

# Manual of Fees

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## Purpose

The purpose of the Manual of Fees is to compile into one document all fees and charges established by the Pitt County Board of Commissioners. It is the intent of the Manual to provide the citizens of Pitt County and the departments and agencies of the County a comprehensive reference for all fees and charges for materials and services provided by the County. The County may impose and collect fees and charges that are established by North Carolina General Statutes and State and Federal regulations and policies. Since these are not established by the Board of Commissioners, they have not been included in this Manual. Individual County departments should be consulted concerning fees not established by the Commissioners.

These fees are not intended to apply where the free interchange of information is necessary to ensure the delivery of services, the dissemination of information and the continuity of services to citizens of Pitt County. Appendices A (Meetings of Public Bodies) and B (Public Records) are included to further clarify the laws of the State of North Carolina regarding public information.

## Applicability

This policy manual applies to all departments and employees of Pitt County.

Where fees, charges, fines, or penalties are set by Federal, State or local laws and those fees, charges, fines or penalties are in conflict with those in this Manual, the fees, charges, fines and penalties set by Federal, State or local laws shall control.

## Departmental and Employee Responsibility

All departments are responsible for imposing and collecting the fees as stipulated in this Manual. Departments may, after consultation with the Financial Services Director, waive fees if the imposition of the fee would interfere with the delivery of essential services or impose an unreasonable hardship. The County Manager and the Financial Services Director will resolve any questions concerning the applicability of fees.

The fees established in the Manual will be reviewed annually during the budget process. The County Manager is responsible for revising the fees and submitting any changes to the Board of Commissioners for their approval. The Department Heads are responsible for recommending fee changes to the County Manager. The Financial Services Department is responsible for maintaining and updating the Manual of Fees.

## Animal Services

Adoption Fee	
Cats.....	85.00
Dogs.....	125.00
Municipal Special Hold Requests Fee .....	20.00 / day
Note: Fee will increase by \$10 every 10 day period per animal.	
Proof of rabies vaccination is required prior to release to the owner. If no proof exists, an additional \$10 fee will be collected and shelter staff will vaccinate animal prior to release.	
Municipal Intake Fee .....	80.00
Owner Surrender Fee .....	20.00
Micro-chipping.....	10.00
Owner Requested Euthanasia .....	30.00
Quarantine Fee .....	25.00 + Per Night fee
Quarantine Per Night (Maximum 10 nights).....	10.00 Per Night
Reclamation - Altered Cats & Dogs	
1 <sup>st</sup> Reclaim.....	25.00
2 <sup>nd</sup> Reclaim .....	60.00
3 <sup>rd</sup> Reclaim .....	95.00
4 <sup>th</sup> and future Reclaim .....	150.00
Reclamation - Unaltered Cats & Dogs	
1 <sup>st</sup> Reclaim .....	50.00
2 <sup>nd</sup> Reclaim.....	120.00
3 <sup>rd</sup> Reclaim .....	190.00
4 <sup>th</sup> and future Reclaim .....	300.00

## Board of Commissioners & County Manager

Agendas (Sunshine List) – Cover Page.....	Per Year 10.00
Pitt County Code of Ordinances .....	Per Page 0.05

## Elections

Voter Registration	
Lists-Computer Printouts – Reports.....	Per Page 0.05
Lists-Computer Printouts – Labels .....	Each 0.03
Electronic Data Format .....	25.00
Electoral Jurisdiction Maps 36" x 36" (see also MIS & GIS for other map sizes and prices)	
Board of Education Districts.....	15.00
County Commissioner Districts .....	15.00
Municipal Districts .....	15.00
State House & Senate Districts.....	15.00
US Congressional Districts .....	15.00
Voting Precincts .....	15.00

## Emergency Services

Ambulance Franchise .....	Annually 1,200.00
EMS Transport Fees	
Advanced Life Support II.....	620.00
Advanced Life Support I.....	430.00
Basic Life Support.....	360.00
Treat/No Transport.....	100.00
Non-resident.....	50.00
Mileage, per mile .....	8.30
Fire Inspections – per occurrence	
Minimum 5,000 Square Feet.....	60.00
Each Additional 5,000 Square Feet .....	15.00
Foster Care – Standard Fee .....	35.00
Fire Prevention Ordinance Violation .....	50.00-200.00
Fire Reports – All others .....	5.00
No cost to property owner	
Fixed Fire Suppression Systems – per installation	
Fire Alarms/Sprinklers	
Minimum 5,000 Square Feet.....	60.00
Each Additional 5,000 Square Feet .....	15.00
Hood System – Standard Fee .....	60.00
Re-inspections – Second & Subsequent.....	½ Original
Fuel Storage Tank Removal/Installation.....	Per Tank 60.00

## Farmers' Market

Annual Membership Vendor Fee .....	\$50.00
Rental Fee Assessed per Space .....	\$5/week
Vendor Utilization of Refrigerator or Freezer Equipment on Site.....	\$50 Annual

## General

Data Files – Countywide	
CD ROM/DVD .....	5.00
Publications	
Audit/CAFR (Comprehensive Annual Financial Report) .....	15.00
Budget – Annual.....	25.00
Budget – Final Line Item .....	15.00
Budget Ordinance .....	1.00
Guide to Services.....	N/C
Manual of Fees .....	3.50
Personnel Ordinance .....	1.00
Purchasing Policy.....	1.00
Telephone Directory .....	3.50
Travel Policy.....	1.00
Other Publications – Bound .....	2.50
Other Publications/Copies.....	Per Page 0.05

