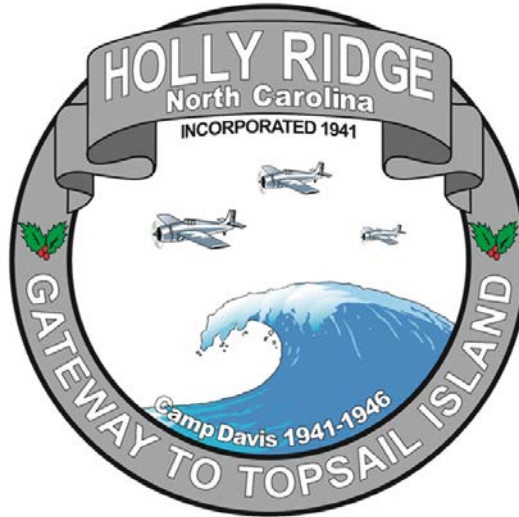


**THE FISCAL YEAR 2016-2017 BUDGET FOR THE
TOWN OF HOLLY RIDGE, NORTH CAROLINA**



MAYOR ANITA DINGLER

**MAYOR PRO TEM RENA BRAGG
COUNCILMEMBER GEORGE LANG
COUNCILMEMBER CAROLYN STANLEY
COUNCILMEMBER PAMALA HALL
COUNCILMEMBER GREG HINES**

**JOSEPH R. PIERCE
TOWN MANAGER**

**HEATHER REYNOLDS
TOWN CLERK**

**BETSY BROTHERS
FINANCE DIRECTOR**

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Date: April 20, 2016
To: The Honorable Mayor Dingler and Town Council
From: Joseph Pierce, Town Manager
Subject: Budget Message for Fiscal Year 2016-17

INTRODUCTION

Please find herein the proposed and recommended budget for Fiscal Year 2016-2017. In accordance with Chapter 159-11 of the North Carolina General Statutes, I am pleased to submit the proposed annual budget for the Town of Holly Ridge. The proposed budget establishes a tax rate of 41.5¢ per \$100 of valuation and based on current valuations, .01¢ generates approximately \$27,700.

Highlights of the FY 2016-17 budget include the following:

- No ad valorem tax increase proposed
- No proposed increase in user fees
- A 2% cost of living (COLA) increase for town employees
- A \$17,000 merit pool for all full time employees for the Town
- A proposed added full time employee position for the public works department
- A proposed part-time parks and recreation position
- No general fund fund balance appropriation is required in order to address the funding obligations within the FY 2016-17
- 2% increase in health insurance costs over FY 2015-16

REVENUES AND EXPENDITURES

REVENUES

For FY 2016-17 the upward trend in the national and local economy should continue, as evidenced by increased Prior Years Tax collections (109% above FY 2015-16 budget). AS OF April 14, Property Tax collections for the current fiscal year are at 91% of the budgeted amount, which represents a very good collection rate. The FY15-16 tax roll is stable at \$276 million, therefore there is no need for an ad valorem increase and the tax rate will remain at 41.5¢ per \$100 valuation. Since user fees were adjusted in the FY 2015-16 budget, an increase in these fees are not necessary and will remain at \$15.19 per customer for waste and \$4.13 per customer for recycling. All other fees remain unchanged.

EXPENDITURES

General Fund: The FY16-17 Operational Budget includes the following highlights:

1. Wages

The average cost of living allowance (COLA) for cities with populations below 2,500 is 2.21%.¹ A 2% cost of living increase for staff is included. Inflation is averaging around 2% annually, according to the Bureau of Labor Statistics.² In 2015 a COLA was given at 1.7%.

Merit Pay: allocated this year are funds totaling \$17,000 to implement a merit pay plan ranging from 1-2%. This will give Department Heads the ability to reward excellent workers for their efforts. It will also

¹ <https://www.nclm.org/SiteCollectionDocuments/Legislative/2016%20COLA%20Survey%20Results.pdf>

² http://data.bls.gov/pdq/SurveyOutputServlet?request_action=wh&graph_name=CU_cpibrief

provide an incentive for workers who may have reached the higher tiers of their respective pay grades to continue to develop skills and provide excellent customer service to the community, at a relatively low cost to the budget.

