

TOWN OF WESTLAKE

ORDINANCE NO. 1012

**AN ORDINANCE OF THE TOWN OF WESTLAKE AMENDING ORDINANCE 976
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 11, 2023, under Ordinance 976; 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other Ordinances adopted by the Town which are inconsistent with the terms or provisions of this Ordinance are hereby repealed.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.

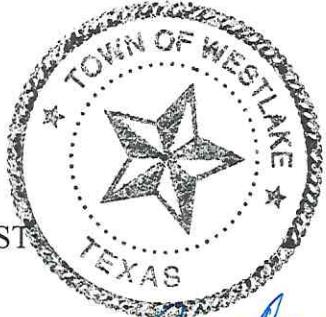
SECTION 5: It is hereby declared to be the intention of the Town Council of the Town of Westlake, Texas, that sections, paragraphs, clauses and phrases of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared legally invalid or unconstitutional 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.

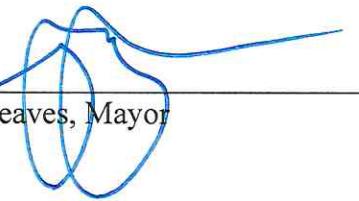
SECTION 6: This ordinance shall take effect immediately from and after its passage as the law in such case provides.

PASSED AND APPROVED ON THIS 11TH DAY OF NOVEMBER 2024.

ATTEST



Dianna Buchanan
Dianna Buchanan, Town Secretary



Kim Greaves, Mayor

APPROVED AS TO FORM:

L. Stanton Lowry
L. Stanton Lowry, Town Attorney



THE TOWN OF
WESTLAKE

DISTINCTIVE BY DESIGN

FY25 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.

<i>Contractor Type</i>	<i>1-Year Registrations</i>
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
Right of Way (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 planreview 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 Table 1.D
Electrical Fees	See Table 1.D
Plumbing Fees	See Table 1.D

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 Table 1.D
Electrical Fees	See Table 1.D
Plumbing Fees	See Table 1.D

B-3. Residential Remodel Fees

Residential Permit Fee	See Table 1.B-4
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

<i>Square Feet</i>	<i>Fee</i>
≤ 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 plan 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)

Nonresidential Permit Fee	See Table 1.C-4
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 Table 1.C-5
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 Table 1.D
Electrical Fees	See Table 1.D
Plumbing Fees	See Table 1.D
Energy Compliance	See Table 1.D

C-2. Nonresidential Remodel, Repair & Alterations

- Includes Accessory Structures, Additions and Tenant Finish-Outs

Nonresidential Permit Fee	See Table 1.C-4
Nonresidential Plan Review Fee	Nonresidential Permit Fee × 65%
Nonresidential Inspection Fee	\$0.65961 / sq. ft.
Nonresidential Fire Review / Inspection Fee	See Table 1.C-5
Mechanical Fees	See Table 1.D
Electrical Fees	See Table 1.D
Plumbing Fees	See Table 1.D
Energy Compliance	See Table 1.D

C-3. New Nonresidential Whitebox

Nonresidential Permit Fee	See Table 1.C-4 with \$1,000 maximum
Nonresidential Plan Review Fee	Nonresidential Permit Fee × 65% (maximum \$500)
Nonresidential Inspection Fee	\$0.65961 / sq. ft. (maximum \$500)

C-4. Nonresidential Permit Fee

- Used to calculate the base permit fee in [Table 1.C-1](#)

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

C-5. Nonresidential Fire Review / Inspection Fee

- Used to calculate the nonresidential fire review / inspection fee in [Table 1.C-1](#)

<i>Square Feet</i>	<i>Fee</i>
≤ 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

D. New Construction Trade Fees

- Energy compliance only applies to nonresidential permits

<i>Square Feet</i>	<i>Mechanical</i>	<i>Electrical</i>	<i>Plumbing</i>	<i>Energy</i>
≤ 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....

