

**WILLIAMSBURG BUILDING PERMIT FEE SCHEDULE
EFFECTIVE JULY 1, 2020**

In accordance with the Virginia Uniform Statewide Building Code, the following permit fees are established. The minimum fee for any permit shall be \$75.00. A levy shall be added to all fees charged as directed in the Virginia Uniform Statewide Building Code, which shall be remitted to the Commonwealth of Virginia. Permit fees shall be charged as follows:

PERMIT FEES

BUILDING FEES:

Office Administration Fee (Charged on all permits): \$ 55.00

Residential New Construction and Addition Plan Review Fees

Accessory/detached garage/ covered porches/decks/alterations	\$.01 per sf, \$15.00 minimum/\$35.00 maximum
1 and 2 Family attached and detached	\$ 75.00 per unit
Previously reviewed plans that have been reviewed in the current code cycle when only site and soils review is necessary	\$ 35.00 per unit

Three or more residential units per building and non-residential plan review fees:

New Construction and additions	\$ 200.00 first 5000 sf \$.025 per sf thereafter, \$ 200.00 minimum, \$2,000.00 maximum
Previously reviewed plans that have been reviewed in the current code cycle when only site and soils review are necessary	30% of the above-calculated fee
Alterations and renovations; completion of shell space over 1,500 SF	\$ 100.00 first 5000 sf \$.015 per sf thereafter, \$ 100.00 minimum, \$750.00 maximum
Minor alterations and renovations; completion of shell space and additions 1,500 SF and under	\$ 50.00
Re-review of approved projects	\$ 20.00 per 10 sheets (not to exceed original plan review fee)

(Note: Any permit that has been applied for and reviewed by the Code Compliance Division will be invoiced for the applicable office administration and plan review fees if the permit is not issued or obtained by the applicant in 90 days from date of application.)

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Accelerated Plan Review:

The application can be made for plan review before a site plan, or other required approvals occur, and a building permit can be applied for. The actual plan review fee noted above with an additional 20% fee to cover the re-review when the site plan is complete, appropriate approvals have been obtained, and a building permit is applied, for will be charged when the plans are submitted. Payment of the plan review and office administration fee will start the review process. No additional plan review fee will be charged at the time of permit application.

3rd Party Plan Review:

The Building Official will accept a report prepared for an independent plan review from a 3rd party provider approved by the Building Official. The approval by the Building Official shall be obtained before the commencement of the 3rd party review. A 25% discount of the above-stated plan review fees shall be credited to the building permit application upon acceptance of an approved 3rd party review. The 3rd party agency responsible for the review must certify that all issues noted during the review process have been resolved to be eligible for the discounted review fee.

New Construction

Residential One and Two-Family	\$ 00.14 sf (finished area) \$ 00.08 sf (unfinished, including residential garage areas, covered, porches)
Three or more residential units	\$ 00.20 sf (finished area) \$ 00.09 sf (unfinished)
Commercial (Based on the largest area of use within the building)	\$ 00.20 sf

Alterations/Remodeling/Completion of Shell Space

Residential	\$ 00.08 sf
Commercial	\$ 00.14 sf

Demolition

Up to 1,000 sf	\$ 25.00
1,000 sf and over	\$ 50.00

Mobile Homes	\$ 75.00
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Pools

Residential above ground	\$ 50.00
Residential in-ground	\$ 100.00
All others	\$ 200.00

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Regulated fences, pool barriers and retaining walls with two feet or greater unbalanced fill

Residential	\$ 30.00
Commercial	\$ 50.00 per 50 foot

Tents and Temporary Structures

901 to 1,500 sf	\$ 20.00
Over 1,500 to 3,000 sf	\$ 35.00
Over 3,000 sf	\$ 50.00

Decks and Covered Porches

Up to and including 150 sf	\$ 30.00
Greater than 150 sf	\$ 40.00

Wood Burning Appliance \$ 25.00

Foundation Permit (If requested in advance of a full building permit or as part of a moved structure)

Residential one and two-family	\$ 50.00
Residential three or more dwellings	\$ 75.00
Non-residential up to 5000 sf	\$100.00
Non-residential 5000 sf and over	\$125.00

Re-roofing/Re-Siding

1-4999 sf	\$ 50.00
5000 sf and up	\$ 75.00

Fuel and Waste Oil Storage Tanks

Removal or fill in place	\$ 25.00 per tank
Installation	
1000 Gallon and under	\$ 30.00 per tank
Over 1000 Gallon	\$ 60.00 per tank

FOR ALL OTHER WORK NOT SPECIFICALLY LISTED ABOVE, THE FEE SHALL BE
.008% OF THE ESTIMATED VALUE INCLUDING MATERIAL AND LABOR.

