

**City of Windcrest
FY 2021/22 Master Fee Schedule
Ordinance 2021-015(O)**



ANIMAL CONTROL

Deposits	
Rabies Vaccination	\$50.00
Sterilization:	
Male Cat	\$75.00
Female Cat	\$90.00
Male Dog	\$75.00
Female Dog	\$90.00
Pet Tags	
Sterilized and Microchipped	Free
Sterilized Only	\$ 5.00
Not Sterilized	\$25.00
Duplicate Pet Tag	\$ 2.00
Reclamation	
1st time dog is reclaimed instance per resident, one dog	\$0.00
2nd time dog is reclaimed instance per resident, per dog	\$0.00
3rd time dog is reclaimed instance per resident, per dog	\$75.00
4th time & subsequent times dog is reclaimed instance per resident, per dog	\$200.00
Citations and Fines	
Animal Cruelty	Citation
Dog Off Leash	Citation
Improper Animal Transport	Citation
Inadequate Care and Shelter	Citation
Each instance per residence per cat outside not sterilized	\$50.00
Rabies immunization for reclaimed animals without current proof of vaccination	\$10.00
Fine for animals in violation of Windcrest Code of Ordinances, Sec. 6-59(b), requiring identification tags or microchip	\$25.00

Violation of Windcrest Code of Ordinances, Sec. 6-62, requiring leashing or containment of dogs when under owner's control but outside of owner's fenced premises (The owner will also pay all boarding fees)	\$100.00
Dogs captured who have not been registered with the City, an additional (No proof of vaccination cost will be paid by owner)	\$100.00

BUILDING AND BUILDING CODE**

A. RESIDENTIAL PERMIT FEES

NEW CONSTRUCTION	
Single-Family Residential	\$950.00 plus \$0.52 per square foot of living space
Curb Cuts/Driveways	\$50.00
Certificate of Occupancy (nonrefundable)	\$100.00
Variance Request	\$150.00
Moving Permit	\$100.00
Demolition Permit	\$200.00
Dumpster Permit	\$100.00
Plan Review Fee	\$475.00
Revised Plan Review Fee	\$100.00
Non-Compliance Fee (Work started or performed without a permit)	\$100.00 plus 2x the permit cost. Payment of the double fee shall not relieve any person from fully complying with the requirements of the Code in the execution of the work, nor from any other penalties prescribed herein.
Re-Inspection Fee (for failed inspections)	\$75.00 per failed inspection
Failure to Correct Fee (Code violations)	Citation
Accessory Buildings - (Buildings used as a tool shed, greenhouse, playhouse, storage shed, or other similar use, located in an R-1 zoned district)	Tier 1: 144 sq. ft – 200 sq. ft.: \$50.00 Tier 2: 201 sq. ft. – 250 sq. ft.: \$75.00 Tier 3: > 250 sq. ft.: \$100.00
RESIDENTIAL REMODELS/MAINTENANCE	
Foundation	\$55.00
Driveways	\$55.00
Sidewalks	\$55.00
Re-roofs	\$55.00
Fence	\$55.00
Windows Installation/Replacement (Frame)	\$55.00
Accessory Buildings - (Buildings used as a tool shed, greenhouse, playhouse, storage shed, or other similar use, located in an R-1 zoned district)	Tier 1: 144 sq. ft – 200 sq. ft.: \$50.00 Tier 2: 201 sq. ft. – 250 sq. ft.: \$75.00 Tier 3: > 250 sq. ft.: \$100.00
Variance Request	\$35.00
Demolition Permit	\$100.00
Dumpster Permit	\$50.00
Plan Review Fee (Building Inspector)	\$55.00
Revised Plan Review Fee (Building Inspector)	\$50.00