<i>Permit Type</i>	<i>Commercial Fees</i>	<i>Residential Fees</i>
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

<i>Square Feet</i>	<i>Fee</i>
≤ 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 <u>Knolls at Solana</u>	\$300.00 /caliper inch
Tree Removal Application (<i>not part of new construction</i>)	\$125.00
Tree Removal Inspection (<i>not part of new construction</i>)	\$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

<i>Sign Type</i>	<i>Fee</i>
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
Accessory Structures & Athletic Courts, including, but not limited to, tennis, pickleball, basketball, etc.	See Table 1.B-4
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 Public Works
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 2.B-Specific Use Permit
Outdoor Display Permit – Temporary	See 2.D-Temporary Use Permit
Pool / Spa	1% of valuation with \$2,000 min
ROW Construction (excluding franchised utilities)	See Public Works
Sales / Leasing Trailer	See 2.B-Specific Use Permit
Solar Panels	1% of valuation with \$250 min
Temporary Batch Plant	See 2.B-Specific Use Permit
Temporary Construction Off-Site Trailer	See 2.B-Specific Use Permit
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	A permit extension fee of 100% of the original total building permit cost is required to reactivate any expired or abandoned permit where an extension was not requested and/or approved.
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 are only issued to nonresidential uses
- Temporary Certificates of Occupancy are renewed and assessed every 15-30 days or per the requirements of the Town
- 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 Certificate of Occupancy by the Town

Fee Type	Fee
Certificate of Occupancy	\$250.00
Initial Temporary Certificate of Occupancy (TCO)	\$125.00
First 30-day Extension of TCO	\$500.00
Each TCO Extension Thereafter (not to exceed 15 days)	\$1,000.00
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

N. Expedited Development Review Fees

- All standard project, permit, and plan review fees apply in addition to the below intake fees and a \$1,000.00 per hour plan review fee. Expedited development review fees shall not exceed \$5,000.00 for all projects.

N-1. Intake Fee

- An intake fee is charged at the time of request for an expedited review to ensure that all required items have been submitted correctly so an expeditious review can occur accurately and sufficiently.
- The intake fee assessed by the acreage of the site for civil construction projects and the building square footage for permit or site plan projects.
- **Failure by the applicant to submit the complete and correct documents and information may result in an expedited review application being delayed or rejected.**

<i>Square Footage</i>	<i>Acreage</i>	<i>Fee</i>
< 10,000 square feet	< 10 acres	\$500.00
< 25,000 square feet	< 25 acres	\$750.00
< 50,00 square feet	< 50 acres	\$1,000.00
> 50,000 square feet	> 50 acres	\$1,250.00

N-2. Projects Considered for Expedited Development Review

- Civil construction and site plans of nonresidential projects with an approved development plan and preliminary site evaluation;
- Civil construction and site plans of residential projects containing 30 or more lots (or dwelling units) with an approved development plan and preliminary site evaluation;
- Civil construction and site plans of mixed-use projects with an approved development plan and preliminary site evaluation;
- All nonresidential projects including new construction, additions, or accessory structures for both permitting and site planning purposes;

N-3. Projects Not Considered for Expedited Development Review

Projects that do not qualify for expedited review include, but are not limited to the following:

- Development applications requiring public hearings, change of zoning requests, development plan reviews, plat approvals, variance requests, specific use permits requests, etc.
- Projects that are not properly zoned for intended use
- Projects that do not have an approved development plan
- Projects that are not platted or can validate a legal build site
- Exterior building renovations or modifications
- Interior remodels, finish-outs, or renovations

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 2nd Formal DRC review a resubmission fee shall be charged where applicable in this chapter

A. Subdivisions

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

B. Change of Zoning and Specific Use Permit Requests

<i>Zoning Change</i>	<i>Total</i>	<i>Amendment</i>
< 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

<i>Specific Use Permit</i>	<i>Total</i>	<i>Amendment</i>
< 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