Fax Machine .....	Per Page 0.05
Identification Badge (Internal) – Replacement .....	10.00
Identification Badge (External) .....	10.00
Keys	
Replacement Car .....	10.00
Replacement Proximity Card .....	10.00
Replacement Building Key (Metal).....	5.00
Replacement Gas Card.....	10.00
Notary.....	5.00
Photo Copies	
Standard .....	0.05
18" x 24" .....	2.00
24" x 36" .....	3.00
36" x 48" .....	5.00
Postage & Shipping .....	Actual
Returned Check .....	25.00
Wage Garnishment – Per Transaction .....	5.00
Wage Garnishment for Child Support – Per Transaction.....	2.00

## Health

The Health Department imposes fees established by Federal regulations, North Carolina General Statutes and regulations, and Medicaid policies (See Appendix C). These fees are not established by the Pitt County Board of Commissioners and may differ from the fees established in this policy. They should be consulted concerning fees other than those listed herein.

### **Environmental Health**

Mass Gathering Permit .....	100.00
Restaurant Plan Review (includes Food Stands/Mobile Units/Hotels).....	250.00
Temporary Food Establishment and Limited Food Service Establishment Permit .....	75.00
Septic Tank Permits	
Initial Lot Evaluation, Design & Inspection.....	400.00
Additional Charge – Non-conventional Systems.....	100.00
(pump stations, fill systems, etc.)	
Additional Charge – Type IV, V, VI Systems.....	300.00
Existing Septic System Inspection/Reuse of Septic System.....	70.00
Change of Use, Flow Increase, or Repair area for Existing Septic System.....	125.00
Certificate of Authorization – Mobile Home in Park.....	35.00
Operating Permits – Mobile Home Parks.....	N/C
Engineered Options Permit (EOP).....	120.00
Replace a Valid Improvement Permit.....	100.00
*Requires a Voluntary Relinquishment of existing Improvement Permit	
Authorization to Construct Revision	
Without Site Visit.....	50.00
With Site Visit .....	100.00
Renewal & Redraw of an Expired Authorization to Construct	
Type I & II Systems, include alt. trench.....	50.00
Type III & IV Systems.....	75.00
Type V & VI Systems .....	100.00

Swimming Pool Plan Review	
Plan Review – Swimming, Wading, or Spa.....	200.00
Seasonal Pool/Spa Permit.....	100.00
Year Round Pool/Spa Permit.....	200.00
Re-Inspection Fee.....	50.00
Tattoo Artist Permit – Annual.....	200.00
Temporary Tattoo Artist Fee.....	100.00
Water Sample	
Coliform.....	80.00
Lead Water Sample.....	95.00
Pesticide, Petroleum, Inorganic.....	120.00
Other Samples.....	85.00
Irrigation Wells.....	216.00

**General**

Immunization Admin Fee – Initial – State Supplied Vaccine.....	15.70
Immunization Admin Fee – Additional – State Supplied Vaccine.....	12.00
Immunization Admin Fee – Oral/Nasal – Initial – State Supplied Vaccine.....	15.70
Immunization Admin Fee – Oral/Nasal – Additional – State Supplied Vaccine.....	12.00
Flu Shots.....	Fee Based on Health Department Cost
Health Promotion Coordination – May Vary Per Contract.....	Per Unit 1.00
Health Promotion Screen – May Vary Per Contract.....	Per Unit 23.00
Hepatitis A Vaccine – At Health Department.....	Fee Based on Health Department cost
Hepatitis B Vaccine – At Health Department.....	Fee Based on Health Department cost
Hepatitis B Vaccine – At Industry Site.....	Fee Based on Health Department cost
HIB Vaccine.....	Fee based on Health Department cost
HPV/Gardasil.....	Fee based on Health Department cost
IPV Vaccine.....	Fee Based on Health Department cost
Meningococcal Vaccine.....	Fee based on Health Department cost
Meningococcal B Vaccine.....	165.00
MMR Vaccine.....	Fee based on Health Department cost
Physical Exam Fees	
Camp Physical Exam.....	60.00
K-12 Sports Physical Exam.....	60.00
College Sports Physical Exam.....	60.00
DOT or Firefighter Physical Exam.....	115.00
Pre-Employment Physical Exam.....	70.00
Pneumococcal Vaccine – Purchased Vaccine.....	Fee based on Health Department cost
Rabies Vaccine.....	Fee based on Health Department cost
Rabies Titer.....	Fee based on Health Department cost
Rhogam.....	166.00
Supplies & Materials.....	Fee based on Health Department cost
TB Skin Test.....	Fee based on Health Department cost
Varicella Vaccine.....	Fee based on Health Department cost

**Dental**

Cephalometric Film.....	Fee Based on Health Department cost
Topical Fluoride Varnish.....	Fee Based on Health Department cost

**Records**

Birth Certificates – Uncertified.....	N/C
Death Certificates – Uncertified .....	N/C
Medical Records	
Film .....	1.00
Search & Retrieval .....	Per Page 0.05
Shipping & Handling.....	Cost

