

Reviews, Permits, Inspections and Filing Fees**Abbreviations and Symbols:**

bldg.	building	res.	Residential
CBO	Chief Building Official	ln. ft.	linear foot
CO	Certificate of Occupancy	sq. ft.	square foot
com.	commercial		
ERU	equivalent residential units	>	greater than
gpd	gallons per day	<	-less than
ind.	Industrial	≥	greater than or equal to
min.	minimum	≤	less than or equal to

Definitions and Notes:

- Virginia State levy on all permits for the purpose of continued education and training (1.75% of building permit fee).
- BMP-Best Management Practices: "...effective, practical means of preventing or reducing the amount of pollution generated by non-point sources to a level compatible with water quality goals." Spotsylvania County Code, Section 6A-4. Definitions
- For permitting and review purposes: townhouses are considered residential; apartments and churches are considered commercial.
- Gross Building Area: The total area of each floor including the basement and all exterior structures, (such as decks, porches, garages, sheds, etc.)
- Head: sprinkler head.
- Mailing Costs: costs for mailing notices to adjacent property owners.
- Mechanical inspections: inspections of heating, ventilation, and air conditioning systems.
- Permit transfer: would apply, for example, in the sale of a house.
- Plumbing Fixture: A receptacle or device that is either permanently or temporarily connected to the water distribution system of the premises and demands a supply of water there from; discharges wastewater, liquid-borne waste materials or sewage either directly or indirectly to the drainage system of the premises; or requires both a water supply connection and a discharge to the drainage system of the premises. (Examples but not limited to: dishwasher, eye wash station, water heater, floor drain, sink, urinal, toilet, tub, shower, service sink, drinking fountain, clothes washer, water purifier, separator, interceptor)
- Riser: sprinkler system water main

CATEGORY**FEE SCHEDULE****Building: (See also Zoning Use Certif., Signs, Utilities)****Residential:**

1 &2 Family Dwelling New Construction	\$.30	per sq. ft.-includes all trades, construction & plan review
Addition/Alteration/Renovation/Accessories	\$.12	per sq. ft. gross bldg. area;\$50 min.
Plan Review Fee (Additions/Alteration/Renovation/Accessories)	\$.10	per sq. ft. gross bldg. area; \$50.min.
Electrical/Plumbing/ Mechanical		
Addition/Alteration/Renovation/Accessories	\$.01	per sq. ft. gross bldg. area; \$50 min.

FEE SCHEDULE: Land Use and Building

Effective July 1, 2005

Amended Construction Plan Review	\$ 25.00
Re-review of Structural Elements (One & Two Family Dwelling)	\$100.00
Manufactured Housing:	
Single Wide	\$ 150.00
Double Wide & Triple Wide	\$ 250.00
Industrialized Building Unit (Modular)	Same as residential
Accelerated Basement Renovation:	

	LESS THAN 100 SQ. FT.	100 TO 499 SQ. FT.	500 TO 1000 SQ. FT.	OVER 1000 SQ. FT.
Building	\$30.00	\$50.00	\$100.00	\$200.00
Electrical	\$30.00	\$30.00	\$50.00	\$50.00
Plumbing	\$30.00	\$30.00	\$50.00	\$50.00
Mechanical	\$30.00	\$30.00	\$50.00	\$50.00
If Plan Review is needed	\$50.00	\$50.00	\$50.00	\$50.00

Commercial:

Construction	\$.12	per sq. ft.; \$100 min.
Alteration	\$.12	per sq. ft. gross bldg. area; \$100 min.
Plumbing	\$100.00	+ \$10 per fixture
Mechanical	\$.04	per sq. ft. gross bldg. area; \$100 min.
Electrical	\$ 1.00	per amp; \$100. min. for each service
New Construction Plan Review	\$.08	per sq. ft.; \$100 min.
Amended Construction Plan Review	\$.04	per sq.ft. gross bldg. area; \$100 min.
Commercial Hoods	\$100.00	per hood
TRC Review	\$100.00	per plan

