

CITY OF SANDY OAKS, TEXAS

ORDINANCE NO: 2026-276

AN ORDINANCE AMENDING THE MASTER FEE SCHEDULE FOR ASSESSING FEES AND PROVIDING FOR ANNUAL REVIEW; AUTHORIZING THE CITY SECRETARY TO MAINTAIN THE MASTER FEE SCHEDULE AND MAKE ADJUSTMENTS AS NECESSARY IN THE INTERIM; REPEALING ANY CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council of the City of Sandy Oaks, Texas ("City") seeks to provide for reasonable fees and charges for municipal services in order to recoup the cost of conducting municipal business on the public's behalf without unduly relying on taxes; and

WHEREAS, the City Council established a Master Fee Schedule to consolidate all City fees to provide a single and convenient location for a list of all fees charged by the City; and

WHEREAS, the City Council has determined that it would be expedient for Council to review and evaluate all such fees on an annual basis, and provide authorization to the City Secretary to adjust such fees as determined appropriate in the interim until such annual review by City Council takes place;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS:

SECTION 1. FEES. The City Council of the City of Sandy Oaks, Texas hereby adopts a Master Fee Schedule, attached hereto as Exhibit A, which shall be reviewed and evaluated on an annual basis.

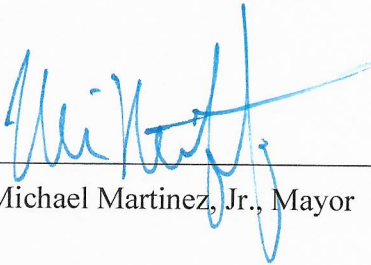
SECTION 2. CITY SECRETARY AUTHORIZED TO MAINTAIN AND ADJUST IN INTERIM. The City Secretary or his or her designee is hereby authorized to maintain the Master Fee Schedule and make adjustments to the Master Fee Schedule, as may be necessary or in compliance with an ordinance adopting a fee, until City Council's annual review of the Master Fee Schedule, which may be reviewed, amended and/or adopted by the City Council, and after adoption incorporated into the City's Master Fee Schedule.

SECTION 3. REPEAL OF CONFLICTING ORDINANCES. City ordinances or parts of ordinances inconsistent or in conflict herewith, are to the extent of such inconsistency or conflict, hereby repealed.

SECTION 4. SEVERABILITY. If any section, subsection, phrase, sentence or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holdings shall not affect the validity of the remaining portions thereof.

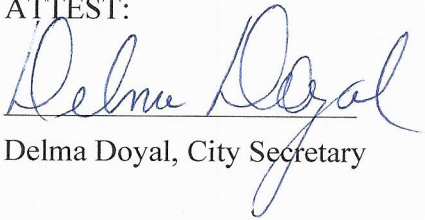
SECTION 5. EFFECTIVE DATE. This Ordinance shall take effect immediately from and after the passage and approval.

PASSED AND APPROVED the 11th day of June 2026.



Michael Martinez, Jr., Mayor

ATTEST:



Delma Doyal, City Secretary

EXHIBIT A
MASTER FEE SCHEDULE

City of Sandy Oaks, Texas
Ordinance No. 2026-276

Regular/Service Fees	Fee
Administrative	
Credit Card Transaction Fee	5%
Fax Fees: In State	\$1.00
Fax Fees: Out of State	\$2.00
Notary Services	Per Notary Chart
Photocopies	\$1 per page
Rental of Community Center	\$150.00
Returned Check Fee	\$30.00
Animals	
Adoption of Dog or Cat	\$50.00 - \$120.00
Daily Impound Fee (vaccinated, spayed/neutered, and microchipped)	\$30.00 per day impound fee (3 days to reclaim)
Failure to Reclaim	\$500.00
Impound Fee/Redemption of Captured Dog or Cat (spayed/neutered) (1st offense)	\$50.00, plus daily boarding fee
Impound Fee/Redemption of Captured Dog or Cat (not spayed/neutered (unless excepted)) (1st offense)	\$70.00 (and upon signing agreement to spay/neuter) (plus daily boarding fee)
Impound Fee/Redemption of Captured Dog or Cat (spayed/neutered) (2nd offense)	\$60.00 (plus boarding fee)
Impound Fee/Redemption of Captured Dog or Cat (not spayed/neutered within 15 days of initial return/redemption from 1st offense)	\$100.00 (plus boarding fee)
Impound Fee/Redemption of Captured Dog or Cat (not spayed/neutered) (2nd offense) (if captured more than 15 days after 1st offense)	\$150.00 (plus boarding fee)

