

# County Council of Howard County, Maryland

2020 Legislative Session

Legislative Day No. 6

## Resolution No. 67 -2020

Introduced by: The Chairperson at the request of the County Executive

A RESOLUTION approving schedules of fees, fines and charges for functions regulated by the Howard County Department of Inspections, Licenses and Permits.

---

Introduced and read first time May 4, 2020.

By order,

  
Diane Schwartz Jones, Administrator

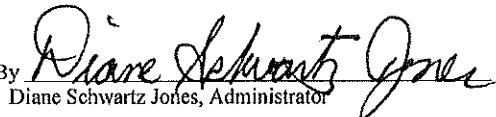
Read for a second time at a public hearing on May 18, 2020.

By order

  
Diane Schwartz Jones, Administrator

This Resolution was read the third time and was Adopted , Adopted with amendments , Failed , Withdrawn , by the County Council on May 27, 2020.

Certified By

  
Diane Schwartz Jones, Administrator

NOTE: [[text in brackets]] indicates deletions from existing law; TEXT IN SMALL CAPITALS indicates additions to existing law; ~~Strike-out~~ indicates material deleted by amendment; Underlining indicates material added by amendment

1           **WHEREAS**, Section 3.101 of the Howard County Code authorizes the County Council  
2 to adopt by Resolution a schedule of fees for building permits; and

3  
4           **WHEREAS**, Section 3.101 of the Howard County Code authorizes the County to adopt  
5 by Resolution fees for the issuance of Fire Protection Permits; and

6  
7           **WHEREAS**, Section 3.404 of the Howard County Code authorizes the County Council  
8 to adopt by Resolution a schedule of fees for administration of the erosion and sediment control  
9 program; and

10  
11           **WHEREAS**, Section 3.210 of the Howard County Code requires the County Council to  
12 adopt a schedule of fees to be charged for electrical licenses and license examinations; and

13  
14           **WHEREAS**, Section 3.222 of the Howard County Code requires the County Council to  
15 adopt by Resolution a schedule of fees for electrical permits, permit applications, and  
16 inspections; and

17  
18           **WHEREAS**, Section 3.305 of the Howard County Code requires the County Council to  
19 adopt by Resolution a schedule of permit fees for plumbing, gas fitting and on-site utility work  
20 and

21  
22           **WHEREAS**, Section 3.304 of the Howard County Code requires the County Council to  
23 adopt a schedule of fees for licensing of on-site utility contractors; and

24  
25           **WHEREAS**, Section 3.509 of the Howard County Code requires the County Council to  
26 adopt a schedule of fees for a sign permit; and

27  
28           **WHEREAS**, the Cooperative Agreement dated January 28, 1998 between the Maryland  
29 State Board of Heating, Ventilation, Air-Conditioning, and Refrigeration Contractors and  
30 Howard County, which was entered into under §9A-205 of the Business Regulation Article of  
31 the Annotated Code of Maryland, requires the County to develop and implement a permit and

1 inspection process to ensure that residential central heating/cooling systems are installed in  
2 accordance with applicable codes; and

3  
4 **WHEREAS**, rental housing licenses fees are charged pursuant to Section 14.901 of the  
5 Howard County Code, which provides for the licensing of rental housing and requires the  
6 County Council to adopt by Resolution a schedule of fees for rental housing licenses; and

7  
8 **WHEREAS**, Section 8.406 of the Howard County Code requires the Department of  
9 Inspections, Licenses and Permits to annually inspect shooting ranges; and

10  
11 **WHEREAS**, Section 14.103 of the Howard County Code requires the County Council to  
12 adopt by Resolution a schedule of fees for the issuance and renewal of certificates, licenses, and  
13 taxicab permits and a schedule of rates to be charged by taxicabs for transporting passengers and  
14 luggage; and

15  
16 **WHEREAS**, Sections 16.501 and 16.502 of the Howard County Code require the  
17 County Council to adopt by Resolution a schedule of fees for mobile home park licenses; and

18  
19 **WHEREAS**, Section 17.301 of the Howard County Code requires that the County  
20 Council adopt by Resolution a schedule of fees for animal licensing; and

21  
22 **WHEREAS**, Section 3.101 of the Howard County Code requires the County Council to  
23 adopt by Resolution a schedule of fees for all permits issued by the Department of Inspections,  
24 Licenses and Permits; and

25  
26 **WHEREAS**, Section 14.1005 of the Howard County Code requires the County Council  
27 to adopt a schedule of fees for an application and a license for a pawnbroker or secondhand  
28 dealer establishment license and an employee license; and

1           **WHEREAS**, for Fiscal Year 2021, the County Executive, upon the recommendation of  
2 the Director of Inspections, Licenses and Permits has proposed no changes in the fees and  
3 charges for functions regulated through the Department of Inspections, Licenses and Permits.  
4

5           **NOW, THEREFORE, BE IT RESOLVED** by the County Council of Howard County,  
6 Maryland this 27<sup>th</sup> day of May, 2020, that it adopts the fee schedules attached to this  
7 Resolution for functions regulated by the Howard County Department of Inspections, Licenses  
8 and Permits.  
9

10           **AND BE IT FURTHER RESOLVED** that the fee schedules shall be effective July 1,  
11 2020 and shall remain in effect until changed or repealed by subsequent resolution of the County  
12 Council.  
13

## **TECHNOLOGY FEE**

*The Technology Fee is adopted pursuant to Section 3.101(28) of the Howard County Code, which authorizes the County Council to adopt, by resolution, a schedule of fees for permits issued by the Department of Inspections, Licenses and Permits.*

### **Technology Fee**

In order to defray the cost of maintaining and enhancing the permit processing computer system for the Department of Inspections, Licenses and Permits, a technology fee is established and will be collected on all permits and licenses issued, except those listed below. The amount of the technology fee is 10% of the fee for the license or permit issued.

### **Exemption from Technology Fee**

The technology fee is not assessed on:

- Animal licenses
- Concert permits
- Mobile home park licenses
- Shooting ranges
- Taxicab driver licenses

**SCHEDULE OF FEES  
FOR BUILDING, GRADING  
& MISCELLANEOUS CONSTRUCTION PERMITS**

*Building permit fees, fire protection fees, and grading permit fees are adopted pursuant to Section 3.101 of the Howard County Code, which authorizes the County Council to adopt, by resolution, a schedule of fees for those permits. Fees for archive and record research are adopted pursuant to the Maryland Public Information Act.*

**ADMINISTRATION**

**Terms and Definitions**

Terms and definitions used in this fee schedule are defined in the Howard County Building Code.

**No Permit Fees Required**

A permit is required but there shall be no permit fees for work on buildings and structures owned by the following groups or organizations: Howard County, Maryland; the Howard County Board of Education; the Howard Community College; the Howard County Fair Association; and an incorporated volunteer fire department.

**Filing Fees**

Filing fees are non-refundable and are payable at the time an application is made for a permit.

**Permit Fees**

Permit fees are paid at the time of application for all other permit types except:

1. New construction or additions to an existing building;
2. Alterations and repairs to attached single family dwellings; and
3. Alterations to previously occupied spaces.

**Transfer of a permit application or permit**

Requests to transfer a building or grading permit application or permit for change of ownership or contractor shall contain written justification for the transfer.

Fee to transfer a permit application or permit \$50

**Extension of a permit or a permit application**

Requests to extend or reactivate a building or grading permit application or permit shall contain written justification for the extension.

Fee to extend a permit application or permit \$25 per each  
(fee is per each 90 day extension; the sum of all extensions 90 day  
shall not exceed 1 year). extension

**Residential Permit Revision**

Applicable building, excise tax and school surcharge are assessed separately.

If plans are not required \$25 per amendment  
If plans are required \$50 per amendment

**Commercial Permit Revision**

Revisions initiated by applicant and not as a result of Howard County action.

Applicable building and excise tax are assessed separately. \$200 per revision

**Reinspection Fee**

2 failures of the same inspection	\$50
3 failures of the same inspection	\$75
4 or more failures of the same inspection	\$125

**Inspection outside business hours.**

Overtime fee for inspection outside business hours	
1st hour	\$75
Each additional hour or fraction of an hour	\$50

**Annual master building permit (Miscellaneous Alterations and additions)**

Permit fee	\$50
Inspections (billed quarterly)	\$75 1st hour \$50/addl.hour

**Permit fee for work commenced without a permit** \$100

**Verification Letters**

Request shall be in writing, fee paid at time of request. \$100 per research address

**Replacement Permit, per copy (includes placard)** \$25 per address

**Multiple Plan Review**

After 1<sup>st</sup> resubmittal. Fee applies to additional review. \$200

## BUILDING PERMIT & MISCELLANEOUS FEES

*These fees are adopted pursuant to Section 3.101 of the Howard County Code which authorizes the County Council to adopt, by resolution, a schedule of fees for building permits.*

### **New Construction or Addition to Existing Building**

Residential single family, per new gross square foot	\$0.18
Multi-family and other new construction or additions to buildings,	
Regular review per new gross square foot	\$0.22
Expedited review per new gross square foot	
up to 2,500 square feet	\$550
2,501 to 5,000 square feet	\$1,100
For review of projects over 5,000 square feet the fee shall be \$550 for each additional 2,500 square feet of area or fraction thereof.	

