

(ALL FEES NONREFUNDABLE UNLESS EXPLICITLY STATED HEREIN)

**A. ADMINISTRATIVE FEES**

a. Duplication, including incident, fire, and other misc. reports:

Copies and/or printouts, up to 8-1/2 x 14	\$0.10 / page
Copies and/or printouts, up to 8-1/2 x 14, color	\$0.25 / page
Personnel (Labor)	\$15.00 / hour after the first hour
Diskettes/CD's	\$1.00 / each
Envelopes (small)	\$0.50 / each
Envelopes (large)	\$1.00 / each
Postage	Actual Cost
Oversize paper copy (11'x17")	\$0.50 / page
Oversize paper copy, (11'x17"), color	\$0.75 / page
VHS video cassette	\$2.50
Audio cassette	\$1.00
DVD	\$3.00 / each

Duplication charges not listed shall be charged pursuant to Texas Administrative Code Title 1, Part 3, Chapter 70, Rule 70.3.

b. Certification of City Record \$6.00

c. Police Accident Report  
 As per Texas Transportation Code, Chapter 550, Section 550.065(d)

d. Certification of Police Accident Report  
 As per Texas Transportation Code, Chapter 550, Section 550.065(d)

e. EMS or Certification of EMS Report  
 As per Texas Administrative Code Title 22, Part 9, Chapter 165, Rule 165.2

f. Notary Service, acknowledgement \$6.00  
 For Notarial Acts not listed , as per Texas Government Code, Section 406.024.

g. NSF Check Charge \$31.75

h. City Maps (18" x 24" or 24" x 36") Actual Cost

i. Credit Card Processing 5 Percent

j. Postage Actual Cost

k. Use of City Facilities for Meetings (during business hours)	No cost; Subject to Availability
l. Use of City Facilities for Meetings (after hours)	\$43.00 per Hour
m. Violation of Chapter 58, Article II, Division I (false alarm, per incident)	\$52.00
n. Use of City Barricades, Signs, and/or Traffic Handling Equip.	\$0.75 Hourly Employee Cost + 10%

**B. ANIMAL CONTROL FEES**

a. Dog, Cat, or Ferret License (Spayed/Neutered)	\$10.75 Annual
b. Dog, Cat, or Ferret License (Spayed/Neutered)	\$31.75 Lifetime
c. Dog, Cat, or Ferret License (Intact)	\$21.50 Annual
d. Dog, Cat, or Ferret License (Intact)	\$64.25 Lifetime
e. Replace Lost Tag	\$5.75
f. Dangerous Animal License	\$53.50 Annual
g. Commercial Animal Establishment	See Food Establishment
h. Live Traps (Refundable Deposit)	\$51.50 per Trap
i. Removal of Animal from Trap, Loaned or Not Loaned, by Animal Control Officer	No charge; Limited to One Animal per Month per Resident
j. Owner Surrender	\$83.25 per Animal / City Resident
k. Penalties	
1. Abandonment	\$59.00 + Court Cost
2. No Rabies Vaccine	\$229.75 + Court Cost
3. Not Registered (1 <sup>st</sup> Offense)	\$16.25 + Court Cost
4. Not Registered (2 <sup>nd</sup> Offense)	\$37.50 + Court Cost
5. Not Registered (3 <sup>rd</sup> Offense)	\$117.75 + Court Cost
6. Allowed to Run Loose	\$31.75 + Court Cost
7. More than Four Animals	\$31.75 + Court Cost
8. Failure to Surrender for Rabies Vac.	\$229.75 + Court Cost
l. Impoundment	
1. First Impoundment	\$43.00
2. Second Impoundment	\$69.75
3. Third + Impoundment(s)	\$117.75
m. Daily Boarding	\$31.00 per Day
n. Rabies Vaccination	\$21.00 per Animal
o. Quarantine / Observation and Applicable Fees	\$28.50 per Animal, per day
p. Animal Cremation Services for Residents	\$25.00 per Animal

**C. BUILDING FEES**

a. Building Permit Fee (Subcontractor Fees Incl.)

