



West Virginia Division of Highways Policy: **Miscellaneous Rates**

Issued by the Commissioner of Highways

Policy No: DOH 2.4

Issue Date: 07/31/2003

Revised: 10/17/2022

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1.0 ADMINISTRATIVE (OVERHEAD) RATES

Finance Division is responsible for developing the Administrative Rate.

The administrative percentage rate is to be used to determine administrative or overhead billing costs incurred by the Division of Highways (DOH) for the sale of materials and supplies to outside agencies and for work performed on the behalf of others – Reimbursable Authorization Projects.

2.0 SCOPE

This policy affects the rates for reimbursable authorizations and inspection fees for water and sewer lines.

3.0 ADMINISTRATIVE RATES

<u>TYPE</u>	<u>RATE</u>	<u>EFF. DATE</u>
Reimbursable Authorizations	10%	3/1/1988
Sales to Outside Agencies "AG – R" Authorizations	15%	07/01/2015

4.0 ADMINISTRATIVE CHARGES FOR WATER/SEWER INSTALLATIONS ON DOH RIGHT OF WAY

Inspection of permits to install water lines (for one or two water lines)	85¢ per lineal foot
Inspection of permits to install sewer lines (for one or two sewer lines)	\$3.37 per lineal foot
Inspection of permits to install one water line and one sewer line in the same trench	\$3.40 per lineal foot

5.0 RETURNED CHECK FEE

The DOH charges a \$15.00 fee for returned checks. This applies to all checks made payable to the Department of Transportation (WVDOT), DOH that is returned by the bank to DOH when presented for payment. The \$15.00 fee will be deposited in authorization AEXPSTO.

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6.0 CHANGE LOG

October 17, 2022 –

- Rates charged were increased as indicated by Commissioner's memo dated 7/1/2015.
- Format modified per current policy; no major changes made.

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Approved by:

Jimmy D. Wriston, P.E.
Secretary of
Transportation
Commissioner of
Highways

Date

*The Secretary of the West Virginia Department of Transportation or the Commissioner of Highways may, pursuant to the authority vested with the Secretary and Commissioner in W. Va. Code §5F-2-2, §17-2A-1 *et seq.*, and §17-2-1 *et seq.*, waive the requirements of this policy if the circumstances, in the Secretary or Commissioner's sole discretion, warrant such action.

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