

CITY OF OAK RIDGE, TENNESSEE

ADMINISTRATIVE POLICY AND PROCEDURE MANUAL



Policy: Fees for Municipal Services and Supplies

Number #: D-200

Effective Date: November 6, 2019 **Revision #:** 35

1.0 POLICY STATEMENT: Pursuant to Title 1 section 203 of the City Code, the City Manager is authorized to furnish documents and labor and materials at actual cost to the general public which will not interfere or hamper regular municipal functions. It is the intent of this policy to establish fees for the provision of City documents and services that may be provided to the public. In no case shall materials be furnished unless a sufficient supply remains in stock or is readily available, and no service shall be performed during normal working hours where, in the sound judgment of the Department Director, such performance would unduly interfere with the City operations. The actual or anticipated fee (when variable), or arrangements for payment, shall be made before the release of a document or the commencement of work which may be requested of the City.

2.1 PROCEDURES: The following fees shall be collected for the furnishing of materials or services as authorized by the City Manager. Any additional services that may be identified or any amendment to the fee schedule that will be imposed must be published on the City's website at least 15 days before becoming effective.

2.10 <u>Public Safety</u>	
Special police duty	\$45.00 per hour
Police accident and case reports (No charge to Oak Ridge residents who are victims of a crime or involved in an accident.)	\$0.15 per page black and white \$0.50 per page color
Police record checks.	\$5.00 per name searched or accident report.
Fire Incident Reports.	\$0.15 per page black and white \$0.50 per page color

Fingerprinting of individuals:

First Card	\$10.00
Each Additional Card	\$10.00

Crime or accident photographs:

Black and White (size 3" x 5")	\$0.15 per page black and white
Black and White (size 7"x8"x10")	\$0.50 per page color
Color (size 3"x5")	
Color (size 7"x8"x10")	

Digital photographs/ Audio Recordings:

Compact Disc/USB Drive	Cost of Storage Device + hourly staff costs after 1 st hour
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Fire Department:

Commercial rates apply for all non-routine work inside the City limits on ½ hour increments or request for standby assistance or emergency response for commercial business outside the City limits.

	Vehicle Hour	Staff Day	Total
Fire Engine	\$140	\$145	\$285
Light Rescue	\$65	\$90	\$155
Heavy Rescue	\$110	\$90	\$200
Tower Truck	\$210	\$190	\$400
HazMat	\$110	\$90	\$200
Ambulance	\$85	\$90	\$175
Large Tender Boat	\$65	\$90	\$155
Boat Runabout	\$50	\$90	\$145
Decon Shower Trailer		\$250	
Small Light Tower		\$80	
Large Light Tower		\$100	
Large Generator Trailer			
Small Generator Trailer(orange)			
Collapse Trailer	\$80		
Mobile Breathing Air Compressor	\$85		
Mini Amb ATV's	\$30		
Stanley collapse Trailer	\$80		

Command/Rehab Trailer \$75
Battalion Chief Vehicle \$40

	Vehicle Hour	Staff Day	Total
Support Vehicles F150/Explorers	\$30		
F450 4x4	\$50		

Fire or Rescue Labor Rates

Firefighter \$45
Captain \$55
Battalion Chief \$65
Chief \$85

EMS Standby Labor Rates

Firefighter \$35
Captain \$40
Battalion Chief \$50
Chief \$65

Animal Control:

Impounding registered animal wearing
a valid tag:

First offense \$20.00
Second offense \$30.00
Third offense \$100.00 plus an
additional \$50.00 for
every subsequent
offense.

Impounding unregistered animal or
registered animal not wearing a valid tag:

First offense \$30.00
Second offense \$40.00
Third offense \$100.00 plus an
additional \$50.00 for
every subsequent
offense.

Quarantine of animals \$8.00 per day
Maintenance of animals \$8.00 per day
Adoption of cats and dogs \$110.00 per animal
Feline Leukemia(FIV) Test \$20.00 per animal

Heartworm Test	\$10.00 per animal
Microchip cat or dog	\$20.00 per animal
Animal Disposal	\$10.00 per animal
Spay/neuter or rabies vaccination (cat or dog)	\$95.00 per animal
Registration:	
If dog or cat is spayed or neutered	\$5.00
If dog or cat is not spayed or neutered	\$10.00
Adult entertainment establishments:	
License fee	\$500.00 per year
Employee permit fee	\$100.00 per year
Escort Services:	
License fee	\$500.00 per year
Employee permit fee	\$100.00 per year
Massage establishments:	
License fee	\$250.00 per year
Employee permit fee	\$100.00 per year