Filing fee, in addition to the Permit Fee and Foundation Fee	
New residential construction	\$100
Additions to residential construction	\$25
Commercial construction & additions	\$200

Foundation permit fee	
Requires prior approval, payment of all applicable fees associated with the building permit and payment of water/sewer utility fees.	\$200

### **Alterations & Repairs to Attached and Detached Single Family Dwellings (Use Group R-3 & R-4, per Section 310 of the International Building Code)**

Filing fee (nonrefundable)	\$25
Single/small room or area (200s.f. or less)	\$50
More than single floor or area (over 200 s.f.)	\$100

### **Manufactured homes (mobile homes) (No filing fee required)**

Relocation or new installation	\$50
--------------------------------	------

### **Burning Permits (No filing fee required)** \$25

### **Tenant Improvements Other than Use Group R-3 (per Section 310 of the International Building Code)**

<i>First Occupancy for Each Tenant Space for a Shell Building</i>	
Per permit	\$250

### *Alterations to Previously Occupied Spaces*

#### *Minor Alteration*

A minor alteration is the relocation, addition, or removal of non-bearing walls, partitions, windows and equipment, affecting an area less



than 500 square feet.

Filing Fee	Not Required
Permit fee	\$200

*Other than Minor Alteration*

To calculate the fee for a building permit for an alteration to a previously occupied space of 500 square feet or more, determine the square footage of the area to be altered and apply the following:

Filing fee	\$200
Per square foot	\$0.22

**Private Swimming Pools (No filing fee required)**

Permit includes fence and grading

Above-ground pool	\$100
In-ground pool	\$250

**Public Swimming Pools (No filing fee required)**

Permit includes equipment and fences, but does not include grading or buildings.

Above-ground pool	\$250
In-ground pool	\$250

**Retaining Walls (No filing fee required)**

No permit required for retaining walls 3 feet high or less

Retaining walls over 3 ft high	\$50
--------------------------------	------

**Miscellaneous Structures Accessory to Attached and Detached Single Family Dwellings  
(Use Group R-3, per Section 310 of the International Building Code)**

**(No filing fee required)**

Miscellaneous residential structures include, but are not limited to:

arbor over 200 square feet	hot tubs (framing plans required)
stick antenna over 12 ft high	gazebo over 200 square feet
chimney	solar collector (roof or ground mounted)
fireplace	dish antenna over 36 inches in diameter
deck	shed over 200 square feet and less than or equal to 400 square feet
wood stove	residential bridge
demolition	playhouse over 200 square feet
tower	
<del>fence over 6 feet high</del> <u>fence over 7 feet high</u>	

Per structure	\$50
---------------	------

**Miscellaneous and Temporary Structures other than Use Group R-3  
(per Section 310 of the International Building Code)**

**(No filing fee required)**

Miscellaneous structures other than residential include, but are not limited to the following:

satellite dish	antenna	
arbor	tower	
trellis	awning	
detached kiosk	solar collector (roof or ground mounted)	
loading dock	truck ramp	
demolition	temporary construction/office trailer	
<del>fence over 6 feet high</del>	temporary structures (including tents)	
<u>fence over 7 feet high</u>		
Per structure		\$100

**Commercial solar panel permit fee:**

1-500 panels	\$100
501-1000 panels	\$200
1001-1500 panels	\$300
1501-2000 panels	\$400
2001-2500 panels	\$500
2501-3000 panels	\$600
3001 panels and above	\$.22 per panel

**Moving Permit (No filing fee required)**

Moving a building (in addition to permit fees for the construction of the foundation and other associated work)	\$125
Inspection of out-of-county structure	\$150 per day plus \$.35 per mile each way

**Flammable or Combustible Liquid Storage Tank (No filing fee required)**

Installation or removal, per tank	\$100
-----------------------------------	-------

## FIRE PROTECTION PERMIT FEES

*Fire protection fees are adopted pursuant to Section 3.101 of the Howard County Code, which authorizes the County Council to adopt a schedule of fees for permits issued by the Department of Inspections, Licenses and Permits.*

<b>Filing Fee (nonrefundable)</b>	\$25
<b>No Permit Fees Required</b>	
A permit is required but there shall be no permit fees for work on buildings and structures owned by the following groups or organizations: Howard County, Maryland; the Howard County Board of Education; the Howard Community College; the Howard County Fair Association; and an incorporated volunteer fire department	
<b>Extension of a permit or a permit application</b>	
Requests to extend a fire protection permit application or permit shall contain written justification for the extension.	
Fee to extend a permit application or permit (fee is per each 90 day extension; the sum of all extensions shall not exceed 1 year).	\$25 per each 90 day Extension
<b>Transfer of a permit application or permit</b>	
Requests to transfer a fire protection permit application or permit for change of ownership shall contain written justification for the transfer.	
Fee to transfer a permit application or permit	\$50
<b>Fire Protection Permit Revision</b>	
Applicable to:	
1. All revisions after the first revision of a permit application; or	
2. Any revisions after a permit has been approved for issuance	\$50/revision
<b>Automatic Sprinkler Systems</b>	
The fee for the sprinkler permit is based on the number of sprinkler heads in the building.	
Permit fee for:	
1 - 20	\$75
21 - 100	\$100
101 - 200	\$200
201 - 300	\$300
over 300	\$1/spklr. head
1 & 2 family dwellings (including townhouses)	\$75/dwelling
Sprinkler Main Piping and Miscellaneous Automatic Sprinkler Permit Fee: For other sprinkler system equipment; Valve replacement, PRV's, Water Tanks, etc., (Not part of potable water supply)	
	\$100/system

**Standpipe Systems**

Standpipe system-each riser \$50

**Other Fire Suppression Systems**

Includes all engineered and pre-engineered systems utilizing carbon dioxide, halon, wet and dry chemical, and foam per system \$75/system

**Fire Alarm and Detection Systems**

Fire alarm or detection system \$75/system

Non-flammable Medical Gas Systems \$100/system

**Annual Master Fire Protection Permit**

Permit fee \$50

Inspections (billed quarterly) \$75 1st hour

\$50/addl. hr.

**Inspection outside business hours**

Overtime fee for inspection outside business hours

1st hour \$75

Each additional hour or fraction of an hour \$50

**Reinspection Fee**

2 failures of the same inspection \$50

3 failures of the same inspection \$75

4 or more failures of the same inspection \$125

**GRADING, DRAINAGE, AND EROSION  
CONTROL PERMIT FEES**

*These fees are adopted pursuant Section 3.404(d) of the Howard County Code which authorizes the County Council to adopt, by resolution, a schedule of fees for the administration and management of the sediment control program.*

**Calculating cost of permit**

To calculate the cost of a permit for grading, drainage or erosion control, determine the estimated cost of the work based on quantities provided by the applicant and unit costs established by the Department of Inspections, Licenses & Permits (attached hereto as Exhibit "A"), and apply the following:

Per Cost Estimate	9% of the cost from the Grading and Sediment Control Unit Cost
Filing fee (in addition to permit fee) (The filing fee is nonrefundable)	\$50
 <b>Utility company trenching operations</b>	
1st 500 feet of utility company trenching operations	\$100
Each additional 500 feet or fraction of 500 feet	\$50
 <b>Standard Sediment Control Plan for Minor Grading and Land Development</b>	
Per standard plan	\$50
Filing fee required	\$50
 <b>Revision/Amendment Fee for Grading</b>	 <b>\$50</b>

## ELECTRICAL FEE SCHEDULES

*Electrical permit fees are adopted pursuant to Section 3.222 of the Howard County Code which requires the County Council to adopt, by Resolution, a schedule of fees for electrical permits, permit applications, and inspections.*

*Electrical license fees are adopted pursuant to Section 3.210 of the Howard County Code which requires the County Council to adopt, by resolution, a schedule of license fees for electricians.*

### Administration

#### No Permit Fees Required

A permit is required but there shall be no permit fees for work on buildings and structures owned by the following groups or organizations: Howard County, Maryland; the Howard County Board of Education; the Howard Community College; the Howard County Fair Association; and an incorporated volunteer fire department.

<b>Permit Application Fee (nonrefundable)</b>	\$50
<b>Permit Amendment Fee</b>	\$50 per permit plus the fee difference based on the new permit total

#### Technology fee

A 10% technology fee will be collected on all permits and electrician license fees. (does not apply to application fee or to base fee for amendments)

#### Extension of a permit or a permit application

Requests to extend an electrical permit application or permit shall contain written justification for the extension.

Fee to extend a permit application or permit (fee is per each 90 day extension; the sum of all extensions shall not exceed 1 year).	\$25 per each 90 day Extension
---	--------------------------------

#### Reinspection fee

2 failures of the same inspection	\$50
3 failures of the same inspection	\$75
4 or more failures of the same inspection	\$125

**Inspection outside business hours**

Overtime fee for inspection outside business hours

1st hour

\$75

Each additional hour or fraction of an hour

\$50

**Permit fee for work commenced without a permit**

\$100

## FEES FOR ELECTRICIANS' LICENSES

*These fees are adopted pursuant to Section 3.210 of the Howard County Code which requires the County Council to adopt, by resolution, a schedule of license and examination fees for electricians.*

### Type of License (Active or Inactive)

Master Electrician General*	\$100
Master Electrician Restricted*	\$100
Master Electrician Limited*	\$100
Late fee/License Restoration Fee	\$50 plus the license fee
Local Jurisdiction Reciprocity Administration Fee	\$50
Examination Fee	\$25

\* **NOTE:** License is valid for two years. An individual who applies for a license between December 1 and November 30 of the second year of the licensing term shall pay ½ of the established fee.



