

Town of Holly Ridge

Adopted Fee Schedule



Fiscal Year
2025 – 2026

GENERAL FEE SCHEDULE

Paper Copy of Ordinance	\$25.00
CD of Ordinance	\$15.00
Fax	\$1.00 per page
Notary	\$10.00 per signature
	\$25.00 - \$500.00 (Varies)
	Past 30 days from Date Issued, the Fee
Civil Citations	Doubles If sent to collections following additional 30 days, the Fee Doubles again
Black & White Copy	\$0.25 per page
Color Copy	\$1.00 per page
Returned Check Fee	\$35.00 (plus face value of check)

POLICE DEPARTMENT

Police Report	\$5.00 per report unless victim is making the request
	\$10.00 for one card
FingerPrints	\$20.00 for two cards
	\$30.00 for three or more
Crash Report	\$5.00 per report
Uniformed Officer	\$50.00 per hour (minimum of four hours)

SOLID WASTE CHARGES

Garbage	\$20.00 per cart, per month
Recycling	\$6.00 per cart, per month

CODE ENFORCEMENT

Lot Clearing & Mowing (if contracted)	Contractor Costs
Nuisance Abatement (if contracted)	Contractor Costs
	\$100.00 per hour (Minimum of one hour) Plus cost of Labor
Grass Cutting	
	\$60.00 per hour (Minimum of one hour) Plus cost of Labor
Weed Eating	
	\$300.00 per hour (Minimum of one hour) Plus cost of Labor
Mini Excavator with Implement	Labor
	\$50.00 per hour (Minimum of one hour) Plus cost of Labor
Common Trash Pick-Up	& Disposal Fees
	\$100.00 per hour, plus total hours for labor and disposal fees. (Minimum of one hour)
Hazardous Waste Pick-Up and Disposal	
	\$100.00 per hour (Minimum of one hour)
Labor Cost (Per Employee, Per Hour)	

RESIDENTIAL BUILDING FEES

Minimum Building Permit	\$65.00
Building	\$0.14 per square foot
Docks and Piers	\$65.00 + \$0.14 per square foot
Bulkhead/Seawall/Retaining Walls	\$65.00 + \$0.14 per square foot
Deck	\$65.00 + \$0.14 per square foot
Swimming Pool	\$65.00
Moved House	\$250.00 with \$500 bond
Modular	\$65.00 + \$0.20 per square foot
Singlewide	\$200.00
Doublewide	\$250.00
Triplewide	\$300.00
Electrical	\$0.08 per square foot
Minimum Electrical	\$65.00
Electrical Change Out	\$65.00 + \$15.00 per panel
Mechanical	\$0.08 per heated square foot
Minimum Mechanical	\$65.00
Mechanical Change Out	\$65.00 per unit
Gas Piping	\$65.00 + \$20.00 per appliance
Minimum Plumbing	\$65.00 + \$10.00 per fixture
Fuel Tank	\$100.00 per tank
Accessory Structure	\$65.00
Temporary Service Pole	\$65.00
Insulation	\$65.00
Demolition	\$130.00
Plan Review Minimum	\$50.00
Plan Review	\$100.00
Change of Contractor/Permit Revision	\$50.00
Homeowner Recovery Fee	\$10.00
Tech Fee	\$10.00

COMMERCIAL BUILDING FEES

Minimum Building Permit	\$100.00
Building	\$0.17 per square foot
Docks and Piers	\$100.00 + \$0.17 per square foot
Bulkhead/Seawall/Retaining Walls	\$100.00 + \$0.17 per square foot
Swimming Pool	\$100.00
Modular	\$100.00 + \$0.22 per square foot
Construction Trailer	\$100.00
Electrical	\$0.08 per square foot
Minimum Electrical	\$100.00
Electrical Change Out	\$100.00 + \$15.00 per panel
Mechanical	\$0.08 per square foot
Minimum Mechanical	\$100.00
Mechanical Change Out	\$100.00 per unit
Gas Piping	\$100.00 + 20.00 per appliance
Minimum Plumbing	\$100.00 + \$10.00 per fixture
Temporary Service Pole	\$100.00
Insulation	\$100.00
Demolition	\$200.00
	\$100.00 1st ton + \$20.00 each additional ton
Refrigeration	ton
Occupancy Inspection	\$100.00
Cooking Hood Type I	\$200.00
Cooking Hood Type II	\$100.00
Fuel Tank	\$100.00 per tank
Deck	\$100.00 + \$0.17 per square foot
Accessory Structure	\$100.00
	\$.01/panel sq.ft. (Building) + \$.02/panel sq.ft. (electrical)
Solar Farm	sq.ft. (electrical)
Change of Contractor/Permit Revision	\$50.00
Plan Review Minimum	\$100.00
Plan Review	\$200.00
Tech Fee	\$10.00

BUILDING RE-INSPECTION FEES

First Re-Inspection if passes	No charge
First Re-Inspection if fails	\$50.00 each
Additional Re-Inspections	\$100.00 each

CAMPSITES AND RV PARKS

Electrical	\$100.00 + \$10.00 per campsite
Plumbing	\$100.00 + \$10.00 per campsite

SIGNS

On Premise Sign	\$75.00
Attached Sign	\$75.00
Off Premise Sign (32 Square Feet or Less)	\$200.00
Off Premise Sign (64 Square Feet)	\$500.00

