



**BUDGET ORDINANCE  
FISCAL YEAR 2024-2025**

**BE IT ORDAINED** by the Governing Board of the Town of North Topsail Beach, North Carolina:

**SECTION 1:** The following amounts are hereby appropriated in the General Fund for the operation of the town government and its activities for the fiscal year beginning July 1, 2024, and ending June 30, 2025, in accordance with the chart of accounts heretofore established for this Town:

GOVERNING BODY	\$ 334,304
ADMINISTRATION	916,677
IT	227,562
PLANNING & ZONING	240,218
BUILDING INSPECTIONS	261,469
PUBLIC BUILDINGS & GROUNDS	440,500
INSURANCE	290,666
POLICE SEPARATION ALLOWANCE	17,125
POLICE DEPARTMENT	1,509,196
PUBLIC WORKS	472,206
PUBLIC STREETS	300,500
SANITATION COLLECTIONS	528,888
RECREATION	267,200
FIRE DEPARTMENT	1,763,013
COMMITTEES	2,000
CONTINGENCY	<u>325,625</u>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 7,897,150</b>

**SECTION 2:** It is estimated that the following revenues will be available in the General Fund for the fiscal year July 1, 2024, and ending June 30, 2025:

STATE	\$ 2,528,140
TOWN	314,925
PROPERTY TAX	4,290,197
REFUSE	528,888
INTEREST	200,000
POWELL BILL	<u>35,000</u>
<b>TOTAL REVENUES</b>	<b>\$7,897,150</b>

**SECTION 3:** The following amounts are hereby appropriated in the Capital Improvements Fund for the fiscal year beginning July 1, 2024, and ending June 30, 2025, in accordance with the chart of accounts heretofore established for this Town:

FIRE TRUCK	\$ 160,084
PUBLIC WORKS BUILDING PROJECT	20,000
FUTURE CAPITAL IMPROVEMENTS	827,112
TRANSFERS	<u>584,395</u>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 1,591,591</b>

**SECTION 4:** It is estimated that the following revenues will be available in the Capital Improvements Fund for the fiscal year July 1, 2024, and ending June 30, 2025:

PROPERTY TAX	\$ 1,120,591
ONslow COUNTY FIRE TAX	<u>471,000</u>
<b>TOTAL REVENUES</b>	<b>\$ 1,591,591</b>

**SECTION 5:** The following amounts are hereby appropriated in the Shoreline Protection Fund for the coastal protection and operation of current and future beach nourishment projects for the fiscal year beginning July 1, 2024, and ending June 30, 2025, in accordance with the chart of accounts heretofore established for this Town:

BEACH – GENERAL MAINTENANCE	\$ 287,000
NRI MANAGEMENT MASTER PLAN	280,000
CONTRACTS, PLANS & SPECS	20,000
SANDBAG REPAIR PROJECT	200,000
VITEX	227,640
2022B SOB PAYMENT	1,957,643
30 YEAR BEACH PLAN	275,000
FUTURE PROJECT FUNDS	<u>1,239,161</u>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 4,486,444</b>

**SECTION 6:** It is estimated that the following revenues will be available in the Shoreline Protection Fund for the fiscal year July 1, 2024, and ending June 30, 2025:

ACCOMODATION TAX	\$ 1,732,500
PROPERTY TAX	1,600,845
INTEREST	50,000
OTHER REVENUES	361,375
STATE	<u>741,724</u>
<b>TOTAL REVENUES</b>	<b>\$ 4,486,444</b>

**SECTION 7:** There is hereby levied a tax at the rate of forty-three cents (\$0.43) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2024. This tax will be distributed among the Town funds as follows:

GENERAL FUND	\$0.26
CAPITAL IMPROVEMENTS FUND	\$0.07
SHORELINE PROTECTION FUND	\$0.10

This tax rate is based on an estimated total valuation of property for the purpose of taxation of \$1,685,100,000 and an estimated rate of collection of 95.0% percent.

