



STATE OF TEXAS §  
COUNTY OF COMAL §

**RESOLUTION #2013-38**

**WHEREAS**, Section 118.131, Local Government Code, authorizes the Commissioners Court of each county to set reasonable fees to be charged for certain services by the office of Sheriff and Constable; and

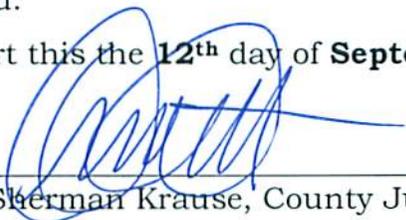
**WHEREAS**, the Comal County Commissioners Court has determined the fees listed below are required to recoup the costs to Comal County for these services.

**NOW, THEREFORE BE IT RESOLVED THAT**, the Commissioners Court is of the opinion that the following fees are reasonable and should be established for these services in Comal County effective January 1, 2014 and to remain in effect until further order of the County.

**IT IS THEREFORE ORDERED, ADJUDGED AND DECREED THAT** the fees as prescribed above are hereby set by the Comal County Commissioners Court in open session effective January 1, 2014 and to remain in effect until further orders of this Court.

**BE IT FURTHER ORDERED** that the Commissioners Court of Comal County does hereby accept and approve the Constable/Sheriff's Office fees as submitted and various county office fees as submitted.

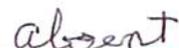
**ADOPTED** in open Court this the **12<sup>th</sup>** day of **September** 2013.

  
Sherman Krause, County Judge

  
Donna Eccleston, Commissioner Pct 1

  
Scott Haag, Commissioner Pct 2

  
Kevin Webb, Commissioner Pct 3

  
Jan Kennady, Commissioner Pct 4



ATTEST:   
Joy Streater, County Clerk

## 2014 SHERIFF'S OFFICE FEES

<b>TYPE OF WRIT</b>	<b>Sheriff/Constable Fees</b>
Citation	\$ 65.00
Citation by Publication	65.00
Notice of Trustee Sale	65.00
Precept to Serve/Notice	65.00
Injunction	65.00
Mental Commitment	75.00
Subpoena Civil	65.00
Order of Sale	200.00
Temporary Restraining Order	75.00
Temporary Protective Order	75.00
Writ of Attachment	200.00
Writ of Execution	200.00
Writ of Garnishment	200.00
Writ of Restitution	200.00
Writ of Sequestration	200.00
Forcible Detainer	75.00
For Each Livestock Estray - Sheriff's Fee	25.00
Writ of Possession (4 Hours Maximum) * see below	200.00

### Other Service Fees:

\* Writ of Possession exceeding 4 hours, will be charged/billed at a rate of \$30 per additional hour.

Posting of written notices in public places as may be required by law/per location..... 20.00  
 Mileage fee if applicable will be calculated at.....per mile..... 0.555

Executing a Deed to each purchaser of real estate under execution or order of sale..... 55.00

Executing a Bill of Sale to each purchaser of personal property under execution or order of sale when demanded by purchaser..... 55.00

Vehicles stored by the Sheriff for more than 10 days will be charged/billed at a rate of 30.00 per day thereafter.

Executing fee for each case tried in District or County Court, a Sheriff's venire jury fee \$15.00  
 Copies of Offense Reports requested by insurance companies..... 0.00

Fingerprint cards, required for private employment, etc. ....per card.....10.00

Collecting money on an execution or an order of sale, when the same is made by a sale:

The first \$200.00 or less.....10%  
 All sums over \$200.00 and not exceeding \$1,000.00..... 6%  
 All sums over \$1,000.00 and not exceeding \$5,000.00..... 3%  
 All sums over \$5,000.00..... 2%

Court may adjust the fee.

When the money is collected by the Sheriff or Constable without a sale, one-half of the above rates shall be allowed him.

Livestock Estray - Sheriff's Fee.....\$ 25.00 each  
 Livestock Estray Hauling (each)..... 100.00 single load  
 Feed for Cattle..... 15.00 per day/per head  
 Feed for horses/mules..... 20.00 per day/per head  
 Feed for goats/sheep..... 8.00 per day/per head  
 Feed for hogs..... 5.00 per day/per head  
 Catch fee..... 25.00 for contained area/per head  
 Additional fee if horse is required to catch estray..... 100.00  
 County fee/per head..... 25.00

## 2014 JAIL OFFICE FEES

Fingerprints \$ 10.00  
 Open Records 0.10 per page

## 2014 INMATE CHARGES

Doctor Appointment \$ 10.00  
 Lab Work 10.00  
 Prescriptions 10.00  
 Over Counter Medication 1.00  
 Damaged property will be the cost of the property.  
 Defendant Confinement Fee \$ 25.00 per day  
 (excluding indigents)

