

**Building, Planning, & Zoning Fee Schedule
Town of Cape Charles
Adopted December 10, 2002
(Amended July 1, 2018)**

Type of Permit of Review	Charge or Fee
1. Residential (repair, alteration, demolition, construction)	
a. Single inspections w/ no permit required	\$35
b. Less than \$2,500	\$50
c. \$2,500 - \$10,000	\$50 + .5% of project cost over \$2,500
d. \$10,000 +	\$125 + .5% of project cost over \$10,000
e. Demolition	\$50
2. Commercial (repair, alteration, demolition, construction)	
a. Single inspections w/ no permit required	\$35
b. Less than \$2,500	\$75
c. \$2,500 - \$10,000	\$75 + 1% of project cost over \$2,500
d. \$10,000 +	\$175 + 1% of project cost over \$10,000
e. Demolition	\$100
Notes:	
1. Add 2% to all permit fees for state surcharge.	
2. Permits include inspections and a follow up inspection for a failure. Subsequent inspections for the same item are at \$40 each.	
3. Add 10% to Base Fee for Fire Department (before tax and not to be taxed).	
<u>New Construction</u> Per BOCA/ICC permit fee tables based on building square footage and at 100% departmental operational costs as determined by Council in 2001.	
Certificates of Occupancy	
1. Permanent Certificate of Occupancy	Included in cost of permit
2. Certificate of Occupancy when no permit is issued	\$100
3. Temporary Certificate of Occupancy	\$50 (per issuance)
4. Rental Certificate of Occupancy	\$50 (includes inspection)
Notes:	
1. Inspection fee for 3 rd inspection of the same item	\$40
2. Inspections scheduled outside normal business hours	\$75
3. Fee for starting work without a permit	\$100
Underground Fuel Tank Removal (per tank)	\$100
Zoning Clearance	
1. As part of a building permit	\$0
2. Signage	
a. Residential	\$0
b. Commercial	\$50
3. Historic District Review Board Application Fee	\$100 Modification: \$50 Special Meeting: \$125

Environmental Permits	
1. Wetlands Permit	\$150 + ad costs
2. Erosion & Sediment Control Permit	\$500 + \$10/ac. Not to exceed \$1,000
3. Erosion & Sediment Agreement in lieu of plan	\$150
4. Erosion & Sediment Inspection fees	\$40/hr. with 1 hr minimum
5. Erosion & Sediment Control Plan Review Fee	\$350
Plan Review Fees	
1. Site Plan Review	
a. Residential	\$150/site
b. Commercial	\$250/site + 3 rd party fees
2. Building Plan Review	
a. Residential	\$150
b. Commercial	\$250 + 3 rd party fees
Planning/Zoning Requests	
1. Regular Rezoning and Conditional Zoning (for each district)	
a. Single family residential	\$300/application + \$50/ac
b. Multi-family residential	\$600/application + \$70/ac
c. Commercial/Industrial	\$600/application + \$70/ac
2. Conditional Use Permit	\$350/application + \$25/ac
3. Subdivision through recordation	
a. Residential	\$400/application + \$50/lot
b. Commercial	\$600/application + \$70/lot
	Both add 3 rd party review fees, as needed
4. Harbor Development Certificate	\$300/application + \$70/ac
5. Extension of approval	\$100
6. Deferral at the request of Applicant	\$50/ application \$200/application if public hearing has been set
7. Variance, Appeals (Planning or Building) of Special Use Permit	\$300
8. Planned Unit Development	
a. Preliminary Review	\$500/application
b. Amendment to Town Plan; Concept Approvals	\$550/application
c. Rezoning Plan Approval; Establishment of PUD	\$1,000/application
d. Text Amendment	\$200/application to amend the text
Signage Permits	
1. All affixed and free-standing signage greater than ten (10) sq. ft	\$50
No permit required for smaller signage	