Costs

## L. Certificate of Occupancy

- Certificates of Occupancy only apply to nonresidential uses
- Temporary Certificates of Occupancy are renewed and assessed every 30 days or per the requirements of the Chief Building Official
- Certificates of Occupancy include, but are not limited to, New Tenants, Change of Name or Use or Owners
- If a Certificate of Occupancy is lost, a Duplicate Certificate of Occupancy charge may be assessed
- An inspection fee is charged where an inspection may be required before issuance of a CO by the Chief Building Official

Fee Type	Fee
Certificate of Occupancy	\$250.00
Temporary Certificate of Occupancy	\$125.00
Duplicate Certificate of Occupancy	\$125.00
Certificate of Occupancy Inspection	\$125.00
Business missing Certificate of Occupancy	Per <i>International Building Code</i>

## M. Business License & Annual Inspection Fees

- For businesses that require a business license with the Town per Town Ordinances
- A reinstatement fee is assessed if a license has expired due to non-renewal revoked due to non-compliance

Residential Occupancies Above Two Dwelling Units (per IBC)	
Initial License Application Fee	\$150.00
Annual Business License Renewal	\$110.00
Per Room/Unit Inspected	\$25 per room/unit up to \$2,500
License Reinstatement	\$300.00
License Reinspection	\$80.00
Nonresidential Occupancies (per IBC)	
Initial License Application Fee	\$150.00
Annual Business License Renewal	\$150.00
< 10,000 square feet inspected	\$150.00
≤ 50,000 square feet inspected	\$300.00 + \$.01/sf up to maximum of \$1,000
> 50,000 square feet inspected	\$500.00 + \$.01/sf up to maximum of \$2,000
License Reinstatement	\$300.00
License Reinspection	\$100.00



## 2. Planning and Zoning

- Application fees are non-refundable unless the Town Manager or designee determines that a payment was collected in error
- Application fees are due at the time of submittal for all applications
- After a resubmission requires a 2<sup>nd</sup> Formal DRC review a resubmission fee shall be charged where applicable in this chapter

### A. Subdivisions

<b>Preliminary Site Evaluation</b>	<b>Total</b>
All subdivisions	\$5,000.00 + \$100.00 /acre
<b>Final Subdivision Plat</b>	
All subdivisions	\$5,000.00 + \$100.00 /acre
<b>Replat</b>	
Non-residential	\$2,000.00 + \$100.00 /acre
Residential	\$2,000.00 + \$100.00 /lot
<b>Amended Plat</b>	
Non-residential	\$1,000.00 + \$100.00 /acre
Residential	\$1,000.00 + \$100.00 /lot
<b>Minor Plat</b>	
All subdivisions	\$1,000.00 + \$100.00 /lot (up to 4 lots maximum)
<b>Plat Vacation</b>	
All subdivisions	\$4,000.00 + \$100.00 /acre
<b>Plat Resubmission Fees</b>	
Preliminary Site Evaluation	5% of original fee charged
All other Plats	10% of original fee charged
<b>Plat Filing Fee</b>	
In-person filing	\$500.00
E-File	Actual cost incurred + 10% administrative costs



## B. Zoning and Specific Use Permits

<b>Zoning Change</b>	<b>Total</b>	<b>Amendment</b>
< 1 acre	\$1,000.00	\$510.00
< 2 acres	\$2,000.00	\$1,020.00
< 5 acres	\$5,000.00	\$2,550.00
< 10 acres	\$7,875.00	\$4,016.25
< 25 acres	\$10,500.00	\$5,355.00
< 50 acres	\$21,000.00	\$10,710.00
≤ 100 acres	\$42,000.00	\$21,420.00
> 100 acres	\$44,000.00	\$22,440.00
+ per acre over 100 acres	\$105.00	\$53.55

<b>Specific Use Permit</b>	<b>Total</b>	<b>Amendment</b>
< 1 acre	\$500.00	\$255.00
< 2 acres	\$1,000.00	\$510.00
< 5 acres	\$1,500.00	\$765.00
≤ 10 acres	\$2,000.00	\$1,020.00
> 10 acres	\$2,500.00	\$1,275.00