## ELECTRICAL PERMIT FEE SCHEDULE

*These fees are adopted pursuant to Section 3.222 of the Howard County Code which requires the County Council to adopt, by Resolution, a schedule of fees for electrical permits.*

### Equipment List

All electrical permit applications must include a detailed equipment list including a count of outlets, switches, and specifying all equipment to be installed. Permits which included new service and/or feeders, 200 AMPS or less, and not associated with a building permit may not require plans. Also, additional plans are not required when they have been submitted as part of an approved building permit. All others must be accompanied by 2 sets of plans, prepared and sealed by a Maryland professional engineer, architect, or licensed electrician.

### COMMERCIAL

**Outlets:** includes receptacles, luminaries, switches, motors 5 HP or less, vav boxes with no electric heat, 120 volt smoke detectors, emergency/exit lights, 120 volt plug in equipment, solar panels, or similar

25 or less	\$50	
26 to 100	\$150	
over 100		\$150 plus \$25 for each additional 100 outlets, or portion thereof, over 100

**Equipment/appliances:** includes HVAC, transformers, ups, motors above 5 hp, water heaters, inverters, medical equipment, elevator feeder only, hot tubs, or similar equipment

1 <sup>st</sup> piece of equipment included	\$50
2 or more additional	\$5 each

Transfer Switch \$50 each

**Service:** list each service separately

up to 200 amps	\$50 each
201-400 amps	\$150 each
401-800 amps	\$200 each
over 800 amps	\$200 plus \$25 for each 100 amps over 800

**Panel feeders and sub panels:** does not include transformer secondary panels

Up to 200 amps	\$50 each
----------------	-----------

201-400 amps	\$75 each
401-800 amps	\$100 each
Over 800 amps	\$100 plus \$20 for each 100 amps above 800

**Elevators/escalators:** does not include plug in chair lifts

1 <sup>st</sup> elevator or escalator	\$200
each additional elevator or escalator	\$50

**Generators:**

0-50 kw	\$100 each
51-500 kw	\$300 each
over 500 kw	\$500 each

**Low voltage systems:** includes telephone, television, alarm systems, intercoms, magnetic doors, fiber optic, satellite, lighting, and similar low voltage systems

up to 50 devices	\$20
each additional 25 devices	\$5

**Swimming pools:**

Each pool	\$250
-----------	-------

**RESIDENTIAL**

**Residential Flat Rate Schedule (New Construction)**

1 or 2 family dwelling (0-200 amp service)	\$150
1 or 2 family dwelling (over 200-400 amp service)	\$200
1 or 2 family dwelling (over 400-600 amp service)	\$300
1 or 2 family dwelling (over 600 amp service)	\$500
Multi-family dwelling (includes service & common area wiring)	\$100 per unit

<b>Residential Service Heavy Up (per service/feeder)</b>	<b>\$50</b>
--	-------------

**Residential Alteration & Additions**

If no more than 10 outlets, **no permit application fee required**

Where there are more than 50 outlets with service change or subpanel installation use the residential flat rate schedule.

Flat Fee	\$50
----------	------

Multi-family Flat Fee	\$50/Apt Unit
--------------------------	---------------

**Telephones, Alarm Systems, Central Vacuums, Intercoms & Similar Low Voltage Systems**

No charge for telephone wiring when it is completed and ready for inspection at the same time as contractor's wiring.

Flat Fee \$20

**Residential elevator or generator**

Each elevator/generator \$50

**Swimming Pools**

Flat fee \$100

Hot tub \$50

**BGE Green Express Permit**

(no permit application fee)

\$35

Each Generator

\$100

**SPECIAL PERMITS AND FEES**

**Illuminated Signs**

First sign \$20

Each additional sign \$5

**Demolition**

Permit required for demolition \$50

**Pole Construction Services**

\$50

**Mobile Homes & Construction Trailers**

\$50

**Carnival & Fairs**

Inspection of installations on grounds \$50

**Annual Master Electrical Permit**

Permit fee \$50

Inspections (billed quarterly) \$75 1<sup>st</sup> hour/\$50 each additional hour

## PLUMBING FEES

*These fees are adopted pursuant to Sections 3.304(c) and 3.305(j) of the Howard County Code which requires the County Council to adopt, by resolution, a schedule of permit fees for plumbing, gas fitting and on-site utility work and a schedule of fees for licensing of on-site utility contractors.*

### Administration

**There shall be no permit fees for work on the following:**

1. Commercial or residential Maryland state-certified industrialized buildings will not be assessed a fee for fixtures that have been included with the certification.
2. Plumbing work on buildings owned by Howard County, Maryland, the Howard County Board of Education and the Howard County Community College requires plumbing permits, but is exempt from permit fees.

### Reinspection

2 failures of the same inspection	\$50
3 failures of the same inspection	\$75
4 or more failures of the same inspection	\$125

### Inspection outside business hours

Overtime fee for inspection outside business hours	
1st hour	\$75
Each additional hour or fraction of an hour	\$50

<b>Permit fee for work commenced without a permit</b>	<b>\$100</b>
---	--------------

### Annual master plumbing permit

Permit fee	\$50
Inspections (billed quarterly)	\$75 for 1st hour \$50 per addnl. hour

<b>On-site utility contractor license</b>	<b>\$70 per year</b>
---	----------------------

## SCHEDULE OF PLUMBING PERMIT FEES

*Fees are adopted pursuant to Section 3.305 of the Howard County Code which requires the County Council to adopt, by resolution, a schedule of permit fees for plumbing, gas fitting and on-site utility work.*

<b>Filing Fee (for other than Express Plumbing Permit)</b>	\$50
Permit Amendment Fee	\$50 per permit plus the fee difference based on the new permit total
<b>Express Plumbing Permit (up to 5 fixtures)</b> <b>No filing fee required</b> <b>Express plumbing permits are (1) non refundable and (2) expire one-year from the date of issuance if no inspection has occurred.</b>	\$50
<b>Extension of a permit or a permit application</b>	
Requests to extend a plumbing permit application or permit shall contain written justification for the extension.	
Fee to extend a permit application or permit (fee is per each 90 day extension; the sum of all extensions shall not exceed 1 year).	\$25 per each 90 day Extension
<b>Residential Plumbing</b>	
Minimum charge (includes first fixture)	\$25
Each additional fixture	\$5
Exceptions:	
Sump pump, laundry tray pump, sewer ejector, swimming pool pump, hot water heater, hot water boiler (each fixture - replacement only)	\$25 each
<b>Commercial Plumbing or Gas Connection (Natural or Bottled)</b>	
Minimum charge (includes first fixture or first appliance)	\$50
Each additional fixture or gas appliance connection	\$5
Exceptions:	
Sand trap or filter, oil or grease interceptor, acid neutralization basin, swimming pool pump, heated pressure vessel or heating device, hot water boiler, hot water heater	\$50 each
<b>Residential gas connection (natural or bottled)</b>	
Minimum charge (includes 1st appliance connection)	\$25
Each additional appliance connection	\$5

**Storm piping, gas piping, water piping and sanitary piping (except sanitary and water piping 8" or larger).**

First 200 feet	\$100
Each additional 100 feet or fraction thereof	\$25

**Connection at right-of-way or building.**

Water connection	\$50
Sewer connection	\$50

<b>Cap off for gas, water, storm, sanitary system</b>	<b>\$50</b>
---	-------------

**HEATING, VENTILATION, AIR-CONDITIONING,  
AND REFRIGERATION PERMIT**

*This fee is adopted pursuant to a Cooperative Agreement between the Maryland State Board of Heating, Ventilation, Air-Conditioning, and Refrigeration Contractors and Howard County, which was entered into under §9A-205 of the Business Regulation Article of the Annotated Code of Maryland. Under the terms of the Cooperative Agreement, the County is required to develop and implement a permit and inspection process to insure that residential central heating/cooling systems are installed by licensed contractors in accordance with applicable codes.*

**Application Fee (nonrefundable) \$50**

**Residential Heating, Ventilation, Air-Conditioning, and Refrigeration Permit**

Permit to install residential heating/cooling system in:

Multi-family or multi-occupancy residential dwelling,  
per dwelling unit (apts or condos) and  
per room(hotel/motel) \$80

Single-family attached or single-family detached dwelling,  
per heating/cooling zone \$40

**Extension of a permit or a permit application**

Requests to extend a heating, ventilation, air-conditioning and refrigeration permit application or permit shall contain written justification for the extension.

Fee to extend a permit application or permit \$25 per each  
(fee is per each 90 day extension; the sum of all extensions shall not  
exceed 1 year). 90 day  
Extension

**Reinspection Fee**

2 failures of the same inspection \$50  
3 failures of the same inspection \$75  
4 or more failures of the same inspection \$125

**Inspection outside business hours.**

Overtime fee for inspection outside business hours  
1st hour \$75  
Each additional hour or fraction of an hour \$50

**Permit fee for work commenced without a permit \$100**

## SCHEDULE OF RENTAL HOUSING LICENSE FEES

*Rental housing licenses fees are charged pursuant to Section 14.901 of the Howard County Code which provides for the licensing of rental housing and requires the license fees to be set by resolution of the County Council.*

Applies only to rental housing for which a rental housing license is required pursuant to the Howard County Code

### Rental Housing Licenses

There may be a full refund if an inspection of the property has not been conducted.

Half of the license fee may be refunded if, within the first year of the license, the property ceases to be used as a rental property.

The license fee is non-refundable if inspection has been made or if, during the second year of the license, the property ceases to be used as a rental property.

