



# Hays County Fire Marshal's Office

Nathan Mendenhall, IAAI-FIT, NREMT  
County Fire Marshal



810 S. Stagecoach Trail, Suite 1200, San Marcos, TX 78666  
(512) 393-7300

Email: firemarshal@co.hays.tx.us

## EXHIBIT B

### FEE SCHEDULE (EFFECTIVE 1/1/2020, AMENDED 3/23/2021)

The following fees are hereby established for obtaining permits from the Hays County Fire Marshal's Office. Acceptable forms of payment are credit/debit cards, e-checks, or paper checks (made out to Hays County Fire Marshal). Fees will be paid prior to the start of the particular process for which the fee is charged. All fees paid to the Hays County Fire Marshal's Office are **non-refundable**. A submittal is not considered complete until all required documentation, including payment, is received. Plan submittals, permit applications, and inspection requests are all done online at <http://permits.hcfmo.com/hays>

It may be difficult to calculate total permit fees. It is best to call the Code Enforcement section to obtain the exact permit fee when scheduling an appointment to submit plans. All permit fees paid are **non-refundable**, so accuracy is critical!

The total fee for commercial building permits is made up from **three** separate fees; the plan review fee, the building permit and inspection fee, and the final inspection and Certificate of Compliance fee.

**Construction/Building Fee (all occupancy types): up to 5,000 sq. ft. \$250.00**

This fee includes the plan review of submitted building plans to ensure compliance with the adopted fire and Building codes and includes the fee for processing approved building plans, issuance of building permit and a maximum of three construction site visits and/or inspections. **This fee also includes a \$100 fee for the final inspection and Certificate of Compliance.** Note: a separate building permit is required for each structure or building to be constructed. New cellular sites are regulated as a new building project. All public utility projects must also apply for permits (reference discount below if applicable).

**Construction/Building Fee (all occupancy types): >5,000 sq. ft. \$250.00 + \$0.05 sq. ft (\$1000 max.)**

This fee includes the plan review of submitted building plans to ensure compliance with the adopted fire and Building codes and includes the fee for processing approved building plans, issuance of building permit and a maximum of three construction site visits and/or inspections. **This fee also includes a \$100 fee for the final inspection and Certificate of Compliance.** Note: a separate building permit is required for each structure or building to be constructed. New cellular sites are regulated as a new building project. All public utility projects must also apply for permits (reference discount below if applicable).

- a. Discount for taxing entities: **Total Permit Fee (less) 50%\*** - *New construction projects for taxing entities will receive a 50% discount. Renovations, alterations, and modifications will be charged regular fees. Discount is not applicable for the review and permitting of any fire protection system. \*Payment must come directly from taxing district to be eligible for discount.*

**Electrical / Gas Plumbing / HVAC Work Authorizations (Special permit): \$50.00 (per project)**

This fee is for the verification and documentation of state licenses of applicants and for the issuance of a County Authorization to Work permit. This applies to individuals holding a TCEQ or TDLR required license.



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## OTHER BUILDING PERMITS AND FEES

### **Conditional Certificate of Compliance (CCC or for FFE):**

**\$100.00**

If circumstances warrant, the Fire Marshal may grant limited use of a structure or portion of a building under permit, provided the area has been inspected and found to be in compliance with the adopted Fire and Building Codes. A written request (accompanied by a floor plan drawing) must be submitted by the contractor or the owner's representative indicating the area of the building requested to be occupied. All required fire protection systems, as indicated on the original building permit, must be fully operational and tested. This fee must accompany the written request. This CCC is valid for up to 90 days, and a final Certificate of Compliance must be obtained within this 90 day period.

### **Tents and Membrane Structure Permits:**

**400 to 600 sq. ft. = \$50.00\***

**601 to 1000 sq. ft. = \$75.00**

**>1000 sq. ft. = \$100.00**

This fee is for registration and inspection of tents and membrane structures.

Valid up to 365 days (1 yr.) as determined by the code official. *(No permits required for tents and membrane structures under 400 sq.ft. as defined in Section 105.7.25 in the adopted fire code.)\**

### **Temporary Structure Permits:**

**400+ sq. ft. = \$50.00**

This fee is for registration and inspection of temporary structures (Stages, event booths, construction trailers, etc.).

