

City of Elizabeth City Fee Schedule

FY 2025-2026



Re-adopted annually and subject to revisions as deemed necessary by the City Council of the City of Elizabeth City.

October 27, 2025



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DEVELOPMENT SERVICES



The Development Services Department is comprised of the Building Inspections Division, the Code Enforcement Division and the Planning Division. The following fees and services are handled by Development Services:

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DEVELOPMENT SERVICES

Building Inspections / Permits

Building permit valuations shall include total cost of the job (including materials and labor) such as building, electrical, plumbing, mechanical, gas, fire protections and other service systems. If a job appears to be under-estimated, the inspector may estimate the proposed work at fair market values. One and/or two family dwellings shall be estimated at a minimum \$0.42 / square foot for permitting purposes.

Minimum 24 hours' notice requested for inspections.

Building:

First \$1,000 of Estimate Cost (Minimum Fee)	\$100.00
Per \$1,000 After the First (Round Up to the Next \$1,000)	\$5.00 / \$1,000
Swimming Pool	\$125.00
Building Demolition	\$75.00
Daycare, ABC License Inspections, Etc.	\$75.00
Moving a Building and/or Approved, Labeled Modular Unit	\$250.00
Manufactured (Mobile) Home (Includes Building, Electrical Plumbing, and Mechanical Fees)	\$150.00

Insulation:

Minimum Permit Fee Applies to Each Dwelling Unit and/or Tenant Space	\$50.00
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Plumbing:

Minimum Permit Fee Applies to Each Dwelling Unit and/or Tenant Space	\$50.00 Plus \$10.00
Sprinkler Heads (<i>See Fire Department Fee Schedule</i>)	N/A

DEVELOPMENT SERVICES

Building Inspections / Permits

Gas:

Minimum Permit Fee Applies to Each Dwelling Unit and/or Tenant Space	\$50.00
Per Gas Outlet / Connection	\$5.00

Mechanical:

Walk-In Cooler or Freezer / Commercial Cooking Hood	\$75.00
Fire Heating, Air Conditioning and/or Combination Unit, Plus Radiation and Smoke Damper	\$50.00 / \$5.00
Minimum Permit Fee	\$60.00
Non-Walk-In Cooler, Freezer or Other Equipment	\$25.00 Each

Electrical:

In addition to each individual service, applicable items also apply to each dwelling/unit/space.

Temporary Service	\$50.00
Temporary Service With Construction Site Trailer	\$75.00
Approved / Labeled Modular	Per Service Size
1-200 Ampere Service Per Ampere Above 200	\$75.00 Plus \$0.50 Per Ampere
Minimum Permit Fee <i>(May Be Waived if Associated Work is Performed in Conjunction with New Service or Service Change)</i>	\$50.00
Openings 1-100 <i>(Each Receptacle, Switch or Feature is an Opening)</i> Each Additional Opening	\$25.00 \$0.10
Sub-Panel, Transformer, Generator	\$50.00 Each
In-Ground Swimming Pool	\$125.00
Baseboard Heaters (Per Thermostat), Signs, Fuel Dispensers, "Freestanding" Parking Light Poles, Manufactured Home Pedestals	\$10.00 Each
Exhaust Fans. Hood, Range, Oven, Dryer, Dishwasher, Garbage Disposal, Water Heater, Spa. Hot Tub, Whirlpool, Window A/C, Thru-The-Wall Heat Pump Motors <i>(And Other Unspecified Equipment)</i>	\$6.00 Each

DEVELOPMENT SERVICES

Building Inspections / Permits

Administrative And Negligence Fees

Permit Refund	\$50.00
Permit Transfer	\$100.00
Negligence Fee and/or Re-Inspection Fee	\$100 Plus Cost of Permit
Starting Work Without a Permit	\$200.00
Condemnation Abatement	\$200.00 Plus the Cost of Abatement
Homeowners Recovery Fee	\$10.00
Minimum Housing—Flat Rate Per Unit	\$100.00

DEVELOPMENT SERVICES

Developer Fees

Electric Development Fees:

Single-Family Residential Subdivisions	\$3,000 / Lot
Multi-Family Residential Development <i>(After Final Plat)</i> *Apartment / Townhome Cost May Vary Based on Plat Submittal	\$600 / Unit
Commercial Development	\$2,500 / Half-Acre Plus \$500 Per Half-Acre Over the First \$2,500
Commercial Subdivision	\$3,500 / Lot

**Lot Fee Amounts Based on Square Feet / Acre*

Electrical Accessibility Fee:

Electrical Utility Installation	\$2,200 Per Lot
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All Developer Fees (Development Fees and Electrical Accessibility Fees) must be paid prior to the City of Elizabeth City incurring any costs related to electric infrastructure procurement or installation. *(These Requirements Adopted by the City Council on July 14, 2025)*

Hunters Lake and Millbrooke Subdivisions:

The original developers of the Hunters Lake and Millbrooke subdivisions failed to reimburse the City for the subject installations. As such, each time a building permit is issued for a new dwelling in one of these subdivisions, they must pay the regular \$1,600 electrical utility installation fee (per lot) increased by 2.5% for each budget year until built out.