2.20 Community Development

City Maps:	
Street Map	\$10.00
Zoning Map book (1"=200')	\$75.00
Zoning Map book (1"=300')	\$50.00
Zoning Map page (1"=200')	\$10.00
Zoning Map page (1"=300')	\$4.00
Street (CAD Map)	\$10.00
Street Index(CAD)	\$5.00
S-16 A	\$9.00
Oak Ridge 1945 Historical Map	\$8.00
Block map Book (Michael Baker)	\$125.00
Block map (Michael Baker)	\$4.00
Photocopy (8.5" x 11")	\$.25
Photocopy (11" x 17")	\$.50
Photocopy (18" x 24")	\$5.00
Photocopy (24" x 36")	\$10.00
Photocopy (30" x 40")	\$15.00

<u>Zoning Fees and Subdivision Plats</u>	
Zoning change application fee	\$150.00
Zoning variance application fee (see also section 2.110)	\$150.00
Zoning special exception application fee (see also section 2.110)	\$150.00
<u>Special Called meetings:</u>	
BZA	\$300.00
Planning Commission, Board of Building And Housing Code Appeals	\$300.00
Sketch Plat	\$50.00
Preliminary plat application fee	\$200.00
	Plus \$5.00 per lot
Final plat application fee	\$100.00
	Plus \$2.00 per lot
Filing final plat with the County Register of Deeds	\$20.00
	Plus register of deeds fee
Resubdivision application fee	\$75.00
Plat of correction	\$50.00
 <u>Planned Unit Developments/Traditional Neighborhood Developments:</u>	
Preliminary Master Plan/TND Master Plan	\$200.00
Final Master Plan/TND Sub-area Plan	\$100.00
	Plus \$5.00 per lot
 <u>Site plan review:</u>	
New and over 2 acres	\$200.00
New and 2 acres or fewer	\$100.00
Change of use and over 2 acres	\$50.00
Change of use and 2 acres or fewer	\$25.00
 <u>Board of Building and Housing Code Appeals</u>	
Citizen initiated appeal	\$50.00
Special called meeting	\$300.00
 <u>Building Permit Fees</u>	
<u>Residential:</u>	
Building, Moving and Demolition Permits (See also section 2.110):	
See Attached fee schedule for corrections	

<u>Total Valuation</u>	<u>Fee</u>
Up to \$1,000.00	No fee, unless inspection required, in which case a \$15.00 fee for each inspection shall be charged.
\$50,000 to \$100,000	\$260.00 for the first \$50,000 plus \$4.00 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,000 to \$500,000	\$460.00 for the first \$100,000 plus \$3.00 for each additional \$1,000 or fraction thereof, to and including \$500,000.
\$500,000 and up	\$1,660 for the first \$500,000 plus \$2.00 each additional \$1,000 or fraction thereof.

Commercial building permit applications will be charged a Plans Review Fee which will equal one half of the cost of the Building Permit Fee

Moving fee:

Any building or structure	\$100.00
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Demolition fee:

Up to 100,000 cubic feet	\$50.00
100,000 cubic feet and over	\$.50 per 1,000 cu. Ft.

Commercial/Industrial Permit Fees:

Building, Moving, and Demolition Permits (See also section 2.110) :

<u>Total Valuation</u>	<u>Fee</u>
Up to \$1,000.00	No fee, unless inspection required, in which case a \$22.50 fee for each inspection shall be charged.
\$1,000 to \$50,000	\$22.50 for the first \$1,000 plus \$7.50 for each additional \$1,000 or fraction thereof, to and including \$50,000.
\$50,000 to \$100,000	\$390.00 for the first \$50,000 plus \$6.00 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,000 to \$500,000	\$690.00 for the first \$100,000 plus \$4.50 for each additional \$1,000 or fraction thereof, to and including \$500,000.

\$500,000 and up \$2,490 for the first \$500,000 plus \$3.00 each additional \$1,000 or fraction thereof.

Moving fee:

Any building or structure \$150.00

Demolition fee:

Up to 100,000 cubic feet \$75.00

100,000 cubic feet and over \$1.00 per 1,000 cu. Ft.