2. Due to the discontinuance of the current healthcare plan, a 2% increase in Health Care costs over FY15-16 is necessary. The new plan is the North Carolina League of Municipalities' recommended plan that offers an automatic and seamless transition and is comparable to the current plan. There is no reduction in health care benefit to staff.
3. Two new vehicles were requested for the police department. One vehicle will serve as an addition for the new position and one will replace the last dilapidated Ford Crown Victoria. The Crown Victoria will then need to be declared surplus property and sold. The two vehicles come at a cost of about \$65,000 and will be financed over a three-year period.
4. Funds are included in the administrative salaries line item to establish a new position for a part-time parks and recreation employee. This employee will report directly to the Town Manager and will work from the office in the community building. This position will be limited to 980 hours per fiscal year which equates to around 18 hours per week. The parks and recreation employee will plan and execute Town's special events such as the Fourth of July festival, Annual Christmas Party, Easter Egg Hunt, and other special events and perform other duties as assigned by the Town Manager.
5. Public works requests the addition of one full-time employee. There is no question that the Public Works department is becoming inundated with the increased daily tasks required of this department. This position will start between the minimum and mid-point of the Town Pay Classification Plan for FY 2015-16. Between mowing the right-of-ways on Highway 17 and US 50, landscape maintenance, increase in community center and ball field rentals, added building maintenance, the new Liberty Fountain, and many other ancillary tasks, the Public Works Department is beginning to struggle to meet these demands.
6. Continuation of the part-time seasonal maintenance employee to assist the Public Works Department in the highway and street maintenance is necessary. Funds for this position will continue to come from the Powell Bill.

OTHER REVENUE FACTORS

It is important to note that, as in years past, we have requested from the Onslow County Tourism Capital Grant, \$5,000 for a 50/50 cost-share of the annual fireworks demonstration held on July 4th at the Holly Ridge municipal park. As of this writing no decision by the County has been made regarding approval of the grant.

SUMMARY

I do believe with this budget the Town of Holly Ridge will remain in sound financial condition, but we are always mindful of keeping our fund balances at healthy levels in all funds. We have a good infrastructure in place and we should actively leverage that for smart, planned future growth. I would like to thank all of the Town Employees for their commitment to getting the job done and their ability to adapt as we grow as a community without losing the small town attention to our residents, businesses and visitors. Through the guidance from our Mayor and Council Members, careful budgeting, financial and strategic planning, and professional management I am confident our residents and visitors will continually have a better place to live, work, and play for many years to come.

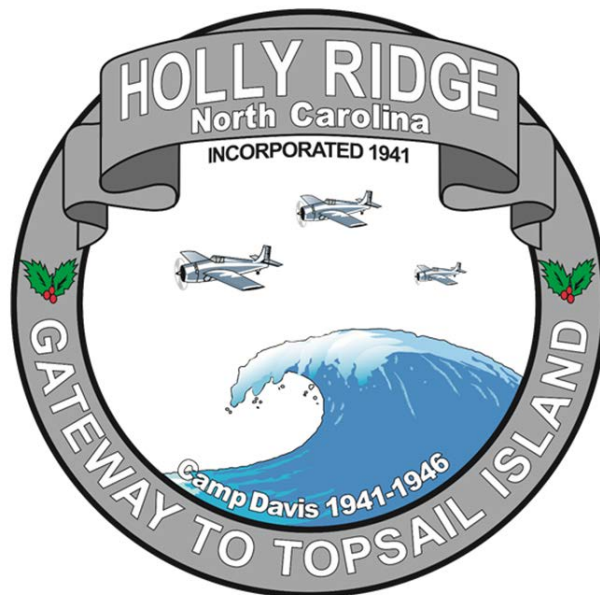
Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Joseph R. Pierce". The signature is fluid and cursive, with the first name "Joseph" written in a larger, more prominent script than the last name "Pierce".

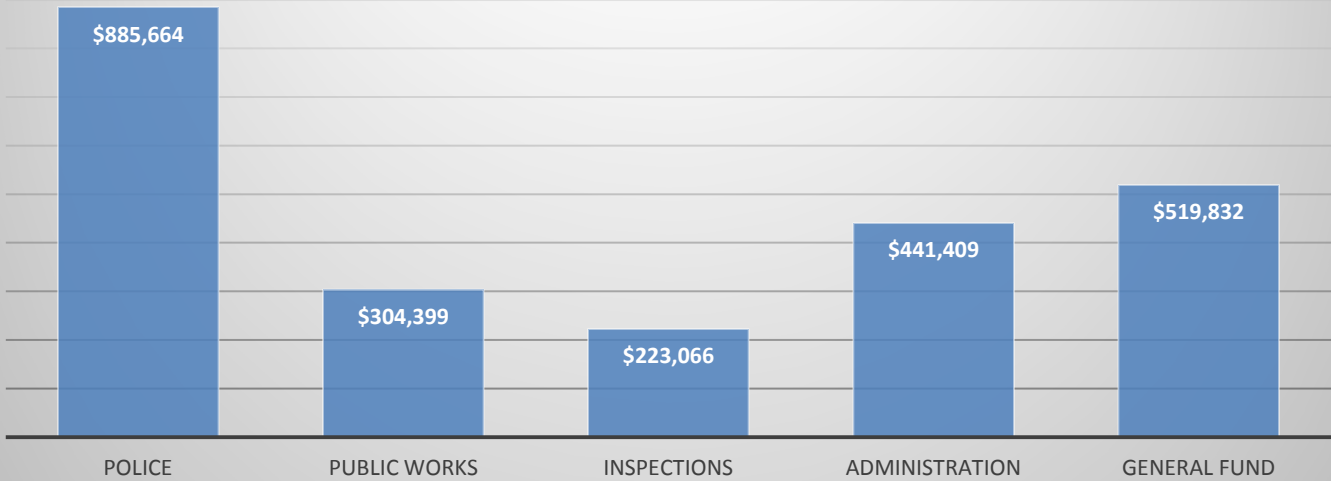
Joseph R Pierce
Town Manager
Town of Holly Ridge

