

RESOLUTION NO. 2016-24



STATE OF TEXAS

§

IN THE COMMISSIONERS COURT

COUNTY OF COMAL

§

A RESOLUTION ADOPTING VARIOUS COUNTY OFFICE FEES FOR 2017

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, 2017 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, 2017 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 COURT this 1<sup>ST</sup> day of September, 2016.

  
SHERMAN KRAUSE, COUNTY JUDGE

  
DONNA ECCLESTON  
COUNTY COMMISSIONER, PCT. #1

  
SCOTT HAAG  
COUNTY COMMISSIONER, PCT. #2

  
KEVIN WEBB  
COUNTY COMMISSIONER, PCT. #3

  
JEN CROWNOVER  
COUNTY COMMISSIONER, PCT. #4

ATTEST:   
BOBBIE KOEPP, COUNTY CLERK



## 2017 SHERIFF'S OFFICE FEES

<b>TYPE OF WRIT</b>	<b>Sheriff/Constable Fees</b>
Citation	\$ 75.00
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	75.00
Order of Sale	250.00
Temporary Restraining Order	85.00
Temporary Protective Order	75.00
Writ of Attachment	250.00
Writ of Execution	250.00
Writ of Garnishment	250.00
Writ of Restitution	250.00
Writ of Sequestration	250.00
Writ of Retrieval	250.00
Forcible Detainer	85.00
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/Call Out (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.....10.00 per day/per head  
Feed for hogs..... 8.00 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

## 2017 JAIL OFFICE FEES

Fingerprints.....\$ 10.00  
Open Records..... 0.10 per page

## 2017 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)

## 2017 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

## 2017 TAX OFFICE FEES

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

# 2017 ROAD DEPARTMENT FEES

- Dark Skies Zone Outdoor Lighting Permit Application Fee..... \$25
- Floodplain Permit Application Fee .....\$40
- Public Notices.....\$125
- Public Improvement in Public ROW (PIPROW) Permit Application Fee... \$25
- Road Crossing Permit..... \$4 per foot for asphalt
- Road Crossing Permit..... \$2 per foot for gravel
- Subdivision Regulations..... \$5 per set
- Subdivision Platting Fees:
- Plat Application Fee\* .....\$100 per resultant Lot/Tract
- Additional Fee for Plats with Road Construction..... \$3,000 per plat

Map Plotting/Printing Fees\*\*:

Size of Map	Plain Paper	Photo Quality Paper
8½x11	\$1	\$2
18x24	\$2	\$4
24x36	\$4	\$8
36x48	\$8	\$16

County reserves the right to limit quantity of plots/prints.

\*Amendments to Plat are not assessed this fee.

\*\*These plotting/printing fees do not apply to municipalities, public utilities, school districts, and political subdivision located within Comal County.

## **2017 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

## **2017 RURAL RECYCLING DEPARTMENT FEES**

### **BRUSH DUMPING FEES**

(Commercial & Residential)

Pickup Load	\$ 10.00
Trailers (equal to or less than 14')	20.00
Trailers (greater than 14' long)	30.00
Dump Truck (equal to less than 10 yards)	40.00
Dump Truck (greater than 10 yards)	50.00

**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	\$2.00
--------------------------	--------

The County reserves the right to refuse tires.

## **2017 COMAL COUNTY TREASURER FEES**

Returned Check Fee	\$ 30.00
--------------------	----------

## 2017 JUSTICE OF THE PEACE FEES

Abstract of Judgment	\$5.00
Autopsy Copies	\$100.00
Civil Case Filing Fees	\$47.50
Civil Jury Fee	\$22.00
Clerk Fee for Writs	\$5.00
Criminal Jury Fee	\$3.00
Occupational Driver's License	\$42.50
Returned Check Fee	\$30.00

**See Sheriff's Office Fee Schedule for Service Fees**

## 2017 PUBLIC HEALTH DEPARTMENT FEES

<b>IMMUNIZATIONS</b>	<b>Per Shot</b>
Birth to 18 years ( <b>Vaccine for Children</b> -Must qualify per State Guidelines)	\$10
19 years + ( <b>Vaccine for Adults</b> -Must qualify per State Guidelines)	\$20
Adult Vaccine (Those who do not qualify for Vaccine for Adults)	Cost +\$20
Adult Vaccine Clinic with Business (min. of 10, quantity discounts available)	Cost +\$20
Flu Vaccine	Cost +\$15
TB Screening Questionnaire	\$10
TB Skin Testing	Cost +\$15