Valid up to 365 days (1 yr.) as determined by the code official. *(No permits required for tents and membrane structures under 400 sq.ft. as defined in Section 105.7.25 in the adopted fire code.)\**

### **Modular/Mobile Structure Installation Permit:**

**\$100.00**

This fee is for the installation of a mobile or modular structure that will be used for commercial or public access purposes. It will include the plan review of the structure, inspection and **issuance of Certificate of Compliance** after installation to ensure the structure meets the intent of the adopted Fire Code. This is for mobile/modular structures that will be used for greater than 365 days (1 yr.).

### **Site Preparation and Foundation Permit (Site and Foundation Plan Review):**

**\$200.00**

This permit is for "phased" construction projects, or where the construction timeline requires immediate start of construction before a building permit can be obtained. This allows the contractor to begin site clearing and preparation, as well as form, rough-in, and pour foundation prior to the issuance of a building permit. **BECAUSE THIS IS A SPECIAL PERMIT, THE COST OF THIS CONSTRUCTION WILL NOT BE DEDUCTED FROM THE OVERALL BUILDING CONSTRUCTION COSTS.** Permit expires in 180 days if work has not commenced.

## EXPEDITED PLAN REVIEW/OUTSIDE 3<sup>RD</sup> PARTY PLAN REVIEWS

### **3rd Party Plan Reviews**

**Actual 3rd party fee + HCFMO permit/inspection fee**

If a plan review is needed within 10 business days or if a proposed building/project contains a high-hazard occupancy, contains a storage area for hazardous materials or aerosol products, or has in-rack/high piled storage, the plans require an outside-3rd party plan review. Plans of this nature must be coordinated with the Hays County Fire Marshal's office as this ensures we can track who is reviewing the project, the dates the plans were submitted to the outside reviewer, and the date we receive the plans back for permitting. All outside-3rd party plan reviews must be conducted by an agency from the HCFMO approved vendor list in order to ensure they meet state standards and are capable of submitting plans and comments back to us in the approved format. All 3rd party fees must be paid directly to the vendor. The Hays County Fire Marshal's Office will collect the appropriate county fees during the project coordination meeting.



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## FIRE PROTECTION SYSTEM PERMITS AND FEES

- |   |                   |
|---|-------------------|
| <b>a. Vent/Hood Installation (Special Permit):</b>  | <b>\$50.00</b>    |
| This fee covers reviewing plans, witnessing the testing, and inspection of kitchen vent hoods and exhaust ducts systems.  |                   |
| <b>b. Vent-Hood Suppression System permit:</b>  | <b>\$150.00</b>   |
| This fee covers the reviewing of plans, witnessing the testing, and inspection of commercial/restaurant vent hood fire suppression systems.   |                   |
| <b>c. Fire Sprinkler System permit:</b>   | <b>\$500.00+</b>  |
| This fee covers plan review, rough-in inspections, and witnessing the 2 hour hydrostatic testing of the sprinkler/standpipe system.<br>The fee is \$500.00 ( + \$0.50 per sprinkler head over 100 heads).   |                   |
| <b>d. Fire Sprinkler Modification permit:</b>   | <b>\$75.00+</b>   |
| This fee covers plan review of the modification.<br>The fee is \$75.00 ( + \$0.50 per sprinkler head over 20 heads).  |                   |
| <b>e. Underground Fire Line (UFL) permit:</b>   | <b>\$250.00</b>   |
| This fee covers plan review, rough-in inspections, and witnessing the 2 hour hydrostatic testing on UFLs for fire sprinkler systems, fire protection standpipes, and fire hydrants installed on both public and private water systems.                                |                   |
| <b>a. Underground Inspections:</b>  | <b>\$50.00/ea</b> |
| Where an UFL system requires multiple inspections, the first inspection is covered in the permit fee (line E above), and each additional inspection will be charged an additional inspection fee.   |                   |
| <b>f. Fire Alarm System / Dedicated Function permit:</b>  | <b>\$200.00+</b>  |
| This fee covers plan review, rough-in inspections, and witnessing the fire alarm acceptance testing. The fee is \$200.00 plus \$0.50 per device over 50 devices.<br><b>(Maximum fee of \$1,500).</b>  |                   |
| <b>g. Fire Alarm Panel Change:</b>  | <b>\$50.00</b>    |
| This fee applies when a fire alarm panel must be changed out due to malfunction or failure. This fee covers the inspection and witnessing of the acceptance test.   |                   |
| <b>h. Fire Sprinkler/Fire Alarm Modification permit:</b>  | <b>\$75.00</b>    |
| This fee is for the modification or repairs of existing fire alarm or sprinkler systems up to twenty (20) heads, not including the fire alarm control panel. This fee includes the inspection and witnessing of testing. (Addl. \$0.50 per device/head when over 20). |                   |



