

One Stop Shop Codes Administration Program

Fee Schedule: Effective 01 July 2017

Residential Building Permit Fees				
Construction Type	Fee	Due w/App	Bal Due	Notes
Single Family Dwelling (detached)	\$0.222 / sq ft	\$200	Prior to Permit	8, 16, 22, 32
Two Family Dwelling	\$0.222 / sq ft	\$200	Prior to Permit	8, 16, 26, 32
Alteration/Remodel	\$0.222 / sq ft	\$200	Prior to Permit	1, 8, 16, 32
Multi-family	\$0.222 / sq ft	\$200	Prior to Permit	8, 16, 32
Townhome	\$0.222 / sq ft	\$200	Prior to Permit	8, 16, 21, 32
Addition	\$0.222 / sq ft	\$200	Prior to Permit	8, 16, 19, 32
Modular/Manuf Home	\$342	Total		3, 16, 24, 32
Lg Acc Struc/Det Garage	\$467	Total		3, 16, 18, 19, 32
Small Acc Structure	\$155	Total		3, 16, 17, 32
Basement Finish	\$310	Total		3, 16, 25, 32
Deck	\$155	Total		3, 16, 27, 32
Covered Deck/Porch	\$218	Total		3, 16, 23, 31, 32
Demolition	\$96	Total		3, 16, 28, 32
Fence > 7 ft in height	\$96	Total		3, 16, 32
Small Projects	\$96	Total		3, 16, 32, 35
Residential Mechanical	See HVAC fee schedule.			3, 16, 29, 32
Move & Set/Perm Foundation	\$342	Total		3, 16, 30, 32
In-Ground Pool	\$434	Total		3, 10, 16, 32
Repair	\$155	Total		3, 16, 20, 32
Retaining Wall	\$218	Total		3, 15, 16, 32
Sun Room	\$342	Total		3, 16, 32
Electrical Permit	\$32	Total		32, 33
Acc Uses Not Listed Above	\$155	Total		3, 12, 16, 32
Masonry Fireplaces	\$52	Total		3, 16, 32, 36
Special Provisions	Fee	Due	Notes	
Reinspections (after 1 @ NC)	\$136	Prior to CO	3, 4, 32	
Plan Revision (after 2 submittals)	\$136	At Time of Third Submission	3, 5, 32	
Fast Track Processing	Fee x 1.5	1.5 x Amt Due w/Application	3, 6, 32	
Construction w/o a Permit	Fee x 2	With Application	3, 13, 32	
Special Inspections	\$218	Prior to CO	3, 7, 32	
Foundation Only	\$248	With Application	2, 3, 32	
Permit Extension	\$77	Amt Due at Request	3, 32, 37	
Certificate of Occupancy	\$31	When expedited	3, 32, 38	
Appeal of Staff Decision	\$372	With Application	N/A	
Administrative Change	\$40	At Time of Request	34	

Residential Building Permits

No.	Notes: Definitions / Clarifications / Policies
1	Alteration/Remodel: renovation of an existing structure or a finished area within a structure.
2	Foundation Only: construction of the footers, slab, and foundation prior to issuance of the building permit for the entire structure. (Requires an additional charge.)
3	Flat Fee: a one-time fee for plan review, permitting, inspections, and certificate of completion.
4	Reinspection Fee: the letter that accompanies each building permit will state the number of inspections covered by the fee. Applicants will be permitted one free reinspection beyond those covered by the application fee. Additional reinspections require an additional charge.
5	Plan Revision: two reviews of submitted plans (one initial and one resubmittal) are included in each application fee. Additional plan revisions require an additional charge.)
6	Fast Track Processing: review of building permit application and plans outside normal channels for time-sensitive projects. (Requires an additional charge.)
7	Special Inspection: requested before or after hours inspections accommodated as staffing allows.
8	Square Footage Fee: a one-time fee for plan review, permitting, inspections, and certificate of completion based on the number derived from measuring total floor space at the subfloor level including the enclosing walls. (Includes basement area, 1st floor area, 2nd floor area, garage, bonus room, covered deck. Excludes porches and uncovered decks and patios.)
9	Addition: an addition to any structure located on a residential lot.
10	In-Ground Pool: a swimming pool located below grade with a minimum water depth of 18 inches.
11	Above-Ground Pool: a swimming pool located above grade with a minimum water depth of 18 inches.
12	Accessory Structures/Uses: structures or uses not otherwise listed such as flag poles, solar panels, etc.
13	Construction w/o a Permit: commencing construction activities covered by the required building permit but without the permit. (Requires an additional charge.)
14	Residential Electric: applicable when the project includes only electrical work such as lighting the outside of an existing structure or upgrading electrical service.
15	Retaining Wall: a separate permit fee is required for each 200 lineal feet of retaining wall.
16	Calculating fees: a separate fee is required for each "construction type" specified in the fee schedule even if the individual activities are part of the same project on the same site.
17	Small Acc Structure: a structure consisting of between 200 and 400 square feet used for storage.
18	Large Acc Structure: a structure of greater than 400 square feet used for storage.
19	Detached Garage: an accessory structure used primarily for motor vehicle storage.
20	Repair: repair of a structure on a residential lot. To reconstruct would be at the regular residential fee rate.
21	Townhome: a dwelling constructed in an attached grouping of three homes separated by a property line.
22	Single Family Dwelling: a dwelling not connected to any other dwelling.
23	Covered Deck: a deck covered by a roof. (The fee covers both the deck and the roof.)
24	Modular Home: an industrialized building system product not classified as a modular or mobile home but which is used as a dwelling.
25	Finished Basement: all activities that are part of the process of changing an unfinished basement into finished living space.
26	Two-Family Dwelling: a structure containing no more than two attached dwellings.
27	Deck: a structure typically built out of wood, with an exterior floor surface, without a roof, and attached to a dwelling on at least one side.
28	Demolition: the complete or partial demolition of a structure on a residential lot. Does not apply to building's exempt from
29	Residential Mechanical: \$105 for first unit, \$50 for second unit of two family or \$50 for each additional unit for multi-family. Price includes three inspections per permit.
30	Move and Set: all activities involved with moving a structure from one site to another.
31	Covered Porch: a structure typically built with concrete, with an exterior floor surface, with a roof, and attached to a dwelling on at least one side.
32	Refunds: all fees collected at the time of application are non-refundable. Once a permit is issued, all fees are non-refundable.
33	Residential Electric: permit cards may be purchased in groups in advance.
34	Administrative Change: Fee charged when contractors/owners want to change contractors/applicants on permits.
35	Small Projects: projects normally requiring only one inspection. Additional trips are extra.
36	Fireplaces: Fee is in addition to a new building permit fee.
37	Permit Extension: Valid for 90 days. A new fee will be assessed each 90 days of inactivity when requested.
38	Certificate of Occupancies: Fee applies when applicant requests a rush on the Certificate.