



Fee Schedule Updates

FY 2025-26

Fee Schedule Evaluations

During the budget review, departments assess their current fees to see if they align with market rates. This process also allows for consideration of any new fees for services provided that may currently go uncompensated.

This year the City Manager's Office has requested all departments diligently evaluate this portion of the budget process in an effort to provide options for consideration to offset lost revenue.

Police Department

Alarm Permit Fee: Commercial security alarm permits

Current Rate (updated 5+yrs ago):

Commercial Permit Fee

\$75 + \$10 per Business Representative
over 5 Business Representatives

Proposed Rate:

\$100 + \$10 per Business
Representative over 5 Representatives

City	Fee
Burleson (Current)	\$75 with 1 representative
Burleson (Proposed)	\$100 with 1 representative
Arlington	\$50
Cedar Hill	\$100
Cleburne	\$50
Coppell	\$50
Eules	\$125
Fort Worth	\$100
Grand Prairie	\$50
Hurst	\$75
Keller	\$25
Mansfield	\$100
North Richland Hills	\$50
The Colony	\$50

Fee	Annual Average	Current Revenue	Proposed Revenue	Estimated Increase
Alarm Permit	75 – 100	\$5,625 - \$7,500	\$7,500 - \$10,000	\$1,875 - \$2,500

Community Services - Library

Large Format Printing: Offering poster size prints

Current Rate :

N/A

Proposed Rate:

\$5 / linear foot

(\$7.50 (18x24), \$15 (24x36), \$25 (24x60))

*Fee comparison based on a 24x36 poster

	Fee*
Burleson (Current)	\$0
Burleson (Proposed)	\$15
Vistaprint	\$29
FedEx / Kinkos	\$35
Staples	\$33
Office Depot	\$30.99

Fee	Annual Average	Current Revenue	Proposed Revenue	Estimated Increase
Large Print Fee	2 -3 24x36 posters / week	\$0	\$1,560 - \$2,340	\$1,560 - \$2,340

Development Services - Planning

ETJ Plat Exemption Letter: The purpose of the ETJ Plat Exemption letter is to verify that a property has either previously been platted, is not being subdivided, or the proposed development (i.e., non-dwelling structure, fence, pole barn, etc.) does not trigger the need for a plat or a replat

Current Rate (Updated FY21):

\$25 per letter

Proposed Rate:

\$50 per letter

*Burleson is the only city with platting authority within Johnson County

ETJ Release Application:

Residents within the ETJ apply for a petition to be released from the city's ETJ

Current Rate:

N/A

Proposed Rate:

\$75 each application

City	Fee
Burleson (current)	\$0
Burleson (proposed)	\$75 each
Arlington	NA
Cedar Hill	NA
Cleburne	\$200
Coppell	NA
Euless	\$400
Fort Worth	\$400
Grand Prairie	NA
Hurst	NA
Keller	NA
Mansfield	\$300
North Richland Hills	NA
The Colony	\$400

Legal Filing Fees

Current Rate (updated 5+yrs ago):

\$50 First Sheet (Small Plats) + \$25 per additional sheets

\$80 First Sheet (Large Plats) + \$25 per additional sheets

Proposed Rate:

\$100 First Sheet + \$25 per additional sheets

City	Fee
Burleson (current)	\$50 1 st sheet (small plat) \$80 1 st sheet (large plat) + \$25 additional sheets
Burleson (proposed)	\$100 1 st sheet + \$25 additional sheets
Arlington	County Filing Fee (\$150 minimum)
Cedar Hill	NA
Cleburne	NA
Coppell	Applicant Files
Euless	NA
Fort Worth	County Filing Fee
Grand Prairie	\$250 (transportation & Filing)
Hurst	NA
Keller	Applicant Files
Mansfield	Incorporated into Plat Fee
North Richland Hills	\$46 1 st Sheet (Small Plat) \$67 1 st Sheet (Large Plat) + \$4 additional sheets
The Colony	NA

Municipal Utility / Municipal Management District Application

Current Rate:

N/A

Proposed Rate:

\$4,000

*Not a comparable city

City	Fee
Burleson (current)	\$0
Burleson (proposed)	\$4,000
Austin*	\$12,803.40
Cedar Hill	NA
Cleburne	NA
Coppell	NA
Denton*	\$14,339
Fort Worth	\$16,875
Grand Prairie	NA
Hurst	NA
Keller	NA
Mansfield	NA
North Richland Hills	NA
The Colony	NA