## C. Concept Plans, Development Plans & Site Plans

<b>Concept Plan</b>	<b>Total</b>	<b>Amendment</b>
< 10 acres	\$6,000.00	\$3,060.00
< 25 acres	\$15,000.00	\$7,650.00
< 50 acres	\$24,000.00	\$12,240.00
≤ 100 acres	\$30,000.00	\$15,300.00
> 100 acres	\$31,500.00	\$16,065.00
+ per acre over 100 acres	\$105.00	\$53.55
<b>Development Plan</b>	<b>Total</b>	<b>Amendment</b>
< 10 acres	\$6,000.00	\$3,060.00
< 25 acres	\$15,000.00	\$7,650.00
< 50 acres	\$24,000.00	\$12,240.00
≤ 100 acres	\$30,000.00	\$15,300.00
> 100 acres	\$31,500.00	\$16,065.00
+ per acre over 100 acres	\$105.00	\$53.55
<b>Site Plan</b>	<b>Total</b>	<b>Amendment</b>
< 1 acre	\$5,000.00	\$2,550.00
< 2 acres	\$6,100.00	\$3,111.00
< 5 acres	\$7,500.00	\$3,825.00
≤ 10 acres	\$10,000.00	\$5,100.00
> 10 acres	\$10,500.00	\$5,355.00
+ per acre over 10 acres	\$105.00	\$53.55
<b>Residential Site Plan</b>	<b>Total</b>	<b>Amended</b>
	\$770 / lot or unit	\$310 / lot or unit
<b>Plan Resubmission Fees</b>	<b>Plan</b>	<b>Fee</b>
	Concept Plans	10% of original fee charged
	Development Plans	10% of original fee charged
	Site Plans	10% of original fee charged

## D. Miscellaneous Planning

Address Change	\$100.00
Architectural Review Fee	See <a href="#">1.C-Site Plan</a>
Amendment to Code of Ordinances	\$1,000.00
Amendment to Comprehensive Plan	See <a href="#">1.C-Concept Plan Amendment</a>
Any request not specifically listed that requires legislative approval	\$500.00
Appeal of Administrative Decision	\$110 + \$5 for each property owner listed on the public hearing notice
Comprehensive Sign Package	See <a href="#">1.C-Site Plan</a>
Consultants for inspections or plan review utilized for specific specialized projects	Cost Incurred + 10% Admin Costs
Document / Instrument Filing Fee	\$500.00 (In-person Filing) Cost incurred +10% Admin Costs (E-Filing)
Development Agreement Processing	\$2,000.00
Special District Creation (overlay, PID, MUD, TIF, TRZ, etc.)	Per <b>Development Agreement / Economic Development Agreement</b>
Landscaping Plan Review	See <a href="#">1.C-Site Plan</a>
Outdoor Lighting Plan Review	See <a href="#">1.C-Site Plan</a>
Park Land Dedication	Per <b>Development Agreement</b>
Public Art	Per <b>Development Agreement</b>
Street Name Change	\$1,000.00 + cost of new street signage
Subdivision Name Change	See <a href="#">1.A-Amended Plat</a>
Temporary Use Permit	\$500.00
Traffic Impact Analysis Review	Cost Incurred + 10% Admin Costs
Variance Request	\$2,500.00
Zoning Verification Letter	\$50.00

## 3. Public Works & Engineering

### A. Water & Sewer Rates

- Water & Sewer Rates are approved by the Town Council through a separate Ordinance every calendar year. Rates for Water and Sewer can be found at the following link:

<https://www.westlake-tx.org/606/Water-Rates>

### B. Backflow Services

- Backflow testers must register annually at <https://www.sctrackingsolutions.com/system/login.asp>

Fee Type	Fee
Backflow Tester Registration	\$125.00
Assembly Registration	\$25.00
Customer Service Inspection	\$125.00
Customer Service Reinspection	\$125.00

### C. Easements

Easement Type	Fee
Easement / ROW Abandonment	\$1,000 + \$1 /linear foot
Easement / ROW Encroachment	\$1,000 + \$1 /linear foot

