



HAMILTON COUNTY, TENNESSEE

MEMORANDUM

TO: All Contractors and Subcontractors Working Within Hamilton County, TN

FROM: Brandon Mauracher, Highway Department Director

DATE: December 15, 2025

SUBJECT: Annual Work Certification & Updated Permit Fee Requirements for Right-of-Way Work (Amended)

Dear Contractors and Subcontractors,

This memorandum provides updated information regarding requirements for work within the Hamilton County Right-of-Way (ROW). These updates include the Annual Work Certification, current permit fees, and a newly adopted fee for road cuts and borings under the roadway.

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:

<https://hamiltontn.portal.opengov.com/>

No contractor or subcontractor may begin work in the ROW without an approved and valid certification on file.

2. Permit Fee Schedule

The following permit fees remain in effect:

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

3. New Road Cut & Boring Fee

Effective Date: July 1, 2026

Per **Resolution 1125-26**, which amends **Resolution 425-9**, Hamilton County has adopted a new fee for all cuts or borings under any County-maintained roadway.

Road Cut / Roadway Bore Fee: \$150 per cut or bore

Effective Date: July 1, 2026

This fee applies to:

- All open cuts across or into the paved roadway
- All utility borings that cross beneath the paved roadway surface

This fee is required in addition to any other permits necessary for work within the ROW.

Compliance Notice

Failure to obtain required certifications or permits may result in:

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

Please begin preparing for these requirements to ensure uninterrupted project approvals and compliance with County regulations. For any questions, contact the Hamilton County Highway Department at **423-209-5050**.

Thank you for your continued cooperation and commitment to safe, responsible work in Hamilton County.

Respectfully,



Brandon Mauracher
Director
Hamilton County Highway Department



Hamilton County Board of Commissioners

RESOLUTION

No. 1125-26

A RESOLUTION TO AMEND RESOLUTION 425-9 TO ADD A ROAD CUT FEE UNDER SECTION 3(B) OF THE HIGHWAY DEPARTMENT FEES.

WHEREAS, Resolution 425-9 was approved by this Legislative Body on April 2, 2025 adopting certain fees to ensure fair cost recovery for services provided for Development Services and Highway Department; and

WHEREAS, the Highway Department finds it necessary to amend Section 3(b) of the resolution to include a road cut fee to recover costs associated with pavement restoration and inspection of roadway cuts; and

WHEREAS, the said Road Cut Permit Fees are to become effective on July 1, 2026.

NOW, THEREFORE, BE IT RESOLVED by the Hamilton County Commission, duly assembled in regular session on this 19th day of November, 2025, that:

Section 3(b) of Resolution No. 425-9 is hereby amended to read as follows:

Curb Cut 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, and Road Cut Fee of one hundred fifty dollars (\$150) shall be assessed for each cut made into an existing county road, to be collected by the Highway Department upon permit issuance.

All other provisions of Resolution No. 425-9 shall remain in full force and effect.

BE IT FURTHER RESOLVED that the County Clerk shall record this amendment in the official minutes of the Hamilton County Commission and provide copies to the Administrator of Public Works, the Highway Department Director, and the Hamilton County Mayor for implementation.

Approved:

CERTIFICATION OF ACTION

County Clerk

Approved:

Wes W. *[Signature]*
County Mayor

Vetoed:



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
Brooke Werner, Deputy
County Clerk

Rejected:

Approved:

Ward
County Mayor

Vetoed:

April 2, 2025

Date