**Specific rules for Hunters Lake and Millbrooke were adopted in 2011.*

DEVELOPMENT SERVICES

Electric Service & Equipment Rates

Repair costs associated with damage to any City meters, poles, service wires, service structures or City-owned equipment shall be billed to the person or entity involved with the damage.

Equipment Rates:

Pick-Up Truck Crew 4WD	\$12 Per Hour
Bucket Truck (Up to 50')	\$30 Per Hour
Bucket Truck (51'-65')	\$36 Per Hour
Bucket Truck (66'-85')	\$42 Per Hour
Digger Derrick Truck (Up to 50')	\$35 Per Hour
Pole Trailer	\$10 Per Hour
Material Trailer	\$15 Per Hour
Mini Excavator With Trailer	\$40 Per Hour
Light Tower	\$10 Per Hour

Servisavor—After 14 days, a rate of **\$50 per day** will be assessed until returned.

Labor / Personnel Rates:

Deputy Director	\$55 Per Hour (\$82.50 OT)
Foreman	\$53 Per Hour (\$79.50 OT)
Journey Lineman	\$50 Per Hour (\$75 OT)
1st Class Lineman	\$45 Per Hour (\$67.50 OT)
2nd Class Lineman	\$33 Per Hour (\$49.50 OT)
3rd Class Lineman	\$30 Per Hour (\$45 OT)
Apprentice Lineman	\$24 Per Hour (\$36 OT)
Groundsman	\$21 Per Hour (\$31.50 OT)

DEVELOPMENT SERVICES

Electric Service & Equipment Rates

Meter Testing:

Upon written request by a City of Elizabeth City utility customer, the Electric Department will perform one (1) meter test at no charge per 12-month period. Additional tests shall be charged to the customer at the following rates:

Single-Phase Meters—240 Volts or Less (Up To And Including 30 Amperes Rated Capacity of the Meter Element)	\$50.00 Each
Single-Phase Meters With Current Transformers / Polyphase Meters (With or Without Instrument Transformers)	\$100.00 Each <i>*Refundable ONLY if the Percentage Registration of Meter Exceeds 102%</i>

On-Demand After-Hours Appointments (COMMERCIAL ACCOUNTS ONLY):

Service Connection / Disconnection After Hours (Callbacks or Appointments)	\$250 Per Hour / 2 Hour Minimum Billed
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Transformers:

Transformer Purchase / Installation (Commercial)	Cost of Transformer(s) Charged at Market Rate
3-Phase Transformer Purchase / Installation (Residential and Commercial)	Cost of Transformer(s) Charged at Market Rate Plus 20% Upcharge

**Upcharge is used to cover the cost of shipping and delivery of transformers.*

DEVELOPMENT SERVICES

Planning & Zoning Fees

Board-Evaluation Applications:

All Application and Permit Fees Are Collected
At the Time Petition or Request is Filed.

Rezoning	\$600.00
Protest Petition	\$50.00
Text Amendment	\$500.00
Certificate of Appropriateness	\$20.00
Council Use Permit	\$500.00
Special Use Permit	\$500.00
Variance Application Fee (Total) (Variance Application Consultation \$100 / Application Fee Balance \$400)	\$500.00
Administrative Decision / Interpretation Appeal	\$500.00
Vested Rights	\$500.00

Staff-Evaluated Applications:

Home Occupation Permit	\$100.00
Sandwich Board Sign Permit	\$30.00
Sign Permit—Standard (Wall, Window, Awning, On-Premises)	\$100.00
Sign Permit—Billboard	\$500.00
Zoning Permit	\$100.00
Minor Subdivision and Recombination Plat	\$300.00
Zoning Certificate of Compliance	\$100.00
Zoning Verification Letter	\$50.00

DEVELOPMENT SERVICES

Planning & Zoning Fees

TRC-Evaluated Site Plans & Subdivision Applications:

Site Plan Review—Technical Review Committee <i>*Cost Includes Pre-Submittal Meeting</i>	\$750.00
Site Plan Review—Administrative Review	\$300.00
Re-Submittal Meeting	\$250.00
Project Inspection	\$300.00
Re-Inspection(s)	\$200.00
Sketch Plans	\$200.00
Planned Unit Development	\$1,000.00
Preliminary Plats	\$300.00
Final Plats	\$300.00

Other Planning Fees:

Temporary Special Event Permit	\$50.00
Peddler's Permit	\$250.00 Annually
Business Registration Permit	\$20.00 Annually
Commercial Low Speed Vehicle Permit	\$250.00 Annually
Commercial Pedal Vehicle Permit	\$250.00 Annually
Street Name Change	\$50.00
Force Main	\$4,409.00
Short-Term Rental Permit	\$250.00 Annually

DEVELOPMENT SERVICES

Questions? Call: 252-331-58371

SPECIAL PERMITS

Application Guidelines for Business Registration and Peddler's Permits

BUSINESS REGISTRATION:

Business Registration Permits are issued based on State laws and City ordinances. These permits are issued annually for the period from September 1st to August 31st. All businesses that operate within the city limits of Elizabeth City must have a permit prior to conducting any type of work within the City.