Non-Compliance Fee (work started or performed without a permit)	\$50.00 plus 2x the permit cost. Payment of the double fee shall not relieve any person from fully complying with the requirements of the Code in the execution of the work, nor from any other penalties prescribed herein.
Inspector Consultation or Site Visit Fee / Additional Inspection	\$50.00
Re-Inspection Fee (for failed inspections)	\$75.00 per failed inspection
Failure to Correct Fee (Code violations)	Citation
RESIDENTIAL TRADE PERMITS	
Plumbing Permits	
New Construction	\$250.00
Remodel	\$200.00
Issue Permit (Base Fee)	\$50 +
Water Softener	\$5.00
Sewer	\$5.00
Water Heater	\$5.00
Water Piping	\$5.00
Water Line	\$5.00
Gas Test	\$5.00
Bath/Shower	\$5.00
Lavatory/Sink	\$5.00
Lawn Irrigation/Sprinklers	\$100.00
HVAC/Mechanical Permits	
Issue Permit (Base Fee)	\$50.00
New Construction	\$200.00
Replace Unit	\$100.00
A/C Air Duct Replacement	\$150.00
Electrical Permits	
Issue Permit (Base Fee)	\$50.00
New Construction	\$200.00
Remodels	\$150.00
Temporary Meter Loop (TML)	\$50.00
Temporary on Permanent Set (TOPS)	\$50.00
Solar Panels	\$150.00
RESIDENTIAL FIRE RELATED PERMIT FEES	
Fire Sprinkler System	
Installation	\$240.00
Repair	\$180.00
Plan Review	\$100.00
Revised Plan Review Fee	\$60.00
Fire Alarm System	
Installation	\$240.00
Repair	\$180.00
Plan Review	\$100.00
Revised Plan Review Fee	\$60.00

False Alarm Fees

4 or 5 False Alarms within preceding 12 months	Citation
6 or 7 False Alarms within preceding 12 months	Citation
8 or more False Alarms within preceding 12 months	Citation
MISCELLANEOUS RESIDENTIAL PERMITS AND FEES	
Oak Tree Trimming and Removal Permit	\$ 5.00
Swimming Pool/Hot Tub/Spa	\$160.00, includes 3 feet wide deck. Electrical permit required and pulled by the contractor.
Decks, Gazebos, Pergolas, Pool Decks	\$100.00
Drain Pool (without sewer connection)	\$5.00
Temporary Storage Container (30 Days)	Tier 1: Under 8 ft.: \$25 Tier 2: 8-12 ft.: \$30 Tier 3: 12 - 16 ft.: \$35
Permit Cancelation Fee	25% of original permit cost.

B. COMMERCIAL PERMIT FEE SCHEDULE

PERMIT FEES RELATED TO CONSTRUCTION, REMODEL, INSTALLATION, REPLACEMENT, AND DEMO		
\$500 or less of total value		\$75.00
\$501 to \$2,000 of total value		\$75.00 + \$3.05 for each hundred or fraction thereof over \$500.00
\$2,001 to \$25,000 of total value		\$75.00 + \$14.00 for each thousand or fraction thereof over \$2,000.00
\$25,001 to \$50,000 of total value		\$391.75 + \$10.10 for each thousand or fraction thereof over \$25,000.00
\$50,001 to \$100,000 of total value		\$643.75 + \$7.00 for each thousand or fraction thereof over \$50,000.00
\$100,001 to \$500,000 of total value		\$993.75 + \$5.60 for each thousand or fraction thereof over \$100,000.00
\$500,001 to \$1,000,000 of total value		\$3,233.75 + \$4.75 for each thousand or fraction thereof over \$500,000.00
\$1,000,000 and higher of total value		\$5,608.75 + \$3.65 for each thousand or fraction thereof over \$1,000,000.00
Permanent Sign		
Tier 1	≤144 SQFT	\$100.00
Tier 2	144-400 SQFT	\$250.00
Tier 3	>400 SQFT	\$500.00