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- |   |                 |
|---|-----------------|
| <b>i. Paint/Spray Booth or Mixing Booth System:</b><br>This fee covers plan review, inspections, and witnessing of the acceptance test for commercial paint/spray/mixing booth fire suppression systems.  | <b>\$150.00</b> |
| <b>j. Smoke Control System permit:</b><br>This fee covers plan review and witnessing the testing of smoke control systems to include fire and smoke dampers.  | <b>\$150.00</b> |
| <b>k. System Retest/Multiple System Test Fee (per system) (addl. inspections):</b><br>This fee will be assessed when the failure of a required fire protection system requires a retest to ensure operational compliance with the adopted Fire Code and NFPA requirements. This fee also applies when a fire protection system with a single permit is broken into multiple visual inspections and/or system tests. | <b>\$50.00</b>  |
| <b>l. Alternative Fire Protection System permits (per system):</b><br>This fee covers plan review, inspections, and witnessing the acceptance testing of alternative fire protection and fire suppression systems, including water tank systems, and any other fire protection system(s) not listed previously.   | <b>\$150.00</b> |
| <b>m. Fire Pumps and/or Standpipe System permits (per system):</b><br>This fee covers plan review, inspections, and witnessing the acceptance testing of fire pumps and/or any standpipe system.  | <b>\$250.00</b> |
| <b>n. Emergency responder radio coverage system permits (per system):</b><br>This fee covers plan review, inspections, and witnessing the acceptance testing of emergency responder radio coverage systems and related equipment.   | <b>\$50.00</b>  |
| <b>o. Gates/Barricade permit:</b><br>This fee covers the plan review and inspection of the installation or modification of a gate or barricade across a fire apparatus access road.   | <b>\$50.00</b>  |
| <b>p. Permit Renewals (Special Permit):</b><br>This fee is for permits that have not expired and are being renewed for an additional 180 day time period. If permit has expired, submittal of original permit fee is required to renew the permit.  | <b>\$50.00</b>  |
| <b>q. Other Construction-related permits required by the adopted Fire Code:</b><br>This fee is for the other required permits that are not individually named here as listed in Section 105 of the 2018 IFC and adopted amendments.   | <b>\$50.00</b>  |
| <b>r. Other Operational-related permits required by the adopted Fire Code:</b><br>This fee is for the other required permits that are not individually named here as listed in Section 105 of the 2018 IFC and adopted amendments.  | <b>\$100.00</b> |



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## **CHANGE OF OCCUPANCY USE AND SUBSTANTIAL IMPROVEMENT FEES**

- a. Improvements with Substantial Structural Modifications:** **same as new construction**  
This fee covers plan review of the structural modification and/or finish out plans and issuing the permits to modify an existing structure from one occupancy classification to another in order to ensure the new occupancy complies with the adopted Building and Fire Codes. It includes the associated inspections and issuing of a new Certificate of Compliance.
- b. Change of Occupancy Use Inspections:** **\$150.00**  
This fee covers the required inspection necessary to ensure compliance with the adopted Fire and Building Codes, and includes a \$100 fee for the issuance of a new Certificate of Compliance for an occupancy area that has changed from one occupancy classification to another.
- c. Change of Owner and/or Business Name (same occupancy classification):** **\$100.00**  
This fee applies when the owner name or business name on a Certificate of Compliance is changed from one owner to another or a change in business name occurs. It is for a new Certificate of Compliance and includes an associated inspection.