PLANNING AND ZONING FEES

Zoning Permit Residential	\$60.00
Zoning Permit Commercial	\$80.00
Non-Residential Site Plan Review	\$100.00
Ordinance Text Amendments	\$300.00
Interpretations/Appeals	\$300.00
Rezoning	\$300.00
Conditional Use	\$300.00
Variance Request	\$300.00
Annexation Request	\$300.00
Flood Development Permit	\$200.00
Request for Street Closure	\$800.00

SUBDIVISIONS

Exempt Plat Review	\$50.00
Recombination Plat Review	\$50.00
Major Sketch Plan	\$300.00
Major Preliminary Plat	\$300.00
Major Final Plat	\$200.00
Minor Preliminary Plat	\$250.00
Minor Final Plat	\$200.00
Rural Subdivision	\$250.00

CELL TOWERS

Tower Applications and Permits	\$500.00
Collection Antenna	\$300.00

FIRE INSPECTIONS

Up to 10,000 square feet	\$50.00
More than 10,000 square feet	\$150.00
Sprinkler System	\$125.00 + \$2.00 per sprinkler head
Fire Pump	\$100.00
Fire Alarm	\$100.00
ALE (Alcohol License)	\$100.00
Fireworks (Sale/Display)	\$100.00
Tents greater than 700 square feet	\$50.00
Fixed Fire Suppression Hood	\$200.00
Fuel Tank	\$100.00 per tank
Assisted Living/Group Home	\$100.00 new / \$50.00 annual
Foster Care/Family Care/Daycare	\$50.00

ANNUAL FIRE INSPECTIONS

Level I	\$50.00
Level II	\$75.00
Level III	\$100.00

*Annual Inspections are done on real estate offices, convenience stores, mini storages, garages, etc.

QUARTERLY FIRE INSPECTIONS

Level II	\$75.00/quarter
Level III	\$100.00/quarter

*Quarterly Inspections are done on rest homes, day cares, high hazard buildings, etc.

FIRE RE-INSPECTION FEES

First Re-Inspection – Within 30 days	No charge if in compliance or \$25.00 plus \$10.00 for each violation
Second Inspection – Within 30 days	No charge if in compliance or \$50.00 plus \$10.00 for each violation Citation of \$100.00 per day for each day not in compliance
Third Inspection – Within 30 days	

OPERATIONAL PERMITS

Amusement Buildings	\$60.00
Carnivals and Fairs	\$60.00
Combustible Dust Producing Operations	\$60.00
Covered Mall Buildings	\$60.00
Exhibits and Trade Shows	\$60.00
Explosives*	\$100.00
Flammable and Combustible Liquids	\$60.00
Fumigation and Thermal Insecticidal Fogging	\$60.00
Hazardous Materials	\$60.00
Liquid or Gas Fueled Vehicles	\$60.00
Equipment in Assembly Buildings	\$60.00
Private Fire Hydrants	\$60.00
Pyrotechnic Materials	\$60.00
Spraying or Dipping	\$60.00
Temporary Membrane Structures	\$60.00
Temporary Use Permit	\$60.00
Home Occupation Permit	\$80.00
	\$200.00 annual fee expiring December 31st Or \$20.00 per month.

***EXCEPTION – FIREWORKS ALLOWED BY NCGS 14-414**

COMMUNITY DEV. REFUND POLICY

After 6 Months	No Refund
Before 6 Months	Refundable on buildings and trade permits by approval only
Non-Refundable Fees	Zoning, Planning, Tech Fee and Homeowner Recovery

ATHLETICS

	Tax Payer	Non-Tax Payer
Adult Team	\$425.00 - \$500.00*	
Adult Individual	\$15.00 - \$40.00*	
Youth Individual	\$15.00 - \$40.00*	
Sponsor	\$150.00 - \$500.00	
Sponsor Renewal	\$100.00 (Team Only)	
*Vary based on program/ Residents receive \$5.00 discount per person		

FACILITY RENTALS

	Tax Payer	Non-Tax Payer
Hourly (Venue)	\$40.00 per hour / \$60.00 per hour *3 hour min. / 6 hour max.	
Full Day (Venue) (8am-11pm)	\$400.00 per day / \$600.00 per day	
Security Deposits	\$100.00 per event	
Pavillions	\$20.00 per hour / \$30.00 per hour	
Staffing	\$35.00 per hour	
Lights	\$20.00 per hour	
Fields	\$15.00 per hour / \$20.00 per hour \$250.00 per day / \$300.00 per day \$1,000,000.00 Liability Insurance Additional fees for Water/Electricity	
Whole Park Lease (Major Event/Fundraiser)	Vary	
Whole Park Lease Deposit (Major Event/Fundraiser)	\$1,000.00 per event	
Park Cleanup	\$250.00	
Permit Fee	\$10.00 per item	

PROGRAMS

Contracted Instructors Services	70% Instructor 30% Town
Pickleball	\$2.00 - \$5.00
Teen Night	\$20.00 per child, per event
Summer Camp	\$200.00 per child, \$20 Sibling Discount

EVENTS

	Tax Payer	Non-Tax Payer
Event Vendor	\$25.00 per event / \$50.00 per event	
Not For Profit Vendor	\$25.00	
Food Vendor	\$50.00 per event / \$100.00 per event	
Electrical	\$20.00 per day	
Special Event Application	\$100.00 per event	
Grounds Cleanup	\$30.00 per hour	

PARKS & RECREATION REFUND POLICY

Less than 15 days	No Refund
More than 15 days	100% Refundable