*Health and Safety Code § 12.032 No individual will be denied essential public health services because of the inability to pay. The Health Department will make provisions for a reduction or waiver of fees for individuals unable to pay for services in part or in full.*

### IMMUNIZATION RECORD REPLACEMENT

First Record (C102 & C104) Department of State Health Services Official Vaccine Documentation Form - Free with Immunizations

All other Replacements (C102 & C104), TWICES, & Foreign Records	\$5 ea
Flu Record (from previous flu season)	\$1 ea
Flu Record (older than previous flu season)	\$2 ea
ImmTrac Record	Free
ImmTrac Record Additional Copies	\$1 ea
Documentation of Immunization for Trade School/College	\$5
Certified Mail Cost for Immunizations or Health Records	USPS current rates

**MISCELLANEOUS – (Public Health Continued)**

Blood Pressure	\$1
Lab Tests	Cost + \$25
Titers	Cost + \$25
Sexually Transmitted Disease Services (Consultation/Education)	\$20
Pregnancy Test Only	\$10
Pregnancy Test and Medicaid Documentation	\$15
Vision Screening for Children	\$15
Hearing Screening for Children	\$15

**2017 AGRILIFE EXTENSION SERVICE FEES**

**4-H ANIMAL HOUSING FEES**

Large animals (horses and cattle) - <u>Due 1<sup>st</sup> of the Month</u>	Monthly -	\$70.00
Paddocks for outdoor time for horses - <u>Due 1<sup>st</sup> of the Month</u>	Monthly per animal -	\$30.00
Small animals (goats, lambs, swine)		
<i>A one-time non-refundable fee per project animal for the life of the project -</i>		\$75.00

**2017 HUMAN RESOURCES FEES**

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

# 2017 COUNTY CLERK FEES

CATEGORY	FEE	STATUTE
<b>Regular Recording</b>		
<b>First Page of Document Recording Fee</b>	<b>\$26.00</b>	<b>First Page Fee Breakdown:</b>
a) <i>Deeds, Deeds of Trust, Affidavits, Releases, etc.,</i>	\$5.00	§ 52.004 Texas Property Code § 118.011(a)(6) Local Government Code § 55.005 Texas Property Code § 9.525 Business & Commerce Code
<i>Abstract of Judgment,</i>		
<i>Public Weigher's Bond ( § 13.256 Agricultural Code),</i>		
<i>Hospital Liens,</i>		
<i>UCC's</i>		
b) <i>Security Fee</i>	\$1.00	§ 291.008 Local Government Code
c) <i>Records Management &amp; Preservation</i>	\$10.00	§ 118.0216 Local Government Code
d) <i>Records Archive Fee ( § 118.025 Local Government Code)</i>	\$10.00	§ 118.011(f) Local Government Code
<b>Additional Fees</b>		
<b>Each Additional Page Recording Fee</b>	<b>\$4.00</b>	§ 118.011(a)(1) Local Government Code
e) Each indexed name in excess of five (5) names	\$0.25	§ 118.011(a)(2) Local Government Code
<b>Penalty Fees</b>		
g) Grantee mailing address omitted	\$25.00	§ 11.003(2) Texas Property Code
h) Nonconforming document first page, additional fee	\$5.00	§ 191.007(h) Local Government Code
i) Nonconforming document second page, additional fee	\$4.00	§ 191.007(h) Local Government Code

<b>State Abstract of Judgment</b>		
<b>State Abstract of Judgment Recording Fee</b>	<b>\$16.00</b>	<b>State Abstract of Judgment Fee Breakdown:</b>
h) <i>First Page: Recording ( §52.004 Texas Property Code)</i>	\$5.00	§ 118.011(a)(1) Local Government Code
i) <i>Security Fee</i>	\$1.00	§ 291.008 Local Government Code
j) <i>Records Management &amp; Preservation</i>	\$10.00	§ 118.0216 Local Government Code
k) Each additional page (if required)	\$4.00	§ 118.011(a)(1) Local Government Code