**Nutrition**

Menus – Review / Consultation / Other .....	Per ½ hour 10.00
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Inspections

**Non-Residential Permit Fees**

Building Permits

New Construction .....	0.15/sqft
Addition .....	0.15/sqft
Renovation/Upfit .....	0.15/sqft
Miscellaneous (e.g., Sign).....	200.00
Courtesy/Change of Occupancy.....	100.00
Re-Inspection .....	75.00
Work w/o Permit .....	Double Permit Fee

Electrical Permits

New Construction/Additional Amps .....	200.00/200Amp + 0.75 additional Amp
Pole Service .....	100.00
Temporary Power/Occupancy .....	200.00
Farm Building .....	200.00/200Amp+0.75 additional Amp
Solar Equipment.....	200.00 + 0.50/panel
Solar Farms .....	200.00 per Inverter + 0.50/panel
Temporary Service Pole.....	50.00
Camper/Recreational Sites .....	100.00 per Service + 20.00/pedestal
Generator* .....	200.00
Miscellaneous .....	200.00

Mechanical Permits

New Construction/Addition .....	200.00/unit
Gas Piping Permit.....	200.00
HVAC Changeout .....	200.00/unit
Refrigeration .....	100.00 + 50.00/unit or rack
Miscellaneous .....	200.00

Plumbing Permits

New/Addition .....	200.00 + 10.00/fixture
Camper/Recreational Sites.....	100.00 + 20.00/Site
Miscellaneous .....	200.00

Other

Public School Inspections (semiannual).....	12,000 (annual fee)
Demolition Permit .....	200.00
Permit Reactivation Fee .....	200.00

**Residential Permit Fees**

Building Permits

Site-Built Home <= 2,500 sq ft*	600.00
Site-Built Home > 2,500 sq ft*	750.00
Accessory Structure <= 400 sq ft.	200.00
Accessory Structure > 400 sq ft	300.00
Addition to Primary Structure*	600.00
Renovation*#	500.00
Modular Home*	500.00
Single-Wide Manufactured Home*	300.00
Double-Wide Manufactured Home*	400.00
Miscellaneous+	100.00
Courtesy/Change of Occupancy	100.00
Housing Moving +	100.00
Re-Inspection	75.00
Work w/o Permit	Double Permit Fee

Electrical Permits

Stand-alone permit	100.00
Temporary Power/Temporary Occupancy	100.00
Pole Service	100.00
Solar Equipment	100.00 + 0.50/panel
Temporary Service Pole	50.00
Camper Service	100.00
Generator*	100.00
Miscellaneous+	100.00

Mechanical Permits

Stand-alone permit	100.00
Miscellaneous+	100.00
Gas Piping Permit	100.00
HVAC Change out* (includes Mech & Elec permits)	100.00/unit

Plumbing Permits

Stand-alone permit	100.00
Miscellaneous+ (e.g., irrigation system)	100.00

Other/Administrative

Demolition permit	\$100.00
Permit Modification/Change of Contractor	50.00
Permit Reactivation Fee	100.00

\* All permits included

+ Additional fees apply as needed for additional inspections

# Minor renovations consisting of 3 or fewer trade permits will be charged \$100/permit



## Management Information Systems (MIS) & Geographic Information Systems (GIS)

### Computer Printouts

Reports .....	Per page 0.05
Labels .....	Each 0.03
Periodic.....	Cost to be determined

Programming – Customized..... Per hour 50.00

### Data Files

Administrative Fee – In addition to Disk / Tape.....	20.00
CD ROM.....	5.00
DVD .....	5.00
8 MM Tape.....	100.00 Each

### GIS

Administrative Fee.....20.00 Per Request

### Media Files

CD ROM.....	5.00
DVD .....	5.00
8 MM Tape.....	100.00

### GIS Data Layers

Each layer – CD ROM/8 MM Tape/Electronic Transfer .....	100.00
Entire County – CD ROM/8 MM Tape.....	500.00

### GIS Maps – Standard

8.5" x 11" Laser Printer (Black & White) .....	1.00
8.5" x 11" Color .....	2.00
11" x 17" Color .....	5.00
18" x 18" Color .....	7.00
18" x 24" Color .....	10.00
24" x 36" Color .....	15.00
36" x 36" Color .....	15.00
36" x 46" Color .....	20.00

### GIS Custom Maps

Standard Price .....Per Hour 50.00  
Plus Programming Per Hour

## Pitt Area Transit System (PATs)

Mileage Rate .....Per Mile 1.90  
Rural General Transportation Fare.....One Way 7.00  
Fuel Adjustment Rate – If the price of fuel at the pump rises above \$3.00, the fare shall be adjusted  
\$.005 for every \$.05 increase in fuel prices