### D. Solid Waste License

Fee Type	Fee Description
Waste Hauling License	No Fee
Waste Hauling Monthly Fee	15% of gross revenue for waste collected in WL

## E. Construction Plans

- Construction Plans include, but not limited to, engineered plans such as grading, drainage, water, sewer, and right-of-way improvements.
- The construction plan application fee is assessed when there has been no development plan or zoning requested approved on the site. This fee is due at time of submittal of a construction plan application. Application fees are non-refundable unless the Town Manager or designee determines that a payment was collected in error.
- Plan review fees and model analysis fees are due at the pre-construction meeting and before a notice to proceed by the Town.
- Additional analyses may apply where the Town Engineer must conduct a model analysis of town utilities and where a TxDOT Permit is required to be reviewed.
- Inspection fees for construction are found in [Table 3.F](#) of this section.

<b>Application</b>	<b>Fee</b>
Construction Plans Application	See <a href="#">2.C-Development Plan</a>
<b>Plan Review</b>	<b>Fee</b>
First Plan Review	\$1,000 + \$150 /sheet
Additional Review (more than 3)	\$750 + \$100 /sheet
<b>Additional Analyses</b>	<b>Fee</b>
Water Model Analysis	\$1,000
Wastewater Model Analysis	\$1,000
TxDOT Permit Review	\$500.00

## F. Construction Inspections

- The inspection fee will be six percent (construction inspection fee (3%) + administrative processing fee (3%)) of certified construction costs of the land development (including, but not limited to, public and private improvements such as streets and roads, drainage, parking lots, fire water systems, walls, fences, site grading, water features, parks, open space corridors, required landscaping, irrigation, sidewalks, trails, etc., but not including building construction) for subdivisions or re-subdivision. Estimated Inspection fees are to be paid prior to permitting and/or commencement of work on the proposed improvements and the balance based upon certified construction costs prior to acceptance of improvements or issuance of building permits. The construction inspection fee is in addition to any other fees listed herein.
- Construction inspection fees are due at the pre-construction meeting
- Construction inspection overtime is a two-hour minimum for weekdays and four-hour minimum for weekends and holidays. Inspections must be requested by noon the Wednesday before. Construction inspection overtime fees are collected before acceptance of public infrastructure.

<b>Construction Inspections</b>	<b>Fee</b>
Construction Inspection Fee	Actual Cost Incurred + 10% Administrative Costs or per <b>Development Agreement</b>
<b>Additional Inspection Fees</b>	<b>Fee</b>
Construction Inspection Overtime	\$150 per hour, two-hour minimum
Reinspection Fee	\$200 after third inspection
Work Covered Prior to Required Inspection	\$350.00
Additional Inspections not Identified	\$300.00
Public Works Inspection Fee	\$400.00

## G. Streetlights

<b>Fee Type</b>	<b>Fee Description</b>
Installation and Maintenance of Street Lights	The developer must pay for all costs associated with installing streetlights and maintain & operate the streetlights in public ROW or per <b>Development Agreement</b>
Licensing of Street Lights	\$20.00 per month per pole for at least 2 years or per <b>Development Agreement</b>



## H. Right of Way Construction

- The application and plan review fee are due at time of submittal
- The permit fees are due at the time of permit issuance
- Where a TxDOT Permit is required additional review fees may apply

Fee Type	Fee
ROW Application & Plan Review	\$500.00
ROW Permit Fee	\$500.00 + \$1 /linear feet of construction
TxDOT Permit Review	\$500.00

## I. Right of Way Management (Small Cell Network Nodes)

- Where a permit is not required under [Chapter 79](#) of the Code of Ordinances, they provider is required to notify the Town a minimum of 24 hours in advance of beginning work.
- If the provider's worker requires excavation or closing of sidewalks or vehicular lanes within the public ROW, then the provider must also obtain a ROW construction permit

Network Node Application	Total
First Application (up to five locations)	\$500.00
Subsequent Application (excess of five locations)	\$250.00
Support Pole Application	Total
Network Node Support Pole	\$1,000.00 each
Annual Registration	Total
Annual Node Registration	\$250.00 per node site
Annual Pole Registration	\$250.00 per node site
Right of Way Use	\$28 per node site per month