SIGN FEES:

Office Administration Fee (Charged on all permits):	\$ 55.00
Freestanding	\$ 35.00 each
Building-mounted	\$ 35.00 first sign on-site, \$ 5.00 each additional

There is no charge for sign face replacement unless the work involves the alteration of the existing sign frame or support structure.

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ELEVATORS, ESCALATORS, LIFTS, CONVEYORS FEES:

Office Administration Fee (Charged on all permits):	\$ 55.00
New Construction	
Residential	\$ 50.00 per car
Commercial	\$ 75.00 per car or device
Dumb waiters	\$ 30.00 per car

PLUMBING FEES:

Office Administration Fee (Charged on all permits): \$ 55.00

New Construction Residential:

1 & 2 Family Dwellings, Condo's & Townhouse	\$ 140.00 per unit
Apartment units	\$ 100.00 per unit

Commercial:

 New construction (Based on the largest area of use within the building)

Use groups A, F, I, H, M, R-1	\$.04 per sf first 10,000 sf \$.03 per sf thereafter
Use Groups B, E, S, U	\$.03 per sf

Alterations, additions, specific permit areas

Water/Sewer/Storm/Fire Service Lateral	\$ 45.00 each
Water/Sewer/Storm Service Replacement	\$ 25.00 each
Plumbing Fixtures/System Backflow Devices	\$ 8.50 each
Lawn Irrigation (Including Backflow Device)	\$ 25.00
Wells (Including Pumps)	\$ 40.00
Pumps (Circulation, sewage)	\$ 25.00 per pump

Should the combined fees for an alteration, replacement, or repair permit exceed the calculated fee for new construction, the new construction fee can apply. It is the permit applicant's responsibility of the permit applicant to request such a fee and to provide the square footage of the building being altered.

FOR ALL OTHER PLUMBING WORK NOT SPECIFICALLY LISTED ABOVE, THE FEE SHALL BE .008% OF THE ESTIMATED VALUE INCLUDING MATERIAL AND LABOR.

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ELECTRICAL FEES:

Office Administration Fee (Charged on all permits):	\$ 55.00
Temporary Service	
Up to and including 100 amp	\$ 25.00
Over 100 amp	\$ 40.00

New Construction Fee:

Residential:

1 & 2 Family Dwelling, Condo's & Townhouse	\$ 140.00 per unit
Apartment units	\$ 100.00 per unit

Commercial: (Based on the largest area of use within the building)

Use groups A, F, I, H, M, R-1	\$.04 per sf first 5,000 sf
	\$.03 per sf thereafter
Use Groups B, E, S, U	\$.03 per sf

Increase of Existing Service Including Additional Work

Residential	\$ 55.00 plus \$ 10.00 each 50 amp over 200 amp
Non-residential	\$ 70.00 plus \$ 15.00 each 50 amp over 200 amp

Increase of Existing Service (Service only)

Residential	\$ 45.00 plus \$ 10.00 each 50 amp over 200 amp
Non-residential	\$ 60.00 plus \$ 15.00 each 50 amp over 200 amp

Service or Sub-Panel Replacement (No service change or additional work)

Residential	\$ 25.00
Non-residential	\$ 35.00

Additions to Existing Service

Appliance/equipment	\$ 10.00 each
Additional outlets and devices:	
1-25 Outlets	\$ 20.00
26-50 Outlets	\$ 25.00
51-100 Outlets	\$ 30.00
101-200 Outlets	\$ 35.00
Over 200 Outlets	\$ 00.20 each

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Should the combined fees for an alteration, replacement, or repair permit exceed the calculated fee for new construction, the new construction fee can apply. It is the permit applicant's responsibility to request such a fee and to provide the square footage of the building being altered.

FOR ALL OTHER ELECTRICAL WORK NOT SPECIFICALLY LISTED ABOVE, THE FEE
SHALL BE .008% OF THE ESTIMATED VALUE INCLUDING MATERIAL AND LABOR.