All Business Registrations must be completed through the following online portal:

elizabethcitync.portal.opengov.com

- ◆ Once you enter the OpenGov website, you will be prompted by a message reading, "How May We Help You?" You will type "Business Registration" in the search bar.
- ◆ If this is your first time completing a permit form for Elizabeth City, you will need to create an account. It will require an email address and a unique password that contains 8-12 characters, one capital letter and at least one number. If you are a returning user, you will enter your login credentials.
- ◆ Once logged in, please fill out the required information. If you are renewing a permit, please have your current Business Registration Number available as you will be prompted for it. After completing the permit information, you will be required to upload a photo ID.
- ◆ The system will prompt you to make payment for your permit. Once the payment is accepted, your Business Registration will be in the mail or scanned and sent back to you within three (3) business days.

PEDDLERS AND ITINERANT MERCHANTS:

All permits for Peddlers/ Food Trucks/ Push Carts/Itinerant Merchants must be completed via online portal:

elizabethcitync.portal.opengov.com

- ◆ All applicants **MUST** obtain a background check and upload it to the portal.
- ◆ All applicants **MUST** upload their driver's license and/or passport to the portal.
- ◆ All applicants **MUST** have their Food Truck/ Push Cart/ Food Trailer inspected by the local Pasquotank County Health Department.
- ◆ Permits are issued for the period of September 1st to August 31st annually.
- ◆ An applicant may not operate their business until they receive their permit; it must remain in their possession at all times.
- ◆ Operating in an area without a written affidavit could result revocation of permit and fines.

FIRE DEPARTMENT FEES

Operational Permits:

Amusement Building	\$75.00
Blasting (Explosives) *Additional Fees Required for Standby Personnel	\$500.00
Burn Permits (ETJ ONLY—No Burning In City Limits)	\$10.00—Residential \$45.00—Commercial
Carnivals and Fairs	\$75.00
Covered Mall Buildings	\$100.00
Exhibits and Trade Shows	\$75.00
Insecticide Fogging and Fumigation	\$50.00
Fireworks / Pyrotechnic Special Effects Materials * Additional Fees Required for Standby Personnel	\$250.00
Fireworks (Sales) Class C	\$200.00
Flammable and Combustible Liquids	\$50.00
Food Truck Inspection Permit	\$25.00
Temporary Kiosk / Display	\$25.00
Temporary Membrane Structures / Air Structures / Bounce Houses	\$50.00
Tents (800+ Square Feet With Sides OR 1,800 Square Feet With or Without Sides)	\$75.00
Any Other Permit Required by NC State Fire Code	\$50.00

Off Duty Pay Policy:

Events that are not sponsored by the City of Elizabeth City and required or request the presence of the Fire Department (or standby) are subject to the rates established in the Off-Duty Pay Policy as authorized by the City Council on February 26, 2024. The full policy can be viewed [**HERE.**](#)

Regular	\$46.40 Per Hour (2 Hour Minimum)
Holiday—Applies to New Year's Day, MLK Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the Day After Thanksgiving, Christmas Eve, Christmas Day and the Day After Christmas	\$58.00 Per Hour (2 Hour Minimum)

FIRE DEPARTMENT FEES

Construction Permits:

Automatic Fire Extinguishing System (<i>New Installation of System That Protects Building From Fire By Way of Overhead Devices</i>) *Sprinkler Heads Charged Separately	\$200.00
Sprinkler Heads	\$1.00 Each
Compressed Gas System	\$50.00
Emergency Responder Radio Coverage System (<i>Any System Used to Amplify of Boost First Responder Radio Signal Within a Facility</i>)	\$25.00
Fire Alarm and Detection Systems and Related Equipment (<i>New Installations</i>)	\$100.00
Fire Alarm and Detection Systems and Related Equipment (<i>Existing System Renovations / Changes to Devices or Coverage Areas</i>)	\$75.00
Fixed Fire Suppression Systems (<i>New Installation of Commercial Kitchen Hood or Paint Booth Suppression System</i>)	\$75.00
Fixed Fire Suppression Systems (<i>Renovation / Repairs or Changes to Existing Kitchen Hood or Paint Booth Suppression System</i>)	\$50.00
Spraying and Dipping	\$50.00
Standpipe Systems (<i>New Install—Standpipe ONLY</i>)	\$100.00
Standpipe Systems Renovations (<i>Changes or Repairs to Existing Standpipe</i>)	\$50.00
Storage Tank Installation Inspection	\$150.00 Per Tank
Storage Tank Removal Inspection	\$250.00 Per Tank
Any Other Construction Permit Not Listed	\$50.00

Administration and/or Negligence Fees

Copies of Fire Reports (No Charge to Owner / Occupant)	\$5.00
Starting Work Without a Permit	\$150.00
Non-Compliance Fee	\$100.00 Per Day
Re-Inspection Fees	See Below