Other Building Fees:

Application Processing Fee	\$ 25.00	per application
Building Use Review	\$ 25.00	
Temporary Electric on Pole	\$ 50.00	
Change of Service		
Residential	\$ 50.00	
Commercial	\$100.00	
Signs	\$ 50.00	Wall without electric
	\$ 75.00	Wall with electric
	\$100.00	Freestanding without electric
	\$125.00	Freestanding with electric
Water or Sewer Line	\$ 50.00	each
Footing & Foundation (By approved request only)	\$200.00	
Elevator/Escalator/Annual Certifications	\$ 50.00	
Building/Structure Relocation	\$ 50.00	+ trades (electrical, plumbing & mechanical)
Demolition	\$ 50.00	
Carports (Pre-Manufactured Metal Free-Standing Only)	\$ 50.00	
Open/Uncovered Handicap Ramp	\$ 50.00	
Shed (Over 150 sq. ft. but 256 sq. ft. or less)	\$ 50.00	
Shed with electric (150 sq. ft. but 256 sq. ft. or less)	\$100.00	
Shed (Over 256 sq. ft., see accessory fees)		
Decks	\$100.00	
Decks with electric	\$150.00	
Swimming Pools	\$ 50.00	Above-ground
	\$100.00	Above-ground /w deck
	\$100.00	In-ground
	\$250.00	Commercial

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Backflow Preventers	\$ 25.00	res.
	\$ 50.00	com.
Asbestos Abatement	\$ 50.00	
Code Modification	\$ 50.00	res.
	\$100.00	com.
Amusement Devices		
Kiddie Ride	\$ 15.00	
Major Ride	\$ 25.00	
Spectacular Ride	\$ 45.00	
Kiosk	\$ 50.00	Building
	\$ 50.00	Electric
Tents	\$ 50.00	Building
	\$ 50.00	Electric
Trailers	\$ 75.00	Construction
	\$200.00	Sales
Tanks	\$ 50.00	per tank
	\$ 50.00	Electric per tank
	\$ 50.00	Tank Removal

Administration Charges:

Permit Transfer	\$ 50.00	
Mechanics Lien Agent Changes	\$ 10.00	
General Contractor Changes	\$ 10.00	
Tradesman Certificate Changes	\$ 10.00	
Permit Info. 3 rd Party Request	\$ 10.00	
Copies of CO (filed in office)	\$ 10.00	
Copies of CO (stored off-site)	\$ 25.00	
Copies of Permit File (in office)	\$ 10.00	
Copies of Permit File (off site)	\$ 25.00	
Copies of Approved Bldg. Plan	\$ 25.00	+ cost of copies
Zoning Confirmation Letter-Commercial	\$175.00	
Zoning Confirmation Letter-Residential	\$125.00	
CBPO Determination Letter	\$ 5.00	per parcel
DMV Certification Letter	\$ 50.00	
Copies of Zoning Specification Sheets	\$ 1.00	per page
Copies of Zoning Case Files	\$ 1.00	per page
After Hours Inspection (Appr. By CBO)	\$ 75.00	per hr.(2-hr. min.)
Zoning Reinspection Fee (New Construction)	\$ 75.00	
Building Board Code Appeal (BBCA) Filing	\$100.00	
Code Investigation		
Notice of Violation fees - charged for failure to obtain a required permit prior to performing construction work:		
Residential building or other associated permits	\$200.00	
Commercial building or other associated permits	\$200.00	
Notice to Comply-charged if permits have been obtained but a code violation is discovered	\$100.00	
Environmental Investigation Fee	\$1,000.00	per day for disturbance without permit

Environmental:

Single Family Residence	\$400.00	per lot
<u>Erosion Bond for Single Family Res.</u>		
-Seedbed preparation & sod installation on lots in water/ sewer area of 12,000 sq. ft. or less		Engineered cost estimate + 20%
-Seedbed preparation, seeding & mulching		Engineered cost estimate + 20%