**SECTION 8:** The Board of Aldermen adopted in March of 2022 the Beach Maintenance, Capital Project Ordinance. This capital project is for a FEMA funded beach nourishment project. This project is being financed by appropriations of Federal and State funds as well as town funds. This project was amended in March of 2023 to extend the project an additional 2.5 miles, making the southmost 6.5 miles of our beach a FEMA Category G Engineered Beach. This amendment to the project is being funded by grant monies awarded by North Carolina Department of Environmental Quality. Per NC G.S.159-13.2(f) please be aware that this project will continue to have appropriations available for expenditure during the budget year.

**SECTION 9:** The Board of Aldermen adopted in February of 2024 the Fire Station No. 2, Capital Project Ordinance. This capital project consists of the demolition of the previous south end fire station and the construction of a new fire station situated on the same property. This project is being financed by debt issuance as well as town funds. Per NC G.S.159-13.2(f) please be aware that this project will have appropriations available for expenditure during the budget year.

**SECTION 10:** The Town Manager and Finance Officer are hereby authorized to transfer appropriations as contained herein under the following conditions:

(A) Town Manager or Finance Officer may transfer amounts between line-item expenditures within a department without limitation and without a report being required.

(B) Town Manager may transfer amounts up to \$500 between functional areas, within the same fund. He/she must make an official report on such transfers at the next regular meeting of the Governing Board.

(C) Town Manager or Finance Officer may not transfer any amounts between funds, except as approved by the Governing Board in the budget ordinance as amended.

(D) Contracts in excess of \$40,000 shall first be approved by Board of Aldermen. The Town Manager has authority for execution under that amount, the item must be budgeted and contain Finance Officer authorization(s).

**SECTION 11:** The attached Schedule of Fees is hereby adopted for the fiscal year beginning July 1, 2024 and ending June 30, 2025. All references to these fees in the Town Code of Ordinances are amended to reflect these schedules and fees as appropriate. These fees may be amended during the fiscal year by Board action.

**SECTION 12:** Copies of the budget ordinance shall be furnished to the Town Clerk, Town Manager and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

**ADOPTED THIS 1<sup>ST</sup> DAY OF MAY 2024.**

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Joann McDermon  
Mayor

Attest:

\_\_\_\_\_  
K. Winzler  
Deputy Town Clerk



Fiscal Year 2024 - 2025  
Fee Schedule

**GENERAL FEES**

Fees effective 7/1/2024

**Taxes**

<b>Property Tax</b>	\$0.43 cents per \$100 valuation total tax
<b>Accommodations Tax</b>	3%*
<b>Late Fees and Penalties for Accommodations Tax</b>	\$10.00 per day for each days omission; 5% penalty for any person refusing to file return or pay tax for 30 day period or fraction thereof until tax is paid*

**Administrative**

<b>Copies (per page)</b>	\$0.10 Black/White \$0.60 Color
<b>Notary Fee (Town Business Only)</b>	No charge
<b>Returned Checks</b>	\$25.00 Per Check

**Rental Fees**

<b>Park Shelter &amp; Gazebo</b>	\$50 each
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**Solid Waste Fees**

<b>Solid Waste Fees - Vacant Lot</b>	\$25 per year
<b>Solid Waste Fees Dwelling</b>	\$226.16 Annual / Monthly Rate \$18.85
<b>Cart Fee - Recycling (additional or replacement)</b>	\$80 per cart
<b>Late Fee</b>	\$25.00 per month
<b>Fee for leaving cart out after 10:00 AM on the day following collection</b>	\$50.00 per occurrence

**Other Fees**

<b>Replacement Hurricane Re-Entry Pass</b>	\$25.00 Per Pass
<b>Golf Cart Registration</b>	\$20 per year
<b>Special Event Permit Application</b>	\$25 per application