There shall be no initial fee for fire inspections of Level I, II, or III properties requiring inspection under the mandatory inspection schedule. Thirty (30) days following the initial fire inspection, a re-inspection shall be conducted by the fire official. If all violations of the fire code have been corrected, no fee shall be imposed. **If all violations of the fire code have not been corrected, a second notice to comply shall be issued and a fee of \$100.00 shall be imposed.** Seven (7) days following the issuance of the second notice to comply, the fire official shall return for a re-inspection. **If no violations have not been corrected, a final notice shall be issued and an additional \$100.00 fee shall be imposed.** Seven (7) days following the issuance of the final notice, the fire official shall return for a re-inspection. **If all violations have not been corrected and all fees paid by this time, a \$500.00 fine shall be imposed and criminal proceedings shall be initiated by the fire official, if necessary, to bring the establishment within compliance with the fire code.**

FIRE DEPARTMENT FEES

Elizabeth City and Camden County Fire Marshal's Office:

New Fire Alarm System	\$75.00
Fire Alarm System Renovations	\$50.00
New Fixed Fire Suppression System	\$75.00
Fixed Suppression System Renovations	\$50.00
Storage Tank Installation	\$50.00 Per Tank
Storage Tank Removal	\$100.00 Per Tank
Fire Flow	\$100 Per Test

Section 34-1 (e)

Please contact the Fire Marshal's Office prior to sending payment for a job being reviewed. Upon completion and approval of the plans, a total cost, including permit fees and per head fees will be available at that time.

Exceptions: and Notes

Applications for permits are required pursuant to Chapter 1 of the North Carolina Fire Prevention Code. Only the Fire Marshal is authorized to waive permit fees for governmental, religious and charitable organizations. All permits or provisions required by the Fire Code or the City Code may be combined into a single permit. In the event an occupancy requires more than one use permit or permit provision, then the highest fee required for any one of these permits per the fee schedule shall be charged. For each other permit or provision required, a \$10.00 charge for each shall be added with the total amount not to exceed \$100.00. **EXCEPTION:** For occupancies required to have a permit for the sale or distribution of Class C Fireworks, the total amount of the permit shall not exceed \$225.00. Renewal of permits shall coincide with the mandatory state inspection schedule for all occupancies.

GIS FEES

Copies Of Plans / Plats:

8.5" x 11" or 11" x 17"	\$2.00 Each
24" x 36"	\$15.00 Each
36" x 48"	\$25.00 Each

GIS City Base Maps:

Includes parcels, centerlines, zoning, hydrology, city limits, railroads, subdivisions, etc. Attribute data will also be available with the requested map information.)

11" x 17"	\$10.00—Base Map	\$20.00—With Orthos	\$25.00—Photo Paper
24" x 36"	\$25.00—Base Map	\$35.00—With Orthos	\$40.00—Photo Paper
36" x 48"	\$35.00—Base Map	\$45.00—With Orthos	\$50.00— Photo Paper

Map Customization	\$40.00 Per Hour (1 Hour Minimum)
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Information in Digital Format:

Base Map With Attribute Data	\$250.00
Base Map With Attribute Data PLUS Utilities Data	\$350.00
Base Map With Orthos And Attributes	\$400.00
Base Map With Orthos And Attributes PLUS Utilities Data	\$450.00

Disclaimer:

Users of the data are hereby notified that public primary information sources should be consulted for verification. The City of Elizabeth City assumes no legal responsibility for this information contained herein or on the media. The data set(s) and any updates cannot be resold or redistributed to third parties for any reason.

PARKING RENTAL FEES

Parking Rental

Fearing Street Parking Lot

\$40.00 Per Space—Billed Quarterly on the 10th

The City of Elizabeth City owns a parking lot and occasionally has spaces available to rent on a monthly basis. The lot is located on the corner of Fearing Street and South Martin Luther King Drive. The parking lot has a total of 112 spaces. The City of Elizabeth City Police Department and the City of Elizabeth City Fire Department are assigned 44 of the spaces, leaving 68 possible spaces for rental. Of those, there are 20 under a 10-year lease agreement, which expires in December 2025.

Rentals are facilitated by the Customer Service Department. If the lot is at full occupancy, a waiting list is maintained for future vacancies.

All renters are required to sign a lease agreement and must give 30-day notice prior to terminating their rental space contract.