## Planning

Review fees for Subdivisions & Manufactured Home Parks	
Construction Plan – Major.....	150.00
Construction Plan – Minor Manufactured Home Park Plan.....	50.00
Erosion Control Plan Submission .....	Per Disturbed Acre 200.00
Erosion Control Single Family Lot Plans.....	Per Disturbed Acre 50.00
(as approved by Planning Staff)	
Final Plat .....	NC
Preliminary Plat / Preliminary Plan (Manufactured Home Park) .....	250.00
Plus Each Lot / MHP Space .....	10.00
Riparian Buffer Protection Ordinance – Stream Origin Determinations	
1-2 Determinations per property .....	200.00
Each additional determination on the same property.....	100.00
Sexually Oriented Business Ordinance	
Business License Application Fee .....	500.00
Stormwater Ordinance for Nutrient Control	
Review Nutrient Worksheet Calculations .....	Each Staff Review 50.00
Review Peak Flow Attenuation Plans & Calculations .....	Each Engineer Review 150.00
Review BMP's proposed.....	Each Engineer Review 150.00
Inspection of constructed BMP's for Nutrient Reduction and Peak Flow Attenuation .....	Per Staff Inspection 150.00
Zoning Administration	
Zoning Compliance Permit.....	25.00
Rezoning Application .....	Up to 2.0 acres 250.00
.....	(20.00/each additional acre > 2.0)
Special Use Permit.....	250.00
Variance .....	250.00
Appeal.....	N/C
Amendment.....	150.00
E-911 Addressing	
Road Name Change Request.....	150.00

## Register of Deeds

The Register of Deeds imposes fees as established by the Uniform Fees of Register of Deeds in General Statute 161.10 (see Appendix D). The Register of Deeds should be consulted concerning fees other than those listed herein.

## Sheriff / Detention Center

Complaint Reports .....	2.00
Concealed Weapon Permit (Initial).....	90.00
Concealed Weapon Permit (Renewal).....	85.00
Criminal History Record .....	Per Page 0.05
Driver History Record .....	Per Page 0.05
Finger Printing.....	10.00

Gun Permit .....	5.00
Process Civil Papers	
In State .....	15.00
Out of State – Includes Notary Fee .....	17.00
Lockers .....	Per Visit 0.25
Non-Emergency Medical Calls .....	Per visit for Inmates 10.00
Reimbursement for Damage to County Property .....	Each Item – Actual Cost
Inmate Disciplinary Offense .....	Per incident 10.00
Inmate Request for Funds from Inmate Trust Fund .....	5.00
Wristband Replacement .....	5.00

## Social Services

The Department of Social Services imposes fees established by Federal regulations, North Carolina General Statutes and regulations, Child Support, Day Care, Medicaid policies, and other regulatory policies (see Appendix E). These fees are not established by the Pitt County Board of Commissioners and may differ from the fees established in this policy. The Social Services Department should be consulted concerning fees other than those listed herein.

Adoption Fee (Step-Parent or Relative) .....	200.00
Adoption Fee (Independent) .....	1,500.00
Adoption Intermediary Service	
Initial Consultation and Search (Application) .....	400.00
Follow-up Services .....	Per Hour 85.00
Reduced Fees based on Income	
--\$25,000 to \$35,000 Annual Income .....	75% of Established Fee
--\$20,000 to \$24,999 Annual Income .....	50% of Established Fee
--\$15,000 to \$19,999 Annual Income .....	25% of Established Fee
--Under \$14,999 .....	No Fee
--TANF or SSI Recipient .....	No Fee
Home Studies – Court Ordered .....	Per Hour 45.00

## Soil & Water

Voluntary Agricultural District Fee .....	70.00
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## Solid Waste & Recycling

C&D Waste .....	Per Ton 45.00
Clean Wood & Pallets .....	Per Ton 26.00
Commercial .....	Per Ton 50.00
Concrete Block Brick .....	Per Ton 11.00
Franchise Fee .....	Per Ton 1.00
Shingles .....	Per Ton 10.00
Mulch .....	Per Ton 5.00
	(First bucket free of charge)
Residential Waste (Included on Property Tax Bill) .....	Annual 120.00
Penalty for Disposing of Non-household Waste	
Without Paying Tipping Fees	
First Offense .....	The greater of 10x the prevailing tipping fee or 2,000.00

Subsequent Offenses..... The greater of 20x the prevailing tipping fee or 4,000.00

## Tax Administration

Property Record Card..... Per Page 0.25

### GIS Maps – Standard

8.5" x 11" Laser Printer (Black & White) .....	1.00
8.5" x 11" Color .....	2.00
11" x 17" Color .....	5.00
18" x 18" Color .....	7.00
18" x 24" Color .....	10.00
24" x 36" Color .....	15.00
36" x 36" Color .....	15.00
36" x 46" Color .....	20.00

### GIS Custom Maps

Standard Price..... Per Hour 50.00  
Plus Programming Per Hour

### Computer Printouts

Reports.....	Per Page 0.05
Duplicate Copies and Duplicate Receipts.....	Per Page 0.05
Copies (All).....	Per Page 0.05

The Tax Collector's Division imposes fees, penalties for returned checks and other charges as established by North Carolina General Statutes (see Appendix F). The Tax Administrator should be consulted concerning fees other than those listed herein.

**§ 143-318.12. Public notice of official meetings.**

(a) If a public body has established, by ordinance, resolution, or otherwise, a schedule of regular meetings, it shall cause a current copy of that schedule, showing the time and place of regular meetings, to be kept on file as follows:

- (1) For public bodies that are part of State government, with the Secretary of State;
- (2) For the governing board and each other public body that is part of a county government, with the clerk to the board of county commissioners;
- (3) For the governing board and each other public body that is part of a city government, with the city clerk;
- (4) For each other public body, with its clerk or secretary, or, if the public body does not have a clerk or secretary, with the clerk to the board of county commissioners in the county in which the public body normally holds its meetings.

