



STATE OF TEXAS §  
COUNTY OF COMAL §

**RESOLUTION #2011-40**

**WHEREAS**, Section 118.131, Local Government Code, authorizes the Commissioners Court of each county to set reasonable fees to be charged for certain services by the office of Sheriff and Constable; and

**WHEREAS**, the Comal County Commissioners Court has determined the fees listed below are required to recoup the costs to Comal County for these services.

**NOW, THEREFORE BE IT RESOLVED THAT**, the Commissioners Court is of the opinion that the following fees are reasonable and should be established for these services in Comal County effective January 1, 2012 and to remain in effect until further order of the County.

**IT IS THEREFORE ORDERED, ADJUDGED AND DECREED THAT** the fees as prescribed above are hereby set by the Comal County Commissioners Court in open session effective January 1, 2012 and to remain in effect until further orders of this Court.

**BE IT FURTHER ORDERED** that the Commissioners Court of Comal County does hereby accept and approve the Constable/Sheriff's Office fees as submitted and various county office fees as submitted.

**ADOPTED** in open Court this the 8<sup>th</sup> day of September 2011.

  
Sherman Krause, County Judge

  
Donna Eccleston, Commissioner Pct 1


  
Scott Haag, Commissioner Pct 2

  
Gregory Parker, Commissioner Pct 3

  
Jan Kennady, Commissioner Pct 4



ATTEST:

  
Joy Streater, County Clerk

  
Cynthia Jozua, Deputy



## 2012 SHERIFF'S OFFICE FEES

TYPE OF WRIT	Sheriff/Constable Fees
Citation	\$ 65.00
Citation by Publication	65.00
Notice of Trustee Sale	65.00
Precept to Serve/Notice	65.00
Injunction	65.00
Mental Commitment	75.00
Subpoena Civil	65.00
Order of Sale	200.00
Temporary Restraining Order	75.00
Temporary Protective Order	75.00
Writ of Attachment	200.00
Writ of Execution	200.00
Writ of Garnishment	200.00
Writ of Restitution	200.00
Writ of Sequestration	200.00
Forcible Detainer	75.00
For Each Livestock Estray - Sheriff's Fee	25.00
Writ of Possession (4 Hours Maximum) * see below	200.00

### Other Service Fees:

\* Writ of Possession exceeding 4 hours, will be charged/billed at a rate of \$30 per additional hour.

Posting of written notices in public places as may be required by law/per location..... 20.00  
Mileage fee if applicable will be calculated at.....per mile..... 0.585

Executing a Deed to each purchaser of real estate under execution or order of sale..... 55.00

Executing a Bill of Sale to each purchaser of personal property under execution or order of sale when demanded by purchaser..... 55.00

Vehicles stored by the Sheriff for more than 10 days will be charged/billed at a rate of 30.00 per day thereafter.



Executing fee for each case tried in District or County Court, a Sheriff's venire jury fee \$15.00  
Copies of Offense Reports requested by insurance companies..... 0.00

Fingerprint cards, required for private employment, etc. ....per card.....10.00

Collecting money on an execution or an order of sale, when the same is made by a sale:

The first \$200.00 or less.....10%  
All sums over \$200.00 and not exceeding \$1,000.00..... 6%  
All sums over \$1,000.00 and not exceeding \$5,000.00..... 3%  
All sums over \$5,000.00..... 2%

Court may adjust the fee.

When the money is collected by the Sheriff or Constable without a sale, one-half of the above rates shall be allowed him.