FY 2016-17 Town Manager's Recommended Budget

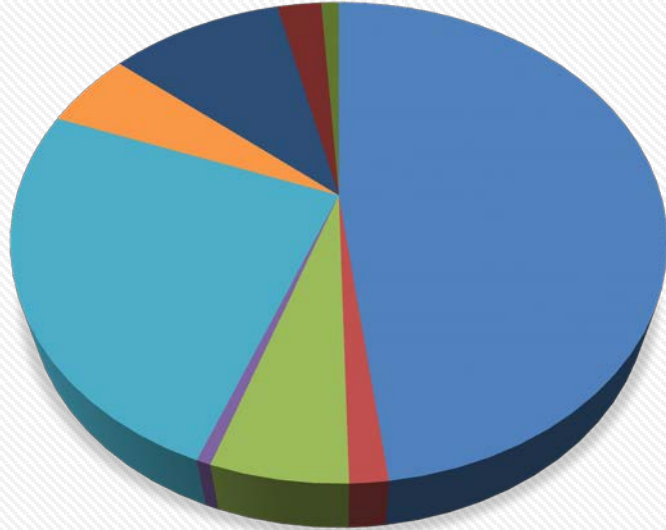
20 April, 2016



General Fund Budgeted Expenditures by Program Function



General Fund Budgeted Revenues by Source



- | | | |
|-----------------------------|------------------------|-----------------------|
| Property Taxes Current Year | ONWASA Sat Ofc | Utility Franchise Tax |
| Cable Franchise Tax | Local Option Sales Tax | Building Fee |
| Garbage Collection | Recycling | Community Bldg |

Revenues

Revenues			
Account	Description	FY 2015-2016 Approved	FY 2016-2017 Proposed
10-301-91-0	Property Taxes Current Year	1,004,745	1,057,575
10-301-00-0	Property Taxes Prior Year	92,000	100,000
10-301-91-1	DMV Taxes	-	
10-309-00-0	Housing Authority	-	0
10-317-00-0	Interest on Taxes	9,000	18,000
10-325-00-0	Privilege License	-	0
10-329-00-0	Interest Income	500	500
10-334	Mosquito Control	-	0
10-335	Misc Income	6,691	9,500
10-335-01-0	Rental Income/ONWASA Sat Ofc	35,000	35,000
10-336	NC Motor Fuel Tax	4,680	4,900
10-337	Utility Franchise Tax	95,500	110,000
10-338	Cable Franchise Tax	13,500	13,000
10-345	Local Option Sales Tax	499,200	547,348
10-347	ABC Revenue	24,500	26,000
10-349	Solid Waste Tax	900	900
10-351	Court Fees Charges	4,500	3,000
10-352	Civil Citations	250	250
10-353	Homeowner Recovery	100	100
10-355	Zoning Permits	5,000	5,500
10-357	Building Fee	117,000	117,000
10-358	Sale of Suplus Property	21,900	2,000
10-359	Garbage Collection	220,521	226,032
10-361-00-0	Recycling	50,362	57,490
10-367	Sales Tax Refund	15,000	5,000
10-399	Fund Balance Appropriation	-	0
10-400	Community Bldg	21,000	23,000
10-415	Gov's Highway Safety Grant	6,074	0
10-415-01-0	Onslow County Tourism	5,000	5,000
	TOTAL	2,241,849	2,362,095

