



HAMILTON COUNTY, TENNESSEE

June 25, 2025

MEMORANDUM **PUBLIC WORKS/DEVELOPMENT FEES**

Starting **July 1, 2025**, the following fees will take affect per Resolution 425-9 (*attached*):

- **Development Services Inspection Fee (Certificate of Occupancy Inspections)** – 0.19 cents per square foot (*sf*) of building area. Based on the total square footage of all structures.
- **Road Closure Fee** - \$500 for each temporary closure.
- **Curb Cut Fee** - \$150 for each curb cut on an existing County Road.
- **Right Of Way Work License Fee (ROW)** – An annual fee of \$500 to perform work within the County ROW (for prime and subcontractors). Must renew annually.

All permits should be applied for online at <https://hamiltontn.portal.opengov.com>. Please call the Highway Department @ 423-209-5050 or Development Services @ 423-209-7876 with any questions.

Best,

Autumn Friday

Autumn Friday, P.E.
Deputy Director of Development Services
Hamilton County, TN



Hamilton County Board of Commissioners

RESOLUTION

No. 425-9

A RESOLUTION OF THE HAMILTON COUNTY, TENNESSEE, COMMISSION ADOPTING CERTAIN FEES WITHIN THE DIVISION OF PUBLIC WORKS, INCLUDING FEES UNDER DEVELOPMENT SERVICES AND THE HIGHWAY DEPARTMENT.

WHEREAS, the Hamilton County Commission acknowledges the responsibility of the Division of Public Works to oversee development activities, maintain infrastructure, and ensure public safety within the unincorporated areas of Hamilton County; and

WHEREAS, the Division of Public Works includes Development Services, which conducts inspections of development projects, and the Highway Department, which manages county roads, rights-of-way, and related activities; and

WHEREAS, the costs associated with providing inspection services, processing road closures, issuing permits for curb cuts, and licensing work within county rights-of-way have increased due to expanded development and maintenance demands; and

WHEREAS, Tennessee Code Annotated § 5-1-118 authorizes counties to establish reasonable fees for services rendered by county departments in the performance of their duties; and

WHEREAS, the Hamilton County Commission finds it necessary and appropriate to adopt specific fees within the Division of Public Works to equitably distribute the costs of these services to those who benefit from them; and

WHEREAS, after careful review, the Commission has determined that the proposed fees are fair, reasonable, and sufficient to support the operations of Development Services and the Highway Department.

NOW, THEREFORE, BE IT RESOLVED by the Hamilton County Commission, duly assembled in regular session on this 2nd day of April, 2025, that:

1. Adoption of Fees: The following fees are hereby adopted within the Division of Public Works, to be administered by Development Services and the Highway Department as specified herein.
2. Development Services Inspection Fee:
 - a. A development inspection fee is established under Development Services for all new construction development projects requiring inspection within the unincorporated areas of Hamilton County
 - b. The fee shall be set at nineteen cents (\$0.19) per square foot of building area, based on the total square footage of all structures included in the subdivision development plans submitted to Development Services.
 - c. The fee shall be collected before the Certificate of Occupancy is issued.
3. Highway Department Fees:
 - a. Road Closure Fee: A fee of five hundred dollars (\$500) per instance is established for temporary road closures on county roads, to be collected by the Highway Department upon application for closure.
 - b. Curb Cut Fee: A fee of one hundred fifty dollars (\$150) is established for each curb cut constructed on an existing county road, to be collected by the Highway Department upon permit issuance.
 - c. Right-of-Way Work License Fee: An annual fee of five hundred dollars (\$500) is established for a license to perform work within county rights-of-way, to be collected by the Highway Department upon application or renewal.
4. Use of Funds: All revenue generated from these fees shall be allocated to the respective departments within the Division of Public Works—Development Services and the Highway Department—to fund inspections, permitting, enforcement, staff training, equipment, and related administrative costs.
5. Effective Date: This resolution and the fees established herein shall take effect on July 1, 2025, and shall apply to all applicable projects, applications, or renewals submitted on or after that date.
6. Severability: If any provision of this resolution is held invalid, such invalidity shall not affect the remaining provisions, which shall remain in full force and effect.

BE IT FURTHER RESOLVED that the County Clerk is directed to record this resolution in the official minutes of the Hamilton County Commission and that copies be provided to the Administrator of the Division of Public Works, the Development Services Director, the Highway Department Director, and the Hamilton County Mayor for implementation.

CERTIFICATION OF ACTION

Approved:

☒ W. F. Knowles by chief
Brooke Weener, Deputy
County Clerk

Rejected:

☐

Approved:

☒ W. F. Knowles
County Mayor

Vetoed:

☐

April 2, 2025

Date