## J. Floodplain Development

- The application and plan review fee are due at time of submittal
- The permit fees are due at the time of permit issuance in addition to additional fees listed below where their review is required

Fee Type	Fee
Application / Plan Review Fee	\$500.00
Floodplain Permit Fee	\$1,000.00
Flood Study Analysis	\$3,000.00
CLOMR	\$2,700.00
LOMR (Following CLOMR)	\$1,000.00
LOMR (Without CLOMR)	\$2,700.00
Erosion Hazard Zone	\$500.00
Drainage / Grading / Excavation Fee	See <a href="#">Table 3.L</a>

## K. Investigation Fees

Fee Type	Fee
Work Without a Permit	\$500.00 or double the original fee required
Violation of Permit Conditions, Restriction Limits, and Times and Location on ROW Permit	\$250.00
Failure to Correct Deficiency	\$500.00

## L. Miscellaneous Public Works Fees

Fee Type	Fee
Residential Grading	\$600.00
Nonresidential Grading	\$600 plus \$100 /acre
Erosion Control Inspection	\$1,500.00
Ductbank Connection	\$3,100.00
Drive Approach / Sidewalk / Curb Cut	\$200 without drainage improvements / \$500 with drainage improvements required

## 4. Facilities and Parks and Recreation

### A. Special Event Applications

- A coordination meeting may be required with Town of Westlake Staff before submittal of an application; and
- Proof of nonprofit status via a 501(c)(3) must be supplied at time of application; and
- Nonprofit status does not exempt additional fees or personnel standby fees; and
- Where an application is not submitted at least 30 days prior to the event start date additional fees may apply.

<b>Application Fees</b>	<b>Fee</b>
Special Event Application	\$250.00
Special Event Application, Non-profits	No fee
Special Event, Temporary Signage	No fee
<b>Additional Fees</b>	<b>Fee</b>
Tent Permit	\$100.00
Fireworks	\$150.00
Coordination Meeting	\$100.00
<b>Personnel Standby</b>	<b>Fee</b>
Fire-EMS Personnel Standby	\$75/hr per person
Police Officer Standby	Per <a href="#">City of Keller PD</a>
Administrative Staff Standby	\$75/hr per person
<b>Special Event Penalty Fees</b>	<b>Fee</b>
Application submitted under thirty (30) days before event start date	\$500.00 (regardless of charitable status)
Application submitted under five (5) days before event start date	\$1,000.00 (regardless of charitable status)
Special Event held without permit	Per <a href="#">Special Event Ordinance</a>

## B. Facility Rental

- For additional facility rental policies and regulations please see [Resolution 19-19](#)

Facility	Deposit	Rental (3-hr min.)	Per hour (up to 6 hrs.)	Extended Use
<b>WA Cafeteria</b>				
One day	\$500.00	\$350.00	\$100.00	\$15.00
Extended commitment	\$2,000.00	\$350.00	\$100.00	\$15.00
<b>WA Performance Hall</b>				
One day	\$500.00	\$475.00	\$150.00	\$15.00
Extended commitment	\$2,000.00	\$475.00	\$150.00	\$15.00
<b>WA Gym</b>				
One day	\$500.00	\$350.00	\$100.00	\$15.00
<b>WA Multipurpose Hall</b>				
One day	\$500.00	\$475.00	\$150.00	\$15.00
<b>WA Sport Fields</b>				
One day	\$500.00	\$150.00	\$50.00	\$15.00
<b>Town Council Chambers/ Courtroom</b>				
One day	\$1,000.00	-	\$100.00	-
<b>Fire Department Administration Training Room and Mall</b>				
One day	\$1,000.00	-	\$100.00	-

## C. Westlake IOOF Cemetery

- For additional cemetery policies and regulations please see [Resolution 19-20](#)

Fee Type	Total
Adult Burial Space	\$2,100.00
Infant Burial Space	\$800.00
Interment Fee	\$300.00
Urn Interment Fee	\$400.00

## 5. Fire-EMS Services

- <sup>1</sup>If required, additional cost for personnel may be charged. Additional cost for expendable equipment and necessary apparatus may be incurred.
- <sup>2</sup>Two (2) hour minimum. If required, addition cost for personnel may be charged. Additional cost for expendable equipment and necessary apparatus may be incurred.
- <sup>3</sup>Cost is per hour per personnel utilized. Additional cost for expendable equipment and necessary apparatus may be incurred.
- <sup>4</sup>Cost based on third party or contracted services provider fees. Based on agreement with the Town, fees may be paid directly to the third party or contracted services provider.