Concept Plan	Total	Amendment
< 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
Development Plan	Total	Amendment
< 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
Site Plan	Total	Amendment
< 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
Residential Site Plan	Total	Amended
	\$770 / lot or unit	\$310 / lot or unit
Plan Resubmission Fees	Plan	Fee
	Concept Plans	10% of original fee charged
	Development Plans	10% of original fee charged
	Site Plans	10% of original fee charged

D. Miscellaneous Planning

Fee Type	Fee
Address Change	\$100.00
Architectural Review Fee	See 1.C-Site Plan
Amendment to Code of Ordinances	\$1,000.00
Amendment to Comprehensive Plan	See 1.C-Concept Plan Amendment
Amendment to Planned Development Standards	\$1,000.00
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 1.C-Site Plan
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 Development Agreement / Economic Development Agreement
Landscaping Plan Review	See 1.C-Site Plan
Outdoor Lighting Plan Review	See 1.C-Site Plan
Park Land Dedication	Per Development Agreement
Public Art	Per Development Agreement
Street Name Change	\$1,000.00 + cost of new street signage
Subdivision Name Change	See 1.A-Amended Plat
Temporary Use Permit	\$500.00
Traffic Impact Analysis Review	Cost Incurred + 10% Admin Costs
Variance Request (Board of Adjustment)	\$2,500.00
Variance Request (Planned Development Standards)	\$1,000.00
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 when changes are made. Rates for Water and Sewer can be found at the following link: <https://www.westlake-tx.org/323/Utility-Applications-Documents-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.

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

F. Construction Inspections

- The inspection fee will be based on actual cost incurred during inspections plus a ten percent administrative costs. Inspections include, 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., for subdivisions improvements. The construction inspection fee is in addition to any other fees listed herein.
- Construction inspection fees are due before final acceptance of public improvements
- 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.

<i>Construction Inspections</i>	<i>Fee</i>
Construction Inspection Fee	Actual Cost Incurred + 10% Administrative Costs or per Development Agreement
<i>Additional Inspection Fees</i>	<i>Fee</i>
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

<i>Fee Type</i>	<i>Fee Description</i>
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 Development Agreement
Licensing of Street Lights	\$20.00 per month per pole for at least 2 years or per Development Agreement

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, the 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 Table 3.L

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
Duct Bank 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.

Application Fees	Fee
Special Event Application	\$250.00
<i>Special Event Application, Non-profits</i>	No fee
<i>Special Event, Temporary Signage</i>	No fee
Additional Fees	Fee
Tent Permit	\$100.00
Fireworks	\$150.00
Coordination Meeting	\$100.00
Personnel Standby	Fee
Fire-EMS Personnel Standby	\$75/hr per person
Police Officer Standby	Per City of Keller PD
Administrative Staff Standby	\$75/hr per person
Special Event Penalty Fees	Fee
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 Special Event Ordinance

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
WA Cafeteria				
One day	\$500.00	\$350.00	\$100.00	\$15.00
Extended commitment	\$2,000.00	\$350.00	\$100.00	\$15.00
WA Performance Hall				
One day	\$500.00	\$475.00	\$150.00	\$15.00
Extended commitment	\$2,000.00	\$475.00	\$150.00	\$15.00
WA Gym				
One day	\$500.00	\$350.00	\$100.00	\$15.00
WA Multipurpose Hall				
One day	\$500.00	\$475.00	\$150.00	\$15.00
WA Sport Fields				
One day	\$500.00	\$150.00	\$50.00	\$15.00
Town Council Chambers/ Courtroom				
One day	\$1,000.00	\$300.00	\$100.00	-
Fire Department Administration Training Room and Mall				
One day	\$1,000.00	-	\$100.00	-

C. Westlake IOOF Cemetery

- For additional cemetery policies and regulations please see Resolution 24-07

Fee Type	Total
Adult Burial Space	\$4,000.00
Infant Burial Space	\$2,500.00
Interment Fee	\$500.00
Urn Interment Fee	\$400.00
Service Fee	\$350.00

5. Fire-EMS Services

- ¹If required, additional cost for personnel may be charged. Additional cost for expendable equipment and necessary apparatus may be incurred.
- ²Two (2) hour minimum. If required, addition cost for personnel may be charged. Additional cost for expendable equipment and necessary apparatus may be incurred.
- ³Cost is per hour per personnel utilized. Additional cost for expendable equipment and necessary apparatus may be incurred.
- ⁴Cost 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.