Livestock Estray - Sheriff's Fee.....\$ 25.00 each  
Livestock Estray Hauling (each)..... 100.00 single load  
Feed for Cattle..... 15.00 per day/per head  
Feed for horses/mules..... 20.00 per day/per head  
Feed for goats/sheep..... 8.00 per day/per head  
Feed for hogs..... 5.00 per day/per head  
Catch fee..... 25.00 for contained area/per head  
Additional fee if horse is required to catch estray..... 100.00  
County fee/per head..... 25.00

## 2012 JAIL OFFICE FEES

Fingerprints \$10.00  
Open Records 0.10 per page

## 2012 INMATE CHARGES

Doctor Appointment \$ 10.00  
Lab Work 10.00  
Prescriptions 10.00  
Over Counter Medication 1.00  
Damaged property will be the cost of the property.  
Defendant Confinement Fee \$25.00 per day (excluding indigents)



## 2012 ANIMAL CONTROL FEES

### Licensing:

Altered (one time fee)	\$ 5.00
Non- Altered (annually)	5.00

### IMPOUND CHARGES:

Licensed and Altered	1 <sup>st</sup>	25.00
	2 <sup>nd</sup>	40.00
Licensed and Non-Altered	1 <sup>st</sup>	50.00
	2 <sup>nd</sup>	65.00
Unlicensed and Altered	1 <sup>st</sup>	50.00
	2 <sup>nd</sup>	65.00
Unlicensed and Non-Altered	1 <sup>st</sup>	75.00
	2 <sup>nd</sup>	95.00
Prisoner Dog Pick Up		50.00
*Trap Rental Deposit	Cats	50.00
	Dogs	250.00
Daily Charge	Cats	2.00
	Dogs	4.00

\*Trap Rental Deposit to cover purchasing new trap if it would be stolen, lost or damaged and not repairable

## 2012 TAX OFFICE FEES

Type of Fee	2011 Fee
Voter Lists (paper copies)	\$ 0.03/sheet or 0.05/sheet duplex
Voter Information CD's Tax Certificates	\$ 40.00/disk 10.00/each
Delinquent Attorney File (CD) Copies of Documents (per copy)	\$ 40.00/disk 0.25
Return Check Fee	\$ 30.00



**COUNTY CLERK'S FEES OF OFFICE  
EFFECTIVE JANUARY 1, 2012**

<b>RECORDING FEES – REAL AND PERSONAL PROPERTY</b>	
1) Deeds, Deeds of Trust, Abstracts of Judgment (Tex. Prop. Code § 52.51), Affidavits, UCC's, Hospital Liens (Tex. Prop. Code Chapter 55), Releases, Public Weighter's Bond, etc. for the 1 <sup>st</sup> page (Tex. Loc. Gov't Code Ann § 118.011)	\$ 16.00
a) Each additional page or part of page	\$ 4.00
b) Each additional Grantor or Grantee over five (5) to be indexed	\$ 0.25
c) No heading on top of 1 <sup>st</sup> page of Document	\$ 5.00
d) Any Document conveying interest in property which does not have the Grantee's address (Tex. Loc. Gov't Code Ann. § 118.011)	Double the Filing Fee of the Document or a Flat Fee of \$25.00, whichever is greater of the two.
e) Name not printed under all original signatures	Double the Filing Fee of that page (\$5.00 first page or \$4.00 additional pages)
f) No address for Plaintiff or Judgment creditor on an Abstract of Judgment	Double the Filing Fee of the Document or a Flat Fee of \$25.00, whichever is greater of the two.
2) State Tax Lien (Tex. Tax Code Chapter 113)	\$ 11.00
a) Each additional page	\$ 4.00
3) Federal Tax Lien or Release of Federal Tax Lien (Tex. Prop. Code Chapter 14)	\$ 21.00
4) DD-214 (Military Discharge)	No Recording Charge
<b>NOTE: A "copy of an instrument is not entitled to be recorded in the office of the county clerk. (See 64 Tex. Jur. 3d Records and Recording Laws § 21</b>	
<b>ASSUMED NAME CERTIFICATE (DBA) (Chapter 36, Title 4, Business &amp; Commerce Code)</b>	
5) Assume Name Certificate (DBA) or Abandonment	\$ 13.00
a) Each additional name	\$ .50
b) Acknowledgement	\$ 5.00
<b>PLAT/MAP OR AMENDMENT TO PLAT</b>	
6) Plat/Map (Tex. Loc. Gov't Code § 232)	\$111.00
a) Each additional page	\$100.00
b) Tax Certificates (each) (Tex. Prop. Code § 12.002)	\$ 4.00
7) Amendment to Plat (Tex. Prop. Code § 12.002)	\$111.00
a) Tax Certificates (each) (Tex. Prop. Code § 12.002)	\$ 4.00
8) Copy of Plat (18" x 24" or smaller)	\$ 5.00
9) Color Copy of Map or Plat (18" x 24" or smaller)	\$ 10.00
10) Copy of Plat (larger than 18" x 24")	\$ 10.00
11) Color Copy of Map or Plat (larger than 18" x 24")	\$ 15.00