## 2014 ANIMAL CONTROL FEES

### Licensing:

Altered (one time fee)	\$ 5.00
Non- Altered (annually)	5.00

### IMPOUND CHARGES:

Licensed and Altered	1 <sup>st</sup>	25.00
	2 <sup>nd</sup>	40.00
Licensed and Non-Altered	1 <sup>st</sup>	50.00
	2 <sup>nd</sup>	65.00
Unlicensed and Altered	1 <sup>st</sup>	50.00
	2 <sup>nd</sup>	65.00
Unlicensed and Non-Altered	1 <sup>st</sup>	75.00
	2 <sup>nd</sup>	95.00
Prisoner Dog Pick Up		50.00
*Trap Rental Deposit	Cats	50.00
	Dogs	250.00
Daily Charge	Cats	2.00
	Dogs	4.00

\*Trap Rental Deposit to cover purchasing new trap if it would be stolen, lost or damaged and not repairable

## 2014 TAX OFFICE FEES

Tax Certificates . . . . .	\$ 10.00
Copies of Documents . . . . .	0.25/pg
Delinquent Attorney File (CD) . . . . .	40.00
Return Check Fee . . . . .	30.00

## 2014 ROAD DEPARTMENT FEES

Floodplain Permit	\$ 40.00
Public Notices	75.00
Road Crossing Permit	4.00 per foot for asphalt
Road Crossing Permit	2.00 per foot for gravel
Subdivision Regulations	5.00 per set
Subdivision Platting Fees:	
Plat Application Fee <sup>1</sup>	100.00 per resultant Lot/tract
Additional Fee for Plats with Road Construction	0.00 per plat

<sup>1</sup>Amendments to Plat are not assessed this fee.

## 2014 ENVIRONMENTAL HEALTH DEPARTMENT FEES

Sewerage Facility Permit (< 500 gallons per day)	\$150.00
Sewerage Facility Permit (>500 gallons per day)	180.00
Permit Renewal within 12 months	80.00
Permit Renewal after 12 months	150.00
Remodel Permit	100.00
Re-Inspection Fee	40.00
Holding Tank Permit	150.00
Subdivision Review (5 lots/tracts or less)	20.00 per lot
Subdivision Review (6 lots/tracts or more)	100.00
Plus charge per lot/tract	5.00
State Research Council Fee	10.00
TCEQ O.S.S.F. Rules & Regulations	6.50

## **2014 RURAL RECYCLING DEPARTMENT FEES**

### **BRUSH DUMPING FEES**

(Commercial & Residential)

Pickup Load	\$ 10.00
Trailers (equal to or less than 14')	15.00
Trailers (greater than 14' long)	25.00
Dump Truck (equal to less than 10 yards)	30.00
Dump Truck (greater than 10 yards)	40.00

**Pick up loads and trailers (Equal to or less than 14') can drop off brush for free on Saturdays**

### **TIRES**

Car or light truck tires	\$1.00
Medium or heavy duty truck tires	6.00
Tractor tires	10.00

**THE COUNTY RESERVES THE RIGHT TO REFUSE TIRES.**

## **2014 COMAL COUNTY TREASURER**

Returned Check Fee	\$ 30.00
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## **2014 JUSTICE OF THE PEACE**

Autopsy Copies	\$ 25.00
Civil Citation	65.00
Eviction Citation	75.00
Returned Check Fee	30.00
Subpoena - Civil	65.00
Subpoena/Summons - Criminal	5.00
Writ Of Attachment	200.00
Writ Of Execution	200.00
Writ Of Garnishment	200.00
Writ Of Possession	200.00
Writ Of Restitution	200.00
Writ Of Sequestration	200.00



## **2014 AGRILIFE EXTENSION SERVICE FEES**

### **4-H ANIMAL HOUSING FEES**

Large animals (horses and cattle)

Monthly	\$35.00 monthly
Yearly discounted non-refundable fee due by September 1 of the project year	320.00

Paddocks for outdoor time for horses

Per animal per month	\$15.00 monthly
Yearly discounted non-refundable fee due by September 1 of the project year	150.00

Small animals (goats, lambs, swine)

A one-time non-refundable fee per project animal for the life of the project	\$75.00
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### **2014 HUMAN RESOURCES FEES**