Regular/Service Fees	Fee
Impound Fee/Redemption of Captured Dog or Cat (3rd offense or greater)	No Return
Litter Permit	\$300.00
Litter Surrender w/1st DAPP and proof of spay of female dogs	\$40.00 per puppy
Livestock / Exotic Impoundment Fee	\$150.00
Daily Livestock / Exotic Impoundment Fee	\$40.00
Microchipping (includes registration)	\$20.00 (resident); \$30.00 (non-resident)
Owner Surrender (not vaccinated, spayed/neutered, and microchipped)	\$500.00
Owner Surrender (vaccinated, spayed/neutered, and microchipped)	\$300.00
Owner Surrender Euthanasia	\$400.00
Pure Breed Intact Dog Permit	\$300.00
Rabies Euthanasia and Testing	\$600.00
Registration for Sale or Move of Dangerous Dog	\$50.00
Registration of Dangerous Dog	\$400.00/year
Registration Tag for Dangerous Dog	\$100.00
Certificate of Occupancy	
Certificate of Occupancy Application	\$425.00
Certificate of Occupancy Inspection Fee	\$425.00
Comprehensive Master Plan Enforcement	
Plan Amendment Application Filing Fee	\$250.00
CONSTRUCTION CODE SERVICES (BVNA)	
18% admin fee applies; additional services at actual cost. (Ord. 2026-276)	
ADA Services - Phase 1: Coordinator, Notices, Grievance Procedures and Staff	
Phase 1A - ADA Coordinator and Liaisons Selection and Training (BVNA)	40 hours / \$6,000.00 @ \$150.00/hour
Phase 1B - ADA Notice Development and Distribution (BVNA)	40 hours / \$6,000.00 @ \$150.00/hour
Phase 1C - ADA Grievance Procedure Development and Distribution (BVNA)	40 hours / \$6,000.00 @ \$150.00/hour

Phase 1D - ADA Training of City Staff at Public Facing Departments (BVNA)	56 hours / \$8,400.00 @ \$150.00/hour
---	---------------------------------------

Regular/Service Fees	Fee
Phase 1 Grand Total (BVNA)	176 hours / \$26,400.00 @ \$150.00/hour
ADA Services - Phase 2: Self-Evaluation, Transition Plan, Public Participation and Reporting	
Phase 2A - ADA Self-Evaluation (BVNA)	576 hours / \$86,400.00 @ \$150.00/hour
Phase 2B - ADA Transition Plan (BVNA)	96 hours / \$14,400.00 @ \$150.00/hour
Phase 2C - Public Participation, Outreach, and City Staff Training (BVNA)	40 hours / \$6,000.00 @ \$150.00/hour
Phase 2D - Meetings, Presentation to Council, and Documentation (BVNA)	168 hours / \$25,200.00 @ \$150.00/hour
Phase 2 Grand Total (BVNA)	880 hours / \$132,000.00 @ \$150.00/hour
Alterations / Additions / Improvements for Residential Construction - Trade	
Building, Mechanical, Electrical, Plumbing, Fuel Gas and similar (BVNA)	\$100.00 per trade
Miscellaneous residential projects (Accessory Structures, Fences, Pools, etc.) (BVNA)	See Commercial and Multi-Family Construction Inspection fees above
Other project types not listed above (BVNA)	\$160.00 per trade
Alternative Fire Suppression System	
Fire Code Inspection (BVNA)	\$200.00
Fire Code Plan Review (BVNA)	\$150.00
Annual Fire Safety Inspections - Occupancy Type	

Day Care, Foster Home, Commercial Business (each inspection and re-inspection per location) (BVNA)	\$100.00
Nursing Home / Assisted Living / School (each inspection and re-inspection per location) (BVNA)	\$250.00
Backup Inspections - During Inspector Absence - Project Type	

Regular/Service Fees	Fee
Commercial and Non-Single Family Residential (BVNA)	\$125.00 per address/building/unit
Single Family Residential (BVNA)	\$76.92 per address/building
Commercial and Multi-Family Construction Inspection - Projected Construction Cost	
\$1.00 to \$10,000.00 (BVNA)	\$76.92
\$10,001.00 to \$25,000.00 (BVNA)	\$108.75 for the first \$10,000.00 + \$8.40 for each additional \$1,000.00
\$25,001.00 to \$50,000.00 (BVNA)	\$234.75 for the first \$25,000.00 + \$6.06 for each additional \$1,000.00
\$50,001.00 to \$100,000.00 (BVNA)	\$386.25 for the first \$50,000.00 + \$4.20 for each additional \$1,000.00
\$100,001.00 to \$500,000.00 (BVNA)	\$596.25 for the first \$100,000.00 + \$3.36 for each additional \$1,000.00
\$500,001.00 to \$1,000,000.00 (BVNA)	\$1,940.25 for the first \$500,000.00 + \$2.85 for each additional \$1,000.00
\$1,000,001.00 and above (BVNA)	\$3,365.25 for the first \$1,000,000.00 + \$1.89 for each additional \$1,000.00
Commercial and Multi-Family Construction Plan Review - Projected Construction Cost	