Subdivision Review (See Subdivisions)		
Site Plan Review (See Site Plans)		
BMP Agreement	\$ 16.00	recording fee
Deed of Conservation	\$ 13.00	recording fee
Flood Plain Letter	\$ 30.00	
Environmental & Zoning Division Notice of Violation	\$100.00	< 1 acre
(Additionally, any and all re-inspections of the site	\$150.00	>1 <5 acres
due to the Notice shall have a re-inspection fee to be	\$200.00	5 acres and up
E&S Residential Site Plan Amendment	\$100.00	
Temporary Final Erosion (Requested)	\$100.00	
(Dates that are not identified in present code)		
concurrent with the fee for site size)		
E&S Variance Fee	\$100.00	
Demolition (Residential 2,500 sq. ft. or more)	\$250.00	Bond also required per Engineer estimate
Demolition (Commercial 2,500 sq. ft. or more)	\$500.00	Bond also required for Engineer estimate
ESC Administrator Decision Appeal (Residential)	\$500.00	
ESC Administrator Decision Appeal (Commercial)	\$1,000.00	

Fire:

Building Shell Sprinkler Systems	\$.03	per sq. ft. > 10,000 sq. ft. with hydro test; \$300 min.
Building Shell Sprinkler Systems Plan Review	\$.005	per sq. ft. and Amendments >10,000 sq. ft.; \$50 min.
Sprinkler Head Addition/Relocation	\$100.00	for 5 heads or less; \$10 per head over 5; \$300 min. (includes hydro test)
Sprinkler Head Addition/Relocation Plan Review	\$.005	per sq. ft. >10,000 sq. ft.; \$50 min.
Standpipe System	\$100.00	per riser; \$100 min.
Standpipe System Plan Review	\$ 25.00	
Fire Pump System	\$ 50.00	per riser; \$150 min.
Fire Pump	\$150.00	
Fire Pump System Plan Review	\$ 25.00	
Specialized Detection Systems	\$ 5.00	per device; \$50 min.
Specialized Detection Systems Plan Review	\$ 2.50	per device; \$25 min.
Fire Dampers	\$ 10.00	per device; \$100 min.
Underground Fire Service Line Inspection/Flush	\$150.00	(includes hydro test)
Underground Fire Service Plan Review	\$ 25.00	
Range Hood Test/Inspection	\$150.00	per hood
Range Hood Plan Review	\$ 50.00	
Smoke Removal Performance Test	\$150.00	
Smoke Removal Plan Review	\$ 50.00	
Fire Alarm System Plan Review	\$ 2.50	per device; \$50 min.
Fire Alarm System Test	\$ 5.00	per device; \$100 min.
Inspection of Dry Pipe, Valve Trip Test	\$100.00	Valve Trip Test
After Hours Inspection (approved by Fire Official)	\$ 75.00	per hour; 2 hour min.
Limited Area Sprinkler	\$100.00	
Limited Area Sprinkler Plan Review	\$ 25.00	
Spray Booths	\$150.00	
Spray Booths Plan Review	\$ 50.00	
Fire Dampers	\$ 10.00	per device; \$100 min.
Elevator Testing	\$ 100.00	per car
Emergency Generator Testing/Fire Protection Equip.	\$ 125.00	per generator
Burn Permits	\$ 150.00	

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Effective July 1, 2005

Plan Review
Commercial Site Plan (See Site Plans)
Subdivision Review (See Subdivisions)
Fire Lane (See Site Plans & Subdivisions)

Explosives
Transportation \$200.00 per year
Storage \$200.00 per year per site
Blasting Permit \$200.00 per site

Historic Districts: (See Zoning)

Planning:

Planning Waiver/Modification Letter \$ 75.00
Planning Development Rights Determination Letter \$ 50.00
Comprehensive Plan Amendment \$3,000.00
Agricultural/Forestral District Applications \$ 300.00
Site Specific Date Request \$ 40.00 per hour or portion thereof
CBPO RPA Encroachment (requiring Planning Commission Public Hearing) \$ 350.00
CBPO RPA Encroachment (requiring Administrative Review) \$ 50.00 per hour or portion thereof
E&S Review Fee \$ 50.00 for every 10,000 sq. ft. of disturbed area, capped at \$1,000.00