ID Replacement Cards (Lost or damaged)	\$10.00
Open Records Fee	\$ 0.10

### **2014 ELECTION ADMINISTRATION FEES**

Copies	\$ 0.25/pg
Certified Copy	\$ 5.00
Voter Files CD	\$ 40.00
Voting Equipment Rental Deposit	\$ 150.00
Return Check	\$ 30.00

**COMAL COUNTY CLERK'S  
FEE SCHEDULE**

<b>RECORDING FEES – REAL AND PERSONAL PROPERTY</b>	
1) Deeds, Deeds of Trust, Abstracts of Judgment (Tex. Prop. Code § 52.51), Affidavits, UCC's, Hospital Liens (Tex. Prop. Code Chapter 55), Releases, Public Weighter's Bond, etc. for the 1 <sup>st</sup> page (Tex. Loc. Gov't Code Ann § 118.011)	\$ 26.00
a) Each additional page or part of page	\$ 4.00
b) Each additional Grantor or Grantee over five (5) to be indexed	\$ 0.25
c) No heading on top of 1 <sup>st</sup> page of Document	\$ 5.00
d) Any Document conveying interest in property which does not have the Grantee's address (Tex. Loc. Gov't Code Ann. § 118.011)	Double the Filing Fee of the Document or a Flat Fee of \$25.00, whichever is greater of the two.
e) Name not printed under all original signatures	Double the Filing Fee of that page (\$5.00 first page or \$4.00 additional pages)
f) No address for Plaintiff or Judgment creditor on an Abstract of Judgment	Double the Filing Fee of the Document or a Flat Fee of \$25.00, whichever is greater of the two.
2) State Tax Lien (Tex. Tax Code Chapter 113)	\$ 21.00
a) Each additional page	\$ 4.00
3) Federal Tax Lien or Release of Federal Tax Lien (Tex. Prop. Code Chapter 14)	\$ 31.00
4) DD-214 (Military Discharge)	No Recording Charge
<b>NOTE: A "copy of an instrument is not entitled to be recorded in the office of the county clerk. (See 64 Tex. Jur. 3d Records and Recording Laws § 21</b>	
<b>ASSUMED NAME CERTIFICATE (DBA) (Chapter 36, Title 4, Business &amp; Commerce Code)</b>	
5) Assume Name Certificate (DBA) or Abandonment	\$ 23.00
a) Each additional name	\$ .50
b) Acknowledgement	\$ 5.00
<b>PLAT/MAP OR AMENDMENT TO PLAT</b>	
6) Plat/Map (Tex. Loc. Gov't Code § 232)	\$121.00
a) Each additional page	\$100.00
b) Tax Certificates (each) (Tex. Prop. Code § 12.002)	\$ 4.00
7) Amendment to Plat (Tex. Prop. Code § 12.002)	\$121.00
a) Tax Certificates (each) (Tex. Prop. Code § 12.002)	\$ 4.00
8) Copy of Plat (18" x 24" or smaller)	\$ 5.00
9) Color Copy of Map or Plat (18" x 24" or smaller)	\$ 10.00
10) Copy of Plat (larger than 18" x 24")	\$ 10.00
11) Color Copy of Map or Plat (larger than 18" x 24")	\$ 15.00

**COMAL COUNTY CLERK'S  
FEE SCHEDULE**

<b>NON-CERTIFIED OR CERTIFIED COPIES (Tex. Loc. Gov't Code § 118.014)</b>	
12) Non-certified Copies (Tex. Loc. Gov't Code § 118.0145)	\$ 1.00 per page
13) Clerk's Certification	\$ 5.00
14) Federal Tax Lien Copy	\$ 1.50
15) Additional Postage for Oversized Copies	\$ 1.00
16) Additional Postage for Multiple Plat Copies	\$ 3.00
<b>PUBLIC NOTICES</b> (including Foreclosure Notices and notice required under the Freedom of Information Act) [Tex. Loc Gov't Code § 118.011(c) and Tex. Prop. Code § 51.002]	
<b>17) Public Notices</b> (includes file stamping and posting) Open Meeting Notice and Notice of Foreclosure)	\$ 6.00
<b>MISCELLANEOUS FEES</b>	
18) Deposit of Will for Safekeeping (Tex. Loc. Gov't Code § 118.062)	\$ 11.00
19) Marks and Brands for each location on animal (Tex. Loc. Gov't Code § 118.020)	\$ 26.00
a) Brands specifically by tattoo are an additional fee , i.e. \$16.25 for one tattoo in one location at time of filing [Tex. Agri. Code § 144.110(b)]	\$ 0.25
20) Search of Minutes or Recording of Commissioners Court (written request only)	\$ 10.00
<b>REAL PROPERTY SEARCH (Written Request Only)</b>	
21) Grantor, Per name up to 10 years	\$ 10.00
22) Grantee, Per name up to 10 years	\$ 10.00
23) Fax of Legal Documents (1 – 3 pages)	\$ 5.00
a) Additional Fee per page for over 3 pages	\$ 1.00