<b>NON-CERTIFIED OR CERTIFIED COPIES (Tex. Loc. Gov't Code § 118.014)</b>	
12) Non-certified Copies (Tex. Loc. Gov't Code § 118.0145)	\$ 1.00 per page
13) Clerk's Certification	\$ 5.00
14) Federal Tax Lien Copy	\$ 1.50
15) Additional Postage for Oversized Copies	\$ 1.00
16) Additional Postage for Multiple Plat Copies	\$ 3.00
<b>PUBLIC NOTICES (including Foreclosure Notices and notice required under the Freedom of Information Act) [Tex. Loc Gov't Code § 118.011(c) and Tex. Prop. Code § 51.002]</b>	
17) Public Notices (includes file stamping and posting) Open Meeting Notice and Notice of Foreclosure)	\$ 6.00
<b>MISCELLANEOUS FEES</b>	
18) Deposit of Will for Safekeeping (Tex. Loc. Gov't Code § 118.062)	\$ 11.00
19) Marks and Brands for each location on animal (Tex. Loc. Gov't Code § 118.020)	\$ 16.00
a) Additional fee for any other location at time of filing	\$ 5.00
b) Brands specifically by tattoo are an additional fee , i.e. \$16.25 for one tattoo in one location at time of filing [Tex. Agri. Code § 144.110(b)]	\$ 0.25
20) Search of Minutes or Recording of Commissioners Court (written request only)	\$ 10.00
<b>REAL PROPERTY SEARCH (Written Request Only)</b>	
21) Grantor, Per name up to 10 years	\$ 10.00
22) Grantee, Per name up to 10 years	\$ 10.00
23) Fax of Legal Documents (1 – 5 pages)	\$ 5.00
a) Additional Fee per page for over 5 pages	\$ 0.50



<b>VITAL STATISTICS [Tex. Health &amp; Safety Code § 191.0045(d) and (h)]</b>	
1) Certified Copy of Birth Certificate	\$ 23.00
2) Certified Copy of Death Certificate (First Copy)	\$ 21.00
a) Each Additional Copy	\$ 4.00
3) Marriage License without Pre-Marital Certificate	\$ 72.00
a) With Pre-Marital Certificate (Tex. Loc. Gov't Code § 118.018)	\$ 12.00
b) Under 18 years, parental consent, per signature	\$ 1.00
4) Informal Marriage (Tex. Loc. Gov't Code § 118.019)	\$ 37.00
5) Marriage License Certified Copy (Security Paper) ( <b>NO PLAIN PAPER COPIES ISSUED</b> )	\$ 21.00
6) Duplicate Marriage License	\$ 30.00
7) Verification of Birth, Death, or Marriage	\$ 10.00
8) Genealogy Search – Per Name (If list left with Staff)	\$ 5.00
<b>BEER LICENSE APPLICATION</b>	
9) New Application, (Fee originally set by Commissioners Court ) [Tx. Loc. Gov't Cod § 118.011(c)]	\$ 11.00
a) Each clerk's certification, signature, and seal	\$ 5.00
b) Judge's Signature	\$ 5.00
<b>NOTE: As of March 11, 2009, Existing/Renewal Application does not come to the County Clerk per Kevin Bammert – TABC Officer</b>	



## 2012 ROAD DEPARTMENT FEES

Floodplain Permit	\$ 40.00
Public Notices	75.00
Road Crossing Permit	4.00 per foot for asphalt
Road Crossing Permit	2.00 per foot for gravel
Ferguson Maps	18.00 per book
Subdivision Regulations	5.00 per set
Subdivision Platting Fees:	
Plat Application Fee <sup>1</sup>	100.00 per resultant lot/tract
Additional Fee for Plats with Road Construction	3,000.00 per plat

<sup>1</sup>Amendments to Plat are not assessed this fee.