Public Improvement District Application

Current Rate:

N/A

Proposed Rate:

\$2,000

*Not a comparable city

City	Fee
Burleson (current)	\$0
Burleson (proposed)	\$2,000
Austin*	\$8,610
Cedar Hill	\$3,000
Cleburne	NA
Coppell	NA
Eules	NA
Fort Worth	NA
Grand Prairie	NA
Hurst	NA
Keller	NA
Mansfield	NA
North Richland Hills	NA
The Colony	NA

Fee	Annual Average	Current Revenue	Proposed Revenue	Estimated Increase
ETJ Plat Exemption Letter	120	\$3,000	\$6,000	\$3,000
ETJ Release Application	56	\$0	\$4,200	\$4,200
Legal Filing Fees	45 (plats)	\$4,000	\$5,000	\$1,000
Municipal Utility or Management District	2 (0 formal submittals)	\$0	\$8,000	\$8,000
Public Improvement District Fee	2	\$0	\$4,000	\$4,000

Development Services – Permits & Inspections

Commercial One-Trade Permits: Mechanical, Electrical and Plumbing work not included in a larger project

Current Rate (updated FY22):

\$50 \$0 - \$2,500 valuation

\$70 \$2,501 - \$ 10,000 valuation

\$75 + \$10 / \$2,500 over \$10,000 valuation

Proposed Rate:

\$75 \$0 - \$2,500 valuation

\$105 \$2,501 – \$10,000 valuation

\$112.50 + \$15 / \$2,500 over \$10,000 valuation

*Permit Fee based on an average valuation of \$32,000

**Fee rates vary based on scope of work + permit base fee

(^a): permit fees are based on valuation of work

City	Permit Fee*
Burleson ^a (current)	\$163.00
Burleson ^a (proposed)	\$244.50
Arlington	\$75 (Base Fee)**
Cedar Hill	\$452
Cleburne	\$22 (Base Fee)
Coppell	\$80
Euless	\$120
Fort Worth	\$31.50 (Base Fee)**
Grand Prairie	\$50
Hurst	\$60 (Base Fee)**
Keller	\$75
Mansfield	\$75
North Richland Hills ^a	\$404.10
The Colony ^a	\$320

Commercial Foundation Only

Permit: Commercial projects request for a foundation permit while working through the permit for the entire building

Current Rate:

\$75

Proposed Rate:

\$250

*Staff was unable to find a comparable fee with comp cities

Fee	Annual Average	Current Revenue	Proposed Revenue	Estimated Increase
Commercial One-Trade Permit	100	\$20,000	\$30,000	\$10,000
Commercial Foundation Only	1 - 2	\$75 - \$150	\$250 - \$500	\$175 - \$350

Development Services – Development Engineering

Construction Plan Review: Review of proposed public facilities associated with private developments, including private streets and associated drainage

	Current Fees	Proposed Fees
	10% (residential) or 20% (commercial / industrial) of review fee paid at time of submittal with balance due prior to Notice to Proceed for Public Improvements	Review Fee due at time of submittal
Residential	$\$500 + ((\$87.98 / \text{hour} \times 4.28 \text{ hours}) \times \# \text{ of lots})$	$\$500 + ((\$90.62 / \text{hour} \times 4.28 \text{ hours}) \times \# \text{ of lots})$
Commercial	$\$500 + ((\$87.98 / \text{hour} \times 3.44 \text{ hours}) \times \# \text{ of acres (up to 15 acres)})$	$\$500 + ((\$90.62 / \text{hour} \times 4.12 \text{ hours}) \times \# \text{ of acres (up to 15 acres)})$

Construction Inspection : Inspection of proposed public facilities associated with private developments, including private streets and associated drainage – 3% increase in fees to account for staff overhead increases

	Current Fees	Proposed Fees
	\$500 + sum of following fees	\$1,000 + sum of following fees
Water Line	\$0.88 / linear foot	\$0.91 / linear foot
Sewer Line	\$0.88 / linear foot	\$0.91 / linear foot
Storm Sewer	\$1.32 / linear foot	\$1.36 / linear foot
Roadway Paving (Paving & Private)	\$1.14 / square yard	\$1.17 / square yard
Sidewalk / Trails	\$2.79 / square yard	\$2.87 / square yard
Handicap Ramps	\$28.39 each	\$29.24 each
Water and Sewer Services	\$17.39 each	\$17.91 each
Sewer Manholes	\$37.26 each	\$37.38 each
Storm Manholes / Inlets	\$37.26 each	\$37.38 each
Lift Stations	\$1,242 each	\$1,279.26 each
Traffic Signal	NA	\$831.51 / leg