\$1.00 to \$10,000.00 (BVNA)	\$50.00
\$10,001.00 to \$25,000.00 (BVNA)	\$70.69 for the first \$10,000.00 + \$5.46 for each additional \$1,000.00
\$25,001.00 to \$50,000.00 (BVNA)	\$152.59 for the first \$25,000.00 + \$3.94

Regular/Service Fees	Fee
	for each additional \$1,000.00
\$50,001.00 to \$100,000.00 (BVNA)	\$251.09 for the first \$50,000.00 + \$2.73 for each additional \$1,000.00
\$100,001.00 to \$500,000.00 (BVNA)	\$387.59 for the first \$100,000.00 + \$2.19 for each additional \$1,000.00
\$500,001.00 to \$1,000,000.00 (BVNA)	\$1,263.59 for the first \$500,000.00 + \$1.85 for each additional \$1,000.00
\$1,000,001.00 and above (BVNA)	\$2,188.59 for the first \$1,000,000.00 + \$1.23 for each additional \$1,000.00
Engineering Services - Additional Special Service Reviews	
Detention/Retention Analysis Review (minimum 3 hours) (BVNA)	\$125.00 per hour
Flood Study (minimum 5 hours) (BVNA)	\$125.00 per hour
SWPPP greater than 5 acres (minimum 2 hours) (BVNA)	\$125.00 per hour
Transportation Impact Analysis Review (minimum 4 hours) (BVNA)	\$125.00 per hour
Engineering Services - Grading and Civil Site Plan Review	
Commercial Development (minimum 3 hours) (BVNA)	\$125.00 per hour
Major Residential Subdivision greater than 5 lots (minimum 8 hours) (BVNA)	\$125.00 per hour
Minor Residential Subdivision 2-5 lots (minimum 4 hours) (BVNA)	\$125.00 per hour

Single Lot Residential (minimum 2 hours) (BVNA)	\$125.00 per hour
Fire Certificate of Occupancy Inspections	
Fire Certificate of Occupancy Inspections (BVNA)	\$150.00
Fire Code Inspection Services - Commercial and Multi-Family - Construction Valuation of Project	
Less than \$6,250 (BVNA)	\$300.00
\$6,250 to \$250,000 (BVNA)	\$425.00

Regular/Service Fees	Fee
\$251,000 to \$500,000 (BVNA)	\$525.00
\$501,000 to \$1,000,000 (BVNA)	\$675.00
\$1,001,000 to \$3,000,000 (BVNA)	\$950.00
\$3,001,000 to \$6,000,000 (BVNA)	\$1,425.00
\$6,000,000 and above (BVNA)	\$1,425.00 plus \$0.20 for each additional \$1,000.00
Fire Code Plan Review Services - Commercial and Multi-Family - Construction Valuation of Project	
Less than \$6,250 (BVNA)	\$200.00
\$6,250 to \$250,000 (BVNA)	\$300.00
\$251,000 to \$500,000 (BVNA)	\$425.00
\$501,000 to \$1,000,000 (BVNA)	\$550.00
\$1,001,000 to \$3,000,000 (BVNA)	\$800.00
\$3,001,000 to \$6,000,000 (BVNA)	\$1,200.00
\$6,000,000 and above (BVNA)	\$1,200.00 plus \$0.10 for each additional \$1,000.00
Health Services - Per Inspection Only (Mobile Food Vendors / Food Trucks)	
Health Plan Review, Health Final and CO Inspections and/or Re-Inspection (minimum 1 hour) (BVNA)	\$150.00 per hour
Public Swimming Pool Health Inspection (BVNA)	\$150.00
New Residential Construction Plan Review and Inspection Fee - Square Footage	
0 - 1,500 S.F. (BVNA)	\$785.00

1,501 - 10,000 S.F. (BVNA)	\$785.00 for the first 1,500 S.F. + \$0.35 for each additional S.F. to and including 10,000 S.F.
Over 10,000 S.F. (BVNA)	\$3,760.00 for the first 10,000 S.F. + \$0.15 for each additional S.F. over 10,000 S.F.
Plan Review Only - Description	