\$1.00 TO \$500.00 (Valuation)	\$25.00 (Fee)
\$501.00 TO \$2,000.00	\$25.00 for the first \$500.00 plus \$3.35 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 TO \$25,000.00	\$75.00 for the first \$2,000.00 plus \$15.50 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 TO \$50,000.00	\$430.00 for the first \$25,000.00 plus \$11.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 TO \$100,000.00	\$708.00 for the first \$50,000.00 plus \$7.70 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 TO \$500,000.00	\$1,093.00 for the first \$100,000.00 plus \$6.15 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 TO \$1,000,000.00	\$3,557.00 for the first \$500,000.00 plus \$5.25 for each additional \$1,000.00, or fraction, to and including \$1,000,000.00
\$1,000,001.00 and up	\$6,170.00 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00, or fraction thereof

b. Plan Review Fee (Corporate City Limits and ETJ)

- |                                  |                            |
|----------------------------------|----------------------------|
| 1. Residential Plans             | 35% of Building Permit Fee |
| 2. Commercial Plans              | 65% of Building Permit Fee |
| 3. All Withdrawn / Changed Plans | 65% of Building Permit Fee |

c. Inspections Outside Normal Business Hours \$59.00 per Hour, or Total Hourly Cost to City, Whichever is Greater

d. Re-inspection Fee \$59.00 per Hour, or Total Hourly Cost to City, Whichever is Greater

e. Inspections for Which No Fee is Indicated	\$59.00	per Hour, or Total Hourly Cost to City, Whichever is Greater
f. Additional Plan Review Due to Modifications	\$59.00	per Hour, or Total Hourly Cost to City, Whichever is Greater
g. Outside Consultants	Actual Cost + 10%	
h. Pool Permit	Use Building Permit Fee Schedule	
i. Electrical, Mechanical, Plumbing Permit	\$86.25	incl. One Inspection
j. Sprinkler System Permit	\$59.00	
k. Certificate of Occupancy (C of O) Permit	\$117.75	
l. Reissuance of Existing C of O	\$26.75	
m. Driveway Permit	\$117.75	
n. Street Cut Permit	\$261.50	
o. Encroachment License	\$171.25	
p. Tree Survey Review and Approval	\$171.25	
q. Landscape Plan Review and Approval	\$139.00 + \$74.75	per Hour Inspection Fee
r. Protected Tree Removal Permit (Diseased, Dying, Dead, or Existing Live Tree 5" Caliper or Greater) (Commercial Development Only)	\$74.75	
s. Tree Trimming Permit (Commercial Contr. Only)	\$26.75	
t. Stormwater, Detention, and Drainage		
1. Fee In Lieu of Detention (Residential)	\$2,995.75	per Acre
2. Fee In Lieu of Detention (Commercial)	\$3,316.75	per Acre
u. Stormwater, Detention, and Drainage (OTHSD)		
1. Fee In Lieu of Detention (Residential)	\$0.25	per sq. ft. of Actual Impervious Cover
2. Fee In Lieu of Detention (Commercial)	\$0.25	per sq. ft. of Actual Impervious Cover
v. Demolition Permit	\$171.25	
w. House Moving (Foundation Insp.)	\$59.00	
x. House Moving Permit	\$85.75	
y. Traffic Impact Analysis and Review (Level 1)	\$283.75	
z. Traffic Impact Analysis and Review (Level 2)	\$567.00	
aa. Traffic Impact Analysis and Review (Level 3)	\$850.50	
bb. Fence Construction Permit	\$80.25	
cc. Change of DBA (on Cert. of Occup.)	\$26.75	
dd. Change of Address (on Cert. of Occup.)	\$26.75	

- ee. Fire Plan Review (Not Associated with New Construction) \$59.00 per Hour
- ff. Pedestrian Circulation Plan Review \$59.00 per Hour
- gg. Work Performed Without a Permit Double Standard Permit Fee

**D. COURT FEES AND FINES**

- a. Failure to appear after issuance and service of a warrant. \$25.00
- b. See Exhibit "B" for Violation Code List.