Electrical Fees (See also section 2.110):

License Fees:

Electrical Contractor:

One Time Certificate Fee \$50.00

Initial License Fee \$100.00

(This fee shall be prorated for the remainder of
The licensing year at \$25.00 per quarter)

Fee for the renewal of each year \$100.00

Journeyman Electrician:

One Time Certificate Fee \$50.00

Initial License Fee \$100.00

(This fee shall be prorated for the remainder of
The licensing year at \$25.00 per quarter)

Fee for the renewal of each year \$100.00

Appliance Electrician licenses shall no longer be issued, but individuals
Currently in possession of such licenses may renew them annually for a fee of \$100.00.

See attached Electrical Permit Application for correct fees

Permit Fees:

Fee for issuing each permit \$5.00

New residential permits:

Each residential dwelling unit \$25.00

Commercial, Industrial and Existing Residential Permits:

Light Fixtures, switch outlets, and plug outlets \$2.50

120 volt devices (1-15) \$2.50

120 volt devices (over 15, each) \$.20

Central heat and Air \$5.00

Each major electrical appliance outlet or cable (stove,

Dryer, water heater, dishwasher, garbage disposal, Popcorn machine, X-ray machine, deep-fry kettle, donut machine, etc.)	\$2.50
Each sign requiring electrical power	\$5.00
Each meter center less than 200 amps	\$2.50
Each meter center 200 amps or over, but less than 400 amps	\$5.00
Each meter center 400 amps or over	\$10.00
<u>Commercial, Industrial and Existing Residential Permits:</u>	
Each cable supplying power to a meter or from a generator:	
(a) 1 hp or less	\$1.00
(b) Over 1 hp but less than 5 hp	\$2.00
(c) 5 hp or over but less than 10 hp	\$3.00
(d) 10 hp or over but less than 20 hp	\$4.00
(e) 20 hp or over but less than 50 hp	\$5.00
(f) 50 hp or over	\$10.00
Transformers – 5 kVa and above	\$5.00

Plumbing Fees (See also section 2.110):

License fees:

Master Plumber

One Time Certificate Fee	\$50.00
Initial fee	\$100.00
(This shall be prorated for the remainder of the licensing year at \$25.00 per quarter)	
Fee for renewal of license each year:	\$100.00

Journeyman Plumber

One Time Certificate Fee	\$50.00
Initial fee	\$100.00
(This shall be prorated for the remainder of the licensing year at \$25.00 per quarter)	
Fee for renewal of license each year:	\$100.00

See attached Plumbing Permit Application for correct fees

Permit fees:

Fee for issuing each permit	\$5.00
New residence (up to 3 bathrooms)	\$40.00
Plus the following when provided:	
For each plumbing fixture, floor drain or trap	

(including water and drainage piping)	\$2.50
For each house sewer	\$5.00
For each house sewer having to be replaced or repaired	\$5.00
For each cesspool	\$5.00
For each septic tank and seepage pit or drain field	\$10.00
For each water heater and/or vent	\$2.50
For installation, alteration or repair of water piping and/or water treating equipment	\$5.00
For repair or alteration of drainage or vent piping	\$10.00

Plumbing Fees (See also section 2.110):

For vacuum breakers or back-flow protective
devices installed subsequent to the installation of
the piping or equipment served:

(a) One to five	\$2.50
(b) Over five, each	\$1.50

Mechanical Fees (See also section 2.110):

License fees:

Class 1 Mechanical License

One Time Certificate Fee \$50.00

Initial fee \$100.00

(This shall be prorated for the remainder of the
licensing year at \$25.00 per quarter)

Fee for renewal of license each year: \$100.00

Class 2 Mechanical License

One Time Certificate Fee \$50.00

Initial fee \$100.00

(This shall be prorated for the remainder of the
licensing year at \$25.00 per quarter)

Fee for renewal of license each year:

Please see attached Mechanical Permit for fees

2.30 Codes

Books are no longer carried or sold

2.40 Industrial Development Board

Bond issue, administrative fee \$400.00

2.50 Library

Library Card:

Resident card no charge
 Nonresident card \$45.00 per year
 Nonresident Internet Courtesy Card \$2.00/day for 2 hours
 Replacement card \$4.00

Library services:

Interlibrary loan
 Postage + insurance Postage + Insurance
 OCLC search and request \$6.00
 Out-of-state search \$3.00
 Deposit books(refundable) \$10.00
 Copiers \$.10 per copy

Auditorium Rental

Class 1 no charge
 Class 2 \$7.50 per hour
 Class 3 \$12.50 per hour
 Class 4 \$52.00 per hour
 Auditorium set ups \$25.00