## 2012 ENVIRONMENTAL HEALTH DEPARTMENT FEES

Sewerage Facility Permit (< 500 gallons per day)	\$150.00
Sewerage Facility Permit (>500 gallons per day)	180.00
Permit Renewal within 12 months	80.00
Permit Renewal after 12 months	150.00
Remodel Permit	100.00
Re-Inspection Fee	40.00
Holding Tank Permit	150.00
Subdivision Review (5 lots/tracts or less)	20.00 per lot
Subdivision Review (6 lots/tracts or more)	100.00
Plus charge per lot/tract	5.00
State Research Council Fee	10.00
T.N.R.C.C. O.S.S.F. Rules & Regulations	6.50





## **2012 RURAL RECYCLING DEPARTMENT FEES**

### **BRUSH DUMPING FEES**

(Commercial & Residential)

Pickup Load	\$ 5.00
Trailers (equal to or less than 14')	10.00
Trailers (greater than 14' long)	15.00
Dump Truck (equal to less than 10 yards)	15.00
Dump Truck (greater than 10 yards)	25.00

**Pick up loads and trailers (Equal to or less than 14') can drop off brush for free on Saturdays**

### **TIRES**

Car or light truck tires	\$1.00
Medium or heavy duty truck tires	6.00
Tractor tires	10.00

**THE COUNTY RESERVES THE RIGHT TO REFUSE TIRES.**

## **2012 COMAL COUNTY TREASURER**

Returned Check Fee	\$ 30.00
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## **2012 JUSTICE OF THE PEACE**

### **TYPE OF WRIT**

Autopsy Copies	\$ 25.00
Civil/Small Claims Citation	65.00
Forcible Detainer Citation	75.00
Returned Check Fee	30.00
Subpeona - Civil	65.00
Subpeona/Summons - Criminal	5.00
Writ Of Attachment	200.00
Writ Of Execution	200.00
Writ Of Garnishment	200.00
Writ Of Possession	200.00
Writ Of Restitution	200.00
Writ Of Sequestration	200.00



## 2012 PUBLIC HEALTH DEPARTMENT FEES

### IMMUNIZATIONS

Birth Through Adult (VFC/VFA-Must Qualify Per State Guidelines)	\$14.00
Adult Vaccine (Those Who Do Not Qualify For VFA)	COST + 10.00
Flu Vaccine (Adult)	COST + 10.00
TB Screening Questionnaire	10.00
TB Skin Testing	10.00
Work Site Adult Clinics (Per Shot)	COST + 10.00
Immunization Record Replacement:	
First Record	FREE
All Other Replacements (Each)	5.00

*Health and Safety Code §12.032 No individual will be denied essential public health services because of the inability to pay. The Health Department will make provisions for a reduction or waiver of fees for individuals unable to pay for services in part or in full.*

### MISCELLANEOUS

Blood Pressure	\$ 1.00
HIV, Hepatitis C & Syphilis Testing/Counseling	10.00
Routine Labs Ordered By Physician	LAB + 15.00
Hepatitis B Titers	COST + 15.00
Department Of State Health Lab Tests	COST + 15.00
Pregnancy Tests Or Proof Of Pregnancy	15.00
Vision Screening For Children	10.00
Hearing Screening For Children	10.00
Lead Screening Questionnaire	10.00
STD Services (Education)	15.00



# COMAL COUNTY FIRE MARSHAL'S OFFICE

195 David Jonas Dr.  
New Braunfels, Texas 78132

## Fee Schedule

- (a) Building permit. This fee is for processing building plans submitted for approval, and will be paid at the time of submission of the plans. The base fee for all submitted plans and specifications is \$20.00. Projects with a valuation over \$1,000.00 will use the following table:

Project Valuation	Fee
\$1,000.00 and less	\$20.00
\$1,000.00 up to \$50,000.00	\$20.00 for the first \$1,000.00 plus \$5.00 for each additional thousand or fraction thereof, to and including \$50,000.00.
\$50,000.00 to \$100,000.00	\$265.00 for the first \$50,000.00 plus \$4.00 for each additional thousand or fraction thereof, to and including \$100,000.00.
\$100,000.00 to \$500,000.00	\$465.00 for the first \$100,000.00 plus \$3.00 for each additional thousand or fraction thereof, to and including \$500,000.00.
\$500,000.00 and up	\$1,665.00 for the first \$500,000.00 plus \$2.00 for each additional thousand or fraction thereof.