**E. FIRE DEPARTMENT FEES**

a. Fire Protection Permit Fees

1. Automatic Fire Extinguishing System:

i. New Sprinkler System\* -

1-10 Heads	\$133.75
11-25 Heads	\$159.50
26-200 Heads	\$214.00
201+ Heads	\$214.00 +1.00 per Additional Head
\$2000.00 Maximum Charge per Floor	

\*In addition, if the sprinkler system is located on more than one floor, the fee will also include a charge of \$42.50 for each additional floor. Basements, underground levels, and above ceiling grade are considered floors for purposes of this fee.

*This fee includes reviewing plans, rough-in inspections, and witnessing the 2-hour hydrostatic testing for fire sprinkler systems.*

ii. Sprinkler Modification/Remodel with Heads\*\* -

1-9 Heads	\$80.25
10-25 Heads	\$133.75
26-200 Heads	\$214.00
201+ heads	\$214.00 + 1.00 per Additional Head
\$2000.00 Maximum Charge per Floor	

\*\*In addition, if the sprinkler system is located on more than one floor, the fee will also include a charge of for \$42.50 for each additional floor. Basements, underground levels, and above ceiling grade are considered floors for purposes of this fee.

*This fee includes reviewing plans, rough-in inspections, and witnessing the 2-hour hydrostatic testing for fire sprinkler systems.*

iii. Sprinkler Modification without Heads: \$107.00

*This fee includes reviewing plans, rough-in inspections, and witnessing the 2-hour hydrostatic testing for fire sprinkler systems.*

iv. Paint Spray Booth: \$267.75

*This fee includes reviewing plans, witnessing the testing, and inspection of commercial paint spray booth fire suppression systems.*

v. Vent Hood Suppression System: \$160.50

*This fee includes reviewing plans, witnessing the testing, and inspection of commercial fire suppression systems in kitchen vent hoods and exhaust ducts.*

vi. Vent Hood Modification: \$80.25

*This fee includes reviewing plans, witnessing the testing, and inspection of commercial fire suppression systems in kitchen vent hoods and exhaust ducts.*

vii. Alternative Fire Protection System: \$267.75

*This fee includes reviewing plans, rough-in inspections, and witnessing any required acceptance / testing of alternative fire protection and fire suppression systems.*

2. Fire Alarm and Related Equipment:

i. New Fire Alarm System\* -

1-10 devices	\$133.75
11-25 devices	\$160.50
26-200 devices	\$214.00
201+ devices	\$214.00 + 1.00 per Additional Device

Maximum Charge of \$2000.00 per Floor

\*In addition, if the fire alarm system is located on more than one floor, the fee will also include a charge of \$42.50 for each additional floor. Basements, underground levels, and above ceiling grade are considered floors for purposes of this fee.

*This fee includes reviewing plans, rough-in inspections, and witnessing the fire alarm acceptance testing.*

ii. Fire Alarm Modification\*\* -

1-9 devices	\$80.25
10-25 devices	\$133.75
26-200 devices	\$160.50
201+ devices	\$214.00 + 1.00 per Device

Maximum Charge of \$2000.00 per Floor

\*\*In addition, if the fire alarm system is located on more than one floor, the fee will also include a charge of \$42.50 for each additional floor. Basements, underground levels, and above ceiling grade are considered floors for purposes of this fee.