### Type of Housing

### Biennial License Fee

<u>3 or More Family Dwelling Units</u> (apartments). Occupants in this use type are not transient and do not require supervision	\$85.00 per dwelling unit
<u>1 or 2 Family Dwelling Units</u> (single family detached, single family townhouse, duplex, individually owned condominium apartment, mobile home). Occupants in this use type are not transient and do not require supervision.	\$85.00 per dwelling unit
<u>Assisted Living Unit</u> (1 or 2 Family Dwelling Unit or a 3 or More Family Dwelling Unit). Occupants in this use type are typically elderly and require 24 hour supervision.	\$50.00 per sleeping room
<u>Group Home Unit</u> (1 or 2 Family Dwelling Unit or a 3 or More Family Dwelling Unit). Occupants in this use type are typically adults requiring supervised independent living.	\$50.00 per sleeping room
<u>Rooming Unit</u> (A single sleeping room). Occupants in this use type are not transient. Owners must reside in the home to qualify as a rooming unit. Two or more rooming units require a license.	\$50.00 per sleeping room
<u>Hotels, Motels, Bed and Breakfast Units</u> (1 Or 2 Family Dwelling unit or a 3 or More Family Dwelling Unit). Occupants in this use type are transient in nature, making use of the facility for a period of less than 30 days.	\$50.00 per sleeping room



**Other charges**

Transfer of license fee	\$20
Late fee for restoration of an expired license after the billing period	\$25 plus the license fee
Late fee for bills unpaid	
After 30 days	\$15
After 60 days	\$25
<b>Investigative Fee</b>	<b>\$100</b>

**Reinspection Surcharge**

A reinspection surcharge shall be imposed for properties which required more than one reinspection to verify or determine compliance with a notice of violation issued. The surcharge does not apply if the applicant did not contribute to the need for the reinspection.

2nd Reinspection (3 <sup>rd</sup> visit to inspect)	\$50.00
3rd Reinspection (4 <sup>th</sup> visit to inspect)	\$75.00
4th Reinspection (5 <sup>th</sup> visit to inspect)	\$125.00

**PAWNBROKER OR SECONDHAND DEALER ESTABLISHMENT  
AND EMPLOYEE LICENSING FEES**

*These fees are adopted pursuant to Section 14.1005 of the Howard County Code which requires the County Council to adopt a fee schedule for license applications and for 2-year licenses for pawnbroker or secondhand dealer establishments, and employees of a pawnbroker or secondhand dealer establishment.*

**Application Fees**

Pawnbroker or secondhand dealer establishment	\$500
Employee	\$50

**2-year License Fees**

Pawnbroker or secondhand dealer establishment	\$240
Employee	\$90

---

**MOBILE HOME PARK LICENSES**

*These fees are adopted pursuant to Section 16.501 and 16.502 of the Howard County Code which requires mobile home parks to be licensed and Section 16.502 which requires the County Council to set the license fee by resolution.*

**Annual license fee**

Per each 10 mobile home sites or fraction thereof	\$50
---	------

<b>Transfer of mobile home park license</b>	<b>\$25</b>
---	-------------

## SIGN PERMIT FEE SCHEDULE

*This fee is adopted pursuant to Section 3.509(c) of the Howard County Code which provides that fees for sign permits shall be determined from time to time by resolution of the County Council.*

<b>Size of Sign</b>	<b>Fee</b>
Less than 25 square feet	\$50
25 square feet to 32 square feet	\$75
Over 32 square feet	\$200
<b>Inspection of a sign erected before a permit was obtained</b>	\$50 plus the cost of the sign permit

---

## ANIMAL LICENSE FEE SCHEDULE

*These fees are adopted pursuant to Section 17.301 of the Howard County Code which provides that the County Council shall adopt a resolution approving a schedule of fees for animal licensing.*

<b>Class</b>	<b>Fee</b>
Non-neutered animal	\$24
Neutered animal	\$6
Animal fancier (3 or more animals)	\$50
Multi-animal (3 or more neutered animals)	\$12
Replacement License Tag	\$1

**Notes:**

- (1) Citizens 62 years of age and older pay 50% of the established fee schedule.
- (2) The license fee is refundable if the animal dies within 30 days of being adopted from the Howard County Animal Shelter.
- (3) The license fee is refundable if the animal is returned to the Howard County Animal Shelter within 30 days of being adopted.
- (4) The difference in fee is refundable when the animal is sterilized within 60 days of being adopted from the Howard County Animal Shelter.
- (5) If a dog is actually in use in a service or therapeutic setting, no license fee is charged for a service dog trained to provide physical support for individuals who are hearing, visually, or mobility impaired.

## SHOOTING RANGES

*This fee is adopted pursuant to Section 8.406 of the Howard County Code which requires the Department of Inspections, Licenses and Permits to annually inspect shooting ranges.*

**Annual inspection fee**

**\$50**

## TAXICAB FEES

*These fee and charges are set pursuant to Section 14.103 of the Howard County Code which requires the County Council to approve a schedule of fees for taxicab certificates, licenses, and permits and a schedule of rates for taxicab service.*

### Schedule of Fees for Taxicab Licenses

Company Certificate fee (2 year license)	\$240 biennially
Permit to Operate a Taxicab (per vehicle)	\$100 annually
Taxi Driver License (Initial or Renewal-per Driver; 2 year license)	\$90 biennially
Replacement of lost or stolen license	\$15

#### NOTE:

1. Certificates & Licenses Expire July 1.
2. Permits expire July 1, annually

### Schedule of Rates for Taxicab Service

First 3/8 mile (or fraction thereof)	\$1.90
Each additional 1/8 mile (or fraction thereof)	\$0.22
Each additional passenger over 8 years old	\$1.50
Each piece of luggage	\$1.00
Grocery bags handled by driver in excess of 6 bags	\$1.00 total for all excess bags
Except as provided, all pets not in a hand held carrier	\$1.00
Surcharge per trip for service during Howard County declared snow emergency	\$2.00
Surcharge for trips between 9:00 p.m. and 5:00 a.m.	\$2.00
Surcharge for trips across county border	\$2.50
Waiting time (per minute)	\$0.30
Service Fee for payment by credit card (per transaction)	
For transactions up to and including \$20.00	\$1.00
For transactions over \$20.00	\$2.50
Gasoline surcharge (per trip)	\$0.50
Van surcharge	\$4.00

#### NOTES:

1. Mileage is based on the taxi meter reading.
2. If the taxicab carries passengers to different destinations, the meter shall be reset after each passenger reaches the passenger's destination and pays the appropriate fare.
3. Passenger is responsible for payment of all tolls incurred during outbound and return trips.
4. The pet charge shall not be applied if the animal is a working service animal such as a search and rescue dog, contra-ban detection dog, seeing-eye dog, or other similar service animal that is trained to provide physical support to individuals who are hearing, visually, or mobility impaired.

Exhibit A-FY21

Disturbed Area: \_\_\_\_\_

Surety Amount: \$ \_\_\_\_\_

\*Consistent with Council Resolution No. \_\_\_\_-2020, Grading Plans for lots with 2.0 acres or less of disturbance will be charged a fee of \$250.00. Grading Plans for lots with disturbances greater than 2.0 acres will be charged \$250.00, plus \$20.00 per each additional acre (or fraction thereof) based on the LOD.

**HOWARD COUNTY**  
**Department of Inspections, Licenses and Permits**  
**Grading and Sediment Control Cost Estimate**

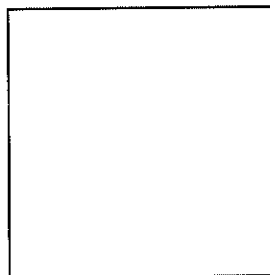
Project Name: \_\_\_\_\_ Plan No.: \_\_\_\_\_

Work Description: \_\_\_\_\_

<u>Item Description</u>	<u>Unit Cost</u>	<u>Quantity</u>	<u>Item Subtotal</u>
Clearing and Grubbing	\$4000/ac		
Excavation	\$4.00/cy		
Borrow	\$7.00/cy		
Stabilized Const. Entrance	\$500 (commercial)\$125(residential)		
Dikes / Swales	\$3.00/lin. Ft		
Traps / Basins	\$750/ac. D.A		
Silt Fence	\$4.50/lin. Ft		
Super Silt Fence	\$8.00/lin. Ft		
Stabilization	\$3000/ac. (\$ .63/sy)		
Inlet Protection	\$160.00 each		
Drywell	\$800.00 each		
<b>TOTAL:</b>			_____

**Permit Fee (.09 x TOTAL):** \_\_\_\_\_  
**Technology Fee (.10 x Total Permit Fee):** \_\_\_\_\_  
**+ Filing Fee:** **\$50.00**

**Grading Plan Fees (if applicable)** \_\_\_\_\_  
**TOTAL FEES DUE:** \_\_\_\_\_



(Engineer seal required if TOTAL cost exceeds \$5,000.00)  
 Effective 7/1/20 FY21gradingcostestimate

Amendment 1 to Council Resolution No. 67-2020

BY: The Chairperson at the request  
of the County Executive

Legislative Day 8  
Date: May 27, 2020

Amendment No. 1

*(This amendment corrects references to fence height to be consistent with the Building Code.)*

- 1 In the fee schedules attached to the Resolution, on page 5 and page 6, in each instance, strike
- 2 "fence over 6 feet high" and substitute "fence over 7 feet high".

ADOPTED May 27, 2020  
FAILED \_\_\_\_\_  
SIGNATURE Deann Johnson

**County Council of Howard County, Maryland**

2020 Legislative Session

Legislative Day No. 6

**Resolution No. 67 -2020**

Introduced by: The Chairperson at the request of the County Executive

A RESOLUTION approving schedules of fees, fines and charges for functions regulated by the Howard County Department of Inspections, Licenses and Permits.

Introduced and read first time May 4th, 2020.

By order Diane Schwartz Jones  
Diane Schwartz Jones, Administrator

Read for a second time at a public hearing on May 18, 2020.