**COMAL COUNTY CLERK'S  
FEE SCHEDULE**

<b>VITAL STATISTICS [Tex. Health &amp; Safety Code § 191.0045(d) and (h)]</b>	
1) Certified Copy of Birth Certificate	\$ 23.00
2) Certified Copy of Death Certificate (First Copy) a) Each Additional Copy	\$ 21.00 \$ 4.00
3) Marriage License without Pre-Marital Certificate a) With Pre-Marital Certificate (Tex. Loc. Gov't Code § 118.018) b) Under 18 years, parental consent, per signature	\$ 82.00 \$ 22.00 \$ 1.00
4) Informal Marriage (Tex. Loc. Gov't Code § 118.019)	\$ 47.00
5) Marriage License Verification (Security Paper) <b>(NO PLAIN PAPER COPIES ISSUED)</b>	\$ 21.00
6) Marriage License Amendment	\$ 15.00
7) Duplicate Marriage License	\$ 30.00
8) Verification of Birth or Death	\$ 10.00
9) Genealogy Search – Per Name (If list left with Staff)	\$ 5.00

**COMAL COUNTY DISTRICT CLERK FEE**

**BASE FEES:**

Civil..... \$ 276  
 Other Family..... \$ 266

**DIVORCE:**

Base Fee.....\$ 281  
 Plus Report..... \$ 2

**ADOPTION:**

Base Fee..... \$ 267  
 CAR Fund..... \$ 15  
 Birth Cert. TX..... \$ 47

**EXPUNCTION:** Waived if acquitted & filed W/I 30 days

Base Fee..... \$ 276  
 Cert. postage per agency \$ 8

**NONDISCLOSURE:**

Base Fee..... \$ 276  
 Nondisclosure Fee..... \$ 28

**OCCUPATIONAL DRIVERS LIC:**

Base Fee..... \$ 276

**TRANSFER INTO COMAL CO:**

Civil..... \$ 272  
 Family..... \$ 50

**MOTIONS-FAMILY LAW..... \$ 40**

Petition or Motion for Modification  
 Motion for Enforcement  
 Appl. For Judicial Writ of W/H  
 Motion to Transfer  
 Petition for License Suspension  
 Motion to Revoke Stay of License  
 Suspension  
 Motion for Contempt

**MOTIONS-FAMILY LAW..... \$ 55**

(\$15 filing; \$10 RP; \$5 Indigent; \$20 e-filing;  
 \$5 DC Records Tech.)  
 Appeal from Inferior Court  
 Cross Action  
 Counterclaim  
 Intervention  
 Motion for New Trial  
 3<sup>rd</sup> party Petition

**MOTIONS-CIVIL, NONFAMILY LAW.....\$ 60**

(\$15 filing; \$10 RP; \$10 Indigent; \$20 e-filing;  
 \$5 DC Records Tech.)  
 Appeal from Inferior Court  
 Cross Action  
 Counterclaim  
 Intervention  
 Contempt  
 Motion for New Trial  
 3<sup>rd</sup> Party Petition  
 Motion to Transfer

**ISSUANCE FEES:..... \$ 8**

Citation, Citation by Certified Mail, Citation  
 By Publication, Subpoena, Show Cause, Notice,  
 Precept, TRO, Injunction Abstract, Execution,  
 Order of Sale, Writ of Possession, Writ of  
 Attachment, Habeas Corpus (Family Law Only),  
 Commitment

**SERVICE THRU SECRETARY IF STATE OR**

**INSURANCE COMMISSION..... \$ 55**

**COMAL CO. SHERIFF SERVICE FEES:**

Citation by Certified Mail..... \$ 65  
 Citation by Publication..... \$ 65  
 Citation by Posting..... \$ 65  
 TRO..... \$ 75  
 Protective Order..... \$ 65  
 Writs..... \$ 200  
 Order of Sales..... \$ 200

**MISCELLANEOUS FEES:**

Jury Fee..... \$ 30  
 Bond Approval..... \$ 4  
 Name Change Cert..... \$ 10  
 Search Fee..... \$ 5  
 Insufficient Check..... \$ 30  
 Order or Writ W/O..... \$ 15

**REGISTRY ADM. FEES:**

No Interest 5% Not to Exceed \$50  
 Interest Bearing 10% of the Interest

**COPIES:** Not Certified 1 page..... \$ 1

Each Additional page..... \$ .25

Certified per page..... \$ 1

**Kathy H. Faulkner**  
**Comal County District Clerk**  
**150 N. Seguin Ave., Ste. 304**  
**New Braunfels, TX 78130**  
**830-221-1250**  
**dckkhf@co.comal.tx.us**



# COMAL COUNTY FIRE MARSHAL'S OFFICE

145 David Jonas Dr.  
New Braunfels, Texas 78132

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## Fee Schedule

- (a) Building permit. This fee is for processing building plans submitted for approval, and will be paid at the time of submission of the plans.