*This fee includes reviewing plans, rough-in inspections, and witnessing the fire alarm acceptance testing.*

iii. Fire Alarm Panel Replacement:

1-20 devices	\$160.50
21-200 devices	\$214.00
201+ devices	\$214.00 + 1.00 per Device

*This fee includes reviewing plans, rough-in inspections, and witnessing the fire alarm acceptance testing.*

iv. Smoke Control Systems: \$187.25

*This fee includes reviewing plans and witnessing the testing of building smoke control systems required by the Building or Fire Code.*

3. Fire Pumps and Related Equipment: \$214.00

*This fee includes reviewing plans, rough-in inspections, and witnessing any required acceptance testing.*

4. Standpipes: \$214.00

*This fee includes reviewing plans, rough-in inspections, and witnessing any required acceptance testing.*

5. Underground Fire Line: \$214.00

*This fee includes reviewing plans and witnessing the 2-hour hydrostatic testing on underground fire protection system.*

6. Fire Hydrants: \$107.00  
\$26.75 each Additional

*This fee includes reviewing plans, rough-in inspections, and witnessing any required acceptance testing, including 2-hour hydrostatic testing on private property not inspected by San Antonio Water System.*

7. Fireworks Display (Per Event): \$534.75

*Helotes City Council must approve display prior to permit being issued.*

8. Underground Storage Tank: \$214.00

A permit is required for each underground storage tank used for the storage of flammable liquids, combustible liquids, or hazardous materials.

*This fee includes reviewing plans, rough-in inspections, interior lining, filling with inert material, or removal of any underground storage tank and witnessing any required acceptance testing.*

9. Aboveground Storage Tank: \$267.75

A permit is required for each aboveground storage tank, regardless of capacity, used for the storage of flammable liquids, combustible liquids, or hazardous materials.

*This fee includes reviewing plans, rough-in inspections, or removal of any aboveground storage tank and witnessing any required acceptance testing.*

10. Working Without a Permit: Double Standard Permit Fee

*This fee will be assessed when it is discovered by a City of Helotes code official that work is being performed without the proper permit(s).*

11. All other permits and fees not addressed by this fee schedule and where a permit is required by the current adopted Fire Code will require a permit and fee of \$53.50.

b. Fire Department Service Fees:

- 1. Swift Water Flood Rescue \$567.00 per Person
- 2. Haz-Mat Response
  - i. Hourly Rate \$567.00 per Hour or Fraction
  - ii. Use of Absorbents \$21.25 per Bag or Fraction
  - iii. Use of Foam / Bio. \$117.75 Up to 5 Gallons;
  - iv. Special Supplies Actual cost + 12.27%  
(e.g. absorbent pads, booms, overpack drums, etc.)
  - v. Use of Loader / Tractor \$850.50 per Hour or Fraction
  - vi. Engine Standby \$342.50 per Hour or Fraction
- 3. Fire Watch \$32.00 per Person per Hour

c. EMS Fees:

- 1. Basic Life Support (BLS) Emergency Response \$603.50
- 2. Advanced Life Support 1 (ALS1) Emergency Response \$682.75
- 3. Advanced Life Support 2 (ALS2) Emergency Response \$847.50
- 4. Mileage Charge, Per Mile \$17.75
- 5. Emergency Response Aid Only \$117.75
- 6. Non-Resident Fee \$117.75
- 7. Extra Attendant \$88.50
- 8. Ambulance Stand By, Per Hour \$294.50

**F. FLOODPLAIN FEES**

a. Floodplain Review Fee

- 1. Request for Single-lot/Single-structure CLOMA and CLOMR-F \$171.25
- 2. Request for Single-lot/Single-structure LOMR-F \$144.50