****These Rates Become Effective January 1, 2026.***

PARKS & RECREATION FEES

Athletic Field Rentals:

Field Illumination (Per Hour)	\$25.00 Per Field
Field Preparation / Rental	\$75.00 Per Field Per Day
South Park Tournament Fees	\$200.00 Per Field Per Day

Baseball:

Tee Ball / Youth Baseball League Ages 5-12	\$55.00
Tee Ball / Youth Baseball League Ages 13-15	\$60.00
Adult Coed Baseball	\$200.00 Per Team
Men's Baseball League	\$200.00 Per Team

Basketball:

Youth League	\$50.00 Per Player
Winter Adult League	\$300.00 Per Team
Summer Adult League	\$300.00 Per Team

Batting Cages:

1 Token—15 Pitches	\$1.00
6 Tokens—90 Pitches	\$5.00
13 Tokens—195 Pitches	\$10.00

Camps:

Spring / Winter Camps	\$60-\$100 Per Week
Summer Camps	\$60-\$100 Per Week
Sports Camps	\$60-\$150 Per Week
After School	\$20.00 Per Week
Specialty Camps	\$60-\$175 Per Week

Flag Football:

Youth League	\$50.00 Per Player
Adult League	\$250.00 Per Team
Spring Tournament	\$200.00 Per Field Per Day

PARKS & RECREATION FEES

Kickball:

Adult Kickball	\$200.00 Per Team
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Golf / Driving Range:

Green Fees (9 Holes)	\$10.00
Green Fees (18 Holes)	\$15.00
Senior Citizens—Ages 55+ (9 Holes)	\$5.00
Senior Citizens—Ages 55+ (18 Holes)	\$10.00
Military / First Responders (9 Holes)	\$5.00
Military / First Responders (18 Holes)	\$10.00
Annual Membership—Family (4 Max SAME HOUSEHOLD)	\$350.00
Annual Membership—Individual	\$300.00
Annual Membership—Seniors Ages 55+	\$200.00
Annual Membership—Students (School ID Required)	\$100.00
Club Rental	\$1.00
In-House Tournaments	\$15—Members \$25—Non-Members
Golf Tournaments—Private	\$800.00 Per Day
Glow Ball	\$200.00 Per Hour (2 Hour Minimum)
Golf Team Sponsor	\$500.00
PAR 3 Tournament Sponsor	\$1,500.00
PAR 3 Hole Tournament Sponsor	\$150.00
Golf Youth Sponsor	\$60.00

Physical Exercise Programs:

Fitness Classes	\$6.00-\$15.00 Per Class
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Pickleball:

Adult League	\$35-\$65 Per Person
Tournaments	\$60-100 Per Team \$30-\$50 Per Person

PARKS & RECREATION FEES

Soccer:

Youth Soccer League	\$50.00 Per Child
Adult Outdoor League	\$250.00 Per Team
Youth Indoor	\$50.00 Per Child
Adult Indoor	\$200.00 Per Team

Softball:

Adult Summer League	\$250 Per Team
Adult Fall League	\$200 Per Team

Volleyball:

Youth League	\$50 Per Person
Adult League	\$200 Per Team

Park / Shelter Rentas:

Pool Street Park	\$100.00 Per Hour (2 Hour Minimum)
Charles Creek Picnic Shelter	\$100.00 Half Day / \$200.00 Full Day
Fish Fry Shelter (College Park)	\$100.00 Per Use \$50 Deposit Required
Waterfront Pavilion	\$100.00 Per Hour (2 Hour Minimum) \$50.00 Deposit Required
Mariners' Wharf	\$200.00 for 4 Hours \$50.00 Deposit Required
Fun Junktion Pavilion	\$150.00 Full Shelter / Full Day \$75.00 Full Shelter / Half Day \$50 Deposit Required
Newland Park Pavilion	\$150.00 Full Shelter / Full Day \$75.00 Full Shelter / Half Day \$50.00 Deposit Required

Full Day Rentals for Shelters and Parks are the hours of 10:00 a.m. to 7:00 p.m.
 Half Day Rentals for Shelters and Parks are four-hour blocks and may be 10:100 a.m.—2:00 p.m.
 OR 3:00 p.m.—7:00 p.m.

PARKS & RECREATION FEES

Downtown Community Recreation Center:

Multipurpose Room	\$100.00 Per Hour (2 Hour Minimum)
Gymnasium—No Admissions	\$200.00 Per Hour (2 Hour Minimum)
Gymnasium—Admission Fee (Liability Insurance Required)	\$400.00 Per Hour (2 Hour Minimum)

**Gymnasium is only available for athletic events*

Knobbs Creek Recreation Center:

Clubroom	\$100.00 Per Hour (2 Hour Minimum)
Gymnasium—No Admission	\$200.00 Per Hour (2 Hour Minimum)
Gymnasium—Admission Fee (Liability Insurance Required)	\$400.00 Per Hour (2 Hour Minimum)

**Gymnasium is only available for athletic events*

Out-Of-County Fees:

Adult Participation	\$30.00 Per Program
Youth Participation	\$20.00 Per Program
Facility Rentals	\$30.00 Per Rental

**Out-of-County Fees apply to non-residents or other participants who wish to take part in ECPC Parks and Recreation programs or other offerings. These fees are assessed in addition to the posted costs for residents.*

**There may be additional fees for ECPC Parks and Recreation that are not listed above. Fees may vary based on the length of instruction of cost to this department.*

PARKS & RECREATION FEES

MEMORIAL / DEDICATION PARK INSTALLATIONS

Parks and Recreation offers several options to donate to your favorite park by way of a memorial placard, bench or sign.