Construction Inspection : Inspection of proposed public facilities associated with private developments, including private streets and associated drainage – 3% increase in fees to account for staff overhead increases

	Current Fees	Proposed Fees
Public Infrastructure not Listed (includes private storm infrastructure associated with roadway and private detention ponds)	\$49.68 / hour (estimated prior to Notice to Proceed for Public Improvements)	\$51.17 / hour (estimated prior to Notice to Proceed for Public Improvements)
Final Inspections (actual fee to be determined at time of walk-thru)	\$49.68 / hour (two hour minimum)	\$51.17 / hour (two hour minimum)

Right-of-Way Encroachment – Public Sidewalk and Parking

April 15, 2024 - The City Council amended Chapter 70, Use of Streets and Sidewalks to include the additional requirements for request to utilize public sidewalk and parking, including Old Town specifically.

Additional requirements include the following:

- Copy of deed for property adjacent to public sidewalk, parking or ROW
- Insurance
- Schematic design completed by an architect or engineer
- Use of the roadway will not be allowed
- City Council approval

Additional staff time required for coordination and preparation for council

The approved amendment increased the fee from \$250 to \$525 for these requests

Sign Installation: Currently, city staff is responsible for the installation of all public street signs and poles for developments at an estimated cost of \$300 - \$350 per pole

Current Rate :

\$250 per pole

Proposed Rate:

City Installation \$350 per pole

Developer Installation \$0

City	Responsibility
Burleson (current)	City - \$250 / per pole
Burleson (proposed)	City - \$350 / per pole, Developer - \$0
Arlington	Developer
Cedar Hill	City - \$250 / set
Cleburne	City
Coppell	Developer
Euless	No Fee Found
Fort Worth	No Fee Found
Grand Prairie	City - \$250 / street marker
Hurst	No Fee Found
Keller	Developer
Mansfield	City
North Richland Hills	Developer
The Colony	No Fee Found

Traffic Study: An in-depth investigation of traffic flow and conditions related to a proposed development

Current Rate (updated FY24):

\$1,400.00

Proposed Rate:

\$1,500.00 (first two reviews), \$500 per additional review

*This fee goes towards the cost to the city for a third-party review

Development	Cost to City	Completed / Ongoing
Holy Cross Christian Academy	\$1,260.00	Completed
Crunch Fitness	\$2,275.00	Completed
Shannon Creek Commercial	\$2,207.50	Completed
Joshua ISD	\$3,602.50	Ongoing
Chisholm Summit	\$1,787.5**	Completed

* Averaged 3 review cycles

**Partial cost reported – spanned multiple fiscal years

Flood Study Reviews

Current Rate (updated 5+ yrs ago):

\$1 per foot of reach length (\$2,000 maximum)

Proposed Rate:

\$3,000 (first two reviews), \$1,000 per additional review

*This fee goes towards the cost to the city for a third-party review

Development	Cost to City	Completed / Ongoing
BKV Midstream	\$3,181.00	Completed
Quil Miller Floodplain Violation	\$1,844.00	Ongoing
Alta Vista Ph 3	\$3,755.84	Completed
LDS Detention Study	\$2,862.28	Completed
Christ Chapel Church	\$723.46	Completed
Reed Park Detention	\$2,968.03	Completed
East Park Properties	\$5,915.48	Completed
Bear Ridge Residential	\$4,670.05	Completed
Burleson RV Park	\$4,341.63	Completed

* Averaged 3- 4 review cycles (included meetings)

**Fees collected for all studies listed above were \$2,000.00 each

Includes private developments, city CIP projects, and floodplain violations

Fee	Annual Average	Current Rate	Proposed Rate	Estimated Increase
Flood Study	3	\$6,000	\$9,000	\$3,000
Traffic Study	3	\$3,200	\$4,500	\$1,300
Sign Installation	30	\$7,500	\$10,500	\$3,000
Total		\$17,450	\$26,450	\$9,000



