

**City of Windcrest  
FY 2022/23 Master Fee Schedule  
Ordinance 2022-025(O)**



**ANIMAL CONTROL**

<b>Deposits</b>	
Rabies Vaccination	\$50.00
Sterilization:	
Male Cat	\$75.00
Female Cat	\$90.00
Male Dog	\$75.00
Female Dog	\$90.00
<b>Pet Tags</b>	
Sterilized and Microchipped	Free
Sterilized Only	\$ 5.00
Not Sterilized	\$25.00
Duplicate Pet Tag	\$ 2.00
<b>Reclamation</b>	
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
<b>Citations and Fines</b>	
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**

<b>NEW CONSTRUCTION</b>	
Single-Family Residential (includes permitting for framing, foundation, curb cuts and driveways)	\$950.00 plus \$0.52 per square foot of living space
Certificate of Occupancy (nonrefundable)	\$100.00
Variance Request	\$150.00
Moving Permit – Required for large moving trucks	\$100.00
Demolition Permit	\$200.00
Dumpster Permit (valid for 30 days)	\$100.00
Plan Review Fee – City Engineer	\$475.00
Revised Plan Review Fee – City Engineer	\$237.50
Expedited Plan Review Fee – Building Inspector	\$150.00
Revised Plan Review Fee – Building Inspector	\$75.00
<b>Non-Compliance Fee (Work started/ performed without a permit)</b>	\$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
Fence – New Fence New fence construction requires a submittal for plan review by Building Inspector	\$100.00
Accessory Buildings - (Buildings used as a tool shed, greenhouse, playhouse, storage shed, or other similar use, located in an R-1 zoned district) Includes plan review fee for Building Inspector only	Tier 1: 144 sq. ft – 200 sq. ft.: \$150.00  Tier 2: 201 sq. ft. – 250 sq. ft.: \$200.00  Tier 3: > 250 sq. ft.: \$250.00
<b>RESIDENTIAL REMODELS/MAINTENANCE</b>	
Foundation	\$50.00 + Inspection Fee/Fee's
Driveways	\$50.00 + Inspection Fee/Fee's
Sidewalks	\$50.00 + Inspection Fee/Fee's
Re-roofs	\$50.00 + Inspection Fee/Fee's
*Fence Replacement of fence post will require a site survey submission for Building Inspector review	\$50.00 - \$100.00
*Windows Installation/Replacement (Replacement of window framing/sills require submittals for plan review by Building Inspector)	\$50.00 - \$100.00

Accessory Buildings - (Buildings used as a tool shed, greenhouse, playhouse, storage shed, or other similar use, located in an R-1 zoned district) Includes plan review fee for Building Inspector only	Tier 1: 144 sq. ft – 200 sq. ft.: \$100.00 Tier 2: 201 sq. ft. – 250 sq. ft.: \$150.00 Tier 3: > 250 sq. ft.: \$200.00
Variance Request	\$35.00
Demolition Permit	\$100.00
Dumpster Permit (valid 30 days)	\$50.00
Plan Review Fee (Building Inspector)	\$50.00
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.
Building Inspector Consultation or Site Visit Fee / Inspection Fee/Fee's	\$50.00
Re-Inspection Fee (for all permit failed/no entry inspections)	\$75.00 per failed/no entry inspection
Expedited Plan Review Fee – Building Inspector	\$150.00
Failure to Correct Fee (Code violations)	Citation
<b>RESIDENTIAL TRADE PERMITS</b>	
<b>Plumbing Permits</b>	
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
<b>HVAC/Mechanical Permits</b>	
New Construction	\$200.00
Issue Permit (Base Fee)	\$50.00
Replace Unit	\$100.00
A/C Air Duct Replacement	\$150.00
<b>Electrical Permits</b>	
New Construction	\$200.00
Issue Permit (Base Fee)	\$50.00
Remodels	\$150.00
Temporary Meter Loop (TML)	\$100.00
Temporary on Permanent Set (TOPS)	\$100.00

Solar Panels	\$150.00
<b>RESIDENTIAL FIRE RELATED PERMIT FEES</b>	
<b>Fire Sprinkler System</b>	
Installation	\$240.00
Repair	\$180.00
Plan Review	\$100.00
Revised Plan Review Fee	\$60.00
<b>Fire Alarm System</b>	
Installation	\$240.00
Repair	\$180.00
Plan Review	\$100.00
Revised Plan Review Fee	\$75.00

**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 Permit	\$160.00, includes 3 feet wide deck. Electrical/Plumbing permit required and pulled separately by contractor.
Decks, Gazebos, Pergolas, Pool Decks	\$150.00
Drain Pool (without sewer connection)	\$5.00
Temporary Storage Container (valid for 30 Days)	Tier 1: Under 8 ft.: \$25 Tier 2: 8-12 ft.: \$30 Tier 3: 12 – 16 ft.: \$35
Permit Cancellation Fee (cancellation of all accepted applications by the city)	25% of original permit cost.