Transportation Fees:

Letter of Credit or Bond 125% of the approved Engineer's estimate
Site Plan Review \$ 200.00 per review
Traffic Study Review \$ 50.00 per hour or portion thereof
Engineer's Estimate Review \$ 100.00 per review
Bond or Letter of Credit Reduction (Review/Reduction) \$ 200.00 per request
Final Inspection for Bond/Letter of Credit Release \$ 300.00
Snow Removal Bond \$ 500.00 + \$20.00 per lot

GIS Fees: (Effective May 1, 2005)

Road Name Change \$ 750.00 + \$250.00 per sign + \$5.00 per affected lot
Rezoning \$ 500.00 + map change cost of \$300.00 + \$5.00 per lot + document processing of \$5.00 per page
Special Use Permit \$ 250.00 + map change cost of \$75 + \$5.00 per lot + document processing of \$5.00 per page
Consolidations, Lot Line Adjustments, Right-of-way Dedications, Easements, Family Exempts \$ 750.00 + map change cost of \$300.00 + \$5.00 per lot + document processing of \$5.00 per page
Preliminary Plats, Site Plans \$2,500.00 + \$5.00 per lot + document processing of \$5.00 per page
Record Plats \$2,500.00 + map change cost of \$800.00 + \$5.00 per lot + document processing of \$5.00 per page
Site Plans (Commercial/Industrial) \$2,500.00 for Site Plan Review + map change cost of \$800.00 + \$5.00 per lot plus document processing of \$5.00 per page

FEE SCHEDULE: Land Use and Building

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Refunds: (All Refunds need to be requested in writing to the Chief Building Official)

Building Applications	Voided after 6 months – prepay is non-fundable
Building Permits	70% refund if no inspections have been made; or 70% refund minus a percentage based on the number of inspections. Site Plan Review \$1000 prepay is non-refundable

Reinspection:

Building (One & Two Family Dwellings)	\$100.00	for 3 rd trip and each trip thereafter
Fire	\$ 50.00	for 2 nd trip
	\$100.00	for 3 rd trip and each trip thereafter
Environmental	\$100.00	for 2 nd trip, includes Bond release
Commercial	\$ 50.00	for 2 nd trip
	\$ 100.00	for 3 rd trip and each trip thereafter

Site Plans: (Commercial/Industrial)

Environmental:

12-month permit	\$1,000.00	+ \$120 per disturbed acre
18-month permit	\$1,500.00	+ \$180 per disturbed acre
Water & Sewer Plan Review	\$ 250.00	+ \$.25 per ln. ft.
Off-site Water and Sewer Plan Review	\$ 200.00	+ \$.25 per ln. ft. inspection fee
Storm Water Management	\$ 50.00	per 10,000 sq. ft. disturbed

Fire:

Site Plan Review	\$ 200.00	<1 disturbed acre
	\$ 300.00	>1 disturbed acre
		<5 disturbed acres
	\$ 350.00	>5 disturbed acres
		+\$50 per disturbed acre above 5
Fire Lane Plan Review	\$ 125.00	

Planning:

Site Plan Review	\$1,500.00	+ \$300 per improved Acre
Commercial/Industrial Site Plan Review	\$2,000.00	+400 per improved acre (includes submission + one revision) + \$500 for each additional review thereafter

Subdivisions: (Residential - includes trailer parks)

Planning: (Plan Review and other Requirements)

Subdivision Review Preliminary	\$2,500.00	per plat plus \$85/lot
Subdivision Review Final/Record Plat	\$1,300.00	+ \$100 per lot
Non-Residential Subdivision Final	\$1,000.00	+ \$100 per lot
Family Exempt Subdivision	\$ 800.00	+ \$50 per lot
Consolidation/Adjustment/Row Dedication/ Easements	\$ 500.00	
Subdivision Site Construction Plan Review	\$4,000.00	+ \$400 per lot + \$500 for each additional review after 1 st revision
Snow Removal Bond	\$ 200.00	per plat +\$10 per lot over 10 lots Letter of Credit or Escrow per Engineer's Estimate