By order Diane Schwartz Jones  
Diane Schwartz Jones, Administrator

This Resolution was read the third time and was Adopted , Adopted with amendments , Failed , Withdrawn , by the County Council on May 27, 2020.

Certified By Diane Schwartz Jones  
Diane Schwartz Jones, Administrator

NOTE: [[text in brackets]] indicates deletions from existing law; TEXT IN SMALL CAPITALS indicates additions to existing law; ~~Strike-out~~ indicates material deleted by amendment; Underlining indicates material added by amendment



1           **WHEREAS**, Section 3.101 of the Howard County Code authorizes the County Council  
2 to adopt by Resolution a schedule of fees for building permits; and

3  
4           **WHEREAS**, Section 3.101 of the Howard County Code authorizes the County to adopt  
5 by Resolution fees for the issuance of Fire Protection Permits; and

6  
7           **WHEREAS**, Section 3.404 of the Howard County Code authorizes the County Council  
8 to adopt by Resolution a schedule of fees for administration of the erosion and sediment control  
9 program; and

10  
11           **WHEREAS**, Section 3.210 of the Howard County Code requires the County Council to  
12 adopt a schedule of fees to be charged for electrical licenses and license examinations; and

13  
14           **WHEREAS**, Section 3.222 of the Howard County Code requires the County Council to  
15 adopt by Resolution a schedule of fees for electrical permits, permit applications, and  
16 inspections; and

17  
18           **WHEREAS**, Section 3.305 of the Howard County Code requires the County Council to  
19 adopt by Resolution a schedule of permit fees for plumbing, gas fitting and on-site utility work  
20 and

21  
22           **WHEREAS**, Section 3.304 of the Howard County Code requires the County Council to  
23 adopt a schedule of fees for licensing of on-site utility contractors; and

24  
25           **WHEREAS**, Section 3.509 of the Howard County Code requires the County Council to  
26 adopt a schedule of fees for a sign permit; and

27  
28           **WHEREAS**, the Cooperative Agreement dated January 28, 1998 between the Maryland  
29 State Board of Heating, Ventilation, Air-Conditioning, and Refrigeration Contractors and  
30 Howard County, which was entered into under §9A-205 of the Business Regulation Article of  
31 the Annotated Code of Maryland, requires the County to develop and implement a permit and

1 inspection process to ensure that residential central heating/cooling systems are installed in  
2 accordance with applicable codes; and

3  
4 **WHEREAS**, rental housing licenses fees are charged pursuant to Section 14.901 of the  
5 Howard County Code, which provides for the licensing of rental housing and requires the  
6 County Council to adopt by Resolution a schedule of fees for rental housing licenses; and

7  
8 **WHEREAS**, Section 8.406 of the Howard County Code requires the Department of  
9 Inspections, Licenses and Permits to annually inspect shooting ranges; and

10  
11 **WHEREAS**, Section 14.103 of the Howard County Code requires the County Council to  
12 adopt by Resolution a schedule of fees for the issuance and renewal of certificates, licenses, and  
13 taxicab permits and a schedule of rates to be charged by taxicabs for transporting passengers and  
14 luggage; and

15  
16 **WHEREAS**, Sections 16.501 and 16.502 of the Howard County Code require the  
17 County Council to adopt by Resolution a schedule of fees for mobile home park licenses; and

18  
19 **WHEREAS**, Section 17.301 of the Howard County Code requires that the County  
20 Council adopt by Resolution a schedule of fees for animal licensing; and

21  
22 **WHEREAS**, Section 3.101 of the Howard County Code requires the County Council to  
23 adopt by Resolution a schedule of fees for all permits issued by the Department of Inspections,  
24 Licenses and Permits; and

25  
26 **WHEREAS**, Section 14.1005 of the Howard County Code requires the County Council  
27 to adopt a schedule of fees for an application and a license for a pawnbroker or secondhand  
28 dealer establishment license and an employee license; and

1           **WHEREAS**, for Fiscal Year 2021, the County Executive, upon the recommendation of  
2 the Director of Inspections, Licenses and Permits has proposed no changes in the fees and  
3 charges for functions regulated through the Department of Inspections, Licenses and Permits.  
4

5           **NOW, THEREFORE, BE IT RESOLVED** by the County Council of Howard County,  
6 Maryland this \_\_\_ day of \_\_\_\_\_, 2020, that it adopts the fee schedules attached to this  
7 Resolution for functions regulated by the Howard County Department of Inspections, Licenses  
8 and Permits.  
9

10           **AND BE IT FURTHER RESOLVED** that the fee schedules shall be effective July 1,  
11 2020 and shall remain in effect until changed or repealed by subsequent resolution of the County  
12 Council.  
13

## **TECHNOLOGY FEE**

*The Technology Fee is adopted pursuant to Section 3.101(28) of the Howard County Code, which authorizes the County Council to adopt, by resolution, a schedule of fees for permits issued by the Department of Inspections, Licenses and Permits.*

### **Technology Fee**

In order to defray the cost of maintaining and enhancing the permit processing computer system for the Department of Inspections, Licenses and Permits, a technology fee is established and will be collected on all permits and licenses issued, except those listed below. The amount of the technology fee is 10% of the fee for the license or permit issued.

### **Exemption from Technology Fee**

The technology fee is not assessed on:

- Animal licenses
- Concert permits
- Mobile home park licenses
- Shooting ranges
- Taxicab driver licenses

**SCHEDULE OF FEES  
FOR BUILDING, GRADING  
& MISCELLANEOUS CONSTRUCTION PERMITS**

*Building permit fees, fire protection fees, and grading permit fees are adopted pursuant to Section 3.101 of the Howard County Code, which authorizes the County Council to adopt, by resolution, a schedule of fees for those permits. Fees for archive and record research are adopted pursuant to the Maryland Public Information Act.*

**ADMINISTRATION**

**Terms and Definitions**

Terms and definitions used in this fee schedule are defined in the Howard County Building Code.

**No Permit Fees Required**

A permit is required but there shall be no permit fees for work on buildings and structures owned by the following groups or organizations: Howard County, Maryland; the Howard County Board of Education; the Howard Community College; the Howard County Fair Association; and an incorporated volunteer fire department.

**Filing Fees**

Filing fees are non-refundable and are payable at the time an application is made for a permit.

**Permit Fees**

Permit fees are paid at the time of application for all other permit types except:

1. New construction or additions to an existing building;
2. Alterations and repairs to attached single family dwellings; and
3. Alterations to previously occupied spaces.

**Transfer of a permit application or permit**

Requests to transfer a building or grading permit application or permit for change of ownership or contractor shall contain written justification for the transfer.

Fee to transfer a permit application or permit	\$50
--	------

**Extension of a permit or a permit application**

Requests to extend or reactivate a building or grading permit application or permit shall contain written justification for the extension.

Fee to extend a permit application or permit (fee is per each 90 day extension; the sum of all extensions shall not exceed 1 year).	\$25 per each 90 day extension
---	--------------------------------------

**Residential Permit Revision**

Applicable building, excise tax and school surcharge are assessed separately.

If plans are not required	\$25 per amendment
If plans are required	\$50 per amendment

**Commercial Permit Revision**

Revisions initiated by applicant and not as a result of Howard County action.

Applicable building and excise tax are assessed separately.	\$200 per revision
---	--------------------

**Reinspection Fee**

2 failures of the same inspection	\$50
3 failures of the same inspection	\$75
4 or more failures of the same inspection	\$125

**Inspection outside business hours.**

Overtime fee for inspection outside business hours	
1st hour	\$75
Each additional hour or fraction of an hour	\$50

**Annual master building permit (Miscellaneous Alterations and additions)**

Permit fee	\$50
Inspections (billed quarterly)	\$75 1st hour \$50/addl.hour

**Permit fee for work commenced without a permit** \$100

**Verification Letters**

Request shall be in writing, fee paid at time of request. \$100 per research address

**Replacement Permit, per copy (includes placard)** \$25 per address

**Multiple Plan Review**

After 1<sup>st</sup> resubmittal. Fee applies to additional review. \$200

## BUILDING PERMIT & MISCELLANEOUS FEES

*These fees are adopted pursuant to Section 3.101 of the Howard County Code which authorizes the County Council to adopt, by resolution, a schedule of fees for building permits.*

### **New Construction or Addition to Existing Building**

Residential single family, per new gross square foot \$0.18

Multi-family and other new construction or additions to buildings,

Regular review per new gross square foot \$0.22

Expedited review per new gross square foot

up to 2,500 square feet \$550

2,501 to 5,000 square feet \$1,100

For review of projects over 5,000 square feet the fee shall be \$550 for each additional 2,500 square feet of area or fraction thereof.

Filing fee, in addition to the Permit Fee and Foundation Fee

New residential construction \$100

Additions to residential construction \$25

Commercial construction & additions \$200

Foundation permit fee

Requires prior approval, payment of all applicable fees associated with the building permit and payment of water/sewer utility fees. \$200

### **Alterations & Repairs to Attached and Detached Single Family Dwellings (Use Group R-3 & R-4, per Section 310 of the International Building Code)**

Filing fee (nonrefundable) \$25

Single/small room or area (200s.f. or less) \$50

More than single floor or area (over 200 s.f.) \$100

### **Manufactured homes (mobile homes) (No filing fee required)**

Relocation or new installation \$50

**Burning Permits** (No filing fee required) \$25

### **Tenant Improvements Other than Use Group R-3 (per Section 310 of the International Building Code)**

*First Occupancy for Each Tenant Space for a Shell Building*

Per permit \$250

### *Alterations to Previously Occupied Spaces*

#### *Minor Alteration*

A minor alteration is the relocation, addition, or removal of non-bearing walls, partitions, windows and equipment, affecting an area less

than 500 square feet.  
 Filing Fee  
 Permit fee

Not Required  
 \$200

*Other than Minor Alteration*

To calculate the fee for a building permit for an alteration to a previously occupied space of 500 square feet or more, determine the square footage of the area to be altered and apply the following:

Filing fee \$200  
 Per square foot \$0.22

**Private Swimming Pools (No filing fee required)**

Permit includes fence and grading

Above-ground pool \$100  
 In-ground pool \$250

**Public Swimming Pools (No filing fee required)**

Permit includes equipment and fences, but does not include grading or buildings.