MECHANICAL FEES:

Office Administration Fee (Charged on all permits): \$ 55.00
New Construction (Gas not included):

Residential:

1 & 2 Family Dwelling, Townhouse \$ 140.00 per unit
Apartment units \$ 100.00 per unit

Commercial: (Based on the largest area of use within the building)

Use groups A, F, I, H, M, R-1 \$.06 per sf first 10,000 sf
 \$.05 per sf thereafter
Use Groups B, E, S, U \$.05 per sf

Residential Alteration/Repair/Additions:

Heat Pumps/AC/Furnace/Boiler (Including Duct) \$ 30.00
Combination Units (Gas Pack, Including Duct) \$ 45.00
Duct Replacement or Addition Only \$ 25.00
Burner Conversion \$ 30.00

ALL OTHER CONSTRUCTION (including alterations, repairs, replacements)

Heat Pumps/AC/Furnace/Boiler:
Up to 5 ton or 100K BTU (per unit) \$ 50.00
Each additional ton or 50K BTU \$ 6.00

Air Handling Unit \$ 40.00 per unit
Exhaust Fans \$ 40.00 per unit
Fire Damper/Air Distribution Boxes \$ 7.50 per unit
Refrigeration Units \$ 30.00 per unit
Burner Conversion \$ 30.00
Pumps (Circulation) \$ 25.00 per unit
Hydronic (Heat or Cooling) Piping \$ 25.00 per 5,000 sf or fraction
Non-residential Duct Work \$ 50.00 per 5,000 sf or fraction
 thereof of a building)

Fuel Dispensing Pump \$ 25.00 per unit
Fuel Dispensing Piping \$ 25.00 per line

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Commercial Kitchen Exhaust Hood (Including Duct and Fan)

Type 1 (Grease and other hazards)	\$ 75.00 per hood
Type 2 (Heat, dishwasher)	\$ 40.00 per hood

Should the combined fees for an alteration, replacement, or repair permit exceed the calculated fee for new construction, the new construction fee can apply. It is the permit applicant's responsibility to request such a fee and to provide the square footage of the building being altered.

FOR ALL OTHER MECHANICAL WORK NOT SPECIFICALLY LISTED ABOVE, THE FEE SHALL BE .008% OF THE ESTIMATED VALUE INCLUDING MATERIAL AND LABOR.

GAS PERMIT FEES:

Office Administration Fee (Charged on all permits):	\$ 55.00
Gas Installation	\$ 7.00 per outlet
LP Gas Tanks	
0-500 Gallon	\$ 15.00
501 Gallons and over	\$ 25.00

FIRE PROTECTION FEES:

Office Administration Fee (Charged on all permits):	\$ 55.00
Fire Sprinkler	
Review fees:	
Residential (13D)	\$ 25.00
Limited area (per 20 heads)	\$ 30.00
Commercial (13, 13R, 231C)	
Three or more residential units per building and non-residential	\$ 00.03 per sf first 5000 \$ 00.015 per sf thereafter, \$ 50.00 minimum, \$ 500.00 maximum
Inspection fees:	
Sprinklers, all types	\$ 00.50 per head
Fire Pumps	\$ 75.00 per pump
Standpipe System	\$ 40.00 per riser
Kitchen Systems or Special Suppression Systems	
Plan review	\$ 50.00 per system
Inspection fee	\$ 50.00 per system

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Fire Alarms

Plan review for:

1-10 devices	\$ 60.00
11-25 devices	\$ 100.00
26-50 devices	\$ 150.00
51-75 devices	\$ 210.00
76-100 devices	\$ 280.00
101-125 devices	\$ 350.00
Over 125 devices	\$ 350.00 plus \$1.40 per additional device over 125

Inspection fee per head or outlet	\$ 3.00 for the first 100 devices; \$ 1.50 per device thereafter
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FOR ALL OTHER FIRE PROTECTION WORK NOT SPECIFICALLY LISTED ABOVE, THE FEE SHALL BE .008% OF THE ESTIMATED VALUE INCLUDING MATERIAL AND LABOR.