<b>State/Federal Tax Lien or Release</b>		
a) State Tax Lien or State Tax Lien Release	\$26.00	§ 113.005 Texas Tax Code
b) Federal Tax Lien or Federal Tax Lien Release	\$31.00	§ 14.002 Texas Property Code
c) Each additional page	\$4.00	§ 118.011(a)(1) Local Government Code

<b>Assumed Name Certificate (DBA)</b>		
<b>DBA RECORDING FEE</b>	<b>\$23.00</b>	<b>DBA Fee Breakdown:</b>
a) <i>Assumed Name Recording /Abandonment</i>	\$2.00	§ 71.054 Business & Commerce
b) <i>Security Fee</i>	\$1.00	§ 291.008 Local Government Code
c) <i>Records Management &amp; Preservation</i>	\$10.00	§ 118.0216 Local Government Code
d) <i>Records Archive Fee ( § 118.025 Local Government Code)</i>	\$10.00	§ 118.011(f) Local Government Code

CATEGORY	FEE	STATUTE
<b>Assumed Name Certificate (DBA) Additional Fees</b>		
e) Each additional name	\$0.50	§ 71.155 Business & Commerce
f) Acknowledgment by County Clerk	\$5.00	§ 118.011(c) Local Government Code
g) Each additional page (if required)	\$4.00	§ 118.011(a)(1) Local Government Code

<b>Brands</b>		
a) Location on animal, per location	\$26.00	§ 118.020 Texas Local Government Code
<b>Additional Fees</b>		
b) Brand specifically by tattoo (§ 144.042 Agriculture Code)	\$16.25	§ 118.011(c) Local Government Code

<b>Copies</b>		
a) Copies per page	\$1.00	§ 118.011(c) Local Government Code
b) Certification, additional fee per document	\$5.00	§ 118.011(c) Local Government Code
c) Federal Tax Lien or Federal Tax Lien Release Copy	\$1.50	§ 14.004 Texas Property Code

<b>Military Personnel</b>		
a) Military Discharge - DD214, Recording	\$0.00	§ 192.002(b) Local Government Code
b) DD214 Certified Copies	\$0.00	§ 118.011(c) Local Government Code
c) Property Tax Records deployment pending	\$0.00	§ 431.039 Texas Government Annotated
d) Marriage License deployment pending	\$0.00	§ 431.039 Texas Government Annotated

<b>Plats</b>		
a) Recording, First page 18" x 24"	\$121.00	§ 118.011(c) Local Government Code
b) Additional page, each	\$100.00	§ 118.011(c) Local Government Code
c) Tax Certificates, each	\$4.00	§ 12.002 Texas Property Code
d) Amendment to Plat	\$121.00	§ 118.011(c) Local Government Code
e) Tax Certificates, each	\$4.00	§ 12.002(e) Texas Property Code
f) Copy of Plat 18" x 24" or smaller, each	\$5.00	§ 118.011(c) Local Government Code
g) Color Copy of Plat or Map 18" x 24" or smaller, each	\$10.00	§ 118.011(c) Local Government Code
h) Copy of Plat, larger than 18" x 24"	\$10.00	§ 118.011(c) Local Government Code
i) Color Copy of Plat or Map larger than 18" x 24"	\$15.00	§ 118.011(c) Local Government Code

<b>Public Notice</b>		
<b>Public Notice Fee = Posting + Time Stamped Copy</b>	<b>\$6.00</b>	<b>Public Notice Fee Breakdown:</b>
a) <i>Posting</i>	\$3.00	§ 51.002(f) Texas Property Code § 551.041 Government Code
<i>Foreclosure Notice or Notice of Meeting(s)</i>		
b) <i>Time Stamped Copy</i>	\$3.00	§ 118.011(c) Local Government Code

<b>Searches</b>		
a) Commissioners Court, written request required	\$10.00	§ 81.003 Local Government Code § 118.011(c) Local Government Code
b) Printed copies, per page (§ 118.0605 Government Code)	\$1.00	§ 118.011(c) Local Government Code
c) Certified Copies	\$5.00	§ 118.011(c) Local Government Code
d) Audio recording	\$30.00	§ 118.011(c) Local Government Code