Kitchen rental

Class 1 no charge
 Class 2 \$10.00 per day
 Class 3 \$20.00 per day
 Class 4 \$30.00 per day

Overdues:

Books \$.20 per day
 \$20.00 maximum
 Videos/DVD \$2.00 per day
 \$20.00 max per item

Repair cost for damaged materials:

Books (marks, stains, burns, etc.) \$1.25/page up to
 Original cost
 Bindery \$25.00

Replacement cost for lost or ruined materials:

Book jacket, barcode, uncataloged materials envelope	\$1.50 a piece plus \$3.50 processing fee
DVD, CD, Blue-Ray	Current cost plus \$3.50 processing fee
Cataloged material	Original cost plus \$12.50 processing fee
Uncatalogued material	Original Cost

2.60 Recreation

Community Recreation Center, Scarboro and Senior Center:

Users (See administrative Policy E-210, Recreation and Library Facility Utilization, 2.90 Fees)

Classification of Users:

Class 1	City sponsored leagues and programs
Class 2	Youth and senior citizen activities
Class 3	Oak Ridge community organizations and adults
Class 4	Commercial use, nonresident and non-Oak Ridge organizations

Softball Parks (rates per hour):

(Yearwood, Jefferson Middle School, Big Turtle, and Pinewood)

CLASS	DAY PRACTICE	NIGHT PRACTICE	LEAGUE GAMES	NONLEAGUE GAMES
Class 1	N/A	N/A	N/A	N/A
Class 2	\$2.50/hr	\$5.00/hr	\$7.50/hr	\$10.00/hr
Class 3	\$5.00/hr	\$10.00/hr	\$15.00/hr	\$20.00/hr
Class 4	\$10.00/hr	\$20.00/hr	\$30.00/hr	\$40.00/hr

*Fees for practices and games will be assessed depending on use of lights. Use of lights will begin at 8:00 p.m.

Softball Tournaments (no field preparation or lining)

CLASS	TOURNAMENT
Class 1	N/A
Class 2	\$25.00 per field per day
Class 3	\$50.00 per field per day
Class 4	\$75.00 per field per day

EXTRA FEES

Field Workup by City Staff (upon approval)	\$25.00/field/workup
Extra Bags of Turf Dry	\$9.00/bag
Concession Stand Rental	\$50.00/deposit

Baseball Parks (Bobby Hopkins, Grey Strang, Kevin Calia, B Field, and C Field):

<u>CLASS</u>	<u>DAY PRACTICE</u>	<u>NIGHT PRACTICE</u>	<u>LEAGUE GAMES</u>	<u>NONLEAGUE GAMES</u>
Class 1	N/A	N/A	N/A	N/A
Class 2	\$2.50/hr	\$5.00/hr	\$7.50/hr	\$10.00/hr
Class 3	\$5.00/hr	\$10.00/hr	\$15.00/hr	\$20.00/hr
Class 4	\$10.00/hr	\$20.00/hr	\$30.00/hr	\$40.00/hr

Baseball Tournaments (no field preparation or lining)

<u>CLASS</u>	<u>TOURNAMENT</u>
Class 1	N/A
Class 2	\$25.00 per field per day
Class 3	\$50.00 per field per day
Class 4	\$75.00 per field per day

EXTRA FEES

Field Workup by City Staff (upon approval)	\$25.00/field/workup
Extra Bags of Turf Dry	\$9.00/bag
Concession Stand Rental	\$50.00/deposit

Soccer Parks (Milt Dickens, Katie Hunter, LaSalle, and Energy Solutions)

<u>CLASS</u>	<u>DAY PRACTICE</u>	<u>NIGHT PRACTICE</u>	<u>LEAGUE GAMES</u>	<u>NONLEAGUE GAMES</u>
Class 1	N/A	N/A	N/A	N/A
Class 2	\$2.50/hr	\$5.00/hr	\$7.50/hr	\$10.00/hr
Class 3	\$5.00/hr	\$10.00/hr	\$15.00/hr	\$20.00/hr
Class 4	\$10.00/hr	\$20.00/hr	\$30.00/hr	\$40.00/hr

Soccer Tournaments, Camps or Special Events (no field preparation or lining)

<u>CLASS</u>	<u>TOURNAMENTS</u>
Class 1	N/A
Class 2	\$50.00 per field per day
Class 3	\$75.00 per field per day
Class 4	\$100.00 per field per day

Tennis Courts (reserved rate per court hour)

Time Usage:	Weekday –	8:00 a.m. – 7:00 p.m.
	Weeknight -	7:00 p.m. – 10:00 p.m.
	Weekend -	Saturday – Sunday 8:00 a.m. – 10:00 p.m.