If a public body changes its schedule of regular meetings, it shall cause the revised schedule to be filed as provided in subdivisions (1) through (4) of this subsection at least seven calendar days before the day of the first meeting held pursuant to the revised schedule.

(b) If a public body holds an official meeting at any time or place other than a time or place shown on the schedule filed pursuant to subsection (a) of this section, it shall give public notice of the time and place of that meeting as provided in this subsection.

- (1) If a public body recesses a regular, special, or emergency meeting held pursuant to public notice given in compliance with this subsection, and the time and place at which the meeting is to be continued is announced in open session, no further notice shall be required.
- (2) For any other meeting, except an emergency meeting, the public body shall cause written notice of the meeting stating its purpose (i) to be posted on the principal bulletin board of the public body or, if the public body has no such bulletin board, at the door of its usual meeting room, and (ii) to be mailed or delivered to each newspaper, wire service, radio station, and television station, which has filed a written request for notice with the clerk or secretary of the public body or with some other person designated by the public body. The public body shall also cause notice to be mailed or delivered to any person, in addition to the representatives of the media listed above, who has filed a written

request with the clerk, secretary, or other person designated by the public body. This notice shall be posted and mailed or delivered at least 48 hours before the time of the meeting. The public body may require each newspaper, wire service, radio station, and television station submitting a written request for notice to renew the request annually. The public body shall charge a fee to persons other than the media, who request notice, of ten dollars (\$10.00) per calendar year, and may require them to renew their requests quarterly.

- (3) For an emergency meeting, the public body shall cause notice of the meeting to be given to each local newspaper, local wire service, local radio station, and local television station that has filed a written request, which includes the newspaper's, wire service's, or station's telephone number, for emergency notice with the clerk or secretary of the public body or with some other person designated by the public body. This notice shall be given either by telephone or by the same method used to notify the members of the public body and shall be given immediately after notice has been given to those members. This notice shall be given at the expense of the party notified. An "emergency meeting" is one called because of generally unexpected circumstances that require immediate consideration by the public body. Only business connected with the emergency may be considered at a meeting to which notice is given pursuant to this paragraph.

(c) Repealed by Session Laws 1991, c. 694, s. 6. (1979, c. 655, s. 1; 1991, c. 694, ss. 5, 6.)

**§ 132-6.2. Provisions for copies of public records; fees.**

(a) Persons requesting copies of public records may elect to obtain them in any and all media in which the public agency is capable of providing them. No request for copies of public records in a particular medium shall be denied on the grounds that the custodian has made or prefers to make the public records available in another medium. The public agency may assess different fees for different media as prescribed by law.

(b) Persons requesting copies of public records may request that the copies be certified or uncertified. The fees for certifying copies of public records shall be as provided by law. Except as otherwise provided by law, no public agency shall charge a fee for an uncertified copy of a public record that exceeds the actual cost to the public agency of making the copy. For purposes of this subsection, "actual cost" is limited to direct, chargeable costs related to the reproduction of a public record as determined by generally accepted accounting principles and does not include costs that would have been incurred by the public agency if a request to reproduce a public record had not been made. Notwithstanding the provisions of this subsection, if the request is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or if producing the record in the medium requested results in a greater use of information technology resources than that established by the agency for reproduction of the volume of information requested, then the agency may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based on the actual cost incurred for such extensive use of information technology resources or the labor costs of the personnel providing the services, or for a greater use of information technology resources that is actually incurred by the agency or attributable to the agency. If anyone requesting public information from any public agency is charged a fee that the requester believes to be unfair or unreasonable, the requester may ask the State Chief Information Officer or his designee to mediate the dispute.

(c) Persons requesting copies of computer databases may be required to make or submit such requests in writing. Custodians of public records shall respond to all such requests as promptly as possible. If the request is granted, the copies shall be provided as soon as reasonably possible. If the request is denied, the denial shall be accompanied by an explanation of the basis for the denial. If asked to do so, the person denying the request shall, as promptly as possible, reduce the explanation for the denial to writing.

(d) Nothing in this section shall be construed to require a public agency to respond to requests for copies of public records outside of its usual business hours.

(e) Nothing in this section shall be construed to require a public agency to respond to a request for a copy of a public record by creating or compiling a record

that does not exist. If a public agency, as a service to the requester, voluntarily elects to create or compile a record, it may negotiate a reasonable charge for the service with the requester. Nothing in this section shall be construed to require a public agency to put into electronic medium a record that is not kept in electronic medium. (1995, c. 388, s. 3; 2004-129, s. 38.)



**§ 130A-39. Powers and duties of a local board of health.**

(a) A local board of health shall have the responsibility to protect and promote the public health. The board shall have the authority to adopt rules necessary for that purpose.

(b) A local board of health may adopt a more stringent rule in an area regulated by the Commission for Public Health or the Environmental Management Commission where, in the opinion of the local board of health, a more stringent rule is required to protect the public health; otherwise, the rules of the Commission for Public Health or the rules of the Environmental Management Commission shall prevail over local board of health rules. However, a local board of health may not adopt a rule concerning the grading, operating, and permitting of food and lodging facilities as listed in Part 6 of Article 8 of this Chapter and as defined in G.S. 130A-247(1), and a local board of health may adopt rules concerning wastewater collection, treatment and disposal systems which are not designed to discharge effluent to the land surface or surface waters only in accordance with G.S. 130A-335(c).