3. Request for Single-lot/Single-structure LOMR-F, Based on as-built Information (CLOMR-F Previously Issued by City)	\$117.75
4. Request for Multiple-lot/Multiple-structure CLOMA	\$283.75
5. Request for Multiple-lot/Multiple-structure CLOMR-F and LOMR-F	\$567.00
6. Request for Multiple-lot/Multiple-structure LOMR-F, Based on as-built information (CLOMR-F Previously Issued by City)	\$454.50
b. CLOMRs Request Fee	
1. New Hydrology, Bridge, Culvert, Channel, or Any Combination Request	\$1,134.25
2. Levee, Berm, or Other Structural Measure Request	\$1,701.25
c. LOMRs and PMRs Request Fee (Not Based on Structural Measures or Alluvial Fans)	
1. Bridge, Culvert, Channel, or Any Combination Request	\$1,134.25
2. Levee, Berm, or Other Structural Measure Request	\$2,268.50
3. As-built Information Submitted as Follow Up to CLOMR Request	\$1,701.25
d. Floodplain Development Permit Fee	\$283.75
e. Elevation Certificate	\$117.75

**G. FOOD AND BEVERAGE FEES**

a. Food Establishment, Day Care, and Commercial Animal	
1. Less Than or Equal To Three Employees	\$160.50
2. Greater Than Three Employees To Six Employees	\$320.75
3. Greater Than Six Employees To Ten Employees	\$534.75
4. Greater Than Ten Employees	\$749.00
b. New Food Establishment	
1. Plan Review	\$59.00
2. Pre-operations	\$59.00
c. Alcoholic Beverage License	½ State Fee

d. Special Event Health Permit	
1. Per Day (Per Event)	\$30.25
2. Two or More Days (Per Event)	\$60.50
3. Annual	\$101.00

**H. MISCELLANEOUS FEES**

a. Special Event / Parade Permit (Per Event)	\$59.00
b. Special Event / Parade Permit (Annual)	\$107.00
c. Peddler Permit	
1. Temporary	\$59.00
2. Annual	\$107.00
d. MarketPlace @ Old Town Helotes	
1. Booth Rental	\$40.00
e. Blasting Permit	\$534.75
f. Annual Review of Blasting Permit	\$534.75
g. Collocation of Antennae	
1. Application Review	\$427.75
2. Tower Construction Application Review	\$427.75
h. Sexually Oriented Business	
1. Administrative Procedures	\$267.75

**I. SIGN FEES**

(All Sign Permit Applications, Other Than Temporary Signs, Shall Pay a Non-refundable Review Fee of \$10.00 or 10% of the Sign Permit Application Fee, Whichever is Greater)

a. Sign Up To 10 Square Feet (SF) in Area	\$37.50
Other than Free-standing or Monument	
b. Signs 10 to 20 SF in Area	\$69.75
Other than Free-standing or Monument	
c. Signs 25 to 35 SF in Area	\$101.50
Other than Free-standing or Monument	
d. Signs Larger than 35 SF in Area	\$139.00
Other than Free-standing or Monument	
e. Free-standing or Monument Signs	\$139.00
f. Private Property Traffic Control Sign Plan	\$117.75
g. Temporary Signs	\$10.75
h. Handheld Signs	\$5.25
i. New Master Sign Program	\$171.25
j. Amendment to Master Sign Program	\$32.00
k. Appeal or Variance Request	\$59.00

**J. ZONING AND SUBDIVISION FEES**

a. Zoning

1. Zoning Change or Classification Addition Request	\$361.50
2. Board of Adjustment Appeal	\$361.50
3. Board of Adjustment, Refund	\$103.50

b. Subdivision

1. Plat/Replat Filing Fees	
i. Base Preliminary Platting Fee	\$625.75 per plat
ii. Base Final Platting Fee	\$385.25 per plat
iii. Single Family Residential Development	\$64.25 per Lot
iv. Non-single Family Residential Development	\$465.50 per Acre
2. Variance	\$165.75
3. Plat Deferral	\$427.75
4. Performance Agreement Time Extension	\$278.25
5. Vacating Declaration	\$315.75
6. Replat Involving Notification	\$486.75
7. Amending Plat	\$556.50
8. Plat Withdrawal	\$171.25
9. Emergency Add-on	\$342.50
10. Mobile Home Park Plan Processing Fee	\$454.50
11. Street Name Change Application Processing	\$342.50
12. Street Name Change Installation Fee Per Sign	\$229.75
13. Plat Recording Fee Per Sheet	Actual Cost per Bexar County
14. Processing Fee	\$117.75
15. Plan Review Fee	\$422.75
16. Minor Plat (in any Zoning District)	\$Actual Cost + 10%

