



HAMILTON COUNTY, TENNESSEE

MEMORANDUM

TO: All Contractors and Subcontractors Working Within Hamilton County, TN
FROM: Brandon Mauracher, Highway Department Director
DATE: June 6, 2025
SUBJECT: Annual Work Certification & Updated Permit Fee Requirements for Right-of-Way Work

Dear Contractors and Subcontractors,

This memorandum is to inform you of significant changes regarding work within the **County Right-of-Way (ROW)**. Effective **July 1, 2025**, a new **Annual Work Certification** will be required for all contractors and subcontractors. Additionally, several updated **permit fees** will apply for certain ROW activities.

These requirements have been established by resolution of the **Hamilton County Commission** and will be enforced to ensure safety, accountability, and compliance with County standards.

1. Annual Work Certification Requirement

Effective Date: July 1, 2025

Fee: \$500 per year (per contractor and subcontractor)

Required For:

- All **prime contractors**
 - All **subcontractors** performing work in the County ROW
- Application Process:**
- Applications must be submitted through the County's permitting system: **OpenGov**

No contractor or subcontractor may begin work in the right-of-way (ROW) without an approved and valid certification on file.

2. Permit Fee Schedule

The following permit fees will also apply:

- **Curb Cut Permit:** \$150 per location
- **Full Road Closure Permit:** \$500 per closure

Future Fee Notice:

The County is also planning to implement a **permit fee for all road cuts** in the future. While not yet in effect, this fee is expected to **be no more than \$150 per permit**. Additional information will be provided in advance of its implementation.

Compliance Notice

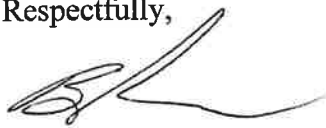
Failure to obtain the required certification and permits may result in:

- Permit delays or denials
- Work stoppages
- Fines or other enforcement actions

We encourage all contractors and subcontractors to begin preparing for these requirements now. For questions, please get in touch with the Hamilton County Highway Department at **423-209-5050**.

We appreciate your partnership in maintaining safe and orderly work across Hamilton County.

Respectfully,



Brandon Mauracher
Director
Hamilton County Highway Department



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

Rejected:



Brooke Weener, Deputy

County Clerk

Approved:



Vetoed:



W. Wood

County Mayor

April 2, 2025

Date