Expenses

Police		2015-2016 Approved	2016-2017 Proposed
Acct	Description		
10-510-02	Salaries	447,509	461,760
10-510-02-1	Longevity	7,255	5,264
10-510-02-2	Christmas Bonus	1,500	1,650
10-510-02-3	PSA Salary	-	10,482
10-510-05	Social Security	34,904	37,623
10-510-07	Retirement	32,714	41,471
10-510-08	401 K	36,501	39,344
10-510-09	Insurance	109,680	123,156
10-510-09-01	Fringe Buyback	-	
10-510-10	Training	2,702	2,825
10-510-11-1	Telephone	13,282	15,192
10-510-14	Travel & Exp	1,155	1,202
10-510-15	M/R Bldg & Grounds	1,155	1,205
10-510-16	M/R Equipment	22,480	13,502
10-510-17	M/R Auto	5,775	11,550
10-510-31	Auto Supplies	31,762	28,680
10-510-33	Departmental Supplies	3,234	6,547
10-510-36	Uniforms	6,352	7,852
10-510-53	Dues & Subscriptions	289	300
10-510-57	Misc. Exp.	8,085	6,881
10-510-74	Capital Outlay	11,052	11,052
10-510-84	Debt Svc - Vehicles	32,098	42,200
10-510-84-1	Debt Svc - Building	27,000	27,000
	TOTAL	836,484	896,738

Public Works		2015-2016 Approved	2016-2017 Proposed
Acct	Description		
10-610-02	Salaries	148,137	180,217
10-610-02-1	Longevity	1,451	1,478
10-610-02-2	Christmas Bonus	600	750
10-610-05	Social Security	11,489	13,900
10-610-07	Retirement	13,521	14,909
10-610-08	401 K	4,506	5,451
10-610-09	Insurance	43,872	44,784
10-610-10	Training	250	263
10-610-11-1	Telephone	2,700	2,700
10-610-14	Travel & Exp	-	-
10-610-15	M/R Bldg & Grounds	3,000	3,150
10-610-16	M/R Equipment	4,900	5,145
10-610-17	M/R Auto	1,100	4,500
10-610-31	Auto Supplies	8,755	9,193
10-610-33	Departmental Supplies	4,944	5,191
10-610-36	Uniforms	1,545	1,623
10-610-57	Misc. Exp.	2,500	2,625
10-610-74	Capital Outlay	25,243	-
10-610-84	Debt Svc - Vehicles	8,522	-
	TOTAL	287,035	295,877

Inspections		2015-2016 Approved	2016-2017 Proposed
Acct	Description		
10-710-02	Salaries	129,134	131,605
10-710-02-1	Longevity	1,109	1,539
10-710-02-2	Christmas Bonus	450	450
10-710-05	Social Security	9,998	10,186
10-710-07	Retirement	9,985	10,237
10-710-08	401 K	3,921	3,994
10-710-09	Insurance	32,904	33,588
10-710-10	Training	3,500	3,545
10-710-11-1	Telephone	1,900	1,900
10-710-14	Travel & Exp	1,575	1,745
10-710-15	M/R Bldg & Grounds	-	-
10-710-16	M/R Equipment	4,419	4,419
10-710-17	M/R Auto	500	2,000
10-710-57-1	Homeowner Recovery Fund	-	-
10-710-31	Auto Supplies	2,200	2,200
10-710-33	Departmental Supplies	2,590	5,000
10-710-36	Uniforms	1,000	1,250
10-710-53	Dues & Subscriptions	635	635
10-710-57	Misc. Exp.	450	250
10-710-74	Capital Outlay	-	-
10-710-84	Debt Svc - Vehicles	8,522	-
	TOTAL	214,792	214,544

Administration		2015-2016	2016-2017
Acct	Description	Approved	Proposed
10-410-01	Town Council	12,600	16,200
10-410-04	Legal SVC	18,000	18,000
10-410-04-1	Audit SVC	6,500	10,000
10-420-02	Salaries	166,406	187,504
10-420-02-1	Longevity	734	1,003
10-420-02-2	Christmas Bonus	600	675
10-420-05	Social Security	13,796	14,421
10-420-06	Unemployment Benefits	6,000	3,000
10-420-07	Retirement	12,845	12,792
10-420-08	401K	5,010	5,655
10-420-09	Insurance	43,872	44,784
10-420-10	Training	1,500	2,000
10-420-11	Postage	3,200	3,200
10-420-11-1	Telephone	2,800	3,000
10-420-13	Utilities	9,458	9,500
10-420-14	Travel & Exp	1,800	1,800
10-420-15	M/R Bldg & Grounds	4,000	4,000
10-420-16	M/R Equipment	12,000	10,960
10-420-17	M/R Auto	1,000	1,000
10-420-26	Advertising	2,500	2,500
10-420-27	Bank Service Charges	1,200	1,200
10-420-31	Auto Supplies	600	600
10-420-32	Office Supplies	5,500	5,500
10-420-33	Departmental Supplies	1,000	1,000
10-420-37	Cleaning Supplies	800	700
10-420-45	Contract SVC	22,500	23,540
10-420-53	Dues & Subscriptions	3,400	3,500
10-420-54	Insurance & Bonds	40,000	40,000
10-420-57	Misc. Exp.	15,000	15,000
10-420-57-1	Tax Refunds	2,000	2,000
	TOTAL	\$416,621	445,034