Temporary Sign*	Height not to exceed 8ft	\$100.00
<i>*Temporary sign means any sign, banner, pennant, valance or advertising display constructed of cloth, canvas, light fabric, cardboard, wallboard or other light materials, with or without frames intended to be displayed for a limited period of time.</i>		
Fence Permit		\$55.00
Dumpster Permit		\$100.00
Plan Review Fee		\$475.00
Revised Plan Review Fee		\$100.00
Variance Request		\$150.00
Non-Compliance Fee (Work started or performed without a permit)		\$100.00 plus 2x the permit cost. Payment of the double fee shall not relieve any person from fully complying with the requirements of the Code in the execution of the work, nor from any other penalties prescribed herein.
Re-Inspection Fee (for failed inspections)		\$75.00 per failed inspection
Failure to Correct Fee (Code violations)		Citation
COMMERCIAL TRADE PERMIT FEES		
Plumbing Permit		\$500.00
Repair/Replacement/Remodel		\$50.00
Gas Test		\$50.00
HVAC/Mechanical Permit		\$400.00
Repair/Replacement/Remodel		\$50.00
Electrical Permit		\$400.00
Repair/Replacement/Remodel		\$50.00
Temporary Meter Loop (TML)		\$50.00
Temporary On Permanent Set (TOPS)		\$50.00

COMMERCIAL FIRE SYSTEM PERMIT FEES	
Fire Related Permits	Refer to Commercial Fire Fee Schedule
Fire Alarm System	Refer to Commercial Fire Fee Schedule
False Alarm Fees	
4 or 5 False Alarms within preceding 12 months	Citation
6 or 7 False Alarms within preceding 12 months	Citation
8 or more False Alarms within preceding 12 months	Citation
MISCELLANEOUS COMMERCIAL PERMITS AND FEES	
Oak Tree Trimming and Removal Permit Fee	\$ 5.00
Contractor Registration Fee (annual)	\$20.00
Business Registration Fee (annual)	\$10.00

Certificate of Occupation (CoO) Fee (Building Inspector & Fire Marshall Inspection)	\$110.00
Health Inspector Certification of Occupancy (CoO) Fee	\$95.00
CoO Reinspection Fee (Building Inspector & Fire Marshal inspections)	\$110.00
Health Inspector CoO Reinspection Fee	\$95.00
Building Inspector Consultation/Site Visit/Additional Inspection Fee	\$50.00
Health Inspector Consultation/Site Visit/ Additional Inspection Fee	\$95.00
Fire Marshall Consultation/Site Visit/Additional Inspection Fee	\$60.00
Temporary Storage Container (30 Day expiration)	Tier 1: Up to 10ft.: \$50 Tier 2: 10-25 ft.: \$100 Tier 3: 25-40 ft.: \$150
Permit Cancellation Fee	25% of original permit cost

****Note: All permits include one (1) inspection. Refer to Chapter 103 in the Windcrest Code of Ordinances for list of required permits and inspections to be pulled by the homeowner and/or contractor.**

PLAT FEES*

Filing Fee with City – 0-5 Acres	
Final Plats (including Minor Plats)	\$650.00
Replat*	\$650.00
Amending Plats	\$650.00
Vacating Plat	\$650.00
Filing Fee with City – 5+ Acres	
Final Plats (including Minor Plats)	\$650.00 plus \$50.00 per acre
Replat*	\$650.00 plus \$5.00 per lot
Amending Plats	\$650.00
Vacating Plat	\$650.00
Miscellaneous	
Filing Fee (fee to file and record plat with Bexar County Clerk)	Actual + 20%
Engineer Review Fee	Varies (Based on Billable Hours to City)

*****A newspaper publication fee will be assessed to all replats without vacating the preceding plat that require a variance or exception. Fee will be “Actual” + 20%.**

CHARGES FOR PUBLIC INFORMATION REQUESTS***

MATERIALS ONTO WHICH INFORMATION IS COPIED	
Standard paper copy	\$0.10
Nonstandard copy	Listed Below
Diskette	\$1.00
Magnetic tape	Actual cost
Data cartridge	Actual cost
Tape cartridge	Actual cost
Rewritable CD (CD-RW)	\$1.00
Non-rewritable CD (CD-R)	\$1.00
Digital Video Disc (DVD)	\$3.00
JAZ drive	Actual cost
Other electronic media	Actual cost
VHS video cassette	\$2.50
Audio cassette	\$1.00
Oversize paper copy (e.g., 11x17, greenbar, etc .)	\$0.50
Specialty paper (e.g.: Mylar, blueprint, blueline, map, photographic, etc)	Actual Cost