AMUSEMENT DEVICE FEES:

Small mechanical ride or inflatable amusement device covered by the permit.	\$ 35.00 per ride
Circular ride or flat ride less than 20 feet in height covered by the permit.	\$ 55.00 per ride
Spectacular ride covered by the permit which cannot be inspected as a circular ride or flat ride due to the complexity or height	\$ 75.00 per ride
Coaster covered by the permit which exceeds 30 feet in height	\$ 200.00 per ride

When a private inspector is used, the fees shall be reduced by 75%

ADMINISTRATIVE FEES:

Existing elevator certificate	\$ 75.00 per car with 3 rd party report
Temporary Certificate of Occupancy	
Residential (per unit)	\$ 50.00
All other	
Up to 5000 sf	\$ 75.00
5001 sf and over	\$ 00.015 sf (\$300.00 max)

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Certificate of Occupancy for existing buildings (with inspection)

Residential (per unit)	\$ 50.00
All other	
Up to 5000 sf	\$ 75.00
5001 sf and over	\$ 00.015 sf
Code Compliance documentation on existing building or structure	
Copies only	\$ 20.00
Letter with other documentation	\$ 35.00

Reinspection Fees:

A \$ 100.00 fee (\$ 75.00 for fire protection inspections) may be charged for each reinspection necessitated because of:

- 1) Work obviously not ready by the requested inspection time or canceling an inspection after the inspector arrives;
- 2) Failure to provide access sufficient to allow proper inspection, including locked properties, failure to provide a representative to accompany an inspector in an occupied house, and/or failure to provide safe ladders to gain access to areas to be inspected;
- 3) Reinspection necessitated by the failure to comply with code requirements after failing to correct a condition noted in a field correction notice provided on a previous inspection.

Work performed without a permit:

A \$250.00 administrative cost will be added to a permit fee when work is started without a required permit and notice is issued, or contact is made to secure compliance by the Building Official. Excluded would be any work identified in the USBC as meeting the requirement of an emergency condition or work authorized by the Building Official, pending the approval of a permit.

ADMINISTRATIVE FEE FOR APPEALS \$ 35.00

Overtime fee for inspections:

Occasionally, the permit holder has requested inspections that would necessitate providing personnel outside of the regular working hours of the division. The division cannot assure that staff are available to perform these functions. However, the division will attempt to do so when certain inspections become critical to a project, when coordination in occupied buildings is required, or when no other source can be identified to perform the inspection.

Critical inspections may (but are not limited to) include ones that require coordination with a public utility, work in a normally occupied building that is better performed when the building is unoccupied, final inspections on critical structures such as schools and hospitals, and other inspections as deemed necessary by the Building Official.

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The division will not offer these services for routine inspections such as residential footings, foundations, framings, and finals or for non-residential work involving footings and foundations, which may be serviced by a 3rd party agency approved by the Building Official. Routine trade inspections are also not covered by this program.

It is the responsibility of the person requesting the inspection to contact the Building Official at least three working days prior to the anticipated need so that options can be explored. The minimum required fee must be paid in advance of scheduling the inspection. Any additional time required to satisfy the inspection will be invoiced to the requesting party. A final inspection will not be made, or a certificate of occupancy will not be granted until all inspection fees have been paid.

The fees are as follow:

Minimum fee (first two hours):	\$ 125.00
Additional fee per hour or fraction thereof:	\$ 60.00

The fee is doubled if the inspection requires two inspectors to conduct the inspection.

REFUND OF PERMIT FEES; SERVICE CHARGE

The Building Official shall authorize, upon application by the permit holder, a partial refund of any permit fee upon application by the person or corporation who paid such fee under the following conditions and in the following amounts:

- (1) If the work authorized by the permit has not been started and no inspections have been made, the permit fee less a service charge of \$ 50.00 or the base fee and any plan review fees, whichever is greater, shall be refunded.
- (2) In the case of the revocation of a permit or the abandonment or discontinuance of a building project, the permit fee for the portion of the work which was not completed less a service charge of \$ 50.00 or the base fee and any plan review fees, whichever is greater shall be refunded.
- (3) No fee refund is due if the permit expires and is canceled by the city if the applicant fails to respond to the notification.
- (4) No refund is due should the work covered by a permit continue after the original permit holder's abandonment for whatever reason. The owner, lessee, or new contractor shall notify the Codes Compliance Division in writing of any change of permit holder. This notification shall contain the date of abandonment or release of the original permit holder, the new permit holder's name, and any required license and/or tradesmen certification required by the USBC, state contractor's regulations, and city code.

Approved: City Council June 11, 2020

Andrew O. Trivette, City Manager