General Fund		2015-2016 Approved	2016-2017 Proposed
Acct	Description		
10-440-00-0	325 Sound Road		3,000
10-500-87	Community Bldg	9,980	9,980
10-500-87-1	Liberty Fountain	-	7,500
10-530-33	Fire Dept. Contract	98,075	98,075
10-530-33-1	Turkey Creek Fire Donation	2,000	2,000
10-560-13	Street Lights	40,150	42,055
10-580-45	Sanitation/Recycling Fees	207,100	220,000
10-620-91	Parks & Rec	2,200	2,500
10-620-91-2	Park,Grounds,Revitalization	15,000	15,000
10-660-77	Contingencies	22,512	22,035
10-660-78	Fireworks	10,000	10,000
10-660-80	Property Tax Collection	11,000	11,000
10-700-33	Mosquito Control	1,500	1,500
10-430-33	Elections (Municipal)	3,000	-
10-500-83	Debt SVC/Streets	68,257	68,257
	TOTAL	490,774	509,902
Total Expenditures		2,251,781	2,362,095

Powell Bill 2016-2017 Revenues & Expenses		Proposed Revenues	Proposed Expenses
Account #	Description		
11-102-00-0	Powell Bill - Balance Forward	\$ 89,551.78	
11-343-00-0	Powell Bill - Allocation	\$ 47,714.95	
11-570-02	Salaries		\$ 12,000.00
11-570-18-0	M/R Streets		\$ 125,266.73
	Total Powell Bill	\$ 137,266.73	\$ 137,266.73

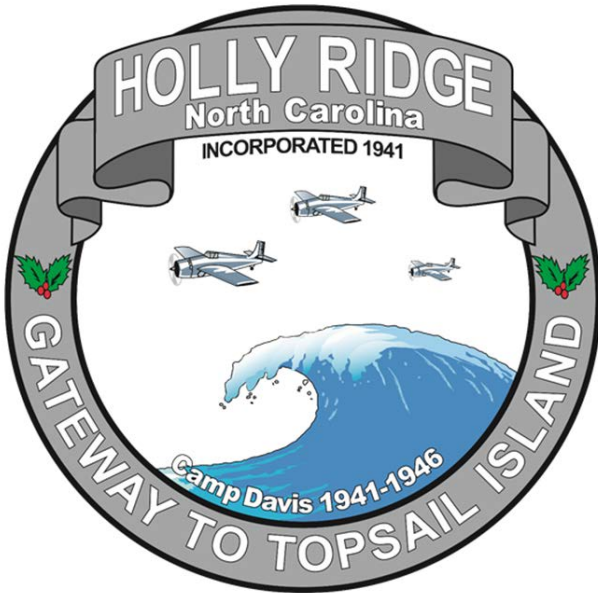
Debt Service Summary

TOWN OF HOLLY RIDGE

DEBIT SERVICE

STREET BOND - UDA / Issued 08/02/2004	AMOUNT	
Beginning Bond Amount	\$325,000.00	
Payments made to date	-\$153,000.00	
Balance Owed to GEO BONDS by 06/01/2024	<u>\$172,000.00</u>	
STREET BOND - Issued / 12/19/2011	AMOUNT	
Beginning Loan Amount	\$400,000.00	
Payments made to date	-\$106,666.68	
Balance Owed to BB & T by 12/19/2026	<u>\$293,333.32</u>	
MUNICIPAL BUILDING LOAN - Issued / 08/21/2007	AMOUNT	
Beginning Loan Amount	\$296,400.00	
Payments made to date	-\$158,080.00	
Balanced owed to BOA by 8/21/2022	<u>\$138,320.00</u>	
VEHICLE LEASE/LOAN -Issued / 09/24/2014	2014 DODGE CHARGER	AMOUNT
Beginning Loan/Lease Amount		\$29,160.00
Payments made to date		-\$9,350.33
Balance Owed to FCB by 09/24/2017		<u>\$19,809.67</u>
<u>BALANCE OWED as of 4-20-2016</u>		<u>\$594,302.99</u>