<b>Ambulance and EMS</b>		<b>Total</b>
	ALS I	\$1,750.00
	ALS II	\$1,750.00
	BLS	\$1,750.00
	ALS Disposable	N/A
	BLS Disposable	N/A
	Oxygen	N/A
	SCT	\$1,750.00
	TNT	\$200.00
	Ground mileage	\$24.00
	EMS – Services and Expendables <sup>4</sup>	
<b>Asbestos removal</b>		<b>Total</b>
		\$100.00
<b>Battery Systems</b>		<b>Total</b>
		\$250.00
<b>Burn Permit</b>		<b>Total</b>
	Non-resident	\$50.00
	Resident	No Charge
<b>Candles and Open Flame in Assembly Areas</b>		<b>Total</b>
		\$50.00
<b>Carnivals and Fairs</b>		<b>Total</b>
		\$50.00 <sup>1</sup>
<b>Combustible Storage</b>		<b>Total</b>
	High-Piled	\$50.00
<b>Compressed Gas</b>		<b>Total</b>
		\$100.00

<b>Cryogenics</b>	<b>Total</b>
	\$250.00
<b>Dry Cleaning Operations</b>	<b>Total</b>
Flammable / Combustible Liquids	\$75.00
Non-Flammable Liquids	\$50.00
<b>Explosives or Blasting Agents</b>	<b>Total</b>
Use of	\$150.00 <sup>1</sup>
<b>Fireworks - Certified Events Only</b>	<b>Total</b>
	\$150.00 <sup>1</sup>
<b>Fueling Dispensing Station</b>	<b>Total</b>
Motor Vehicle	\$50.00
<b>Fumigation or Thermal Insecticidal Fogging</b>	<b>Total</b>
	\$250.00
<b>Hazardous Materials</b>	<b>Total</b>
Storage, Dispense, Use of Mitigation <sup>3,4</sup>	\$50.00
<b>Hot works Operations</b>	<b>Total</b>
	\$50.00
<b>Inspections</b>	<b>Total</b>
After Hours Fire Inspection	\$75.00 <sup>2</sup>
Re-inspection for fire alarm systems	\$75.00 <sup>1</sup>
Re-inspection for new construction	\$75.00 <sup>1</sup>
Re-inspection for sprinkler systems	\$75.00 <sup>1</sup>
<b>Liquid Petroleum Gas</b>	<b>Total</b>
LPG 25-199 WGC	\$100.00
LPG 200-1,999 WGC	\$75.00
LPG 2,000 < WGC	\$25.00
LPG fueled vehicles or equipment in assembly buildings	\$50.00
<b>Malls – Covered</b>	<b>Total</b>
	\$75.00 <sup>1</sup>
<b>Personnel Stand-By</b>	<b>Total</b>
Fire Watch	\$75.00 <sup>3</sup>
Special Event	\$75.00 <sup>3</sup>

<b>Pesticides</b>	<b>Total</b>
Highly Toxic, Storage, Use of	\$50.00
<b>Plan Review</b>	<b>Total</b>
Fire Alarm System Review <sup>4</sup>	
Fire Sprinkler System Review <sup>4</sup>	
Nonresidential Fire Plan Review / Inspection Fee	See <a href="#">Table C-2</a>
Residential Fire Plan Review	\$400.00
<b>Private Agency License Inspection / Certification</b>	<b>Total</b>
	\$50.00
<b>Pyrotechnic Material</b>	<b>Total</b>
	\$500.00 <sup>1</sup>
<b>Radioactive Materials</b>	<b>Total</b>
	\$500.00
<b>Storage Tanks</b>	<b>Total</b>
Aboveground Storage Tanks (AGST)	\$150.00
Underground Storage Tanks (UST)	\$150.00
AGST & UST - Changing Contents	\$100.00
AGST and UST Removal or Temporary Out of Service	\$50.00
<b>Trench Burning – Clearing Land or Rubbish</b>	<b>Total</b>
	\$150.00
<b>Water System Analysis / Test for Fire Suppression Systems</b>	<b>Total</b>
	\$25.00