FEE SCHEDULE: Land Use and Building

Effective July 1, 2005

Environmental: (Permits and Inspections)

12-month permit	\$1,000.00 + \$40 per lot
18-month permit	\$1,500.00 + \$40 per lot
Water & Sewer Plan Review	\$ 500.00 + \$50 per lot inspection fee
Off-site Water and Sewer Plan Review	\$ 200.00 + \$.25 per ln. ft. inspection fee
Storm Water Management	\$ 50.00 per 10,000 sq. ft. disturbed per engineer's estimate
Erosion Control Bond	

Fire:

1-5 dwelling units	\$ 75.00
6-30 dwelling units	\$ 125.00
31-100 dwelling units	\$ 200.00
101 to 300 dwelling units	\$ 300.00
301 + dwelling units	\$ 300.00 + \$2 per unit over 301 dwelling units

Utilities:

Residential:

Water Availability Fee	\$3,950.00
Water Connection Fee	\$1,080.00
Sewer Availability Fee	\$3,850.00
Sewer Connection Fee	\$1,875.00

Commercial:

Fee based on the meter size

Zoning:

Zoning Use Certificate (Commercial & Business Use)	\$175.00
Zoning Use Certificate or Zoning Permit (Home Use)	\$150.00
Accessory Structures (See also Building Fees)	\$ 45.00
Farm Exempt	\$ 45.00
Special Use Permit	\$2,750.00 per application + \$100 per acre + \$100 Certificate fee + mailing
Special Use Permit (New Development)	\$5,000.00 per application + \$100 per acre/AC>5 AC + mailing fees
Special Use Permit with a Rezoning Request	\$2,000.00
Special Use Permit Telecommunication Tower	\$8,000.00 per application (cost includes fees for 3 rd party technical review) + mailing fees
Special Use Permit (Minor)	\$2,000.00 + mailing fees
Site Plan Review	\$1,000.00 + \$200 per acre of land disturbance
Minor Site Plan Review	\$500.00
Site Plan Amendment	\$250.00
Site Plan Resubmittal	\$500.00
Rezoning	\$8,000.00 + \$100/AC>5AC + mailing fees
Rezoning Proffer Amendment	\$5,000.00 + \$20/AC >5 AC + mailing fees
Commercial Site Plan Review (See Site Plan Review)	
Historic District Certificates	
Signs/Minor Modifications	\$ 200.00
Alterations to Existing Buildings	\$ 250.00
Major Renovation/New Construction	\$ 400.00
Zoning Appeal/Variance Application:	
Residential	\$500.00 + mailing costs
Commercial	\$1,000.00 + mailing costs
Sign Permits (Zoning)	\$ 2.00 per sq. ft. + \$150 per sign

Master Signage Plan		Sum of permit and inspection fees for all signs included
Commercial Site Plan Inspection	\$150.00	per permit certificate
Commercial Site Plan Reinspection	\$150.00	per inspection
Proffer Compliance Inspection	\$500.00	per permit certificate
Proffer Reinspection Fee	\$300.00	per inspection
Special Use Permit Condition Inspection	\$500.00	per permit certificate
Special Use Permit Reinspection	\$300.00	per inspection
Administrative Reduction of Yard Certification	\$300.00	
Single Family – Fast Track (10-day guarantee)	\$150.00	
Accessory – Fast Track (5-day guarantee)	\$ 50.00	

Phone Numbers to Call for Further Information:

Building Permits 507-7225
Building Inspections: 507-7224
Environmental: 507-7266
Fire: 582-7095

Planning: 507-7434
Utilities, Residential: 898-4096
Utilities, Commercial: 898-4096
Zoning: 507-7259