The base fee for all submitted plans and specifications is \$20.00.

Projects with a valuation over \$1,000.00 will use the following table:

TABLE INSERT:

Project Valuation	Fee
\$1,000.00 and less	\$20.00
\$1,000.00 up to \$50,000.00	\$20.00 for the first \$1,000.00 plus \$5.00 for each additional thousand or fraction thereof, to and including \$50,000.00.
\$50,000.00 to \$100,000.00	\$265.00 for the first \$50,000.00 plus \$4.00 for each additional thousand or fraction thereof, to and including \$100,000.00
\$100,000.00 to \$500,000.00	\$465.00 for the first \$100,000.00 plus \$3.00 for each additional thousand or fraction thereof, to and including \$500,000.00.
\$500,000.00 and up	\$1,665.00 for the first \$500,000.00 plus \$2.00 for each additional thousand or fraction thereof.

- (b) Tent permits.  
Any tent over 400 Square Feet: \$50.00 fee.

- (c) System permits.  
a. Fixed pipe suppression system permit: \$50.00

- b. Fire sprinkler system permit:  
\$150.00 for systems with up to 200 heads  
\$0.50 for each additional head  
\$1,500.00 maximum fee.

- c. Fire alarm system permit:
  - \$150.00 for systems with up to 200 initiating and/or signaling devices
  - \$0.50 for each additional initiating and/or signaling device
  - \$1,500.00 maximum fee
- d. Standpipe/water supply permit: \$100.00 per system when not installed in conjunction with new building construction.
- e. Smoke control system permit: \$75.00 for each system.
- f. Flammable or combustible liquid tanks permit: \$120.00 for each system.
- g. Preliminary plan review: \$60.00 per hour for the preliminary review of plans, which have not been submitted for approval for which no permit has been issued.
- h. Re-inspection / retest: \$30.00 for each re-inspection. This fee shall be paid before any subsequent inspections are made.
- i. Modification permit: \$75.00
  - Includes: Existing sprinkler systems (up to twenty sprinkler heads)
  - Existing alarm systems (up to ten initiating/signaling devices)
- j. Triple permit fees. The fire code official may impose a triple permit fee when he finds that a condition, activity or occupancy requiring a permit exist and no permit has been issued by the fire code official.
- k. Intentionally left blank
- l. License inspections:
  - State licensed facilities that require annual fire inspections for operational permits.
  - Non-profit or government organizations are exempt from this section.
  - i. Daycares...\$50.00
  - ii. Nursing or care centers...\$150.00
  - iii. Hospitals...\$200.00
  - iv. Institutional restrained ...\$200.00
  - v. Licensed in home facilities ...\$50.00
  - vi. Foster homes or adoption centers ... exempt

- (d) Taxing Entities Building Permit Fee. The fee for processing building plans submitted for approval by a taxing entity authorized to impose taxes within and upon residents of Comal County, Texas, are as follows:

The base fee for all submitted plans and specifications is \$20.00. The fee shall be paid by the taxing entity at the time of submission of the plans.

Taxing Entities for purposes of the Comal County Fire Codes are defined to include school districts, emergency service districts, municipalities, or other entities authorized by state or federal statute to levy a tax within and upon residents of Comal County, Texas, for the purpose of yielding revenue to serve legitimate public purposes for the benefit of Comal County tax payers.

Project Valuation \$1,000.00 and less	Fee \$20.00
\$1,000.00 up to \$50,000.00	\$20.00 for the first \$1,000.00 plus \$5.00 for each additional thousand or fraction thereof, to and including \$50,000.00.
\$50,000.00 to \$100,000.00	\$265.00 for the first \$50,000.00 plus \$4.00 for each additional thousand or fraction thereof, to and including \$100,000.00.
\$100,000.00 to \$500,000.00	\$465.00 for the first \$100,000.00 plus \$3.00 for each additional thousand or fraction thereof, to and including \$500,000.00.
\$500,000.00 and up	\$1,665.00 for the first \$500,000.00 plus \$2.00 for each additional thousand or fraction thereof.