## 6. Gas Well & Oil Fees

### A. Gas Well Pad Site Permit and Fees

Gas Well Pad Site Permit Application Fee (one-time initial, per pad site fee)	\$30,000.00
Approved Gas Well Pad Site Permit Annual Review & Renewal Fee	\$5,000.00
Fire Fighter Training & Equipment Fee (one-time initial, per approved pad site fee)	\$10,000.00
Setback Reduction Request/Property Owner Title Verification Fee	\$5,000.00 or actual cost, whichever is greater

### B. Gas Well Permits and Fees

Gas Well Permit Application Fee (one-time initial, per well fee)	\$10,000.00
Gas Well Permit Amendment Application & Review Fee	\$2,500.00
Gas Well Certificate of Completion & Completion Inspection Fee	\$1,500.00
Tank Battery Completion & Annual Permit/Inspection Fee	\$1,000.00
Annual Approved Gas Well Permit Review, Inspection, & Permit Renewal Fee	\$1,500.00
Initial/Annual Insurance & Surety Review Fee (per approved gas well permit)	\$1,000.00
Annual Fire Fighter Training & Equipment Fee (per approved gas well permit)	\$2,000.00
Annual Safety/Hazardous Materials Plans & Reports Compliance Review Fee	\$1,000.00
Well Re-working Permit Fee	\$5,000.00
Gas Well Permit Transference Processing Fee	\$5,000.00
Gas Well Permit Extension Processing Fee	\$5,000.00
Well Abandonment Permit Application & Inspection Fee	\$2,500.00
Road Maintenance Agreement Review & Inspection Fee	\$5,000.00



## C. Pipeline Related Permits and Fees

- All permits, fees, and/or licenses in this section are for initial installation of a new pipeline. Any extensions of this pipeline will be considered a new pipeline and subject to all applicable permits

New Pipeline Construction Permit & Inspection Fee	\$5,000.00
New Pipeline Certificate of Completion & Inspection Fee	\$1,500.00
New Pipeline ROW/Street/Road/Easement Crossing License (per crossing)	\$2,000.00
Initial/Annual Insurance & Surety Review Fee (per approved pipeline permit)	\$1,000.00
Annual Safety Report Compliance Review Fee (per approved pipeline permit)	\$1,000.00
Annual Pipeline Permit & License Renewal Fee (per new pipeline permit)	\$2,000.00
Inactive Pipeline Permit Application & Inspection Fee	\$2,500.00
Idled Pipeline Permit Application & Inspection Fee	\$2,500.00
Idled Pipeline Permit Reactivation Inspection Fee	\$2,500.00
Seismic Testing Permit Fee	\$500.00
Technical Advisor Fees	Actual costs plus 10% administrative fee

## 7. Administrative Services

### A. Non-Sufficient Funds & Return Charges

- The maximum charge permitted under Texas law will be imposed by the Town for the collection of checks returned by the banks for the lack of funds when such checks are used in payment to the Town for deposits or obligations legally owned by the issuer of the said returned checks. The Town Manager or their designee will add the returned check charge to the other obligations owned to the Town by the issuer of the returned checks. The same charge shall be applied to electronic funds transactions in which lack of funds prevents payment from being made. The Town Manager or their designee may waive such charge if the Town was negligent in the cashing of the check or if special circumstances deem the waives as appropriate; however, in all cases of a waiver complete records must be made of the reason for the waiver.