<u>CLASS</u>	<u>WEEKDAY</u>	<u>WEEKNIGHT</u>	<u>WEEKEND</u>	<u>TOURNAMENTS</u>
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Class 1	N/A	N/A	N/A	N/A
Class 2	\$.50/hr	\$1.00/hr	\$1.00/hr	\$50/day/court
Class 3	\$.75/hr	\$1.50/hr	\$1.50/hr	\$75/day/court
Class 4	\$1.00/hr	\$2.00/hr	\$2.00/hr	\$100/day/court

Private lessons and private fundraising will be considered Class 4. Courts must be reserved for all activities other than incidental play. During incidental play, court time should be limited to one hour, or three sets, while others are waiting.

Tennis Tournaments, Camps or Special Events

CLASS TOURNAMENTS

Class 1	N/A
Class 2	\$50/day/court
Class 3	\$75/day/court
Class 4	\$100/day/court

Special Events and Road Races:

Application Fee:

A non-refundable Special Event Application Fee of \$25 will be required at the time of application for all Special Events and Races.

Special Event Fees Rates and applicable fees (upon approval)**:

-Barrels	\$5.00/each
-Cones	\$1.00/each
-Safety Vests	\$1.00/each
-Trash Boxes	\$3.50/each
-Electric Spider Boxes	\$20.00/each
-Electrician Services	\$50.00/hour
-ORPD Officers	\$45/officer hour (2 hour minimum)

**other fees, such as staff overtime, cleanup fees or use of other items and services may be charged.

Swimming Pools:

Daily fees

Child 2 and under	Free
Seniors (65+)	\$2.00
Child/Youth (3-17)	\$3.00
Adults	\$3.75

Swim Punch Card (25 visits)

Seniors (over 65 years of age)	\$45.00
Children/Youth	\$60.00

Adults	\$80.00
Annual passes (used at both pools)	\$405.00
Season passes (at outdoor pool only)	
Family (Adults + 4 family members living at the same address)	\$265.00

Swimming Pools

Private parties

Outdoor pool

After closing time; 7 guards/200 people \$375.00
(\$25.00 per guard, per hour over 200 people)

Indoor Pool

Friday 7:30-8:30 p.m. only; maximum of 50 people	\$100.00/1 hrs.
Saturday 6-8:00 p.m. only; maximum of 50 people	\$150.00/2 hrs.
All swim meets (2 guards required)	\$30.00/hr.

Pool rental (based on classification of users, see policy E-210)

	<u>Less than 8 hours between 8 a.m.-10 p.m.</u>	<u>8 hours</u>	<u>All Day</u>
Class 1	N/A	N/A	N/A
Class 2			
Civic Center pool (Before 8 a.m. Limited to 3,000 sq. ft.) One Lane	\$24.00/hr. \$ 9.00/hr. \$10.00/hr.	\$170.00	\$226.00
Outdoor Pool (limited to 3,000 sq. ft.)			
a.m. hours	\$9.00/hr.	N/A	N/A
p.m. hours	\$24.00/hr	N/A	N/A
Class 3			
Civic Center pool (Before 8 a.m. Limited to 3,000 sq. ft.) One Lane	\$27.00/hr. \$15.00/hr. \$20.00/hr.	\$216.00	\$338.00
Outdoor Pool (limited to 3,000 sq. ft.)			
a.m. hours	\$15.00/hr.	N/A	N/A
p.m. hours	\$27.00/hr	N/A	N/A
Class 4			
Civic Center pool (Before 8 a.m. Limited to 3,000 sq. ft.)	\$70.00/hr. \$46.00/hr.	\$450.00	\$676.00

One Lane	\$30.00/hr.		
Outdoor Pool (limited to 3,000 sq. ft.)			
a.m. hours	\$46.00/hr.	N/A	N/A
p.m. hours	\$70.00/hr	N/A	N/A
 Oak Ridge City Aquatics (ORCA)			
ORCA			\$90.00 session
Summer ORCA			\$160.00 session
Swim lessons			\$70.00 session

Civic Center

Programs-Activities-Facilities

Civic Center Summer Camps Resident	\$100.00
Civic Center Summer Camps Non-Resident	\$105.00
Overtime charges	\$35.00 per hour

Scarboro Center

Scarboro Summer Program	\$40.00 per week Plus Field Trip fees \$10.00 per day Plus Field Trip Fee
Overtime charges	\$35.00 per hour

Civic Center Program User Fees:

Fees will be based on costs of instruction, materials, and equipment

Senior Center Program User Fees:

Fees will be based on costs of instruction, materials, and equipment

Basketball User Fees:

Fees will be based on cost of officials, awards, and equipment.