Major General Hawthorne Proctor Tribute Wall at Veteran's Park (Placard Engraving & Installation)	\$500.00 (Must Meet Policy Requirements)
Bench	
Sign	

SPONSORSHIP FEES

Bronze	\$500-\$999
Silver	\$1,000-\$2,499
Gold	\$2,500-\$4,999
Platinum	\$5000+
Youth Sponsor	\$60 (For Camps, Programs or Athletics)
Team Sponsor	\$500
Athletic League Sponsor	\$5,000
Par 3 Golf Tournament Sponsor	\$1,500
Par 3 Golf Tournament Hole Sponsor	\$100 Per Hole

POLICE DEPARTMENT FEES

Copy of Incident Report	\$5.00 Per Record
Copy of Accident Report	\$5.00 Per Record
Request for Fingerprinting	\$10.00 Per Set
Special Interest Restoration Vehicle Fee	\$25.00

Parking Violations:

Parking in Designated Handicap Space	\$200.00
Loading Zone	\$25.00
Excess 2 Hour Parking	\$25.00
Too Close To Fire Hydrant	\$100.00
Parking Wrong Direction	\$50.00
Fire Lane	\$100.00
Too Close To Intersection	\$25.00
Obstructing Traffic Lane	\$75.00
Cross Walk	\$100.00
Parking in Alley	\$50.00
Double Parking	\$25.00
Prohibited Area	\$50.00
Blocking Private Driveway	\$50.00
Other	\$25.00

Parking fines are assessed by the Elizabeth City Police Department and listed in Chapter 72 of the Elizabeth City Code of Ordinances

Bow Hunting Permit:

For Entry to City Property—Parcel 7997-905981—Wellfield / Thunder Road	\$25.00
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Permit only accessible to individuals over 18 years of age and who are properly licensed to hunt in the State of NC. No more than two individuals allowed on the property at the same time. Must provide 24 hours advance notice. No dogs, erection of deer stands, etc. Full rules and regulations will be provided by the ECPD at the time of permit issuance.

SPECIAL EVENT FEES

Application Fees for Special Events (Non-Refundable and Due Upon Submission of Application)

Application / Event Type	Example	Fee
Special Event (w/ Road Closures)	Parade / Concert / Festival / Car Show	\$100
Special Event (w/o Road Closure)	Any Other Event Requiring City Service	\$50
Organized Walk / Race Event	Fun Runs / 5Ks / 1k / Marathon	\$50
Neighborhood Event	Assembly / Rally / Block Party	\$25
General / Other	Other Events With Less Than 200 People / No Road Closures	\$25

STREETS FEES

Adopt-A-Street Program

About Adopt-A-Street

Established in 1991, the City of Elizabeth City Adopt-A-Street program is patterned after the State Adopt-A-Highway. Participants include schools, non-profit organizations, club's businesses, and individuals. To adopt a street, your group or business agrees to pick up litter for two years along a mile of roadway within the City of Elizabeth City. By participating in the program and donation of a few hours of time per year, you can help make Elizabeth City better and more beautiful.

What Are Your Responsibilities?

- To pick up litter along your adopted roadway at least four (4) times per year for a period of two (2) years. You are encouraged to clean your street more often, if needed. We hope two of your cleanups will take place in April and September when the City's Spring and Fall cleanup campaigns are held.
- To make sure everyone in your organization has a clear understanding of the program and follows safety procedures.
- Coordinate cleanup dates and times with the City Public Utilities Department. You must clean the City Street three (3) times before officially adopting the street.

What the City Provides:

- The City will install two (2) Adopt-A-Street road signs (one for each direction of the traffic) with the Group's name on each sign. A certificate of appreciation will be presented to your organization when you have officially adopted The City Street.
- The City will provide safety vests (which will be required for you to wear), orange trash bags for disposal, cones, and grapplers.
- The City will pick up filled trash bags from the corner of the Adopted street unless otherwise notified of location after the completion of the cleanup.
- The City will provide coverage on the Public Utilities Maintenance website, Facebook, and other social media sites, photos, and clean-up event news.

Fees *(Assessed Only When Supplies Are Not Returned)

Cones	\$35.00
Grapplers	\$25.00
Vests	\$25.00

UTILITY SERVICE FEES

Residential Electric Deposit	\$200.00
Non-Residential (Commercial Electric Deposit)	2x Average Monthly Bill (\$200.00 Minimum)
Water Deposit	\$50.00
Returned Check Charge	\$35.00
Residential Reconnection Fee (Disconnection for Non-Payment) - Regular Hours 8:00 a.m. to 4:30 p.m. M-F	\$50.00
Residential Reconnection Fee (Disconnection for Non-Payment) After-Hours 4:30 p.m. to 11:00 p.m. M-F	\$50.00 (In Addition to the \$50.00 Reconnection Fee)
Non-Residential /Commercial Reconnection Fee (Disconnection for Non-Payment)	\$100.00 Plus Any Applicable Line Crew Charges
Residential Turn-On Fee	\$50.00
Non-Residential (Commercial) Turn-On Fee	\$100.00
Landlord Service Turn-On Fee	\$25.00
Special Festival Utility Service	\$20.00 Per User
Broken Meter (Electric or Water)	Cost of Meter + 20%
Delinquent Fee (Assessed After Bill Due Date)	5% of Current Amount Due
Meter Test Charge (One Free Test Per Year)	See Electric Department Fees
Temporary Construction Service Charge	\$100.00

WATER & SEWER FEES

Water and Sewer System Development Fees

Applies to commercial and residential construction, which may require both a building permit and city water and/or sewer connections from the city. Payment shall be made prior to issuance of building permits.