Town of Holly Ridge
FY 2016-2017 Facilities Rentals & General Fee Schedule



PARK FEES AND CHARGES SCHEDULE 2016 – 2017

Registration Fees	Out of Town	In Town	With Lights
Leagues: (3 months) - Softball Team / Baseball Team - Volleyball Team - Soccer Team - Football Team	\$325.00 175.00 220.00 325.00	\$325.00 175.00 220.00 325.00	\$375.00
Rental Fees: - Bathroom Picnic Pavilion (3 hrs) - Inman Picnic Pavilion (3 hrs) - Each Additional Hour - Special Permit Fee (in conjunction with a reservation to arrange for tents, multiple pig cookers, amusements such as moonwalk, dunking booth etc., or special requests - Athletic Fields (3 hrs) - Each additional Hour - Electricity/Ball Field Lights (per hr)	20.00 30.00 5.00 10.00 20.00 7.00 20.00	15.00 22.50 3.75 10.00 20.00 7.00 20.00	
<i>Hours of Operation in Accordance with Town's Minor Curfew: 11:00pm Weekdays and 12:00 Midnight on Weekends</i>			
Athletic Fields (day) Refundable Deposit/Concession Stand (day) Refundable Deposit/Concession Stand (4 hrs) Electricity/Restroom/Concession (4 hrs) Restroom/Concession (Day) Tournament Fees for Field/Restroom/Concessions (Day)	50.00 100.00 60.00 60.00 100.00 100.00	50.00 100.00 60.00 60.00 100.00 100.00	

(Amended July 1, 2016)

FACILITIES RENTALS 2016 – 2017

Deposit required at the time of reservation	\$100.00
Use of the entire building for a full day 8am-11pm	\$300.00
Use of entire building per hour	\$50.00 per hour
Use of the Conference Meeting Room per hour	\$25.00 per hour
Decorating the day prior to the event	\$85.00 (3 hour maximum)
50% Discount of Rental Price – Residents	Residents of the Town of Holly Ridge are able to receive a 50% discount on the actual rental fee. Must show proof of being a resident. Example: current tax bill or current utility bill.
50% Discount of Rental Price – Organizations	Bonafide non-profit organizations with a tax exempt number with the exceptions of an extra ordinary event such as a natural disaster, food drive, or hurricane relief with Council’s approval for an extra ordinary event. Must have proof of tax exempt number.

HOLLY RIDGE FEE SCHEDULE 2016 – 2017

RESIDENTIAL	
Minimum Building Permit	65.00
Building	.14 per square foot
Docks and Piers	.14 per square foot
Bulkhead/Seawall/Retaining Walls	.14 per square foot
Swimming Pool	65.00 + .05 per square foot of pool
Moved House	250.00
Modular	.20 per square foot
Singlewide	150.00
Doublewide	200.00
Triplewide	250.00
Electrical	.08 per square foot
Electrical Stand Alone	65.00
Electrical Change Out	65.00
Mechanical	.08 per heated square foot
Mechanical Stand Alone	65.00
Mechanical Change Out	65.00
Mechanical Duct Work	65.00
Gas Piping	45.00
Plumbing Minimum	65.00
Plumbing	1 bath – 60.00
	1.5 bath – 65.00
	2 bath – 70.00
	2.5 bath – 75.00
	3 bath – 80.00
	3.5 bath – 85.00
Each additional bath after 3.5	15.00
Plumbing Stand Alone	65.00
(Sewer and Water Connection)	65.00
Temporary Service Pole (New Construction Only)	65.00
Insulation	65.00
Demolition Permit	75.00
Minimum Housing Inspection	65.00
Engineered Plan Review	35.00
Special Inspection	\$25.00 per ¼ hour
Driveway Permit (Town Roads)	\$50.00

COMMERCIAL

Minimum Building Permit	80.00
Building	.12 per square foot
Docks and Piers	.12 per square foot
Bulkhead/Seawall/Retaining Walls	.12 per square foot
Swimming Pool	100 + .05 per square foot of pool
Modular (Sales Office, Classroom)	.20 per square foot
Construction Trailer	80.00
Electrical	.07 per square foot
Electrical Stand Alone	80.00
Electrical Change Out	80.00
Mechanical	.07 per heated square foot
Mechanical Stand Alone	80.00
Mechanical Change Out	80.00
Mechanical Duct Work	80.00
Fuel Piping	100.00 + 20.00 per appliance
Plumbing	10.00 per fixture
Plumbing Stand Alone (Water and Sewer Connection)	80.00
Insulation	80.00
Demolition Permit	100.00
Refrigeration	65.00
Occupancy Inspection	80.00
Temporary Service Pole	75.00
Cooking Hood	100.00
Fuel Tanks (Adding, Removing, Altering)	100.00 per tank
Engineered Plan Review	75.00
Special Inspection	\$25.00 per ¼ hour