*****Please refer to Texas Administrative Code Title 1, Part 3, Chapter 70, Rule §70.3 for additional charges applied.**

CIVIC CENTER FEES

RESIDENT	
Deposit	\$100.00 (refundable)
Rental	\$50.00 per hour (minimum 4 hours)
Cleaning Fee	\$100.00
Sound system	\$100.00
*Security	\$35.00 per hour
Set-up fee by City Staff/Civic Center Technician	\$25.00 per hour
Linen Rental Fee	\$10.00 per table
NON-RESIDENT	
Deposit	\$300.00 (refundable)
Facility use, kitchen use, audio system use, and clean-up – 4 hours minimum	\$1,500.00
Additional hours	\$250.00 per hour
Cleaning Fee	\$100.00
Sound system	\$100.00
*Security	\$35.00 per hour
Set-up fee by City Staff/Civic Center Technician	\$25.00 per hour
Linen Rental Fee	\$10.00 per table
CIVIC ORGANIZATIONS & NON-PROFIT ORGANIZATIONS	
Rental Fee for each meeting	\$25.00 for each meeting
Rental Fee per banquet/fundraising event	\$50.00 for each banquet/fundraiser event
Cleaning Fee	\$100.00
Sound system	\$100.00
*Security	\$35.00

Schools and Churches	Refer to Resident rates
Set-up fee by City Staff/Civic Center Technician	\$25.00 per hour
Linen Rental Fee	\$10.00 per table

***Security fee must be paid and added to the contract when scheduled event will be serving and/or providing alcohol.**

GARAGE AND ESTATE SALES

Garage Sale Permit	\$10.00
Estate Sale Permit	\$25.00

NOTARY FEES – WINDCREST RESIDENTS ONLY (proof of Windcrest residency required)

ACKNOWLEDGEMENTS	
Taking the acknowledgement or proof of any deed or other instrument in writing, for registration, including certificate and seal:	\$0.00
(1) for the first signature	\$0.00
(2) for each additional signature	\$0.00
Administering an oath or affirmation with certificate and seal	\$0.00
All certificates under seal not otherwise provided for	\$0.00
Copies of all records and papers in the Notary Public's Office, per page	\$0.00
Taking the depositions of witnesses, per each 100 words	\$0.00
Swearing a witness to a deposition, certificate, seal, and other business connected with taking the deposition	\$0.00
PROTESTS	
Protesting a bill or for non-acceptance or non-payment, register & seal	\$0.00
Each notice of protest	\$0.00
Certificate and seal to a protest	\$0.00
Protesting in all other cases	\$0.00
MISCELLANEOUS	
All other notarial acts not provided for	\$0.00

SWIMMING POOL FEES **Note City Pool is closed until further notice.

DAILY FEE	\$ 3.00
POOL PASSES	
Resident	
Single	\$60.00
Couple	\$90.00
Family	\$120.00
Swim lessons, 2x/week, 1-hour daily sessions	\$40.00

Non-Resident	
Single	\$125.00
Couple	\$145.00
Family	\$170.00
Swim lessons, 2x/week, 1-hour daily sessions	\$50.00
SWIM TEAM	
1 participant in family	\$86.00
Each additional member of the family	\$76.00
POOL PARTIES	
Party time length: minimum of 3 hours	
10-25 guests	\$100.00
Additional hours (per hour)	\$30.00
26-50 guests	\$125.00
Additional hours (per hour)	\$30.00
51-75 guests	\$197.50
Additional hours (per hour)	\$37.50
76-100 guests	\$245.00
Additional hours (per hour)	\$45.00
CAMPS, DAYCARES, OTHER ORGANIZATIONS	
Per person	TBD

VEHICLE STORAGE FEES

Deposit	\$50.00
Small (size 8'x15')	\$240.00
Medium (size 10'x20')	\$360.00
Large (size 12'x33')	\$480.00
Large (size 12'x33') with electricity	\$600.00
X-Large (size 12'x40')	\$624.00
X-Large (size 12'x40') with electricity	\$744.00