Section I

The System Development Fees for the City of Elizabeth City shall be the following:

Meter Size	Water	Wastewater
3/4"	\$3,395	\$3,113
1"	\$5,670	\$5,199
1/2"	\$11,350	\$10,366
2"	\$18,095	\$16,592
3"	\$36,225	\$33,216
4"	\$56,595	\$51,894
6"	\$113,155	\$103,756
8"	\$181,055	\$166,016
10"	\$475,300	\$435,820
12"	\$599,795	\$5479,974

Section II

The System Development Fees shall be solely based on meter size for water and wastewater.

Section III

Any existing ordinance or parts of an ordinance in conflict shall hereby be repealed.

****Sections I, II and III adopted June 11, 2018.***

Section IV

By adoption of this fee schedule, Council recognizes that in the future it may enter into agreements with persons to share in the costs to extend sewer lines to land proposed for construction. Nothing in this fee schedule shall preclude the completion of those agreements.

Section V

There is hereby created a Water and Sewer Capital Improvement Fund where all system development fees shall be deposited. Said fund shall be used to pay for major capital improvements through the City. Prior to the creation of the Water and Sewer Capital Improvement Fund, all system development fees were deposited in the Water and Sewer Operating Budget. To ensure adequate funding in the operating budget, the Finance Director is hereby authorized to transfer \$150,000 from the Water and Sewer Capital Improvement Fund to the Water and Sewer Operating Fund, which represents occurring capital needs, which are not considered major capital improvement projects.

****Sections IV and V adopted September 12, 2005***

WATER & SEWER FEES

Tap Fee Schedule

Section I—Water & Sewer Tap Fees

The purpose of these fees is to recover the cost incurred by the City for the installation of water and sewer service lines and associated appurtenances.

Water Tap Fees

3/4"	\$1,150
1"	\$1,400
2"	\$1,800
3"	\$2,000*
4"	\$2,200*
6"	\$2,600*
8"	\$3,000*
10"	\$3,500*
12"	\$4,000*

Sewer Tap Fees

1.4"	\$1,150
2.6"	\$2,200
3.8"	\$3,000
4.10"	\$3,500
5.12"	\$4,000

**These sizes do not include the cost of the meter and/or vault. Meter and vaults shall be charged on actual cost plus 10%.*

Revised February 10, 2020

Laboratory and Consultation Fee Schedules

Section II—Laboratory and Consultation Fees

The purpose of these fees is to recover the cost of performing standard water and wastewater laboratory analysis and system consultation for area water districts.

Laboratory Analysis (Per Sample)

Chlorine Residual	\$15.00
Ammonia	\$15.00
Coliform Bacteria	\$40.00
Heterotrophic Plate Count	\$50.00

Consultation Fees

Regulatory Compliance and./or Routine Sampling, Operation & Maintenance	\$40.00 Per Hour
ORC/State Reporting/On-Site Inspection	\$100.00 Per Hour

WATER & SEWER FEES

Septage Disposal Fees and Related Permits

Authorization to Discharge Permit	\$100 Annual Fee
Septage Disposal Fee— <i>Monday Through Friday Between the Hours of 8:00 a.m. and 5:00 p.m.</i>	\$0.0570 Per Gallon (Based on Truck Size)
Septage Disposal Fee— <i>Any Hours Outside of 8:00 a.m. and 5:00 p.m. Monday Through Friday</i>	\$0.1140 Per Gallon (Based on Truck Size)

**Adopted January 28, 2019*

Special Services

These fees shall include, but are not limited to leachate disposal, wash-down water, septic tank pumpage, and recreational vehicles. The minimum rate shall be \$15.00 per 1,000 gallons. Leachate acceptance fees are determined after an analysis of the leachate is evaluated for specific pollutants. Individual leachate disposal and wash-down water agreements shall be required for each facility utilizing the City's Wastewater facilities.

**Effective July 1, 2005*

Backflow /Cross Connection Control Program

Mandatory regulations require that water suppliers take steps to ensure that water delivered to homes or businesses remains clean and safe. To address this, approved backflow prevention devices are required for industrial, commercial, and irrigation customers connecting to the City of Elizabeth City water utility. The customer is responsible for installation and maintenance of the device. The City works to protect the water supply by ensuring backflow devices are maintained properly and cross-connection sources are eliminated.