Above-ground pool \$250  
 In-ground pool \$250

**Retaining Walls (No filing fee required)**

No permit required for retaining walls 3 feet high or less

Retaining walls over 3 ft high \$50

**Miscellaneous Structures Accessory to Attached and Detached Single Family Dwellings (Use Group R-3, per Section 310 of the International Building Code)**

**(No filing fee required)**

Miscellaneous residential structures include, but are not limited to:

arbor over 200 square feet	hot tubs (framing plans required)
stick antenna over 12 ft high	gazebo over 200 square feet
chimney	solar collector (roof or ground mounted)
fireplace	dish antenna over 36 inches in diameter
deck	shed over 200 square feet and less than or equal to 400 square feet
wood stove	residential bridge
demolition	playhouse over 200 square feet
tower	
fence over 6 feet high	

Per structure \$50



**Miscellaneous and Temporary Structures other than Use Group R-3  
(per Section 310 of the International Building Code)**

**(No filing fee required)**

Miscellaneous structures other than residential include, but are not limited to the following:

- |                        |  |
|------------------------|--|
| satellite dish         | antenna                                  |
| arbor                  | tower                                    |
| trellis                | awning                                   |
| detached kiosk         | solar collector (roof or ground mounted) |
| loading dock           | truck ramp                               |
| demolition             | temporary construction/office trailer    |
| fence over 6 feet high | temporary structures (including tents)   |

Per structure \$100

**Commercial solar panel permit fee:**

- |                       |                 |
|-----------------------|-----------------|
| 1-500 panels          | \$100           |
| 501-1000 panels       | \$200           |
| 1001-1500 panels      | \$300           |
| 1501-2000 panels      | \$400           |
| 2001-2500 panels      | \$500           |
| 2501-3000 panels      | \$600           |
| 3001 panels and above | \$.22 per panel |

**Moving Permit (No filing fee required)**

- |   |  |
|---|--|
| Moving a building (in addition to permit fees for the construction of the foundation and other associated work) | \$125                                      |
| Inspection of out-of-county structure   | \$150 per day plus \$.35 per mile each way |

**Flammable or Combustible Liquid Storage Tank (No filing fee required)**

- |                                   |       |
|-----------------------------------|-------|
| Installation or removal, per tank | \$100 |
|-----------------------------------|-------|

## FIRE PROTECTION PERMIT FEES

*Fire protection fees are adopted pursuant to Section 3.101 of the Howard County Code, which authorizes the County Council to adopt a schedule of fees for permits issued by the Department of Inspections, Licenses and Permits.*

**Filing Fee (nonrefundable)** \$25

### No Permit Fees Required

A permit is required but there shall be no permit fees for work on buildings and structures owned by the following groups or organizations: Howard County, Maryland; the Howard County Board of Education; the Howard Community College; the Howard County Fair Association; and an incorporated volunteer fire department

### Extension of a permit or a permit application

Requests to extend a fire protection permit application or permit shall contain written justification for the extension.

Fee to extend a permit application or permit	\$25 per each
(fee is per each 90 day extension; the sum of all extensions shall not exceed 1 year).	90 day Extension

### Transfer of a permit application or permit

Requests to transfer a fire protection permit application or permit for change of ownership shall contain written justification for the transfer.

Fee to transfer a permit application or permit	\$50
--	------

### Fire Protection Permit Revision

Applicable to:

- |   |               |
|---|---------------|
| 1. All revisions after the first revision of a permit application; or |               |
| 2. Any revisions after a permit has been approved for issuance        | \$50/revision |

### Automatic Sprinkler Systems

The fee for the sprinkler permit is based on the number of sprinkler heads in the building.

Permit fee for:

1 - 20	\$75
21 - 100	\$100
101 - 200	\$200
201 - 300	\$300
over 300	\$1/spklr. head

1 & 2 family dwellings (including townhouses)	\$75/dwelling
---	---------------

Sprinkler Main Piping and Miscellaneous Automatic Sprinkler Permit Fee: For other sprinkler system equipment; Valve replacement, PRV's, Water Tanks, etc., (Not part of potable water supply)

\$100/system

**Standpipe Systems**

Standpipe system-each riser \$50

**Other Fire Suppression Systems**

Includes all engineered and pre-engineered systems utilizing carbon dioxide, halon, wet and dry chemical, and foam per system \$75/system

**Fire Alarm and Detection Systems**

Fire alarm or detection system \$75/system  
Non-flammable Medical Gas Systems \$100/system

**Annual Master Fire Protection Permit**

Permit fee \$50  
Inspections (billed quarterly) \$75 1st hour  
\$50/addl. hr.

**Inspection outside business hours**

Overtime fee for inspection outside business hours  
1st hour \$75  
Each additional hour or fraction of an hour \$50

**Reinspection Fee**

2 failures of the same inspection \$50  
3 failures of the same inspection \$75  
4 or more failures of the same inspection \$125

**GRADING, DRAINAGE, AND EROSION  
CONTROL PERMIT FEES**

*These fees are adopted pursuant Section 3.404(d) of the Howard County Code which authorizes the County Council to adopt, by resolution, a schedule of fees for the administration and management of the sediment control program.*

**Calculating cost of permit**

To calculate the cost of a permit for grading, drainage or erosion control, determine the estimated cost of the work based on quantities provided by the applicant and unit costs established by the Department of Inspections, Licenses & Permits (attached hereto as Exhibit "A"), and apply the following:

Per Cost Estimate	9% of the cost from the Grading and Sediment Control Unit Cost
Filing fee (in addition to permit fee) (The filing fee is nonrefundable)	\$50
<b>Utility company trenching operations</b>	
1st 500 feet of utility company trenching operations	\$100
Each additional 500 feet or fraction of 500 feet	\$50
<b>Standard Sediment Control Plan for Minor Grading and Land Development</b>	
Per standard plan	\$50
Filing fee required	\$50
<b>Revision/Amendment Fee for Grading</b>	<b>\$50</b>

## ELECTRICAL FEE SCHEDULES

*Electrical permit fees are adopted pursuant to Section 3.222 of the Howard County Code which requires the County Council to adopt, by Resolution, a schedule of fees for electrical permits, permit applications, and inspections.*

*Electrical license fees are adopted pursuant to Section 3.210 of the Howard County Code which requires the County Council to adopt, by resolution, a schedule of license fees for electricians.*

### Administration

#### No Permit Fees Required

A permit is required but there shall be no permit fees for work on buildings and structures owned by the following groups or organizations: Howard County, Maryland; the Howard County Board of Education; the Howard Community College; the Howard County Fair Association; and an incorporated volunteer fire department.

#### Permit Application Fee (nonrefundable)

\$50

#### Permit Amendment Fee

\$50 per permit plus  
the fee difference  
based on the new  
permit total

#### Technology fee

A 10% technology fee will be collected on all permits and electrician license fees. (does not apply to application fee or to base fee for amendments)

#### Extension of a permit or a permit application

Requests to extend an electrical permit application or permit shall contain written justification for the extension.

Fee to extend a permit application or permit

(fee is per each 90 day extension; the sum of all extensions shall not exceed 1 year).

\$25 per each  
90 day  
Extension

#### Reinspection fee

2 failures of the same inspection

\$50

3 failures of the same inspection

\$75

4 or more failures of the same inspection

\$125

**Inspection outside business hours**

Overtime fee for inspection outside business hours

1st hour

\$75

Each additional hour or fraction of an hour

\$50

**Permit fee for work commenced without a permit**

\$100

## FEES FOR ELECTRICIANS' LICENSES

*These fees are adopted pursuant to Section 3.210 of the Howard County Code which requires the County Council to adopt, by resolution, a schedule of license and examination fees for electricians.*

### **Type of License (Active or Inactive)**

Master Electrician General*	\$100
Master Electrician Restricted*	\$100
Master Electrician Limited*	\$100
Late fee/License Restoration Fee	\$50 plus the license fee
Local Jurisdiction Reciprocity Administration Fee	\$50
Examination Fee	\$25

\* **NOTE:** License is valid for two years. An individual who applies for a license between December 1 and November 30 of the second year of the licensing term shall pay ½ of the established fee.

## ELECTRICAL PERMIT FEE SCHEDULE

*These fees are adopted pursuant to Section 3.222 of the Howard County Code which requires the County Council to adopt, by Resolution, a schedule of fees for electrical permits.*

### Equipment List

All electrical permit applications must include a detailed equipment list including a count of outlets, switches, and specifying all equipment to be installed. Permits which included new service and/or feeders, 200 AMPS or less, and not associated with a building permit may not require plans. Also, additional plans are not required when they have been submitted as part of an approved building permit. All others must be accompanied by 2 sets of plans, prepared and sealed by a Maryland professional engineer, architect, or licensed electrician.