MISCELLANEOUS PERMITS FEES AND GENERAL FEES

Hay Rides and Horse-drawn Carriage Permits – (Ordinance 2019-716(O))	
Application Fee	\$50.00
Permit Fee for each carriage	\$50.00
General Permit Fee (MISC)	\$50.00
Gathering Permit	\$100.00 per event
Bank NSF Fee	Actual Cost
Charge Back Fee	\$25.00
Credit Card Payment Convenience Fee	\$1.00 per transaction
PayPal Payment Service Fee	\$2.00 per transaction
Vehicle Storage Lost/Replacement Key Fee	\$25.00 per key

COMMERICAL FIRE FEE SCHEDULE

SEMI-ANNUAL INSPECTIONS		
Tier 1 Semi-Annual:	0 - 10,000 sq. ft.	\$75.00
Tier 2 Semi-Annual:	10,000 - 49,999 sq. ft.	\$200.00
Tier 3 Semi-Annual:	50,000+ sq. ft.	\$300.00
Reinspection Fee:		\$90.00
FIRE ALARM SYSTEMS NEW INSTALLATION TESTS		
Fire Alarm Systems Tier 1:	1 – 20 sprinkler heads	\$180.00
Fire Alarm Systems Tier 2:	21 – 200 sprinkler heads	\$240.00
Fire Alarm Systems Tier 3:	201+ sprinkler heads	\$360.00
FIRE ALARM REMODEL TESTS		
Fire Alarm Remodel Tier 1:	Less than 10 sprinkler heads	\$60.00
Fire Alarm Remodel Tier 2:	11 – 20 sprinkler heads	\$90.00
Fire Alarm Remodel Tier 3:	26 – 100 sprinkler heads	\$180.00
Fire Alarm Remodel Tier 4:	101 – 200 sprinkler heads	\$240.00
Fire Alarm Remodel Tier 5:	201+ sprinkler heads	\$480.00
FIRE ALARM PANEL REPLACEMENT		
Fire Alarm Panel Replacement	Per panel up to 9	\$120.00
SPRINKLER SYSTEM INSPECTIONS		
Sprinkler System Modification Tier 1:	0 heads	\$60.00
Sprinkler System Modification Tier 2:	1 - 10 heads	\$90.00
Sprinkler System Modification Tier 3:	11 - 200 heads	\$120.00
Sprinkler System Modification Tier 4:	201+ heads	\$150.00
FIRE PROTECTION PLAN REVIEW		
Fire Protection Plan Review		\$100.00
UNDERGROUND FIRE LINE		
Underground Fire Line		\$240.00
FIXED PIPE SYSTEMS		
Fixed Pipe Systems		\$180.00
Fixed Pipe for UL 300 Compliance	No Major Pipework	\$90.00

GASEOUS SUPPRESSION SYSTEMS		
Gaseous Suppression Systems		\$300.00
STANDPIPES		
Standpipe Tier I	1-2 Standpipes	\$240.00
Standpipe Tier 2	3+ Standpipes	\$400.00
ABOVE GROUND STORAGE TANK		
Above Ground Storage Tank	Commercial	\$180.00
Above Ground Storage Tank	Residential	\$90.00
UNDERGROUND STORAGE TANK		
Underground Storage Tank	Commercial	\$270.00
Underground Storage Tank	Residential	\$90.00
SPRAY PAINT BOOTHS		
Spray Paint Booths		\$300.00
ACCESS CONTROL SYSTEMS		
Access Control Systems		\$60.00
LIMITED ACCESS SECURITY GATES AND PERIMETER FENCING		
Limited Access Security Gates and Perimeter Fencing	Per system	\$120.00
ANNUAL STATE REQUIRES INSPECTION OF DAYCARE		
Annual State Requires Inspection of Daycare	Includes Foster Care and Group Care	\$-
PERMIT FOR WORK GOVERNMENT BY NFPA 58		
Permit for Work Government by NFPA 58		\$75.00
FIRE WATCH		
Fire Watch	Per person, minimum 2 hours	\$75.00
TENTS AND MEMBRANES		
Tents and Membranes		\$75.00
HYDRANT FLOW TEST		
Hydrant Flow Test		\$125.00