Fire Inspection Fees

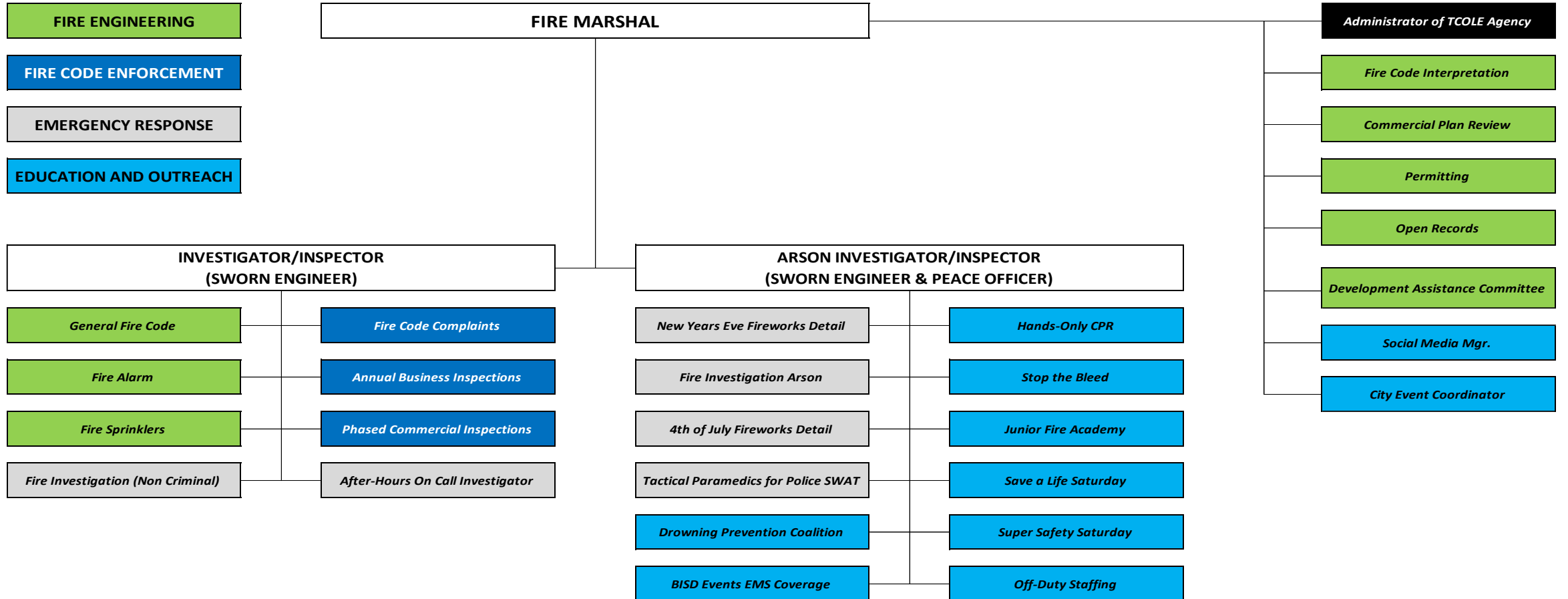
BURLESON FIRE / EMS

COMMUNITY RISK REDUCTION DIVISION

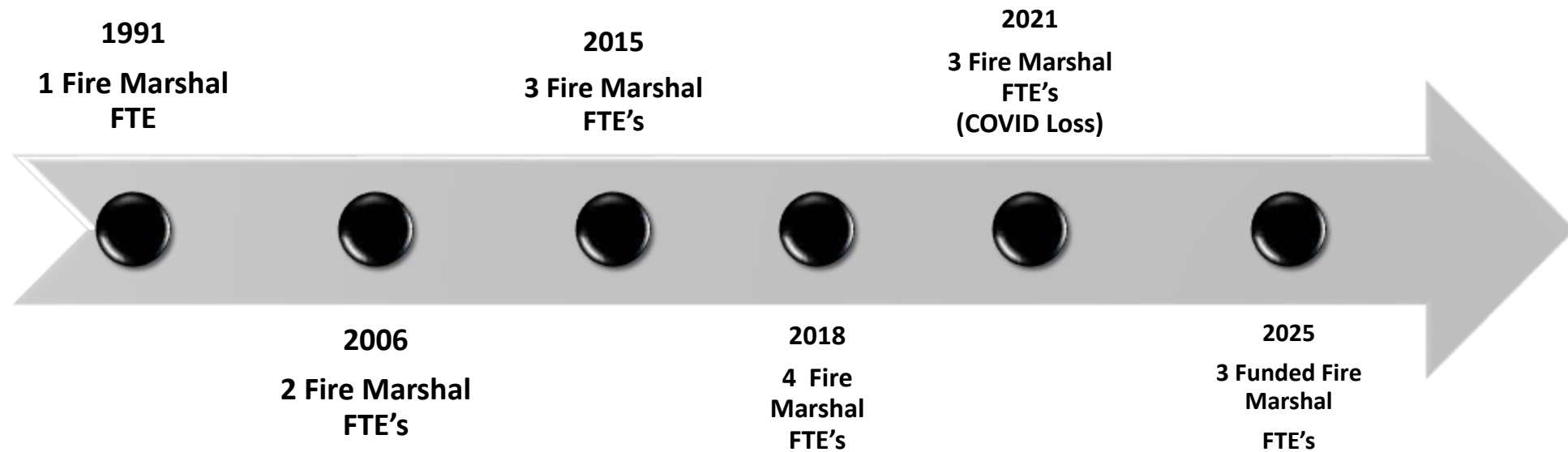


BURLESON FIRE MARSHAL'S OFFICE

Functional Areas



Fire Marshal Office - Personnel



Fire Inspections

32 cities / agencies were sampled

11 have no fees associated with inspections

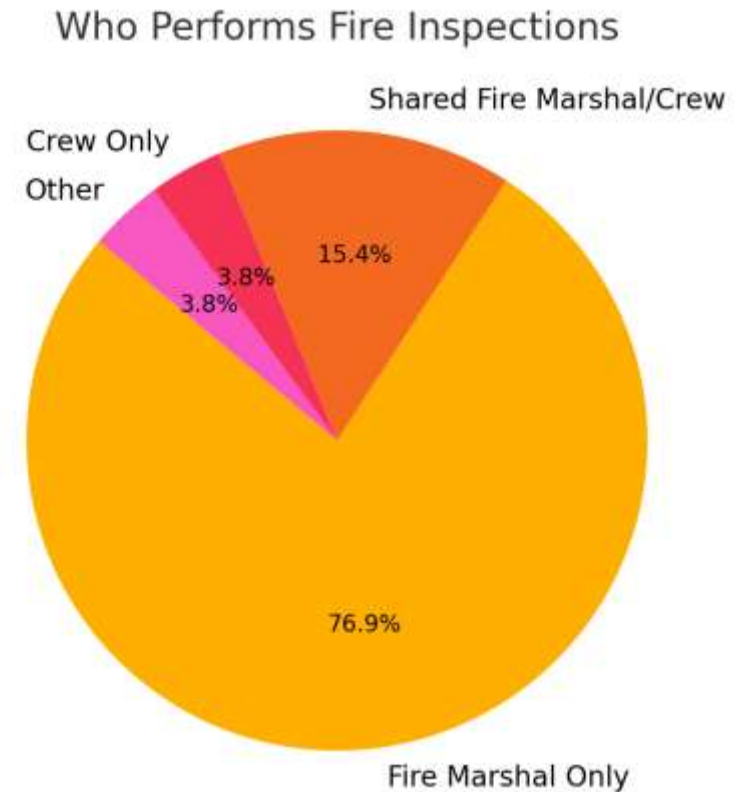
21 had fees assigned in some manner:

- 10 used a tiered fee structure per square footage for inspections
- 8 only charged for re-inspection after a failed inspection
- 2 used a flat-rate per inspection

Fire Inspection Responsibility Summary

This chart summarizes who is responsible for conducting commercial fire inspections in the sampled cities:

- 77% rely solely on the Fire Marshal's Office.
- 15% share responsibility between on-shift fire crews and the Fire Marshal's Office.
- 4% rely only on on-shift fire crews.
- 4% use a conditional or mixed approach based on staffing or building type.