(c) The rules of a local board of health shall apply to all municipalities within the local board's jurisdiction.

(d) Not less than 10 days before the adoption, amendment or repeal of any local board of health rule, the proposed rule shall be made available at the office of each county clerk within the board's jurisdiction, and a notice shall be published in a newspaper having general circulation within the area of the board's jurisdiction. The notice shall contain a statement of the substance of the proposed rule or a description of the subjects and issues involved, the proposed effective date of the rule and a statement that copies of the proposed rule are available at the local health department. A local board of health rule shall become effective upon adoption unless a later effective date is specified in the rule.

(e) Copies of all rules shall be filed with the secretary of the local board of health.

(f) A local board of health may, in its rules, adopt by reference any code, standard, rule or regulation which has been adopted by any agency of this State, another state, any agency of the United States or by a generally recognized association. Copies of any material adopted by reference shall be filed with the rules.

(g) A local board of health may impose a fee for services to be rendered by a local health department, except where the imposition of a fee is prohibited by statute or where an employee of the local health department is performing the services as an agent of the State. Notwithstanding any other provisions of law, a local board of health may impose cost-related fees for services performed pursuant to Article 11 of this Chapter, "Wastewater Systems," for services performed

pursuant to Part 10, Article 8 of this Chapter, "Public Swimming Pools", for services performed pursuant to Part 11, Article 8 of this Chapter, "Tattooing", and for services performed pursuant to G.S. 87-97. Fees shall be based upon a plan recommended by the local health director and approved by the local board of health and the appropriate county board or boards of commissioners. The fees collected under the authority of this subsection are to be deposited to the account of the local health department so that they may be expended for public health purposes in accordance with the provisions of the Local Government Budget and Fiscal Control Act. (1901, c. 245, s. 3; Rev., s. 4444; 1911, c. 62, s. 9; C.S., s. 7065; 1957, c. 1357, s. 1; 1959, c. 1024, s. 1; 1963, c. 1087; 1973, c. 476, s. 128; c. 508; 1977, c. 857, s. 2; 1981, c. 130, s. 2; c. 281; c. 949, s. 4; 1983, c. 891, s. 2; 1985, c. 175, s. 1; 1989, c. 577, s. 2; 1991 (Reg. Sess., 1992), c. 944, s. 10; 1993 (Reg. Sess., 1994), c. 670, s. 2; 1995, c. 507, s. 26.8(c); 2006-202, s. 6; 2007-182, s. 2.)

**§ 161-10. Uniform fees of registers of deeds.**

(a) Except as otherwise provided in this Article, all fees collected under this section shall be deposited into the county general fund. While performing the duties of the office, the register of deeds shall collect the following fees which shall be uniform throughout the State:

- (1) Instruments in General. – For registering or filing any instrument for which no other provision is made by this section, whether written, printed, or typewritten, the fee shall be twenty-six dollars (\$26.00) for the first 15 pages plus four dollars (\$4.00) for each additional page or fraction thereof.

When a document is presented for registration that consists of multiple instruments, the fee shall be ten dollars (\$10.00) for each additional instrument. A document consists of multiple instruments when it contains two or more instruments with different legal consequences or intent, each of which is separately executed and acknowledged and could be recorded alone.

- (1a) Deeds of Trust, Mortgages, and Cancellation of Deeds of Trust and Mortgages. – For registering or filing any deed of trust or mortgage, whether written, printed, or typewritten, the fee shall be fifty-six dollars (\$56.00) for the first 15 pages plus four dollars (\$4.00) for each additional page or fraction thereof.

When a deed of trust or mortgage is presented for registration that contains one or more additional instruments, the fee shall be ten dollars (\$10.00) for each additional instrument. A deed of trust or mortgage contains one or more additional instruments if such additional instrument or instruments has or have different legal consequences or intent, each of which is separately executed and acknowledged and could be recorded alone.

For recording records of satisfaction, or the cancellation of record by any other means, of deeds of trust or mortgages, there shall be no fee.

- (2) Marriage Licenses. – For issuing a license sixty dollars (\$60.00); for issuing a delayed certificate with one certified copy twenty dollars (\$20.00); and for a proceeding for correction of an application, license or certificate, with one certified copy ten dollars (\$10.00).
- (3) Plats. – For each original or revised plat recorded twenty-one dollars (\$21.00) per sheet or page; for furnishing a certified copy of a plat five dollars (\$5.00).