### COMMERCIAL

**Outlets:** includes receptacles, luminaries, switches, motors 5 HP or less, vav boxes with no electric heat, 120 volt smoke detectors, emergency/exit lights, 120 volt plug in equipment, solar panels, or similar

25 or less	\$50	
26 to 100	\$150	
over 100		\$150 plus \$25 for each additional 100 outlets, or portion thereof, over 100

**Equipment/appliances:** includes HVAC, transformers, ups, motors above 5 hp, water heaters, inverters, medical equipment, elevator feeder only, hot tubs, or similar equipment

1 <sup>st</sup> piece of equipment included	\$50
2 or more additional	\$5 each
Transfer Switch	\$50 each

**Service:** list each service separately

up to 200 amps	\$50 each
201-400 amps	\$150 each
401-800 amps	\$200 each
over 800 amps	\$200 plus \$25 for each 100 amps over 800

**Panel feeders and sub panels:** does not include transformer secondary panels

Up to 200 amps	\$50 each
----------------	-----------



201-400 amps	\$75 each
401-800 amps	\$100 each
Over 800 amps	\$100 plus \$20 for each 100 amps above 800

**Elevators/escalators:** does not include plug in chair lifts

1 <sup>st</sup> elevator or escalator	\$200
each additional elevator or escalator	\$50

**Generators:**

0-50 kw	\$100 each
51-500 kw	\$300 each
over 500 kw	\$500 each

**Low voltage systems:** includes telephone, television, alarm systems, intercoms, magnetic doors, fiber optic, satellite, lighting, and similar low voltage systems

up to 50 devices	\$20
each additional 25 devices	\$5

**Swimming pools:**

Each pool	\$250
-----------	-------

**RESIDENTIAL**

**Residential Flat Rate Schedule (New Construction)**

1 or 2 family dwelling (0-200 amp service)	\$150
1 or 2 family dwelling (over 200-400 amp service)	\$200
1 or 2 family dwelling (over 400-600 amp service)	\$300
1 or 2 family dwelling (over 600 amp service)	\$500
Multi-family dwelling (includes service & common area wiring)	\$100 per unit

<b>Residential Service Heavy Up (per service/feeder)</b>	<b>\$50</b>
--	-------------

**Residential Alteration & Additions**

If no more than 10 outlets, **no permit application fee required**

Where there are more than 50 outlets with service change or subpanel installation use the residential flat rate schedule.

Flat Fee	\$50
----------	------

Multi-family Flat Fee	\$50/Apt Unit
--------------------------	---------------

**Telephones, Alarm Systems, Central Vacuums, Intercoms & Similar Low Voltage Systems**

No charge for telephone wiring when it is completed and ready for inspection at the same time as contractor's wiring.

Flat Fee	\$20
<b>Residential elevator or generator</b>	
Each elevator/generator	\$50
<b>Swimming Pools</b>	
Flat fee	\$100
Hot tub	\$50
<b>BGE Green Express Permit</b> (no permit application fee)	\$35
Each Generator	\$100

**SPECIAL PERMITS AND FEES**

<b>Illuminated Signs</b>	
First sign	\$20
Each additional sign	\$5
<b>Demolition</b>	
Permit required for demolition	\$50
<b>Pole Construction Services</b>	\$50
<b>Mobile Homes &amp; Construction Trailers</b>	\$50
<b>Carnival &amp; Fairs</b>	
Inspection of installations on grounds	\$50
<b>Annual Master Electrical Permit</b>	
Permit fee	\$50
Inspections (billed quarterly)	\$75 1 <sup>st</sup> hour/\$50 each additional hour

## PLUMBING FEES

*These fees are adopted pursuant to Sections 3.304(c) and 3.305(j) of the Howard County Code which requires the County Council to adopt, by resolution, a schedule of permit fees for plumbing, gas fitting and on-site utility work and a schedule of fees for licensing of on-site utility contractors.*

### Administration

**There shall be no permit fees for work on the following:**

1. Commercial or residential Maryland state-certified industrialized buildings will not be assessed a fee for fixtures that have been included with the certification.
2. Plumbing work on buildings owned by Howard County, Maryland, the Howard County Board of Education and the Howard County Community College requires plumbing permits, but is exempt from permit fees.

### Reinspection

2 failures of the same inspection	\$50
3 failures of the same inspection	\$75
4 or more failures of the same inspection	\$125

### Inspection outside business hours

Overtime fee for inspection outside business hours	
1st hour	\$75
Each additional hour or fraction of an hour	\$50

**Permit fee for work commenced without a permit** \$100

### Annual master plumbing permit

Permit fee	\$50
Inspections (billed quarterly)	\$75 for 1st hour \$50 per addnl. hour

**On-site utility contractor license** \$70 per year

## SCHEDULE OF PLUMBING PERMIT FEES

*Fees are adopted pursuant to Section 3.305 of the Howard County Code which requires the County Council to adopt, by resolution, a schedule of permit fees for plumbing, gas fitting and on-site utility work.*

<b>Filing Fee (for other than Express Plumbing Permit)</b>	\$50
Permit Amendment Fee	\$50 per permit plus the fee difference based on the new permit total
<b>Express Plumbing Permit (up to 5 fixtures)</b>	\$50
<p style="margin-left: 20px;"><b>No filing fee required</b></p> <p style="margin-left: 20px;"><b>Express plumbing permits are (1) non refundable and (2) expire one-year from the date of issuance if no inspection has occurred.</b></p>	
<b>Extension of a permit or a permit application</b>	
Requests to extend a plumbing permit application or permit shall contain written justification for the extension.	
Fee to extend a permit application or permit (fee is per each 90 day extension; the sum of all extensions shall not exceed 1 year).	\$25 per each 90 day Extension
<b>Residential Plumbing</b>	
Minimum charge (includes first fixture)	\$25
Each additional fixture	\$5
Exceptions:	
Sump pump, laundry tray pump, sewer ejector, swimming pool pump, hot water heater, hot water boiler (each fixture - replacement only)	\$25 each
<b>Commercial Plumbing or Gas Connection (Natural or Bottled)</b>	
Minimum charge (includes first fixture or first appliance)	\$50
Each additional fixture or gas appliance connection	\$5
Exceptions:	
Sand trap or filter, oil or grease interceptor, acid neutralization basin, swimming pool pump, heated pressure vessel or heating device, hot water boiler, hot water heater	\$50 each
<b>Residential gas connection (natural or bottled)</b>	
Minimum charge (includes 1st appliance connection)	\$25
Each additional appliance connection	\$5

**Storm piping, gas piping, water piping and sanitary piping (except sanitary and water piping 8" or larger).**

First 200 feet	\$100
Each additional 100 feet or fraction thereof	\$25

**Connection at right-of-way or building.**

Water connection	\$50
Sewer connection	\$50

<b>Cap off for gas, water, storm, sanitary system</b>	<b>\$50</b>
---	-------------

**HEATING, VENTILATION, AIR-CONDITIONING,  
AND REFRIGERATION PERMIT**

*This fee is adopted pursuant to a Cooperative Agreement between the Maryland State Board of Heating, Ventilation, Air-Conditioning, and Refrigeration Contractors and Howard County, which was entered into under §9A-205 of the Business Regulation Article of the Annotated Code of Maryland. Under the terms of the Cooperative Agreement, the County is required to develop and implement a permit and inspection process to insure that residential central heating/cooling systems are installed by licensed contractors in accordance with applicable codes.*

**Application Fee (nonrefundable) \$50**

**Residential Heating, Ventilation, Air-Conditioning, and Refrigeration Permit**

Permit to install residential heating/cooling system in:

Multi-family or multi-occupancy residential dwelling,  
per dwelling unit (apts or condos) and  
per room(hotel/motel) \$80

Single-family attached or single-family detached dwelling,  
per heating/cooling zone \$40

**Extension of a permit or a permit application**

Requests to extend a heating, ventilation, air-conditioning and refrigeration permit application or permit shall contain written justification for the extension.

Fee to extend a permit application or permit \$25 per each  
(fee is per each 90 day extension; the sum of all extensions shall not 90 day  
exceed 1 year). Extension

**Reinspection Fee**

2 failures of the same inspection \$50  
3 failures of the same inspection \$75  
4 or more failures of the same inspection \$125

**Inspection outside business hours.**

Overtime fee for inspection outside business hours  
1st hour \$75  
Each additional hour or fraction of an hour \$50

**Permit fee for work commenced without a permit \$100**

## SCHEDULE OF RENTAL HOUSING LICENSE FEES

*Rental housing licenses fees are charged pursuant to Section 14.901 of the Howard County Code which provides for the licensing of rental housing and requires the license fees to be set by resolution of the County Council.*

Applies only to rental housing for which a rental housing license is required pursuant to the Howard County Code

### Rental Housing Licenses

There may be a full refund if an inspection of the property has not been conducted.

Half of the license fee may be refunded if, within the first year of the license, the property ceases to be used as a rental property.

The license fee is non-refundable if inspection has been made or if, during the second year of the license, the property ceases to be used as a rental property.