## POLICE FEES

Fees effective 7/1/2024

### Police

Civil Citations	\$50.00 - \$500.00
Failure to Pick up Dog Waste	\$100.00
False Alarms	First False Alarm \$100.00 Second False Alarm \$200.00 Third & Subsequent False Alarms \$500.00 each
Finger Printing	\$20.00, with up to two copies of prints provided
Illegal Burning	\$250.00 per occurrence
Illegal Dumping	\$500.00 per occurrence
Late Fees - Town Citations	\$25.00
Leash Law	\$100.00
Noise Violation	Warning; \$100.00; \$250.00; \$500.00
Parking Tickets	\$50.00
Sand Dune Violations	\$500.00 per occurrence
Nuisance Trash	\$50.00 per day plus clean up rate
Nuisance Clean up - Hourly Rate, Personnel	\$20.00 per person per hour
Nuisance Clean up - Hourly Rate, Equipment	<b>Loader</b> - \$90.00 per hour; <b>Pick-up Truck</b> - \$30.00 per hour; <b>John Deere</b> - \$50.00 per hour

### Off Duty Officers & Vehicles

Services of Off Duty Officer	\$40.00 per hour per Officer
Services of Accompanying Vehicle	\$75.00 per vehicle assigned
Cancellation Fee	\$60.00

## PLANNING & ZONING FEES

Fees effective 7/1/2024

### Development

Floodplain Development Permit Fee	\$50.00
Zoning Permit Fee(unless otherwise listed)	\$75.00
Special Requirement Site Plans (includes CUP fee)	\$750.00
Commercial Site Plan Review (includes CUP fee)	\$750.00
NTB Driveway Permit (NCDOT separate fee)	\$50.00
Telecommunications Facility - Co-location	\$400.00
Telecommunications Facility - New	\$2,000.00
Accessory Structures	\$50.00

### Quasi-Judicial Public Hearings\*

Variance Request	\$350.00
Appeals	\$350.00
Conditional Use Permit/Special Use Permit	\$350.00

### Legislative Hearings

Map Amendment (Rezone)	\$500.00
Text Amendment	\$500.00

### Other Fees

Civil Citations: § 10.07.02 Rebuilding of Damaged Dunes	First & Subsequent Offenses \$10,000.00
Civil Citations: § 10.07.06 Wetland Protection	First & Subsequent Offenses \$10,000.00
Home Occupation Permit	\$50.00
Land Disturbance	\$50.00
Signs	\$50.00
Zoning Letter of Compliance	\$100.00
Mobile Food Vendor - ANNUAL	\$500.00
Mobile Food Vendor - Special Event	\$100.00
Pushcart - ANNUAL	\$75.00
Pushcart - Special Event	\$25.00
Re-Inspections	\$75.00 for 1st Re-Inspection; \$100 for 2nd Re-Inspection and \$100 for all other additional Re-Inspections (Applied if Inspection NOT READY or FAILS)
Work Done without Permit	Double permit fee + \$200 fine
Failure to get final inspection prior to expiration of permit	\$100.00



**Major Subdivision/Planned Unit Developments**

<b>Sketch, Preliminary and Final</b>	\$300/\$300/\$150
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**Minor Subdivision**

<b>Sketch &amp; Final</b>	\$200/\$200
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<b>Exemptions (Review Required)</b>	\$50.00
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**Code Enforcement**

<b>Civil Citations</b>	First Offense \$50.00 Second Offense \$100.00 Third & Subsequent Offenses \$200.00 each
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**\* Applicant is responsible for all transcript expenses. In addition to the fee, a \$150 deposit for transcript is required. All cancellations must be received at least 48 hours before the start of the public hearing and refunds are subject to a \$150 cancellation fee.**

# INSPECTIONS

Fees effective 7/1/2024

## Residential New Construction

Building	\$500 1 <sup>st</sup> 1,000 sq ft & \$0.25 per sq ft over
Electrical	Additional T-Pole Fee of \$70.00
Plumbing	Included
Mechanical	Included
Insulation	Included