All forms of payment | \$35.00 or max per State Law

### B. Solicitation & Vendor Permits

Solicitor License | \$50.00

plus per agent | \$20.00

### C. Alcohol License and Permit Fees

License / Permit Fee | Per [State Local Maximums](#)

### D. Photocopy & Digital Media Charges

Media Type	Fee
Standard size 8.5" x 14"	\$0.10 per page per side
Non-standard size	\$0.50 per page per side
Specialty Paper	Actual Cost
Diskette	\$1.00 each
Rewritable CD (CD-RW)	\$1.00 each
Non-rewritable CD (CD-R)	\$1.00 each
Digital Video Disc (DVD)	\$3.00 each
Magnetic Tape	Actual Cost
Data Cartridge	Actual Cost
Tape Cartridge	Actual Cost
JAZ Drive	Actual Cost
Other electronic media	Actual Cost
VHS video cassette	\$2.50 each
Audio cassette	\$1.00 each

## 8. Refund Policy

- No refund shall be granted if the purchaser has paid the minimum fee established for the specific type of permit;
- No refund shall be granted if any work governed by the permit has been performed;
- No refund shall be granted if an inspection has been performed, scheduled, or requested on the permit;
- Plan review fees are non-refundable unless the Building Official determines that a payment was collected in error;
- Application fees are non-refundable unless the Town Manager or designee determines that a payment was collected in error;
- Refund claims must be submitted in writing with a copy of the permit receipt.

## 9. Example Calculations

### A. How to Calculate Single Family Residence Submittal

Information required:

- Total square footage under roof
- See [Table 1.D](#) under Building Inspection Services for MEP ranges

Examples:

#### A-1. 5,200 sq. ft.

Fee Type	Fee Calculation	Fee Total
Residential Permit Fee	\$1.8846 x 5,200 sq. ft.	\$9,799.92
Residential Plan Review Fee	\$0.65961 x 5,200 sq. ft.	\$3,429.97
Residential Building Inspection Fee	\$0.65961 x 5,200 sq. ft.	\$3,429.97
Public Works Inspection Fee	\$418.80	\$418.80
Residential Fire Inspection Fee	\$418.80	\$418.80
Drainage / Grading / Excavation Fee	\$600.00	\$600.00
Erosion Control Fee	\$1,500.00	\$1,500.00
Duct Bank Fee	\$3,100.00	\$3,100.00
Mechanical Fees	See <a href="#">Table 1.D</a>	\$500
Electrical Fees	See <a href="#">Table 1.D</a>	\$500
Plumbing Fees	See <a href="#">Table 1.D</a>	\$500
		<b>\$24,197.46</b>

## B. How to Calculate a New Nonresidential Submittal

Information required:

- Total square footage under roof
- Total construction valuation
- Total site acreage
- See [Table 1.C-1](#) under Building Inspection Services for base permit fee
- See [Table 1.C-2](#) under Building Inspection Services for fire department plan review and inspection
- See [Table 1.D](#) under Building Inspection Services for MEP ranges

### B-1. 10,000 sf. ft. | \$5,000,000 valuation | 1 acre

Fee Type	Fee Calculation	Fee Total
Nonresidential Permit Fee	See <a href="#">Table 1.C-1</a>	\$50,585.50
Nonresidential Plan Review Fee	Nonresidential Permit Fee × 65%	\$32,880.58
Nonresidential Inspection Fee	\$0.65961 × 10,000 sq. ft.	\$6,596.10
Nonresidential Fire Review / Inspection Fee	See <a href="#">Table 1.C-2</a>	\$500.00
Public Works Inspection Fee	\$418.80	\$418.80
Duct Bank Fee	\$3,100.00	\$3,100.00
Erosion Control Fee	\$1,500.00	\$1,500.00
Drainage / Grading / Excavation Fee	\$600.00 + (\$100.00 × 1 acres)	\$700.00
Mechanical Fees	See <a href="#">Table 1.D</a>	\$500.00
Electrical Fees	See <a href="#">Table 1.D</a>	\$500.00
Plumbing Fees	See <a href="#">Table 1.D</a>	\$500.00
Energy Compliance	See <a href="#">Table 1.D</a>	\$500.00
		<b>\$98,280.98</b>

# End of Fee Schedule