**B. COMMERCIAL PERMIT FEE SCHEDULE**

<b>PERMIT FEES RELATED TO CONSTRUCTION, REMODEL, INSTALLATION, REPLACEMENT, AND DEMO</b>	
\$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	
<b>Permanent Sign (Electrical Permit pulled separately)</b>		
Tier 1	≤144 SQFT	\$150.00
Tier 2	144-400 SQFT	\$250.00
Tier 3	>400 SQFT	\$500.00
<b>Temporary Sign*</b>	<b>Height not to exceed 8ft</b>	<b>\$100.00</b>
<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 maximum of 30 days</i>		
Fence Permit (Construction)	\$50.00	
Dumpster Permit	\$100.00	
Plan Review Fee – City Engineer	\$475.00	
Revised Plan Review Fee – City Engineer	\$237.50	
Expedited Plan Review Fee – Building Inspector	\$150.00	
Revised Plan Review Fee – Building Inspector	\$75.00	
Variance Request	\$150.00	
<b>Non-Compliance Fee (Work started or performed without a permit)</b>	\$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/no entry inspections)	\$75.00 per failed/no entry inspection	
Failure to Correct Fee (Code violations)	Citation	
<b>COMMERCIAL TRADE PERMIT FEES</b>		
<b>Plumbing Permit</b>		
New Construction	\$500.00	
Repair/Replacement/Remodel	\$50.00 + Inspection Fee/Fee's	
Gas Test	\$50.00 + Inspection Fee	
<b>HVAC/Mechanical Permit</b>		
New Construction	\$500.00	
Repair/Replacement/Remodel	\$50.00 + Inspection Fee/Fee's	
<b>Electrical Permit</b>		
New Construction	\$400.00	
Repair/Replacement/Remodel	\$50.00 + Inspection Fee/Fee's	

Temporary Meter Loop (TML)	\$50.00 + Inspection Fee/Fee's
Temporary On Permanent Set (TOPS)	\$50.00 + Inspection Fee/Fee's

<b>COMMERCIAL FIRE SYSTEM PERMIT FEES</b>	
<b>Fire Related Permits</b>	Refer to Commercial Fire Fee Schedule
<b>Fire Alarm System</b>	Refer to Commercial Fire Fee Schedule
<b>False Alarm Fees</b>	
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
<b>MISCELLANEOUS COMMERCIAL PERMITS AND FEES</b>	
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 (all accepted application by the city)	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\***

<b>Filing Fee with City – 0-5 Acres</b>	
Final Plats (including Minor Plats)	\$650.00

Replat*	\$650.00
Amending Plats	\$650.00
Vacating Plat	\$650.00
<b>Filing Fee with City – 5+ Acres</b>	
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
<b>Miscellaneous</b>	
Filing Fee (fee to file and record plat with Bexar County Clerk)	Actual + 20%
Engineer Review Fee	\$375 + (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\*\*\***

<b>MATERIALS ONTO WHICH INFORMATION IS COPIED</b>	
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**

<b>RESIDENT &amp; NON-PROFIT ORGANIZATIONS</b>	
Deposit	\$300 (refundable)
Rental	\$100 per hour (minimum 4 hours)
Cleaning Fee	\$150.00
Sound system	\$100.00
*Security	\$50.00 per hour



Set-up fee by City Staff/Civic Center Technician	\$25.00 per hour
Linen Rental Fee	\$20.00 per table
<b>NON-RESIDENT</b>	
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
*Security	\$50.00 per hour
Set-up fee by City Staff/Civic Center Technician	\$25.00 per hour
Linen Rental Fee	\$20.00 per table
<b>WINDCREST CIVIC ORGANIZATIONS</b>	
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	\$150.00
*Security	\$50.00
Schools and Churches	Refer to Resident rates
Set-up fee by City Staff/Civic Center Technician	\$25.00 per hour
Linen Rental Fee	\$20.00 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)**

<b>ACKNOWLEDGEMENTS</b>	
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
<b>PROTESTS</b>	
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
<b>MISCELLANEOUS</b>	
All other notarial acts not provided for	\$0.00

### **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 Only (MISC)	\$50.00 + Inspection Fee/Fee's
Expedited Plan Review Fee – Building Inspector	\$150.00
Gathering Permit	\$100.00 per event
Postage Fees for Permits/Business Registrations/Certificate of Occupancies mailed from City Hall	Cost of Postage charged to customer
Bank NSF Fee	Actual Cost
Charge Back Fee	\$25.00
Credit Card Payment Convenience Fee	\$3% per transaction
PayPal Payment Service Fee	\$2.00 per transaction
Vehicle Storage Lost/Replacement Key Fee	\$25.00 per key

## COMMERICAL FIRE FEE SCHEDULE

<b>SEMI-ANNUAL INSPECTIONS</b>		
Tier 1 Semi-Annual:	0 - 9,999 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
<b>FIRE ALARM SYSTEMS NEW INSTALLATION TESTS</b>		
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
<b>FIRE ALARM REMODEL TESTS</b>		
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
<b>FIRE ALARM PANEL REPLACEMENT</b>		
Fire Alarm Panel Replacement	Per panel up to 9	\$120.00
<b>SPRINKLER SYSTEM INSPECTIONS</b>		
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
<b>FIRE PROTECTION PLAN REVIEW</b>		
Fire Protection Plan Review		\$100.00
<b>UNDERGROUND FIRE LINE</b>		
Underground Fire Line		\$240.00
<b>FIXED PIPE SYSTEMS</b>		
Fixed Pipe Systems		\$180.00
Fixed Pipe for UL 300 Compliance	No Major Pipework	\$90.00

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