## Multi-Unit Residential New Construction

Building	\$500 1 <sup>st</sup> 1,000 sq ft & \$0.25 per sq ft over
Electrical	Additional T-Pole Fee of \$70.00
Plumbing	Included
Mechanical	Included
Insulation	Included
Homeowner Recovery Fee	\$10.00 per unit

## Commercial New Construction\*

Building	20 cent per sq ft
Electrical	8 cent per sq ft
Plumbing	8 cent per sq ft
Mechanical	8 cent per sq ft
Insulation	8 cent per sq ft

\*\$70 minimum permit fee

All Fees based on Cost of Construction can be substantiated as stated in Section 143-151.8 of NC General Statutes at discretion of Inspections Department

## Commercial Renovations & Repairs\*

Building	\$5 per \$1000 cost of construction
Electrical	\$3 per \$1000 cost of construction
Plumbing	\$3 per \$1000 cost of construction
Mechanical	\$3 per \$1000 cost of construction
Insulation	\$3 per \$1000 cost of construction

\*\$70 minimum permit fee

**Residential Renovations & Repairs\*\***

<b>Building Addition &amp; Accessory or Alteration</b>	\$70.00 plus trades
<b>Electrical Addition &amp; Accessory</b>	\$70 per trade
<b>Plumbing Addition &amp; Accessory</b>	\$70 per trade
<b>Mechanical Addition &amp; Accessory</b>	\$70 per trade
<b>Insulation</b>	\$70 per trade
<b>Gas Fuel Piping</b>	\$70 per trade

\*\*Duplex with separate owners requires two permits.

**Mobile Homes**

<b>Single Wide</b>	Treat like new construction
<b>Double Wide</b>	Treat like new construction
<b>Triple Wide</b>	Treat like new construction
<b>Modular Home</b>	Treat like new construction
<b>Service Pole</b>	\$70.00 Pole Fee
<b>Electrical Service Upgrade</b> <b>Change</b> Meter Base/Service Panel	\$70.00 per 200 amp
<b>Temporary Power Extension Permit</b> (Permits expire 30 days from issue date.)	\$25.00
<b>House Moving</b>	\$60 Permit plus posting of \$1000 Bond or \$1000 Cashiers Check plus \$50 per hour per officer for traffic control (check will be refunded within 30 days of completion of project and inspections less any damages incurred)
<b>Home Owners Recovery Fee</b>	\$10.00

**RV Sites/Campgrounds**

<b>Electric</b>	\$75.00
<b>Plumbing</b>	\$75.00

**Various Inspection Types**

<b>Swimming Pool (Residential)</b>	\$100.00 plus Zoning and Electrical (\$305.00)
<b>Swimming Pool (Commerical)</b>	\$150.00 plus Zoning, Electrical and Plumbing (\$432.50)
<b>Canopy/Awning/Hurricane Shutters</b>	\$70.00
<b>Building Sprinkler (Residential - 1)</b>	\$70.00
<b>Building Sprinkler (Commercial - 2)</b>	\$100.00
<b>Yard Sprinklers</b>	\$70.00
<b>Fire/ Burglar Alarm System</b>	\$70.00
<b>Elevator (Commmercial &amp; Residential)</b>	\$100.00 plus Zoning and Electrical (\$305)
<b>Docks, Bulkheads and Retaining Walls</b>	\$70.00 + Zoning
<b>Boat Lift</b>	\$70.00 + Trade
<b>Dumbwaiter</b>	\$70.00 Plus Zoning and Trade
<b>Signs</b>	\$70.00

<b>Work Done without Permit</b>	Double permit fee + \$200 fine
<b>Occupying Dwelling without Certificate of Occupancy</b>	<b>\$1000 per day</b> to be levied toward the General Contractor from the date of Violation
<b>Failure to get final inspection prior to expiration of permit</b>	\$100.00
<b>Change Occupancy</b>	\$70.00
<b>Re-Inspections</b>	\$75.00 for 1st Re-Inspection; \$100 for 2nd Re-Inspection and \$100 for all other additional Re-Inspections ( <b>Applied if Inspection NOT READY or FAILS</b> )