Softball User Fees:

Fees will be based on the cost of the officials, awards, and equipment.

Baseball User Fees:

Fees will be based on a per-hour use of the facilities.

Soccer User Fees:

Fees will be based on a per-hour use of the facilities.

Swimming User Fees:

Fees will be based on a per-hour use of the facilities.

Tennis User Fees:

Fees will be based on a per-hour use of the facilities.

Centennial Golf Course User Fees

<u>Week Day in Season*</u>	<u>Open - 1:59pm</u>	<u>2:00pm - Close</u>
18 holes w/Cart Public	\$39	\$35
18 Holes w/Cart Senior/Military	\$32	\$27
9 Holes w/Cart	\$26	\$22
9 Holes w/Cart Senior/Military	\$23	\$21
18 Holes Walk Junior	\$14	\$14
9 Holes Walk Junior	\$10	\$10
18 Holes Walk	\$26	\$22
9 Holes Walk	\$20	\$16
Quail/Firefly Pass 18 Holes (W/Cart)	\$29	\$25
Quail/Firefly Pass 9 Holes (W/Cart)	\$21	\$19
Senior Players Pass (W/Cart)	\$27	\$23
Senior Players Pass 9 Holes (W/Cart)	\$19	\$17
<u>Weekend in Season*</u>	<u>Open - 1:59pm</u>	<u>2:00pm - Close</u>
18 Holes w/Cart	\$45	\$38
18 Holes w/Cart Senior/Military	\$39	\$32
9 Holes w/Cart	\$31	\$26
9 Holes w/Cart Senior/Military	\$29	\$25

9 Holes Walk Junior	\$10	\$10
18 Holes Walk	\$32	\$25
9 Holes Walk	\$25	\$20
Quail/Firefly Pass 18 Holes (W/Cart)	\$37	\$29
Quail/Firefly Pass 9 Holes (W/Cart)	\$25	\$21
Senior Players Pass 18 Holes (W/Cart)	\$35	\$27
Senior Players Pass 9 Holes (W/Cart)	\$23	\$19

12 years and under play free w/paying adult and are included in Parents' membership

13 -17 years are Juniors

Valid Driver's License required to rent carts

Cart rental: \$15 for 18 holes \$9 for 9 holes

Spectators \$15

See Attached Pricing Schedule for Centennial Membership cost breakdowns.

*The City reserves the right to run impromptu pricing specials through on-site notification.

2.70 Public Records

All Public Records Requests are to be directed through the office of the City Clerk. Reference Policy D-100 for the fee structure for Public Records Requests.

2.80 Information Services

Geographic Information System Mapping Services

Resident: \$35.00 / hour

Minimum Request for resident: \$35.00

Non Resident: \$ 60.00 / hour

Minimum Request for non-resident \$ 120.00

Technical support for non-city events at city facilities:

Resident: \$ 30.00 / hour

Non Resident: \$ 50.00 / hour

2.90 Public Works

Water and sewer modifications:

Relocate water meter	\$850.00
Raise or lower manhole	\$300.00 per foot
Relocate fire hydrant(up to 5 feet)	\$1,800.00
Each additional foot	\$30.00
Raise or lower fire hydrant	\$250.00 per foot
Water meter tag/seal replacement	\$100.00

Water service taps:

Residential or commercial (see also section 2.110)

¾" tap	\$750.00
1" tap	\$1,000.00
1 ½" tap	\$1,200.00
2" tap	\$1,400.00
3" tap	\$1,800.00
4" tap	\$2,500.00
6" tap	\$3,000.00
8" tap	\$3,500.00
10" tap	\$4,600.00

More than 10"

Actual cost with \$5,000 deposit
on application.