## **FLAMMABLE/COMBUSTIBLE LIQUIDS AND FUEL DISPENSING PERMITS**

- a. Under/Above Ground Fuel Tank Install/Removal (per tank):** **\$250.00**  
This fee is for inspecting each under/above ground fuel tank and supply lines to ensure continued safety and compliance with the adopted Fire Code requirements. (IFC 105.7.9)
- b. Flammable/Combustible Liquid Storage Tank Annual Operational Permit:** **\$100.00**  
This fee is for annual inspection and operational permit of each fuel storage tank to ensure continued safety and compliance with the adopted Fire Code requirements. (IFC 105.6.16)
- c. Motor Fuel Dispensing Facility Inspection/Operational Permit** **\$100.00 (exp Dec 31)**  
This fee is applicable for the registration of all facilities in the jurisdiction where flammable or combustible liquid or gas are dispensed. This fee includes the annual fire/safety inspection. (IFC 105.6.31)



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## OPERATIONAL PERMITS AND INSPECTION FEES

- a. Fire/Life Safety Inspection Fee** **\$50.00**  
This fee will be assessed for all fire and life safety inspections conducted by county fire marshal personnel to ensure a building or occupancy is in compliance with the adopted fire code, state laws and County Commissioner's Court Orders. This fee is applicable for each building inspected.
- b. Reinspection Fees:** **\$75-\$300**  
This fee will be assessed for each reinspection required to bring a previously identified fire hazard related problem into compliance with the adopted fire code, state laws and County Commissioner's Court Orders. All inspection fees shall be paid before the reinspection will be performed. This fee will also be assessed for failure to show up for a scheduled fire inspection without prior notice or if a scheduled fire inspection is not canceled within 1/2 business day of the scheduled time and date. This fee is applicable for each building inspected.  
First re-inspection: **\$75.00** / Second re-inspection: **\$150.00**  
Third and subsequent re-inspections: **\$300.00**
- c. State Licensed Facility Fire and Life Safety Inspection:** **\$50-\$200**  
This fee will be assessed for all fire and life safety inspections conducted by county fire marshal personnel for inspections of state licensed or regulated facilities to ensure a building or occupancy is in compliance with the adopted fire code, state laws and County Commissioner's Court Orders. This fee is applicable for each building inspected.  
Private Schools / Day Care (25 or less occupants): **\$50.00**  
Private Schools / Day Care (26 to 100 occupants): **\$100.00**  
Private Schools / Day Care (Greater than 100 occupants): **\$200.00**  
Nursing / Assisted Living Centers: **\$150.00**  
Hospitals / Emergency Rooms / Institutional (Restrained): **\$200.00**  
Medical and Dental Offices: **\$50.00**  
Licensed Group Homes: **\$75.00**  
Foster/Adoption Homes, 501c3's and/or taxing entities: **No Charge**
- d. Mobile Food Preparation Vehicle Operational Permit and Inspection:** **\$100.00 (exp Dec 31)**  
This fee is applicable to all mobile food service vendor vehicles operating in unincorporated Hays County. The fee is for the permitting and inspection of the vehicle to ensure compliance with the adopted fire code.