Type of Housing	Biennial License Fee
<u>3 or More Family Dwelling Units</u> (apartments). Occupants in this use type are not transient and do not require supervision	\$85.00 per dwelling unit
<u>1 or 2 Family Dwelling Units</u> (single family detached, single family townhouse, duplex, individually owned condominium apartment, mobile home). Occupants in this use type are not transient and do not require supervision.	\$85.00 per dwelling unit
<u>Assisted Living Unit</u> (1 or 2 Family Dwelling Unit or a 3 or More Family Dwelling Unit). Occupants in this use type are typically elderly and require 24 hour supervision.	\$50.00 per sleeping room
<u>Group Home Unit</u> (1 or 2 Family Dwelling Unit or a 3 or More Family Dwelling Unit). Occupants in this use type are typically adults requiring supervised independent living.	\$50.00 per sleeping room
<u>Rooming Unit</u> (A single sleeping room). Occupants in this use type are not transient. Owners must reside in the home to qualify as a rooming unit. Two or more rooming units require a license.	\$50.00 per sleeping room
<u>Hotels, Motels, Bed and Breakfast Units</u> (1 Or 2 Family Dwelling unit or a 3 or More Family Dwelling Unit). Occupants in this use type are transient in nature, making use of the facility for a period of less than 30 days.	\$50.00 per sleeping room

**Other charges**

Transfer of license fee	\$20
Late fee for restoration of an expired license after the billing period	\$25 plus the license fee
Late fee for bills unpaid	
After 30 days	\$15
After 60 days	\$25
<b>Investigative Fee</b>	\$100

**Reinspection Surcharge**

A reinspection surcharge shall be imposed for properties which required more than one reinspection to verify or determine compliance with a notice of violation issued. The surcharge does not apply if the applicant did not contribute to the need for the reinspection.

2nd Reinspection (3 <sup>rd</sup> visit to inspect)	\$50.00
3rd Reinspection (4 <sup>th</sup> visit to inspect)	\$75.00
4th Reinspection (5 <sup>th</sup> visit to inspect)	\$125.00



## **PAWNBROKER OR SECONDHAND DEALER ESTABLISHMENT AND EMPLOYEE LICENSING FEES**

*These fees are adopted pursuant to Section 14.1005 of the Howard County Code which requires the County Council to adopt a fee schedule for license applications and for 2-year licenses for pawnbroker or secondhand dealer establishments, and employees of a pawnbroker or secondhand dealer establishment.*

### **Application Fees**

Pawnbroker or secondhand dealer establishment	\$500
Employee	\$50

### **2-year License Fees**

Pawnbroker or secondhand dealer establishment	\$240
Employee	\$90

---

## **MOBILE HOME PARK LICENSES**

*These fees are adopted pursuant to Section 16.501 and 16.502 of the Howard County Code which requires mobile home parks to be licensed and Section 16.502 which requires the County Council to set the license fee by resolution.*

### **Annual license fee**

Per each 10 mobile home sites or fraction thereof	\$50
---	------

<b>Transfer of mobile home park license</b>	<b>\$25</b>
---	-------------

## SIGN PERMIT FEE SCHEDULE

*This fee is adopted pursuant to Section 3.509(c) of the Howard County Code which provides that fees for sign permits shall be determined from time to time by resolution of the County Council.*

<b>Size of Sign</b>	<b>Fee</b>
Less than 25 square feet	\$50
25 square fee to 32 square feet	\$75
Over 32 square feet	\$200
<b>Inspection of a sign erected before a permit was obtained</b>	\$50 plus the cost of the sign permit

---

## ANIMAL LICENSE FEE SCHEDULE

*These fees are adopted pursuant to Section 17.301 of the Howard County Code which provides that the County Council shall adopt a resolution approving a schedule of fees for animal licensing.*

<b>Class</b>	<b>Fee</b>
Non-neutered animal	\$24
Neutered animal	\$6
Animal fancier (3 or more animals)	\$50
Multi-animal (3 or more neutered animals)	\$12
Replacement License Tag	\$1

### Notes:

- (1) Citizens 62 years of age and older pay 50% of the established fee schedule.
- (2) The license fee is refundable if the animal dies within 30 days of being adopted from the Howard County Animal Shelter.
- (3) The license fee is refundable if the animal is returned to the Howard County Animal Shelter within 30 days of being adopted.
- (4) The difference in fee is refundable when the animal is sterilized within 60 days of being adopted from the Howard County Animal Shelter.
- (5) If a dog is actually in use in a service or therapeutic setting, no license fee is charged for a service dog trained to provide physical support for individuals who are hearing, visually, or mobility impaired.

## SHOOTING RANGES

*This fee is adopted pursuant to Section 8.406 of the Howard County Code which requires the Department of Inspections, Licenses and Permits to annually inspect shooting ranges.*

**Annual inspection fee**

**\$50**

## TAXICAB FEES

*These fee and charges are set pursuant to Section 14.103 of the Howard County Code which requires the County Council to approve a schedule of fees for taxicab certificates, licenses, and permits and a schedule of rates for taxicab service.*

### Schedule of Fees for Taxicab Licenses

Company Certificate fee (2 year license)	\$240 biennially
Permit to Operate a Taxicab (per vehicle)	\$100 annually
Taxi Driver License (Initial or Renewal-per Driver; 2 year license)	\$90 biennially
Replacement of lost or stolen license	\$15

#### NOTE:

1. Certificates & Licenses Expire July 1.
2. Permits expire July 1, annually

### Schedule of Rates for Taxicab Service

First 3/8 mile (or fraction thereof)	\$1.90
Each additional 1/8 mile (or fraction thereof)	\$0.22
Each additional passenger over 8 years old	\$1.50
Each piece of luggage	\$1.00
Grocery bags handled by driver in excess of 6 bags	\$1.00 total for all excess bags
Except as provided, all pets not in a hand held carrier	\$1.00
Surcharge per trip for service during Howard County declared snow emergency	\$2.00
Surcharge for trips between 9:00 p.m. and 5:00 a.m.	\$2.00
Surcharge for trips across county border	\$2.50
Waiting time (per minute)	\$0.30
Service Fee for payment by credit card (per transaction)	
For transactions up to and including \$20.00	\$1.00
For transactions over \$20.00	\$2.50
Gasoline surcharge (per trip)	\$0.50
Van surcharge	\$4.00

#### NOTES:

1. Mileage is based on the taxi meter reading.
2. If the taxicab carries passengers to different destinations, the meter shall be reset after each passenger reaches the passenger's destination and pays the appropriate fare.
3. Passenger is responsible for payment of all tolls incurred during outbound and return trips.
4. The pet charge shall not be applied if the animal is a working service animal such as a search and rescue dog, contra-ban detection dog, seeing-eye dog, or other similar service animal that is trained to provide physical support to individuals who are hearing, visually, or mobility impaired.

\*Consistent with Council Resolution No. \_\_\_\_-2020, Grading Plans for lots with 2.0 acres or less of disturbance will be charged a fee of \$250.00. Grading Plans for lots with disturbances greater than 2.0 acres will be charged \$250.00, plus \$20.00 per each additional acre (or fraction thereof) based on the LOD.

**HOWARD COUNTY**  
**Department of Inspections, Licenses and Permits**  
**Grading and Sediment Control Cost Estimate**

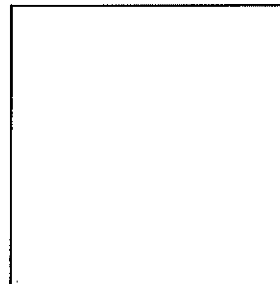
Project Name: \_\_\_\_\_ Plan No.: \_\_\_\_\_

Work Description: \_\_\_\_\_

<u>Item Description</u>	<u>Unit Cost</u>	<u>Quantity</u>	<u>Item Subtotal</u>
Clearing and Grubbing	\$4000/ac		
Excavation	\$4.00/cy		
Borrow	\$7.00/cy		
Stabilized Const. Entrance	\$500 (commercial)\$125(residential)		
Dikes / Swales	\$3.00/lin. Ft		
Traps / Basins	\$750/ac. D.A		
Silt Fence	\$4.50/lin. Ft		
Super Silt Fence	\$8.00/lin. Ft		
Stabilization	\$3000/ac. (\$.63/sy)		
Inlet Protection	\$160.00 each		
Drywell	\$800.00 each		

**TOTAL:** \_\_\_\_\_

**Permit Fee (.09 x TOTAL):** \_\_\_\_\_  
**Technology Fee (.10 x Total Permit Fee):** \_\_\_\_\_  
**+ Filing Fee:** **\$50.00**



**Grading Plan Fees (if applicable)** \_\_\_\_\_  
**TOTAL FEES DUE:** \_\_\_\_\_

(Engineer seal required if TOTAL cost exceeds \$5,000.00)  
Effective 7/1/20 FY21gradingcostestimate



Amendment 1 to Council Resolution No. 67-2020

**BY: The Chairperson at the request  
of the County Executive**

**Legislative Day 8  
Date: May 27, 2020**

Amendment No. 1

*(This amendment corrects references to fence height to be consistent with the Building Code.)*

- 1 In the fee schedules attached to the Resolution, on page 5 and page 6, in each instance, strike
- 2 “fence over 6 feet high” and substitute “fence over 7 feet high”.

CR 67-2020

**Sayers, Margery**

---

**From:** lmarkovitz <lmarkovitz@comcast.net>  
**Sent:** Saturday, May 9, 2020 4:52 PM  
**To:** CouncilMail  
**Subject:** Cr67,68

[Note: This email originated from outside of the organization. Please only click on links or attachments if you know the sender.]

It seems there should be plenty of time to obtain an estimate of how long it takes the county to provide certain services and then see the increase in that cost from twenty years ago to now to have some supposedly needed basis to raise fees here. Although, I don't see why you even need that as an exact measurement to "prove" an increase is warranted in that long a time. It's not like you needed to prove your legal authorization to increase a recordation fee by proving it costs the county more to provide that service than since it was last raised.

I suggest an amendment increasing these costs be made, especially since individual taxes are being raised to help meet budget shortfalls. We are all supposed to be in this together after all.

Thanks,  
Lisa Markovitz

Sent from my Verizon, Samsung Galaxy smartphone