CAMPSITES AND RV PARKS

Electrical	10.00 per campsite
Plumbing	10.00 per campsite

SIGNS

On Premise Sign	60.00
Off Premise Sign (32 Square Feet or Less)	60.00
Off Premise Sign (32 Square Feet – 64 Square Feet)	100.00
Off Premise Sign	500.00

(64 Square Feet)	
Political Sign (Fee refunded if ALL signs removed)	25.00

PLANNING AND ZONING FEES	
Zoning Permit Residential	60.00
Zoning Permit Commercial	80.00
Ordinance Text Amendments	150.00
Interpretations/Appeals	150.00
Rezoning	275.00
Conditional Use	275.00
Variance Request	250.00
Annexation Request	200.00
Buffer Waiver	250.00

SUBDIVISIONS	
Major Sketch Plan*	250.00
Major Preliminary Plat*	250.00
Major Final Plat	150.00
Minor Preliminary Plat*	225.00
Minor Final Plat	150.00
Rural Subdivision	225.00

***Fees may vary depending on how submitted.**

CELL TOWERS	
Tower Applications and Permits	500.00
Collection Antenna	300.00

MISCELLANEOUS	
Paper Copy of Ordinance	25.00
CD of Ordinance	15.00
Re-inspection Fee	50.00
Tech Fee	10.00

CODE ENFORCEMENT	
Lot Clearing & Mowing	Contractor Costs + 200.00 Administrative Fee
Nuisance Abatement	Contractor Costs + 100.00 Administrative Fee

REFUND POLICY

After 6 Months	No Refund
Before 6 Months	Refundable on buildings and trade permits by approval only
Non-Refundable Fees	Zoning, Planning, Tech Fee and Homeowner Recovery
Starting Work Without Permits	Double fee charge on buildings and trade permits

Adopted by the Holly Ridge Town Council on July 1, 2016

**FIRE CODE ENFORCEMENT FOR NEW CONSTRUCTION
COMMERICAL ONLY FISCAL YEAR 2016-2017**

NEW CONSTRUCTION PLAN REVIEW	
Plan Review less than \$30,000	\$25.00
Plan Review more than \$30,000	\$75.00

FIRE INSPECTION	
Less than 5,000 square feet	\$50.00
Up to 10,000 square feet	\$50.00
More than 10,000 square feet	\$150.00
Sprinkler System	.06 per square ft
Fire Pump	\$50.00
Fire Alarm	\$50.00
ALE (Alcohol License)	\$50.00
Occupancy Inspection	\$50.00
Fireworks (Sale/Display)	\$50.00
Tents greater than 700 square feet	\$25.00
Fixed Fire Suppression (Hood)	\$50.00
Fuel Tank (Each Tank) (Adding, Removing, Altering)	\$50.00
Foster Care, Family Care, Group Homes, Home Daycare, Home Schools	\$50.00

OPERATIONAL PERMITS	
AMUSEMENT BUILDINGS	\$60.00
CARNIVALS AND FAIRS	\$45.00
COMBUSTIBLE DUST-PRODUCING OPERATOINS	\$60.00
COVERED MALL BUILDINGS	\$45.00
EXHIBITS AND TRADE SHOWS	\$45.00
EXPLOSIVES *EXCEPTION – FIREWORKS ALLOWED BY NCGS 14-414	\$100.00
FLAMMABLE AND COMBUSTIBLE LIQUIDS	\$60.00
FUMIGATION AND THERMAL INSECTICIDAL FOGGING	\$45.00
HAZARDOUS MATERIALS	\$60.00
LIQUID – OR GAS-FUELED VEHICLES OR EQUIPMENT IN ASSEMBLY BUILDINGS	\$45.00
PRIVATE FIRE HYDRANTS *FEE ONLY APPLIES IF WORK IS DONE BEFORE PERMIT IS ISSUED	\$45.00*
PYROTECHNICE SPECIAL EFFECTS MATERIAL	\$60.00

SPRAYING OR DIPPING	\$60.00
TEMPORARY MEMBRANE STRUCTURES, TENTS, AND CANOPIES	\$45.00

EXISTING PERIODIC	INSPECTIONS (ANNUALLY)
Level I	\$35.00
Level II	\$45.00
Level III	\$55.00

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

QUARTERLY (EVERY 3 MOS)	
Level II	\$45.00/quarter
Level III	\$55.00/quarter

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

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

Adopted by the Holly Ridge Town Council on July 1, 2016

FISCAL YEAR 2015 – 2016

FIRE PREVENTION CODE MANDATORY PERMITS

Operational Permits

An operational (fire) permit allows the applicant to conduct an operation of a business for which a permit is required by the NC Fire Prevention Code. The prescribed duration of the operational permit is the same as the frequency of the state mandated fire inspection schedule for the given type of occupancy.