**K. IMPOUND FEES AND TOWING SERVICE RATES**

Description	Unit Price
<b>Fees:</b>	
Impound Fee	\$209.25
Daily Fee (after 24 hours)	\$20.75
Certified Administrative Fees	\$26.25
Rate charge for towing vehicles up to and including 25 feet in length (light duty) within City.	\$120.00 flat rate.
Rate charge for towing vehicles greater than 25 feet in length (medium duty) within City.	\$205.00 flat rate.
Rate charge for heavy duty towing (large commercial trailers, tractors, etc.) within City.	\$400.00 per hour. 2 hour minimum.
Rate charge for towing municipal vehicles. City vehicles must be transported by flat bed or wheel lift. Sling-type lifts may not be used to transport City vehicles.	\$0.00 flat rate.
Rate charge for repairing / replacing flat tires on municipal vehicles.	\$0.00 flat rate.
Per mile charge for towing vehicles located outside the City and its ETJ, up to the City's ETJ limits. Above rate charges apply thereafter.	\$3.00 per mile. Light duty. \$3.50 per mile. Medium duty.
Rate charge for towing recreational vehicles, such as motorcycles, within City.	\$120.00 flat rate.
Rate charge for towing vehicles on a tilt bed.	\$120.00 flat rate.
Rate charge for off-road and / or winch-out recovery.	\$100.00 per hour. Light duty. \$150.00 per hour. Medium duty.
Rate charge to disconnect and reconnect drive shaft.	\$30.00 flat rate. Light duty. \$35.00 flat rate. Medium / Heavy duty.
Rate charge to upright vehicles.	\$100.00 per hour. Light duty.
Tandem axle diesel tractor, including driver.	\$150.00 per hour.
Heavy duty supervisor.	\$400.00 per hour.
Landoll trailer or flat bed service.	\$120.00 per hour.
53' or 48' tandem axle enclosed dry box trailer or refrigerated trailer, including cleanout charge.	\$180.00 per day.
Air cushion.	\$280.00 per hour.
Tanker air bag.	\$280.00 per hour.
Emergency response box trailer.	\$210.00 per hour.
16' to 20' flat bed trailer.	\$95.00 per hour.
Emergency response fuel recovery trailer.	\$210.00 per hour.
Skid loader.	\$210.00 per hour.

Skid loader with broom attachment.	\$320.00 per hour.
Roll-off box.	\$85.00 per hour.
Vacuum truck (80 to 167 barrels).	\$210.00 per hour.
Dump truck (12 to 40 yards).	\$320.00 per hour.
Backhoe; Extend-a-hoe.	\$260.00 per hour.
Backhoe; 4-wheel drive extend-a-hoe.	\$320.00 per hour.
Backhoe.	\$180.00 per hour.
Equipment mobilization and demobilization for skid loader, skid loader with broom attachment, roll-off box, vacuum truck, dump truck, backhoe, extend-a-hoe, and 4-wheel drive extend-a-hoe.	\$120.00 per item.
Torches.	\$80.00 per initial half hour.
Auxiliary lighting and power plants.	\$97.50 per initial half hour.
Saws, all varieties.	\$75.00 per initial half hour.
Lumper fees.	\$35.00 per hour per person.
Dollie fees.	\$30.00 flat rate.
All other special equipment.	5% mark-up above actual cost.
<b>Reimbursement to City:</b>	
Reimbursement, paid monthly, to City of Helotes for City-dispatched light-, medium-, heavy-, and / or recreational vehicle tow.	\$35.00 per vehicle.

**EXHIBIT B. COURT FEES AND FINES**