<i>Ambulance and EMS</i>	<i>Total</i>
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 ⁴	
<i>Asbestos removal</i>	<i>Total</i>
	\$100.00
<i>Battery Systems</i>	<i>Total</i>
	\$250.00
<i>Burn Permit</i>	<i>Total</i>
Non-resident	\$50.00
Resident	No Charge
<i>Candles and Open Flame in Assembly Areas</i>	<i>Total</i>
	\$50.00
<i>Carnivals and Fairs</i>	<i>Total</i>
	\$50.00 ¹
<i>Combustible Storage</i>	<i>Total</i>
High-Piled	\$50.00
<i>Compressed Gas</i>	<i>Total</i>

		Fire-EMS Services
		\$100.00
<i>Cryogens</i>		Total
		\$250.00
<i>Dry Cleaning Operations</i>		Total
Flammable / Combustible Liquids		\$75.00
Non-Flammable Liquids		\$50.00
<i>Explosives or Blasting Agents</i>		Total
Use of		\$150.00 ¹
<i>Fireworks - Certified Events Only</i>		Total
		\$150.00 ¹
<i>Fueling Dispensing Station</i>		Total
Motor Vehicle		\$50.00
<i>Fumigation or Thermal Insecticidal Fogging</i>		Total
		\$250.00
<i>Hazardous Materials</i>		Total
Storage, Dispense, Use of		\$50.00
Mitigation ^{3,4}		
<i>Hot works Operations</i>		Total
		\$50.00
<i>Inspections</i>		Total
After Hours Fire Inspection		\$75.00 ²
Re-inspection for fire alarm systems		\$75.00 ¹
Re-inspection for new construction		\$75.00 ¹
Re-inspection for sprinkler systems		\$75.00 ¹
<i>Liquid Petroleum Gas</i>		Total
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
<i>Malls – Covered</i>		Total
		\$75.00 ¹
<i>Personnel Stand-By</i>		Total
Fire Watch		\$75.00 ³

		Fire-EMS Services
	Special Event	\$75.00 ³
Pesticides		Total
	Highly Toxic, Storage, Use of	\$50.00
Plan Review		Total
	Fire Alarm System Review ⁴	
	Fire Sprinkler System Review ⁴	
	Nonresidential Fire Plan Review / Inspection Fee	See Table C-2
	Residential Fire Plan Review	\$400.00
Private Agency License Inspection / Certification		Total
		\$50.00
Pyrotechnic Material		Total
		\$500.00 ¹
Radioactive Materials		Total
		\$500.00
Storage Tanks		Total
	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
Trench Burning – Clearing Land or Rubbish		Total
		\$150.00
Water System Analysis / Test for Fire Suppression Systems		Total
		\$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 waivers 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	$\$1.8846 \times 5,200 \text{ sq. ft.}$	$\$9,799.92$
Residential Plan Review Fee	$\$0.65961 \times 5,200 \text{ sq. ft.}$	$\$3,429.97$
Residential Building Inspection Fee	$\$0.65961 \times 5,200 \text{ sq. ft.}$	$\$3,429.97$
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 Table 1.D	$\$500$
Electrical Fees	See Table 1.D	$\$500$
Plumbing Fees	See Table 1.D	$\$500$
		$\\$24,197.46$

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

<i>Fee Type</i>	<i>Fee Calculation</i>	<i>Fee Total</i>
Nonresidential Permit Fee	See Table 1.C-1	\$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 Table 1.C-2	\$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 Table 1.D	\$500.00
Electrical Fees	See Table 1.D	\$500.00
Plumbing Fees	See Table 1.D	\$500.00
Energy Compliance	See Table 1.D	\$500.00
		\$98,280.98

End of Fee Schedule