2" Temporary Construction Water Meter

Deposit	\$1500.00
Charge up to 20,000* gallons	150.00
*UBO to calculate over 20,000 gallons	

Filling of Contractor Water Tank

Charge up to 20,000* gallons	\$100.00
*UBO to calculate over 20,000 gallons	

Sewer service taps – Residential & Commercial;
Customer performs all excavation (see also Section 2.110):

4" tap	\$350.00
6" tap	\$450.00
8" tap	\$500.00

Sewer main tap excavation (optional) \$700.00 plus tap fee

Filling of private swimming pools – during normal
working hours:

Up to 20,000 gallons	\$100.00
Over 20,000 gallons	\$150.00
Rate doubles for after-hours, weekends, and holidays	

Driveway approaches (curb cuts):	
Without sidewalk	\$100.00 per foot
With sidewalk	\$150.00 per foot

Stand-by Callout to disconnect or reconnect water or sewer to existing customer for purpose of customer performed maintenance.	\$190.00 per callout
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Water Distribution System Plan Review Fee Schedule

Distribution lines:	
0-500 feet	no charge
500-1000 feet	\$50.00
Greater than 1,000 feet	\$100.00 plus (.01 x number of feet over 1,000)

Water Distribution System Plan Review Fee Schedule (Cont'd)

Specification Packages (If separate from drawings)	\$100.00
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There will be a \$50.00 fee for re-review of plans resulting from change orders. Minor field changes will be reviewed at no charge.

Sanitary Sewer Plan Review Fee Schedule

Collection System:	
Collection Lines	\$25.00 per 250 feet or portion thereof of sewage collection line not to exceed \$1500.00
	Example: 525 ft/250 ft 2.1 (use 3)
	3x\$25.00 \$75.00

Pumping Stations:	
Design Capacity	\$100.00 Less than or equal to 299 GPM (0.43 MGD) but greater than 52.05 GPM (0.075 MGD)
	\$50.00 Less than or equal to 52.05 GPM (0.075 MGD)

There will be a \$50.00 fee for re-review of plans resulting from change orders. Minor field changes will be reviewed at no charge.

Land Disturbance Permit Bond & Fee Schedule

The construction and maintenance costs for the BMPs of permitted sites is as follows. All items not specified below shall be bonded at actual estimated construction costs.

Land Disturbance

< 30% slope	per	acre	disturbed	\$6,000.00
≥ 30% slope	per	acre	disturbed	\$15,000.00

Erosion Control

Sediment Trap or Temporary Pond	per	CY	\$5.00 (\$1,000 minimum)
Inlet Protection	per	EA	\$300.00
Silt Fence	per	LF	\$3.00
Check Dams	per	EA	\$250.00
Straw bales	per	EA	\$8.00

Stormwater Management Facilities (permanent water quality)

Box Culvert	per	CY	\$650.00
Headwalls	per	CY	\$650.00
Rip-Rap Spillway	per	SF	\$20.00
Detention Basins	per	CY	\$300.00
Water Quality Device	per	EA	\$33,000.00 or as demonstrated
Green Infrastructure or other practice			As demonstrated

The fees for permits required for inspection of sites shall be based upon the acreage to be disturbed on the property including clearing, grading, filling or other forms of permanent or temporary disturbing of the property. The fee schedule is as follows:

Residential Land Disturbance Permit Application Fee:

New Single Family Residence (single, duplex, triplex) \$35.00 flat fee per home

Commercial Land Disturbance Permit Application Fee:

Residential complex with at least 4 units, commercial, industrial (new development or re-development) or any other project not considered residential.

\$55.00 flat fee plus acres disturbed fee*

Acres Disturbed (range)*	Fee
0 – 0.99 Acres	\$30.00
1 – 9.99 Acres	\$350.00
10 – 19.99 Acres	\$750.00
20 – 49.99 Acres	\$2,000.00
Each Acre Above 50 Acres	\$45.00 per acre

Example: A 55 acre project would calculate as \$55 + \$2,000 + (5*\$45) = \$2280

2.100 Electric Department

Testing of transformer for PCBs	\$250
Hookup of single-phase, 60-Amp temporary panel, no additional transformers required.	\$100.00
Hookup of single-phase, 60-Amp temporary panel, with temporary transformer set.	\$250.00
Hookup of temporary panels or other work full cost.	
Stand-by Callout to disconnect or reconnect power to existing customer for purpose of customer performed maintenance.	\$225.00 per callout

Right-of-Way Buried Facilities Fees (Determined by City Engineer)

Nonrefundable plan review fee of \$25 for each 250' or fraction thereof (\$550/mile)

Annual Fee of \$0.10/foot of underground conduit in non-paved locations

Open cut of roadway fee (by permission of City Engineer) is compensation for actual cost

Engineer Time for review of make-ready and cost-estimates: \$150/hour

Time and materials for equipment, personnel, supplies, and construction to be determined on a case-by-case basis.