32 Total Sampled Cities / Agencies

1	Arlington	12	Decatur	23	Mansfield
2	Azle	13	Denton County	24	Mesquite
3	Bedford	14	Euless	25	Midlothian
4	Belton	15	Ft Worth	26	North Richland Hills
5	Cedar Hill	16	Grand Prairie	27	Princeton
6	Cleburne	17	Grapevine	28	Tarrant County
7	Colleyville	18	Haltom City	29	The Colony
8	Coppell	19	Hood County	30	Windcrest
9	Crowley	20	Hurst	31	Wylie
10	Dallas	21	Keller	32	Waxahachie
11	Dallas County	22	Kennedale		

Burleson Comparable Cities

Burleson Comparable City List		Annual Inspection Performed (Yes/No)	Division Performing Inspections	Fire Crew Level of Performance (Minimum/Moderate/High)	Re-Inspections Performed by Fire Crew (YES/No)	Fees Charged
1	Arlington	YES	Fire Marshal	N/A	No	Yes
2	Cedar Hill	YES	Fire Marshal & Fire Crews	Moderate	Yes	Yes
3	Cleburne	YES	Fire Marshal	N/A	No	Yes
4	Coppell	YES	Fire Marshal	N/A	No	No
5	Euless	YES	Fire Marshal	N/A	No	No
6	Ft Worth	YES	Fire Marshal	N/A	No	Yes
7	Grand Prairie	YES	Fire Marshal	N/A	No	No
8	Hurst	YES	Fire Marshal	N/A	No	No
9	Keller	YES	Fire Marshal & Fire Crews	High	Yes	No
10	Mansfield	YES	Fire Marshal	N/A	No	No
11	North Richland Hills	YES	Fire Marshal	N/A	No	No
12	The Colony	YES	Fire Marshal	N/A	No	No

Burleson Comparable Cities

Burleson Comparable City List		Annual Inspection Performed (Yes/No)	Division Performing Inspections	Fire Crew Level of Performance (Minimum/Moderate/High)	Re-Inspections Performed by Fire Crew (YES/No)	Fees Charged
1	Arlington	YES	Fire Marshal	N/A	No	Yes
2	Cedar Hill	YES	Fire Marshal & Fire Crews	Moderate	Yes	Yes
3	Cleburne	YES	Fire Marshal	N/A	No	Yes
4	Coppell	YES	Fire Marshal	N/A	No	No
5	Euless	YES	Fire Marshal	N/A	No	No
6	Ft Worth	YES	Fire Marshal	N/A	No	Yes
7	Grand Prairie	YES	Fire Marshal	N/A	No	No
8	Hurst	YES	Fire Marshal	N/A	No	No
9	Keller	YES	Fire Marshal & Fire Crews	High	Yes	No
10	Mansfield	YES	Fire Marshal	N/A	No	No
11	North Richland Hills	YES	Fire Marshal	N/A	No	No
12	The Colony	YES	Fire Marshal	N/A	No	No

Texas Fire Chief's Association Comparable Cities

Texas Fire Chiefs Assoc. List	Annual Inspection Performed (Yes/No)	Division Performing Inspections	Fire Crew Level of Performance (Minimum/Moderate/High)	Re-Inspections Performed by Fire Crew (YES/No)	Fees Charged
1 Azle	YES	Fire Marshal	N/A	No	Yes
2 Bedford	YES	Fire Marshal	N/A	No	Yes
3 Belton	NO	Fire Marshal	N/A	No	No
4 Colleyville	NO	Fire Marshal & Fire Crews	High	Yes	No
5 Crowley	NO	Fire Marshal	N/A	No	No
6 Dallas	YES	Fire Marshal	N/A	No	Yes
7 Dallas County	YES	Fire Marshal	N/A	No	Yes
8 Decatur	NO	Fire Marshal	N/A	No	No
9 Denton County	YES	Fire Marshal	N/A	No	Yes
10 Grapevine	NO	Fire Marshal	N/A	No	No
11 Haltom City	YES	Fire Marshal	N/A	No	No
12 Hood County	NO	Fire Marshal	N/A	No	No
13 Kennedale	NO	Fire Marshal	N/A	No	No
14 Mesquite	YES	Fire Marshal	N/A	No	Yes
15 Midlothian	YES	Fire Marshal & Fire Crews	Moderate	Yes	No
16 Princeton	NO	Fire Marshal & Fire Crews	Moderate	Yes	No
17 Tarrant County	YES	Fire Marshal	N/A	No	Yes
18 Windcrest	YES	Fire Marshal	N/A	No	Yes
19 Wylie	YES	Fire Marshal	N/A	No	Yes
20 Waxahachie	YES	Fire Marshal	N/A	No	No

