

The logo is a large, light gray watermark centered on the page. It features a stylized 'HP' monogram in a cursive font, set within a decorative, four-lobed frame with rounded corners and a double-line border.

TOWN OF HIGHLAND PARK, TX

MASTER FEE SCHEDULE

APPROVED September 2, 2025 – Resolution 012-25

EFFECTIVE October 1, 2025

**MASTER FEE SCHEDULE
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I. Administrative Services

1. Health Permit (Ch. 6, Sec. 6.03.005)

An annual fee listed below will be collected from each food service establishment for a health permit issued by the Town and thereafter for the renewal of such permit.

Annual Health Permit Fee	\$260.00
Additional inspections, if required	\$105.00 each
Partial year	\$105.00/inspection plus \$50.00 Administrative fee

2. Facility Rental (subject to conditions included with required application)

Highland Park Room/Court Room	\$750.00/day
Utilities & Maintenance	\$30.00/hour

3. Returned Check Charge

The maximum charge permitted under Texas law will be imposed by the Town for the collection of checks returned by the banks for the lack of funds when such checks are used in payment to the Town for deposits or obligations legally owned by the issuer of the said returned checks. The Director of Fiscal and Human Resources will add the returned check charge to the other obligations owned to the Town by the issuer of the returned checks. The same charge shall be applied to electronic funds transactions in which lack of funds prevents payment from being made.

The Director of Fiscal and Human Resources, with the approval of the Town Administrator, may waive such charge if the Town was negligent in the cashing of the check or if special circumstances deem the waives as appropriate; however, in all cases of a waiver complete records must be made of the reason for the waiver.

4. Photocopy Charges

Article 6252-17a of the Texas Statutes allows the Town to charge a reasonable fee to cover the costs of reproducing public documents for private use. The charge for reproducing such documents will be based on the following guidelines:

(1) Reproduction Charges

Standard size 8.5" x 14"	\$0.10/per page
Non-standard size	\$0.50/per page
Diskette	\$1.00/each
Rewritable CD (CD-RW)	\$1.00/each
Non-rewritable CD (CD-R)	\$1.00/each

Digital video disc (DVD)	\$3.00/each
Body worn camera recording - released	\$10.00 per recording
Body worn camera recording - unreleased	\$1.00 per full minute

(2) Exception:

The charges in section (1) do not apply to official publications normally offered to the public free of charge.

Labor, overhead charge, document retrieval charge and computer resource charge as well as other charges as allowed by §70.3, Texas Administrative Code, as amended.

5. Library Services (Ch. 1, Sec. 10)

(1) Use of Library

Resident	No charge
Non-resident: Unlimited usage	\$250.00/household/year
Limited use card - five (5) items	\$25.00/each

(2) Late Return of Materials

Non-accessioned paperbacks	\$0.10/day to a maximum fine of \$1.00.
Accessioned materials not listed below	\$0.10/day to a maximum fine of \$5.00
Periodicals	\$0.10/day to a maximum fine equal to the current retail price of the periodical
Movies, Playaway Launch pad, Playaway View, and Books with DVD	\$1.00/day to a maximum fine equal to the current retail price of the material.

(3) Other Fees

Processing fee for lost materials	\$10.00/item
Fee for certified letter	\$5.00/letter
Standard Size Copy	\$0.10 per page
Standard Size Copy – Color	\$0.25 per page
11" X "17" Size Copy	\$0.20 per page
11" X "17" Size Copy – Color	\$0.50 per page

6. Miscellaneous Charges

Certification of any document	\$2.00 per document
Contract preparation for 9-1-1 service providers	\$125.00
Payroll deduction for Child Support	\$5.00/month/deduction

II. Community Development (Ch. 3)

1. Contractor Registration Fees

Plumbing	No charge
Irrigation	\$125.00
Electrical	No Charge
Mechanical	\$125.00
General Contractor	\$125.00
Concrete	\$125.00
Bonded Concrete	\$125.00
Demolition	\$125.00
Drainage	\$125.00
Bonded Excavation	\$125.00
Landscape (Art. Turf)	\$125.00
Fence	\$125.00
Pool	\$125.00
Roofing	\$125.00
Sign	\$125.00
Certified Backflow Tester	\$125.00
Fire Sprinkler	No charge
Alarm	No charge

2. Plumbing Permit Fees

Permit fees covering the installation, alteration and repair of plumbing, plumbing fixtures, fittings and/or appurtenances shall be paid to the Town as follows:

Plumbing permit fee	\$82.50
Each fixture	\$5.50
Re-inspection	\$55.00
Water service line	\$11.00
Sewer service line	\$11.00
Irrigation systems	\$110.00

3. Gas Permit Fees

Permit fees covering the installation, alteration and repair of gas piping, gas appliances or gas equipment shall be as follows:

Gas permit fee	\$82.50
Each outlet	\$5.50
Re-inspection	\$55.00
Yard line	\$11.00

4. Electrical Permit Fees

Permit fees for covering the installation, alteration and repair of electric wiring, electric apparatus, and electric equipment shall be as follows:

Electrical permit fee	\$132.00
Each electrical circuit	\$2.20
Electrical service (per ampere)	\$0.11
Light fixtures (each)	\$1.10
Motors (each)	\$2.20
Swimming pool ground	\$11.00
Re-inspection	\$55.00

5. Building Permit Fees

Permit fees covering the erection, construction, enlargement, alteration, repair, movement, demolition, conversion, or equipping of any building or structure or any portion of any building or structure in the Town shall be as follows:

\$500.00-\$4,999.99	55.00
\$5,000.00 or more	1.1% of value to nearest \$1,000
New Residential Dwelling (A/C)	\$2.86 per Square Foot
Addition/Remodel Residential Dwelling	\$1.32 per Square Foot
Residential Dwelling Reroof, Foundation Repair, General Maintenance	\$198.00
Raze a main building	\$550.00
Raze an accessory building	\$110.00

6. Plan Review Fees (non-refundable)

Plan Review fee	\$250.00
Plan Review for residential renovation containing structural, egress, and/or kitchen/bathroom modification(s).	\$250.00

7. Mechanical Permit Fees

Permit fees covering the installation, alteration, repair, or replacement of mechanical systems, equipment, fixtures, fittings and/or appurtenances, including ventilating, heating, cooling, air conditioning and refrigeration systems or other energy-related systems, shall be as follows:

Residential New/Renov. (A/C area)	\$0.088 per Square Foot (\$55.00 min fee)
Commercial \$500.00 or more	1.1% of value to nearest \$1,000 (\$55.00 min fee)

8. Fire Sprinkler Permit Fees

Permit fees covering the installation, alteration, repair, movement, conversion, or equipping of a fire sprinkler system shall be as follows:

Residential New/Renov.(Sprinkler area)	\$0.022 per Square Foot (\$55.00 min fee)
\$5,000.00 or more	1.1% or value to nearest \$1,000 (\$55.00 min fee)

9. Right-of-Way Fees

Network Node application fee	\$500.00 (1-5 network nodes); \$250.00 (each additional network node); \$1,000.00 per pole
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10. Plat and Replat Fee

Per Application	\$600.00
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11. Amending Plat Fee

Per Application	\$300.00
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III. Utilities (Ch. 13, Sec. 13.02)

1. Service Fees

After hour fee	\$100.00
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Service Fee	\$50.00
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2. Water Rates (Ch. 13, Sec 13.02.042)

Monthly service charge	\$22.84 per each customer unit served for any portion of a billing period
Unit cost per 1,000 gallons metered:	
0-12,000 gallons	\$7.18
12,001-30,000 gallons	\$8.25
30,001-60,000 gallons	\$9.92
60,001 and greater	\$12.89

3. Sewer Rates (Ch 13, Sec 13.02.043)

For water service that is connected to plumbing which drains into the sanitary sewer.

Monthly service charge	\$17.99 per each customer unit served for any portion of a billing period
Unit cost per 1,000 gallons	\$7.09

4. Grease Trap Inspection Fee (Ch 13, Sec 13.03.002)

For businesses who utilize a grease trap in their daily operations.

Grease Trap Permit Fee	\$150.00 per year
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5. Storm Water Rates (Ch 13, Sec 13.06.006)

For each dwelling unit receiving water or wastewater.

Monthly charge for residential property (property area in square feet): Up to 5,000 5,001-10,000 10,001-21,800 21,801-43,600 More than 43,600	\$25.20 \$40.56 \$59.12 \$103.24 \$198.92
Monthly charge for commercial property and unimproved property: Per each 100 square feet of land calculated to be the CDA of the commercial or unimproved real property Maximum for unimproved property	\$0.76 \$198.92

IV. Solid Waste Collection (Ch. 13, Section 13.05.043)

1. Collection Fees

For all bills rendered by the Town on or after October 1, 2023, for the removal of garbage and trash, the Town shall charge for its services in removing garbage and trash as follows:

- (1) The collection of service for a single-family or duplex residence:

Alley service	\$33.99/dwelling unit per month
Pack-out collection service	\$67.50/dwelling unit per month

- (2) The collection service charge for an apartment which receives collection services from the Sanitation Collection Department per dwelling unit: \$30.95/ per month.

(3) For business and commercial establishments, schools and churches:

No. of Poly Carts	Monthly Charge
1	\$168.98
2	\$318.13
3	\$463.67
5	\$711.08
10	\$1,208.65
11	\$1,308.19

2. Solid Waste, Portable Toilet Service, and/or Grit and Grease Trap Franchise.
The filing fee for the required application for a non-exclusive franchise is \$300.00.