Regular/Service Fees	Fee
Per dwelling unit - new plan, previously reviewed plan, or Master Plan (BVNA)	\$200.00 per plan or per address
Plan review when permit issued and plans altered requiring additional review (excludes new plan) (BVNA)	\$150.00 per plan or per address
Planning and Mapping Services - Fixed Fees (per 100 people) - Item / Element (Minimum Hours)	
1 - Base Planning (Base Map, Land Use, Population, Housing) (BVNA) - 67 hours	\$2,000
2 - Parks and Recreation (BVNA) - 25 hours	\$750
3 - Thoroughfare Plan (BVNA) - 25 hours	\$750
4 - Central Business District Planning (BVNA) - 42 hours	\$1,250
5 - Zoning Ordinance (fixed fee) (BVNA) - 43 hours	\$6,500
6 - Subdivision Ordinance (fixed fee) (BVNA) - 43 hours	\$6,500
7 - Streets Condition Study (BVNA) - 23 hours	\$700
8 - Water Study Distribution and Supply (BVNA) - 33 hours	\$1,000
9 - Wastewater Collection and Treatment (BVNA) - 33 hours	\$1,000
10 - Capital Improvement Plan (BVNA) - 10 hours	\$300
11 - Digital Map Preparation (standalone) (BVNA) - 33 hours	\$1,000
12 - Citizen Participation (BVNA) - 42 hours	\$1,250
Planning and Mapping Services - Hourly Fees	
911 Address Mapping (First Time) (BVNA)	\$1,000.00 per person (minimum 33 hours)

911 Address Mapping Updates (BVNA)	\$150.00 per hour (1 hour minimum)
Additional Services (BVNA)	\$150.00 per hour (1 hour minimum)
City Council / Planning and Zoning Meeting (BVNA)	\$225.00 per hour (1 hour minimum)
Contract Planner (BVNA)	\$150.00 per hour (1 hour minimum)
Contract Planning Director (BVNA)	\$175.00 per hour (1 hour minimum)
Contract Work for Developer Interests (BVNA)	\$150.00 per hour (1 hour minimum)

Regular/Service Fees	Fee
Easement Acquisition Negotiator (BVNA)	\$150.00 per hour (1 hour minimum)
Plat Review - Planning Perspective (BVNA)	\$150.00 per hour (1 hour minimum)
Public Hearing Notice Map and Ownership List (BVNA)	\$150.00 per hour (1 hour minimum)
Sign Application Review (BVNA)	\$150.00 per hour (1 hour minimum)
Site Plan Preparation (BVNA)	\$150.00 per hour (1 hour minimum)
Site Plan Review (BVNA)	\$150.00 per hour (1 hour minimum)
SUP Application Review (BVNA)	\$150.00 per hour (1 hour minimum)
Zoning Application Review (BVNA)	\$150.00 per hour (1 hour minimum)
Zoning Board of Adjustment Application Review (BVNA)	\$150.00 per hour (1 hour minimum)
Zoning Case Ordinance Preparation (BVNA)	\$150.00 per hour (1 hour minimum)
Zoning Map Updates (BVNA)	\$150.00 per hour (1 hour minimum)
Public Works Services	

Public Works Inspection Only (BVNA)	2.5% of the cost of construction
Public Works Plan Review and Inspection (BVNA)	3.0% of the cost of construction
Public Works Plan Review Only (BVNA)	1.0% of the cost of construction
Temporary Backup Inspection (BVNA)	\$150.00/hour (minimum 4 hours)
Reimbursable Expenses	
Domestic Travel Per Diem (BVNA)	Per current GSA rate plus lodging
Mileage (BVNA)	Per current IRS rate

Regular/Service Fees	Fee
Other Direct Project Expenses (BVNA)	Actual cost plus 15% (printing, graphics, photography, reproduction, special shipping)
Single Family Residential Fire Services	
Fire Code Inspection Services (BVNA)	\$400.00
Fire Code Plan Review Services (BVNA)	\$175.00
Site Plan - Fire Services	
Fire Code Plan Inspection (BVNA)	\$250.00
Fire Code Plan Review (BVNA)	\$250.00
Underground Fire Sprinkler Supply Line	
Fire Code Inspection (Private Fire Main) (BVNA)	\$450.00
Fire Code Inspection (Sprinkler supply and FDC lines only) (BVNA)	\$350.00
Fire Code Plan Review (BVNA)	\$150.00
Underground / Aboveground Fuel Storage Tanks	
Fire Code Inspection (Piping and Dispensers) (BVNA)	\$450.00
Fire Code Inspection (Tank Only) (BVNA)	\$250.00
Fire Code Plan Review (BVNA)	\$150.00
Garage Sales	