Small Cell Wireless Facilities Fees – current maximums set by state law (will require update annually)

Small Cell Wireless Facility Installation First Application Fee: \$200

Small Wireless Facility Installation Fee for Each of the First Five Antennas: \$100 each; \$50 for each antenna after the first five.

Annual Fee for Collocation of Small Wireless Facilities (on City-Owned poles): \$100 Each

Fees for work and construction in the ROW required by others, to be determined on a case by case basis with compensation for actual cost.

2.110 Tax records

Copy of appraisal card	\$2.00
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Microfiche of appraisal cards:	
Entire Set	\$100.00
<u>Tax Records(Cont'd)</u>	
Alpha printout of current tax roll	\$100.00
Geographical printout of current tax roll	\$100.00

2.120 Affordable Housing Fee Adjustments

In order to facilitate the provision of affordable housing in the City of Oak Ridge, fees will be adjusted for residential construction projects that meet the following criteria as affordable housing.

- (a.) Construction occurring in the CDBG target neighborhoods. Included is the CDBG target area that became effective in July 1984 (see map dated 1/20/84) and the target area that became effective October 11, 1993 (see map dated 1/23/96).
- (b.) In the case of replacement or renovation of existing homes, the existing home has been cited by the City for being in violation of the City Housing Code.
- (c.) The applicant for fee adjustments has submitted a letter to the City Manager in which the applicant commits to selling the home at a price at or below 2 ½ times 95 percent of the median family income currently listed for the Knoxville Metropolitan Statistical Area published by the U.S. department of Housing and Urban Development; or if rental housing is produced, renting the home for at least five years at a rent (including utilities) that is at or below 30 percent of the same 95 percent income limits; or if utilities are not included, at or below 24 percent of the same 95 percent income limits.
- (d.) Should a house for which fees set forth herein have been adjusted be sold by the applicant at a price in excess of the price established herein, or should rentals within the five-year period exceed the rental price established hereunder, then the applicant will pay all fees that would have been due had no adjustments been made pursuant to this section.

The fee adjustments for residential construction meeting the above criteria are as follows:

	<u>Normal Fee</u>	<u>Adjusted Fee</u>
Zoning Variance Application Fee	\$150.00	None
Zoning Special Exception Application Fee	\$150.00	None
Resubdivision Application Fee	\$75.00	None
Plat of Correction	\$50.00	None

	<u>Normal Fee</u>	<u>Adjusted Fee</u>
Building, Electrical, and Plumbing Permits	\$Varies	\$25
Moving fee	\$150.00	None
Demolition fee	\$75.00	None
Water Service Tap (3/4" or 1")	\$500.00-\$600.00	None
Sewer Service Tap	\$150.00-\$300.00	None

- 3.0 Responsibility: It is the responsibility of the City Manager to determine the actual cost of providing City services and to ensure that the fee schedule remains current. It is the responsibility of each Department Director to advise the City Manager when an established fee is inadequate and requires amendment. It is additionally the responsibility fo the Department Directors to supervise the distribution or furnishing of materials and services and the levying of the appropriate fee. Specific procedures for the method of collecting these fees are provided in various administrative policies under the appropriate program heading. Finally, it is the responsibility of the City Clerk to fulfill the notification requirements established herein.

Approved

Mark S. Watson
City Manager

Attachments: Mechanical Permit Application
Electrical Permit Application: 1 & 2 Family Dwellings
Electrical Permit 3+ Family Dwellings and Commercial
Plumbing Permit Application

Original: 8/11/72
Revisions: 8/11/1975; 8/30/1976; 8/9/1977; 1/18/1979; 5/14/1979; 10/10/1980; 8/3/1981; 1/1/1983; 6/30/1984; 7/1/1986; 11/24/1986; 7/27/1987; 5/31/1988; 10/18/1988; 12/14/1989; 4/9/1990; 6/15/1991; 8/26/1991; 5/1/1992; 10/1/1992; 4/1/1993; 5/1/1994; 7/1/1994; 3/20/1995; 8/20/1995; 7/22/1996; 11/1/1999; 7/1/2001; 12/1/2001; 7/22/2002; 6/1/2003; 1/1/2005; 7/9/2005; 8/22/2019; 11/6/2019