CATEGORY		FEE	STATUTE
<b>Vital Statistics</b>			
a)	Birth Certificate, certified copy	\$23.00	§ 118.011(a)(5) Local Government Code
b)	Death Certificate, certified copy, first copy	\$21.00	§ 118.011(a)(5) Local Government Code
	each additional copy	\$4.00	§ 118.011(a)(5) Local Government Code
c)	Marriage License without Pre-Marital Certificate	\$82.00	§ 118.018 Local Government Code
d)	Marriage License Pre-Marital Certificate included	\$22.00	§ 118.018(b-1) Local Government Code
e)	Under 18, parental consent per signature	\$1.00	§ 118.011(c) Local Government Code
f)	Informal Marriage	\$47.00	§ 118.019 Local Government Code
g)	Marriage License Verification (Security Paper Only)	\$21.00	§ 118.011(c) Local Government Code
h)	Marriage License Amendment	\$15.00	§ 118.011(c) Local Government Code
i)	Duplicate Marriage License	\$30.00	§ 118.011(c) Local Government Code
j)	Verification of Birth or Death	\$10.00	§ 118.011(c) Local Government Code
k)	Polymer (plastic) protector for Birth or Marriage Lic.	\$1.00	§ 118.011(c) Local Government Code
l)	Genealogy Search, per name (list left with staff)	\$5.00	§ 118.011(c) Local Government Code

<b>Miscellaneous Fees</b>			
	<b>Wills filed for safekeeping</b>	<b>\$11.00</b>	<b>Wills for Safekeeping Fee Breakdown:</b>
a)	<i>Safekeeping of Will</i>	\$5.00	§ 252.001(b) Estates Code
b)	<i>Records Management</i>	\$5.00	§ 118.0216 Local Government Code
c)	<i>Security Fee</i>	\$1.00	§ 291.008 Local Government Code

# 2017 DISTRICT CLERK FEES

## BASE FEES:

Civil..... \$ 306  
 Other Family..... \$ 296

## DIVORCE:

Base Fee.....\$ 313

## ADOPTION:

Base Fee..... \$ 297

## EXPUNCTION: Waived if acquitted & filed W/1 30 days

Base Fee..... \$ 306  
 Cert. postage per agency \$ 8

## NONDISCLOSURE:

Base Fee..... \$ 334

## OCCUPATIONAL DRIVERS LIC:

Base Fee..... \$ 307

## TRANSFER INTO COMAL CO:

Civil..... \$ 306  
 Family..... \$ 50

## MOTIONS-FAMILY LAW..... \$ 20

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..... \$ 70

Appeal from Inferior Court  
 Cross Action  
 Counterclaim  
 Intervention  
 Motion for New Trial  
 3<sup>rd</sup> party Petition

## MOTIONS-CIVIL, NONFAMILY LAW.....\$ 75

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..... \$ 75  
 Citation by Certified Mail..... \$ 75  
 Citation by Publication..... \$ 65  
 Citation by Posting..... \$ 65  
 TRO..... \$ 85  
 Protective Order..... \$ 75  
 Writs..... \$ 250  
 Order of Sales..... \$ 250

## MISCELLANEOUS FEES:

Jury Fee..... \$ 40  
 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

## 2017 FIRE MARSHAL FEES

- (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:

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 enclosed tent (enclosed on one side or more) over 400 square feet: \$50.00 fee  
 Any open tent (open on all sides) over 700 square feet: \$50.00 fee
- (c) System permits.
- a. Fixed pipe suppression system permit: \$50.00  
 Modification to fixed pipe suppression system: \$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 may be charged 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 per hour or fraction of an hour may be charged 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.
- (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 50% of the fee schedule. Taxing Entities for purposes of the Comal County Fire Code are defined to include school districts, emergency service districts, municipalities, or other entities authorized by the state or federal statute to levy tax within and upon residents of Comal County, Texas, for the purpose of yielding revenue to serve legitimate public purpose for the benefit of Comal County tax payers.