The initial fee for an operational permit is waived if a construction permit of the same type has been issued immediately prior to the operational permit.

Amusement buildings (105.6.2) \$60.00

An operational permit is required to operate a special amusement building.

Carnivals and fairs (105.6.4) \$45.00

An operational permit is required to conduct a carnival or fair.

Combustible dust-producing operations (105.6.6) \$60.00

An operational permit is required to operate a grain elevator, flour starch mill, feed mill, or a plant pulverizing aluminum, coal, cocoa, magnesium, spices or sugar, or other operations producing *combustible dusts* as defined in Chapter 2.

Covered mall buildings (105.6.9) \$45.00

An operational permit is required for:

- A. The placement of retail fixtures and displays, concession equipment, displays of highly combustible goods and similar items in the mall.
- B. The display of liquid- or gas-fired equipment in the mall.
- C. The use of open-flame or flame-producing equipment in the mall.

Exhibits and trade shows (105.6.13) \$45.00

An operational permit is required to operate exhibits and trade shows.

Explosives (105.6.14) \$100.00

An operational permit is required for the manufacture, storage, handling, sale or use of any quantity of explosive, explosive material, fireworks, or pyrotechnic special effects within the scope of Chapter 33 of the Fire Prevention Code.

Exception: Fireworks allowed by North Carolina General Statute 14-414.

Flammable and combustible liquids (105.6.16) \$60.00

An operational permit is required as follows:

- A. To operate tank vehicles, equipment, tanks, plants, terminals, wells, Fuel Dispensing stations, refineries, distilleries and similar facilities where, flammable and combustible liquids are produced, processed, transported, stored, dispensed, or used.
- B. To install, alter, remove, abandon, place temporarily out of service (for more Than 90 days) or otherwise dispose of an underground, protected above-ground or aboveground flammable or combustible liquid tank.
- C. To change the type of contents stored in a flammable or combustible liquid tank to a material which poses a greater hazard than that for which the tank was designed and constructed.
- D. To manufacture, process, blend or refine flammable or combustible liquids.
- E. To engage in the dispensing of liquid fuels into the fuel tanks of motor vehicles at commercial, industrial, governmental, or manufacturing establishments.
- F. To utilize a site for the dispensing of liquid fuels from tank vehicles into the Fuel tanks of motor vehicles at commercial, industrial, governmental or manufacturing establishments.

Fumigation and thermal insecticidal fogging (105.6.19) \$45.00
 An operational permit is required to operate a business of fumigation or thermal insecticidal fogging and to maintain a room, vault or chamber in which a toxic or flammable fumigant is used.

Hazardous Materials (105.6.20) \$60.00
 An operational permit may be required to store, transport on site, dispense, use or handle hazardous materials in excess of the amounts listed in Table 105.6.20 of the Fire Prevention Code.

Liquid- or gas-fueled vehicles or equipment in assembly buildings (105.6.26) \$45.00
 An operational permit is required to display, operate or demonstrate liquid- or gas-fueled vehicles or equipment in assembly buildings.

Private fire hydrants (105.6.35) *\$45.00
 An operational permit is required for the removal from service, use or operation of private fire hydrants.

Exception: A permit is not required for private industry with trained maintenance personnel, private fire brigade or fire departments to maintain, test and use private hydrants.

*Fee only applied if work done before permit is issued.

Pyrotechnic special effects material (105.6.36) \$60.00

An operational permit is required for use and handling of pyrotechnic special effects material.

Spraying or dipping (105.6.41) \$60.00

An operational permit is required to conduct a spraying or dipping operation utilizing flammable or combustible liquids or the application of combustible powders regulated by Chapter 15 of the Fire Prevention Code.

Temporary membrane structures and tents (Mandatory Permit) (105.6.43) \$45.00

An operational permit is required to operate an air-supported temporary membrane structure or a tent having an area in excess of 400 square feet.

Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Tents open on all sides, which comply with the following:
 - 2.1 Individual canopies shall have a maximum size of 700 sq ft (65 m²).
 - 2.2 The aggregate area of multiple canopies placed side by side without a fire break clearance of 12 feet shall not exceed 700 sq ft (65 m²) total.
 - 2.3 A minimum clearance of 12 feet to structures and other tents shall be provided.
3. Funeral tents and curtains or extensions attached thereto when used for funeral services.