V. Recyclables Collection (Ch. 13, Section 13.05.044)

For all bills rendered by the Town after October 1, 2023, for the collection of recyclables, the Town shall charge for its services in collecting recyclables as follows:

- (1) Collection of service for a single-family, a two-family (duplex) or a multifamily residence: (Ordinance 1762 adopted 09/08/2008)

\$4.36/dwelling unit per month

VI. Public Safety and Judicial

1. Accident Report:

Accident Report fee	\$6.00/report – no charge to other police and fire agencies
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2. Ambulance (MICU) Service (Ch. 6, Sec. 6.05.004)

Transportation to Dallas area hospitals for emergency medical services:

Mileage	\$15.00 / mile
Treatment / No Transport Fee	\$125.00

Additional fees will be charged for each emergency medical aid provided to the person or persons transported including, but not limited to, drugs, bandaging, oxygen, electrocardiogram (EKG), etc. The cost of these items will be as follows:

Town Provided Drugs & Supplies	Two and one-half times cost
Oxygen & Supplies	\$115.00

BLS – Resident Fee	\$800.00
BLS – Non-Resident Fee	\$900.00
ALS I - Resident Fee	\$900.00
ALS I – Non-Resident Fee	\$1,000.00
ALS II – Resident Fee	\$1,000.00
ALS II – Non-Resident Fee	\$1,100.00

3. Solicitor’s License (Ch. 4, Sec. 4.04.034)

At the time the application is filed with the Department, the applicant shall pay, per each solicitor or peddler, a nonrefundable permit fee to the Town to cover the cost of processing the application and investigating the facts stated therein.

Solicitors’ License	\$50.00
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4. Impoundment Fees for Animals (Ch. 2, Sec. 2.01.010)

Redemption of animal; fees.

Animal pound fee	\$90.00/animal
Animal redeemed after 72 hours	\$10.00/day

5. Alarm Permit/Direct Alarm Monitoring Fees (Ch. 4, Sec. 4.02.007)

A person who desires to install and/or operate an alarm system or a local alarm system in the Town after the effective date hereof shall register said security system with the Department of Public Safety.

(1) Annual fee

Alarm Permit annual fee	\$48.00
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(2) Monthly monitoring fees

Alarm Base Fee with Cellular service	\$38.60
Alarm base Fee	\$31.60

(3) Restoration fee

Restoration fee	\$100.00
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(4) Alarm Inspection fees

Initial Inspection	No charge
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First Re-inspection	\$50.00
Subsequent Re-inspection	\$100.00

(5) Charge for Invalid Alarms

First five (5) invalid alarms per year	No charge
Charge per invalid alarm in excess of five	\$50.00 each

6. Horse-Drawn Carriage Permit Fees (Ch. 12, Sec. 12.11) (Ordinance 1980 adopted 7/27/2015)

Carriage License (Business) - The annual fee for a carriage business registration shall be \$100 per license (business). In addition, the licensed business shall remit to the Town an amount equal to five percent (5%) of all gross revenues from all operations of the licensee within the Town. Said amounts shall be remitted no later than the thirtieth (30th) day after such revenue is earned. The licensee shall submit a monthly report to the Town accounting for its gross revenues under the license for any month in which revenue is earned pursuant to the license. As applied in this section, the term gross revenue shall exclude: 1) cash refunds or credits allowed on returns by customers; and 2) the amount of any city, county, state, or federal sales or excise tax on sales, which is both added to the selling price and paid to the taxing authority by licensee; and 3) the amount of any city, county, state, or federal admission tax or use tax or similar governmental charge which is paid to the relevant taxing authority by licensee.”

Carriage License (Business)	\$100.00
Carriage Registration	\$50.00
Carriage Driver Permit	\$25.00

7. Medical Records Fees

Retrieval fee (paper reports only)	\$30.00 including first ten (10) pages duplicated
Retrieval fee (electronically stored records)	\$45.00 including first ten (10) pages duplicated
Additional Pages	\$1.00 each – pages 11-60 \$0.50 each – pages 61-100 \$0.25 each – over 100
Fee for written responses to a written set of questions	\$25.00

8. Background Check Fee

Background Check Fee	\$40.00 plus actual costs from other agencies
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VII. Parks and Recreation

1. Tennis Permits Fees

All qualified residents of the Town of Highland Park, upon making application with the Utilities Office, may secure an annual Tennis Permit. Such permit shall be numbered and coded as to indicate the time of its validity. The charge shall be as follows:

Individual Permit	\$40.00
Family Permit	\$80.00

2. Swimming Pool Fees

(1) All residents of Highland Park, upon making application, may secure an Annual Swimming Pool Permit. The charge for Annual Swimming Pool Permits shall be:

Regular Open Season Pool Permit - Includes open season lap swim and open swim, and post season open swim and lap swim (May – September)	\$65.00/resident
All-in-One Pool Permit - Includes pre-season lap swim, open season lap swim and open swim, post season open swim and lap swim, and extended season lap swim (April - November)	\$125.00/resident
Family Discount	50% discount given for each additional family member after four (4) resident pool permits are purchased at the same time.
Resident and Guest Day Pass	\$10.00/resident

3. Park Bench Donations

Residents may wish to donate a park bench to the Town as a memorial or recognition at cost plus 10%. Cost includes the price of the bench, custom plaque, and bench pad. A member of the Parks Department will be happy to discuss potential locations and provide a quote prior to installation. Please call or email Town Hall for a referral to the Parks Department.