Garage Sale Permit	\$5.00
Manufactured Homes	
HUD-Code Manufactured Home Inspection (variance)	\$425.00
HUD-Code Manufactured Home Permit	\$200.00
Vendor, Peddler and Solicitor Regulations	
Annual Vendor/Solicitor License Fee - public place (excludes mobile food vendors, small-scale food businesses, retailers, home occupations, religious, nonprofit, philanthropic and/or charitable organizations)	\$1,800.00
Temporary Vending License - Up to 3 days (Special Event) (excludes mobile food vendors, small-scale food businesses, retailers, home occupations, religious, nonprofit, philanthropic and/or charitable organizations; fee may be waived for City-sponsored events)	\$25.00

Regular/Service Fees	Fee
Temporary Vending License - 4 to 7 days (Special Event) (excludes mobile food vendors, small-scale food businesses, retailers, home occupations, religious, nonprofit, philanthropic and/or charitable organizations; fee may be waived for City-sponsored events)	\$60.00
Planning	
Plan Review - Review Non-residential (2 Reviews)	\$2,200.00
Plan Review - Review Subdivision Plans (2 reviews) = 10 lots or Less	\$750.00
Plan Review - Review Subdivision Plans (2 reviews) = 11 lots or more	\$2,500.00
Plat Applications - Base or Minimum Review fee for all subdivisions	\$500.00 + below as applies
Review fee for non-standard plat or variance	\$150.00
Review fee for Plat with roads or floodplain	\$2,500.00 + \$100.00/lot
Review fee for Plat without roads or flood plain	\$100.00/lot
Review fee for a Replat	\$100.00/lot created
Review fee to Amend/Correct a Plat	\$200.00
Review fee to Cancel a Plat	\$100.00/lot
Public Information	

Request for Public Information	Per Texas Administrative Code
Public Information - Open Records Request	
Acknowledgement, Certified Copies, Oaths and Affirmation	\$6.00
Certified Copy - Each Certification	\$5.00
Certified Copy of Report	\$2.00 each additional copy
Cost per page standard size up to 8.5 x 14	\$0.10/page
Credit Card Payment Over Phone	\$1.00
Digital Video (DVD)	\$3.00 each
Documentation and Research	\$10.00 per hour
For locating, compiling, and reproducing, per hour (documents 50 pages and/or NOT located in immediate area)	\$15.00
Miscellaneous supplies	Actual

Regular/Service Fees	Fee
Nonstandard sizes	\$0.50/page
Other electronic media	Actual
Oversize paper copy (11" X 17")	\$0.50
Photographs	Actual
Police Report	\$0.10/page
Postage and shipping charge	Actual cost
Protests - Per Document	\$5.00
Remote document retrieval charge	Actual
Specialty paper (Mylar, blueprint, blue line, map, photographic)	Actual
Supplement Reports	\$0.10/page
Rental Property	
Residential Rental Property Registration	\$150.00/registration
Residential Rental Property Registration Inspection	\$150.00/registration
Swimming Pools and Spas (Above-Ground and In-Ground)	
Swimming Pool Permit Fee (Above-Ground or In-Ground) - Valuation of \$1.00 - \$250.00	\$30.00
Swimming Pool Permit Fee (Above-Ground or In-Ground) - Valuation of \$251.00 - \$500.00	\$60.00

Swimming Pool Permit Fee (Above-Ground or In-Ground) - Valuation of \$501.00 - \$2,000.00	\$60.00 for the first \$500.00 plus \$2.00 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
Swimming Pool Permit Fee (Above-Ground or In-Ground) - Valuation of \$2,001.00 - \$25,000.00	\$90.00 for the first \$2,000.00 plus \$9.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
Swimming Pool Permit Fee (Above-Ground or In-Ground) - Valuation of \$25,001.00 - \$50,000.00	\$400.00 for the first \$25,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00

Regular/Service Fees	Fee
Swimming Pool Permit Fee (Above-Ground or In-Ground) - Valuation of \$50,001.00 +	\$600.00 for the first \$50,000.00 plus \$6.00 for each additional \$1,000.00 or fraction thereof
Swimming Pool Reinspection Fee (1st)	\$30.00
Swimming Pool Reinspection Fee (2nd and additional)	\$65.00