Texas Fire Chief's Association Comparable Cities

Texas Fire Chiefs Assoc. List	Annual Inspection Performed (Yes/No)	Division Performing Inspections	Fire Crew Level of Performance (Minimum/Moderate/High)	Re-Inspections Performed by Fire Crew (YES/No)	Fees Charged
1 Azle	YES	Fire Marshal	N/A	No	Yes
2 Bedford	YES	Fire Marshal	N/A	No	Yes
3 Belton	NO	Fire Marshal	N/A	No	No
4 Colleyville	NO	Fire Marshal & Fire Crews	High	Yes	No
5 Crowley	NO	Fire Marshal	N/A	No	No
6 Dallas	YES	Fire Marshal	N/A	No	Yes
7 Dallas County	YES	Fire Marshal	N/A	No	Yes
8 Decatur	NO	Fire Marshal	N/A	No	No
9 Denton County	YES	Fire Marshal	N/A	No	Yes
10 Grapevine	NO	Fire Marshal	N/A	No	No
11 Haltom City	YES	Fire Marshal	N/A	No	No
12 Hood County	NO	Fire Marshal	N/A	No	No
13 Kennedale	NO	Fire Marshal	N/A	No	No
14 Mesquite	YES	Fire Marshal	N/A	No	Yes
15 Midlothian	YES	Fire Marshal & Fire Crews	Moderate	Yes	No
16 Princeton	NO	Fire Marshal & Fire Crews	Moderate	Yes	No
17 Tarrant County	YES	Fire Marshal	N/A	No	Yes
18 Windcrest	YES	Fire Marshal	N/A	No	Yes
19 Wylie	YES	Fire Marshal	N/A	No	Yes
20 Waxahachie	YES	Fire Marshal	N/A	No	No

Proposed Fee Structure

Annual Inspections			
TYPE		SIZE/UNIT	UNIT COST
A.	Commercial/Public	1-6,000 Sq. Ft.	\$ 50.00
B.	Commercial/Public	6,001-25,000 Sq. Ft.	\$ 75.00
C.	Commercial/Public	25,001-50,000 Sq. Ft.	\$ 100.00
D.	Commercial/Public	50,001-100,000 Sq. Ft.	\$ 125.00
E.	Commercial/Public	100,001-250,000 Sq. Ft.	\$ 175.00
F.	Multi-Family Residents	Per Building	\$ 50.00
G.	Re-Inspections (After 2nd Re-Inspection)	n/a	50% of Total Cost
H.	Re-Inspections (3rd Re-Inspection)	n/a	75% of Total Cost
I.	Re-Inspections (4th or more Re-Inspection)	n/a	100% of Total Cost

Comparative Fees

City	Inspection	Type Structure	Size Sq. Ft.	Fee Applied
Arlington	Annual	Commercial	6,000	\$ 45.00
Azle	Annual	Commercial	6,000	\$ 35.00
Cleburne	Annual	Commercial	6,000	\$ 25.00
Bedford	Annual	Commercial	6,000	\$ 55.00
Burleson	Annual	Commercial	6,000	\$ 50.00
Fort Worth	Annual	Commercial	6,000	\$ 60.00

Estimated Annual Inspection Revenue

<i>Est. Annual Inspections:</i>						1,920
Count	Fee Description	Fee Type	Fee Variables	Proposed Fees \$	% of Inspections	Collections \$
1	Commercial/Public Fire Inspections	Operational	1-6,000 SQ FT.	50.00	82%	78,720
2	Commercial/Public Fire Inspections	Operational	6,001-25,000 SQ FT.	75.00	15%	21,600
3	Commercial/Public Fire Inspections	Operational	25,0001-50,000 SQ FT.	100.00	1%	1,920
4	Commercial/Public Fire Inspections	Operational	50,001-100,000 SQ FT.	125.00	1%	2,400
5	Commercial/Public Fire Inspections	Operational	100,001-250,000 SQ FT.	175.00	1%	3,360
6	Multi Family/Residence Fire Inspections	Operational	PER BUILDING	50.00	100%	\$ 108,000

Council Guidance Request

Staff is seeking direction on which identified fees the Council believes should be increased or incorporated into the fee ordinance.

The final fee schedule will be presented during the August 11, 2025 council meeting.

The proposed new fees are for services currently provided without compensation.

The water, sewer and trash fees will be presented once staff is able to determine the rate increases from Waste Connections and Fort Worth.

Questions / Comments

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