The following are required to be checked and reported to the City on an annual basis:

Pressure and Spill Resistant Type Vacuum Breaker Assemblies (PVB or SVB)
Double Check Valve Assemblies (DCVA)
Double Check Detector Assemblies (DCDA)
Reduced Pressure Assemblies (RPA)
Reduced Pressure Detector Assemblies (RPDA)
Reduced Pressure Zone Assemblies (RPZ / RPZA)

Certified testers must complete all annual testing and submit results to the City of Elizabeth City's Public Utilities Department within 30 days of the annual test date. **If your device does not pass annual testing, you certified tester must advise you and submit a failed maintenance report to Public Utilities along with the action plan for correction. For severe hazards, the device must be repaired and retested within 5 business days and within 10 business days for moderate hazards. Failure to do so will result in a \$100.00 fine assessed by the City of Elizabeth City plus a \$100.00 administrative fee. Additional fines may be assessed due to continued test failures.**

UTILITY RATES

The City of Elizabeth City is an Electric, Water and Sewer utility provider for residential and commercial customers located in our city limits. We also provide curbside refuse collection.

Electric Rates

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Sanitation (Garbage Collection) Rates

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Sewer Rates

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Water Rates

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UTILITY RATES

Electric Rates

Service Type	Basic Facilities Charge	Price Per KW (Does Not Include NC Sales Tax and Any Purchase Cost Adjustment)
RS1—Residential Service	\$12.50	\$0.1047
GS1—Non-Residential Service	\$25.00	\$0.1073 Per KWH for the First 3,000 KWH \$0.0564 Per KWH for all KWHs Over 3,000

Area Lights

Rate Code	Wattage / Type	Rate Per Unit Per Month
A01	150 Watt High Powered Sodium	\$10.98
A02	250 Watt High Powered Sodium	\$13.00
A04	1,000 Watt High Powered Sodium	\$34.26 (<i>Additional Units on the Same Pole are \$23.28 Each</i>)

UTILITY RATES

Residential and Commercial Sanitation Rate Schedule

Residential Refuse— <i>Weekly Curbside Pickup of One Container</i>	\$24 Per Month (Rate Codes RR1 & RR2)
Commercial Refuse— <i>Weekly Pickup of One Container</i>	\$24 Per Month (Rate Code TF3)
Additional Container Pick-Up Fee	\$5 Per Month
Refuse Container	\$85+Tax (Additional \$5 Per Month Fee Will Be Added to Utility Bill for Weekly Pickup of Locations With More Than One Container)

**Additional Containers / Fees Were Approved by the City Council on December 15, 2023.*

Downtown Garbage District Trash Compactor Rate Schedule

Tier	Description	Amount
1	Downtown Residential	\$15
2	Small Commercial	\$17
3	Medium Commercial	\$80
4	Heavy Commercial	\$280

**Rates for Tier 1 & 2 were adopted June 15, 2023 and became effective July 11 2023.*

Residential and Commercial Stormwater Rate Schedule

Residential Stormwater Fee	\$36 Per Residential Parcel
Commercial Stormwater Fee	\$.01 / Square Foot of Impervious Area Per Commercial Parcel With Minimum of \$36

A credit of 25% shall be given to any commercial property that maintains their own stormwater retention pond (to appropriate and required standards).

*

Rates effective July 1, 2007

UTILITY RATES

Water & Sewer Rates

The current Water and Sewer Rates are listed below. These rates were last increased by the City Council on March 27, 2023; however, on July 29, 2024 the Council did adopt policy changes recommended by the NC Rural Water Association that do have an effect on Water and Sewer. Those changes were:

- ◆ **Multipliers and Equivalent Units (Complexes Served by a Single Master Meter Shall Pay Based on Number of Units Served Instead of the Number of Meters To Accurately Account for Demand)**
- ◆ **Unit Measurement for Consumption (Previous Unit of Consumption = 1,000 Gallons. New Smart Meter Installation Will Allow for Increased Accuracy and Unit of Consumption Will Be Updated To 500 Gallons.)**

On September 22, 2025, a Joint City-County Agreement was approved, effectively "turning over" all maintenance and billing of water service on the Halstead Corridor to Pasquotank County for a period of 5-10 Years. This agreement takes effect on December 1, 2025.

INSIDE CITY—BASE CHARGE

Pipe Size / Description	Water	Sewer
Residential: ◆ 3/4" (W01 & S01)	\$25.10	\$23.11
Non-Residential / Commercial: ◆ 3/4" (W03 & S03)	\$25.22	\$23.55
◆ 1" (W04 & S04)	\$41.79	\$49.93
◆ 2" (W05 & S05)	\$58.40	\$76.18
◆ 4"> (W06 & S06)	\$74.94	\$89.37
◆ 6" (W13 & S13)	\$66.67	\$102.54

INSIDE CITY—CONSUMPTION RATE CHARGE

*Per 500 Gallons	Water	Sewer
Residential Rate	\$7.42	\$6.23
Non-Residential Rate	\$7.45	\$6.35

** Consumption unit approved to decrease from 1,000 gallons to 500 gallons by the City Council on July 29, 2024, which will appear on billings after smart water meter change out is complete.*