- (4) Right-of-Way Plans. – For each original or amended plan and profile sheet recorded twenty-one dollars (\$21.00) for the first page and five dollars (\$5.00) per page for each additional page. This fee is to be collected from the Board of Transportation.
- (5) Registration of Birth Certificate One Year or More after Birth. – For preparation of necessary papers when birth to be registered in another county ten dollars (\$10.00); for registration when necessary papers prepared in another county, with one certified copy ten dollars (\$10.00); for preparation of necessary papers and registration in the same county, with one certified copy twenty dollars (\$20.00).
- (6) Amendment of Birth or Death Record. – For preparation of amendment and affecting correction ten dollars (\$10.00).
- (7) Legitimations. – For preparation of all documents concerned with legitimations ten dollars (\$10.00).
- (8) Certified Copies of Birth and Death Certificates and Marriage Licenses. – For furnishing a certified copy of a death or birth certificate or marriage license ten dollars (\$10.00). Provided however, a Register of Deeds may issue without charge a certified Birth Certificate to any person over the age of 62 years.
- (8a) Vital Records Network. – For obtaining access to the Vital Records Computer Network, two dollars (\$2.00).
- (9) Certified Copies. – For furnishing a certified copy of an instrument for which no other provision is made by this section five dollars (\$5.00) for the first page, plus two dollars (\$2.00) for each additional page or fraction thereof.
- (10) Comparing Copy for Certification. – For comparing and certifying a copy of any instrument filed for registration, when the copy is furnished by the party filing the instrument for registration and at the time of filing thereof five dollars (\$5.00).
- (11) Uncertified Copies. – A register of deeds who supplies uncertified copies of instruments, or index pages, as a convenience to the public, may charge fees that the register of deeds determines bear a reasonable relation to the quality of copies supplied and the cost of purchasing and maintaining copying and/or computer equipment. These fees may be changed from time to time, but the amount of these fees shall at all times be uniform and prominently posted in the office of the register of deeds.
- (12) Notarial Acts. – For taking an acknowledgment, oath, or affirmation or performing any other notarial act the maximum fee set in G.S. 10B-31 or G.S. 10B-118 for electronic notarial acts. This fee shall not be charged if the act is performed as a part of one of the services for which a fee is provided by this subsection;

except that this fee shall be charged in addition to the fees for registering, filing, or recording instruments or plats as provided by subdivisions (1) and (3) of this subsection.

- (13) Uniform Commercial Code. – Such fees as are provided for in Chapter 25, Article 9, Part 5, of the General Statutes.
- (14) Torrens Registration. – Such fees as are provided in G.S. 43-5.
- (15) Master Forms. – Such fees as are provided for instruments in general.
- (16) Probate. – For verification of proofs and acknowledgements as provided in G.S. 47-14 two dollars (\$2.00).
- (17) Qualification of Notary Public. – For administering the oaths of office to a notary public and making the appropriate record entries as provided in G.S. 10B-10 ten dollars (\$10.00).
- (18) Reinstatement of Articles of Incorporation. – For filing reinstatements of Articles of Incorporation prepared pursuant to G.S. 105-232; such fees as provided for instruments in general. The fee shall be paid by the corporation affected.
- (18a) Nonstandard Document. – For registering or filing any document not in compliance with the recording standards adopted under G.S. 161-14(b), the fee shall be twenty-five dollars (\$25.00) in addition to all other applicable recording fees.
- (19) Miscellaneous Services. – For performing miscellaneous services such as faxing documents, providing laminated copies of documents, expedited delivery of documents, and similar services, the cost of the service.

(b) The uniform fees set forth in this section are complete and exclusive and no other fees shall be charged by the register of deeds.

(c) These fees shall be collected in every case prior to filing, registration, recordation, certification or other service rendered by the register of deeds unless by law it is provided that the service shall be rendered without charge. (Code, ss. 710, 3109, 3751; 1887, c. 283; 1891, c. 324; 1897, cc. 27, 68; 1899, c. 17, s. 2; c. 247, s. 3; cc. 261, 302, 578, 723; 1901, c. 294; 1903, c. 792; 1905, cc. 226, 292, 319; Rev., s. 2776; 1911, c. 55, s. 3; C.S., s. 3906; 1967, c. 639, s. 4; c. 823, s. 33; 1969, c. 80, s. 1; c. 912, s. 3; 1973, c. 507, s. 5; c. 1317; 1975, c. 428; 1977, 2nd Sess., c. 1132; 1981, c. 968, ss. 1, 2; 1983, c. 894, ss. 2, 3; 1987, c. 792, ss. 2-5; 1989, c. 523, s. 1; 1991, c. 636, s. 18; c. 683, s. 3; c. 693, s. 1; 1991 (Reg. Sess., 1992), c. 1030, s. 49; 1993, c. 425, s. 1; 1997-309, s. 9; 2000-167, s. 1; 2000-169, s. 44; 2001-390, s. 1; 2005-123, s. 7; 2005-391, s. 8; 2008-107, s. 29.7(a); 2009-451, ss. 17.8(a), 20A.4(a).)

**§ 108A-10. Fees.**

The county board of social services is authorized to enter into contracts with any governmental or private agency, or with any person, whereby the board of social services agrees to render services to or for such agency or person in exchange for a fee to cover the cost of rendering such service. This authority is to be limited to services voluntarily rendered and voluntarily received, but shall not apply where the charging of a fee for a particular service is specifically prohibited by statute or regulation. The fees to be charged under the authority of this section are to be based upon a plan recommended by the county director of social services and approved by the local board of social services and the board of county commissioners. In no event is the fee charged to exceed the cost to the board of social services. Fee policies may not conflict with rules and regulations adopted by the Social Services Commission or Department of Health and Human Services regarding fees.

The fees collected under the authority of this section are to be deposited to the account of the social services department so that they may be expended for social services purposes in accordance with the provisions of Article 3 of Chapter 159, the Local Government Budget and Fiscal Control Act. No individual employee is to receive any compensation over and above his regular salary as a result of rendering services for which a fee is charged.