- (b) Tent permits.

Any tent over 400 square feet: \$50.00



- (c) System permits.
- a. Fixed pipe suppression system permit: \$50.00
  - b. Fire sprinkler system permit:
    - \$150.00 for systems with up to 200 heads
    - \$0.50 for each additional head
    - \$1,500.00 maximum fee.
  - c. Fire alarm system permit:
    - \$150.00 for systems with up to 200 initiating and/or signaling devices
    - \$0.50 for each additional initiating and/or signaling device
    - \$1,500.00 maximum fee
  - d. Standpipe/water supply permit: \$100.00 per system when not installed in conjunction with new building construction.
  - e. Smoke control system permit: \$75.00 for each system.
  - f. Flammable or combustible liquid tanks permit: \$120.00 for each system.
  - g. Preliminary plan review: \$60.00 per hour for the preliminary review of plans, which have not been submitted for approval for which no permit has been issued.
  - h. Re-inspection / retest: \$30.00 for each re-inspection. This fee shall be paid before any subsequent inspections are made.
  - i. Modification permit: \$75.00
    - Includes: Existing sprinkler systems (up to twenty sprinkler heads)
    - Existing alarm systems (up to ten initiating/signaling devices)
  - j. Triple permit fees. The fire code official may impose a triple permit fee when he finds that a condition, activity or occupancy requiring a permit exist and no permit has been issued by the fire code official.
  - k. Fireworks. An operational permit is required each season for the manufacture, storage, handling, sale or use of any quantity of fireworks or pyrotechnic special effects.
    - i. Fireworks retail stand.....\$50.00
    - ii. Fireworks indoor sales site.....\$75.00
    - iii. Public display, proximate audience, (indoor or outdoor)  
Site plan approval and permit.....\$100.00



(c) System permits. (continued)

1. License inspections:

State licensed facilities that require annual fire inspections for operational permits. Non-profit or government organizations are exempt from this section.

- i. Daycares...\$50.00
- ii. Nursing or care centers...\$150.00
- iii. Hospitals...\$200.00
- iv. Institutional restrained ...\$200.00
- v. Licensed in home facilities ...\$50.00
- vi. Foster homes or adoption centers ... exempt

(d) Taxing Entities Building Permit Fee. The fee for processing building plans submitted for approval by a taxing entity authorized to impose taxes within and upon residents of Comal County, Texas, are as follows:

The base fee for all submitted plans and specifications is \$20.00. The fee shall be paid by the taxing entity at the time of submission of the plans.

Taxing Entities for purposes of the Comal County Fire Codes are defined to include school districts, emergency service districts, municipalities, or other entities authorized by state or federal statute to levy a tax within and upon residents of Comal County, Texas, for the purpose of yielding revenue to serve legitimate public purposes for the benefit of Comal County tax payers.

Project Valuation	Fee
\$1,000.00 and less	\$20.00
\$1,000.00 up to \$50,000.00	\$20.00 for the first \$1,000.00 plus \$5.00 for each additional thousand or fraction thereof, to and including \$50,000.00.
\$50,000.00 to \$100,000.00	\$265.00 for the first \$50,000.00 plus \$4.00 for each additional thousand or fraction thereof, to and including \$100,000.00.
\$100,000.00 to \$500,000.00	\$465.00 for the first \$100,000.00 plus \$3.00 for each additional thousand or fraction thereof, to and including \$500,000.00.
\$500,000.00 and up	\$1,665.00 for the first \$500,000.00 plus \$2.00 for each additional thousand or fraction thereof