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- e. Mass Gathering and/or Outdoor Music Festival Permit Processing/Inspection:** **\$300.00**  
This fee is for the processing of a mass gathering and/or outdoor music festival permit application, the required site inspection, and the processing of the associated documents required to obtain Commissioners Court approval to conduct a Mass Gathering and/or Outdoor Music Festival permit as required by State Law. If the permit application is not submitted within the timeline defined by state statute, fees will be tripled if lesser timeline can still be accommodated. This fee is in addition to the filing fee as defined by statute.
- f. Retail Fireworks Site Operational Explosives Permit and Inspection Fee (per address/site):** **\$200.00 (exp Jan 31)**  
An operational permit required for the manufacture, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks or pyrotechnic special effects within the scope of 2018 International Fire Code Chapter 56. This \$200 fee includes the \$100 Explosives Operational Permit under the Hays County adopted fire code, per Texas Local Government Code 233 AND the \$100 annual inspection fee for the inspection of both indoor and outdoor retail fireworks sites to ensure compliance with the county's adopted fire code and state statutes in compliance with Texas Occupations Code 2154. This fee is only charged once per calendar year for each retail fireworks site. This permit expires on January 31<sup>st</sup> to align with the State Retail Fireworks Permit.  
**No permits will be issued during the month of January.**
- g. Pyrotechnic Special Effects Material:** **\$100.00 (per event)**  
The fee is for the review of a proposed pyrotechnics or flame effect display, inspection of the proposed display site, and to verify the Pyrotechnician or Flame Effect Operators' license. This fee is applicable for any public or private fireworks display utilizing any class of regulated fireworks or flame effects devices (including "cold spark" effects). The fee **does not** include the fees for a Fire Watch that may be required by the Fire Marshal.
- h. Explosives Permit (Operational):** **\$100.00 (exp Dec 31)**  
An operational permit required for the manufacture, storage, handling, sale or use of any quantity of explosives, explosive materials within the scope of 2018 International Fire Code Chapter 56. This fee is for the operational permit, review of required documents and state/federal licenses or permits.



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## **i. Other Inspections:**

For any additional inspections which are requested that are not part of a permit:

- Fire Sprinkler Systems (1 to 50 heads): **\$50.00**
- Fire Sprinkler Systems (51 to 100 heads): **\$100.00**
- Fire Sprinkler Systems (greater than 100 heads): **\$200.00**
- Fire Sprinkler Modification (up to 20 heads): **\$50.00**
- Fire Sprinkler Modification (greater than 20 heads): **\$75.00**
- Underground Fire Protection: **\$50.00**
- Fire Pump (per pump): **\$200.00**
- Standpipes (per system): **\$200.00**
- Fire Protection Water Tanks (per tank): **\$50.00**
- Fixed Fire Suppression System (per system): **\$50.00**
- Fire Alarm Systems (1 to 50 devices): **\$50.00**
- Fire Alarm Systems (51 to 100 devices): **\$100.00**
- Fire Alarm Systems (greater than 100 devices): **\$200.00**
- Fire Alarm Modification (up to 20 devices): **\$50.00**
- Fire Alarm Modification (greater than 20 devices): **\$75.00**
- Smoke Control Systems (per system): **\$50.00**
- Fuel Tanks (per tank): **\$50.00**
- Other Operational Permit inspections: **\$50.00**

## MISCELLANEOUS FEES

- a. Project and/or Plan Consultation Fee:** **\$50.00/hr - 1 hr. minimum**  
This fee shall be applied to all written requests made to the county fire marshal's office for site assessments which require research of various county records and documents to determine the status of the identified property and for project and plan consultations.
- b. Copies of Reports / Document Fee:** **\$1.00 per page**
- c. Code Modification/Variance Request (CMVR) Application Fee:** **\$250.00 (each application)**
- d. Preliminary Fire Protection Development Review:** **\$50.00/hr\***  
This fee will be assessed for the fire protection reviews of subdivisions and areas under development to determine required fire flows, number of required fire hydrants, fire hydrant distance requirements, and the evaluation of grade increase approvals.  
\*(\$50 per hour with a one hour minimum rounded up to the nearest 15 minute increment).





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## SERVICE FEES, PENALTY ASSESSMENTS, AND FINES

### **A. Fire Watch/Crowd Management Fees (3 hour minimum)**

Fire Marshal or designee	\$50.00 per hour (rounded up to nearest 15 minutes)
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### **B. Fire Code Fines**

<b>Code</b>	<b>Section</b>	<b>Offense</b>	<b>Fine</b>
Fire	All	Violations of the fire code (per offense/per day)	\$200.00 to \$500.00 + Court Costs

### **C. Penalty Assessment – Misc. Violations**

<b>Offense</b>	<b>Penalty Assessment</b>
The Fire Marshal may impose triple fees if any construction, activity or occupancy requiring a permit exists and no permit has been issued.	3x original permit fee