**Other Fees**

<b>Technology Fee: <u>Applies to all permits</u></b>	5%(percent) of total cost of permit with a minimum of \$5
<b>Demolition of Building (Commercial and Residential)</b>	\$70 + trade
<b>Temporary Construction Trailer</b>	\$70.00
<b>Fire Inspections (annual)</b>	No charge
<b>Storage Building*</b>	\$70.00
<b>Change of Contractor</b>	First Change \$25.00 Change \$50.00 Subsequent Changes \$100.00 each Second Third &

\* All storage buildings require permit and design for foundations

**Plan Review**

<b>SFR/Duplex/Townhouse</b>	\$70 applied to permit; nonrefundable
<b>Commercial (\$30k - 200k)</b>	<\$30k \$75 hr.
<b>Commercial (\$201k-370k)</b>	>\$30k - \$175 hr.
<b>Commercial (over \$370k)</b>	No charge
<b>Plan Revision</b>	\$75.00/hr.

**All fees are non-refundable after 60 days.**

## FIRE FEES

Fees effective 7/1/2024

### Fire

ALE Compliance	\$75.00
Sprinkler System - Up fit Only	\$75.00
Fire Alarm System - Up fit	\$75.00
Tent Inspection	\$75.00
Fire Flow Test	\$75.00
Standpipe Test Per Riser	\$75.00

### Other Fees

Unauthorized Burning	\$250.00
Key Holder Failure to Respond on Fire Alarm	\$150.00

### Alarm System Fees

Alarm Reconnection	\$75.00
Fire Alarm / Sprinkler System	\$85.00
Foster Home Inspection	No Charge

### *Definitions of Life Safety Violations*

(Violation of any of the following code requirements renders a citation action)

1. **Blocked Exit** - \$200.00 – Any obstruction in the required width of means of egress. (A means of egress is the continuous and unobstructed path of vertical and horizontal egress travel from any point in a building or structure to a public way, consisting of three separate and distinct parts: the exit access, the exit, and the exit discharge.)
2. **Fire Alarm System Inspection/Maintenance** - \$ 150.00 – Failure to have the required annual maintenance test conducted of all the fire suppression system(s) , all deficiencies corrected, and to have required documentation of test(s) available to the fire code official on site.
3. **Emergency Lighting Inspection/Maintenance** - \$75.00 Failure to provide documentation and/or to conduct the required emergency lighting tests set forth in Section 604.6 of the NC Fire Code.
4. **Fire Extinguisher Inspection/Maintenance** - \$75.00 Failure to properly maintain and service required portable fire extinguishers.
5. **Use of Non-Approved Heating Appliances** - \$75.00 the use of non-listed heating appliances and/or use in an unapproved manner or location.

**PARKING FEES**

Fees effective 7/1/2024

**Standard Lots**

<b>Hourly</b>	\$5.00
<b>Daily</b>	\$25.00
<b>Weekly</b>	\$100.00
<b>Annual (Calendar Year) - 1 Vehicle</b>	\$150.00
<b>Annual (Calendar Year) - 2 Vehicles</b>	\$250.00

**4x4 Area**

<b>Daily</b>	\$25.00
<b>After 3 pm</b>	\$10.00
<b>Weekly</b>	\$100.00
<b>Annual (Calendar Year) - 1 Vehicle</b>	\$150.00
<b>Annual (Calendar Year) - 2 Vehicles</b>	\$250.00

**Enforcement / Violation Fees**

<b>Same Day Violation Payment</b>	\$25.00
<b>Standard Violation Payment</b>	\$50.00
<b>Late Penalty</b>	Additional \$25.00 for payments not received within 30 days of violation. After 60 days, will be forwarded to collection agency.