The county board of social services shall annually report to the county commissioners receipts received under this section. Fees collected under this section shall not be used to replace any other funds, either State or local, for the program for which the fees were collected. (1981, c. 275, s. 1; 1997-443, s. 11A.118(a).)

**§ 105-357. Payment of taxes.**

(a) **Medium of Payment.** – Taxes shall be payable in existing national currency. Deeds to real property, notes of the taxpayer or others, bonds or notes of the taxing unit, and payments in kind shall not be accepted in payment of taxes. A taxing unit may not permit the payment of taxes by offset of any bill, claim, judgment, or other obligation owed to the taxpayer by the taxing unit. The prohibition against payment of taxes by offset does not apply to offset of an obligation arising from a lease or another contract entered into between the taxpayer and the taxing unit before July 1 of the fiscal year for which the unpaid taxes were levied.

(b) **Acceptance of Checks and Electronic Payment.** – The tax collector may accept checks and electronic payments, as defined in G.S. 147-86.20, in payment of taxes, as authorized by G.S. 159-32.1. Acceptance of a check or electronic payment is at the tax collector's own risk. A tax collector who accepts electronic payment of taxes may add a fee to each electronic payment transaction to offset the service charge the taxing unit pays for electronic payment service. A tax collector who accepts electronic payment or check in payment of taxes may issue the tax receipt immediately or withhold the receipt until the check has been collected or the electronic payment invoice has been honored by the issuer.

If a tax collector accepts a check or an electronic payment and issues a tax receipt and the check is returned unpaid (without negligence on the part of the tax collector in presenting the check for payment) or the electronic payment invoice is not honored by the issuer, the taxes for which the check or electronic payment was given shall be deemed unpaid; the tax collector shall immediately correct the copy of the tax receipt and other appropriate records to show the fact of nonpayment, and shall give written notice by certified or registered mail to the person to whom the tax receipt was issued to return it to the tax collector. After correcting the records to show the fact of nonpayment, the tax collector shall proceed to collect the taxes by the use of any remedies allowed for the collection of taxes or by bringing a civil action on the check or electronic payment.

A financial institution with which a taxing unit has contracted for receipt of payment of taxes may accept a check in payment of taxes. If the check is honored, the financial institution shall so notify the tax collector, who shall, upon request of the taxpayer, issue a receipt for payment of the taxes. If the check is returned unpaid, the financial institution shall so notify the tax collector, who shall proceed to collect the taxes by use of any remedy allowed for collection of taxes or by bringing a civil action on the check.

- (1) **Effect on Tax Lien.** – If the tax collector accepts a check or electronic payment in payment of taxes on real property and issues the receipt, and the check is later returned unpaid or the electronic payment invoice is not honored by the issuer, the taxing unit's lien

for taxes on the real property shall be inferior to the rights of purchasers for value and of persons acquiring liens of record for value if the purchasers or lienholders acquire their rights in good faith and without actual knowledge that the check has not been collected or the electronic payment invoice has not been honored, after examination of the copy of the tax receipt in the tax collector's office during the time that record showed the taxes as paid or after examination of the official receipt issued to the taxpayer prior to the date on which the tax collector notified the taxpayer to return the receipt.

- (2) Penalty. – In addition to interest for nonpayment of taxes provided by G.S. 105-360 and in addition to any criminal penalties provided by law, the penalty for presenting in payment of taxes a check or electronic funds transfer that is returned or not completed because of insufficient funds or nonexistence of an account of the drawer or transferor is twenty-five dollars (\$25.00) or ten percent (10%) of the amount of the check or electronic invoice, whichever is greater, subject to a maximum of one thousand dollars (\$1,000). This penalty does not apply if the tax collector finds that, when the check or electronic funds transfer was presented for payment, the drawer of the check or transferor of funds had sufficient funds in an account at a financial institution in this State to make the payment and, by inadvertence, the drawer of the check or transferor of the funds failed to draw the check or initiate a transfer on the account that had sufficient funds. This penalty shall be added to and collected in the same manner as the taxes for which the check or electronic payment was given.

(c) Small Underpayments and Overpayments. – The governing body of a taxing unit may, by resolution, permit its tax collector to treat small underpayments of taxes as fully paid and to not refund small overpayments of taxes unless the taxpayer requests a refund before the end of the fiscal year in which the small overpayment is made. A "small underpayment" is a payment made, other than in person, that is no more than one dollar (\$1.00) less than the taxes due on a tax receipt. A "small overpayment" is a payment made, other than in person, that is no more than one dollar (\$1.00) greater than the taxes due on a tax receipt.

The tax collector shall keep records of all underpayments and overpayments of taxes by receipt number and amount and shall report these payments to the governing body as part of his settlement.

A resolution authorizing adjustments of underpayments and overpayments as provided in this subsection shall:

- (1) Be adopted on or before June 15 of the year to which it is to apply;
- (2) Apply to taxes levied for all previous fiscal years; and



- (3) Continue in effect until repealed or amended by resolution of the taxing unit. (1939, c. 310, s. 1710; 1971, c. 806, s. 1; 1987, c. 661; 1989, c. 578, s. 3; 1989 (Reg. Sess., 1990), c. 1005, s. 8; 1991, c. 584, s. 2; 1999-434, s. 6; 2001-487, s. 25; 2002-156, s. 1; 2005-134, s. 1; 2005-313, s. 10.)