

## BUILDING SAFETY DEPARTMENT'S PERMIT SERVICE FEE SCHEDULE

The Building Safety Department revised and clarified its schedule, effective July 1, 2022. In general, the department's intent is to make it easier for customers to understand how to use the formulas and the schedule. And more specifically, it assigns the same fee for all trade permits. The revised fee schedule should also make it easy for developers, architects, and builders to determine the permit and inspection costs before bidding a project, and there is no plan review fee.

### COMMERCIAL

**Minimum permit service fee is \$75 unless otherwise noted, and the service fee amount, which is the cost of providing service, is non-refundable.**

New construction and additions (minimum \$400)	ICC Value per sq. ft. (A)	X	Total sq. ft. up to 15,000 (B)	X	NHC cost recovery factor (C)	plus	Sq. ft. over 15,000 (D)	X	ICC Value* per sq. ft. (E)	X	Reduced cost factor (0.0012) (F)	<b>EQUALS</b>	<b>Permit Service Fee (G)</b>
Shell buildings (minimum \$400)	ICC Value per sq. ft. (A)	X	Total sq. ft. (B)	X	NHC cost recovery factor (C)	X	80% Cost Factor (D2)					<b>EQUALS</b>	<b>Permit Service Fee (H2)</b>
Upfit and major remodel (minimum \$400)	ICC Value per sq. ft. (A)	X	Total sq. ft. (B)	X	NHC cost recovery factor (C)	X	50% Cost Factor (D3)					<b>EQUALS</b>	<b>Permit Service Fee (H3)</b>

**For Modular buildings, calculate them as new construction using the utility/miscellaneous row under the "Group" heading/column in the ICC table for cost per sq. ft.**

- A. ICC value – International Code Council (ICC) Building Valuation tables contains values for different types of buildings, found on Page 2 of this document.
- B. The total area is that which is within surrounding exterior walls or under the horizontal projection of the roof.
- C. Cost recovery factor is inserted to recover a pre-determined percentage of Building Safety Department's costs.
- D. D is used for buildings larger than 15,000 sq. ft., and the total of the multiplication of D X E X F is added to the total of A X B X C.  
 D2: Shell building permit service fees are 80% of the cost of new construction and have the cost represented by H2. Shell buildings – construction partially complete – never had a tenant.  
 D3: Up-fit building permit service fees are half the cost of new construction and have the cost represented by H3. Up-fit – construction complete – has been occupied.
- E. The ICC Value per sq. ft. is found on Page 2 of this document.
- F. A reduced cost factor is used such that the square footage over 15,000 sq. ft. is reduced by this factor to ensure that fees for large buildings do not become too costly.
- G. Permit Service Fee for New Construction and Additions. Electrical, Mechanical, and Plumbing trades have already been included in the fees\*.
- H. Major remodel Permit Service Fee is obtained by multiplying 50% with G (the permit service fee for new construction/additions). The remodel fees\* are half the fees of new construction.
- I. Included in the fees of G and H2 and H3 are the trades (electrical, mechanical, and plumbing work) associated with new construction, additions, and remodels.
- J. For Wrightsville, Carolina or Kure Beach calculate trade fees at 25% of new construction permit fee for each trade with which the work will be performed.

Cost Recovery factor is 0.004 up to 15,000 sq. ft.  
August 2013 Table currently used

Cost recovery factor is 0.0012 for portion over 15,000 sq. ft.  
ICC Table can be found at <http://www.iccsafe.org/cs/Pages/BVD.aspx>

\*See next page for ICC values

August 2013 Building Valuations from ICC

<https://www.iccsafe.org/wp-content/uploads/BVD-0813.pdf>

Group (2012 International Building Code)	Construction Type								
	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	224.86	217.27	211.75	202.82	190.47	185.12	196.05	174.13	167.22
A-1 Assembly, theaters, without stage	205.84	198.25	192.73	183.80	171.46	166.11	177.03	155.12	148.21
A-2 Assembly, nightclubs	175.48	170.50	165.74	159.07	149.41	145.36	153.20	135.40	131.56
A-2 Assembly, restaurants, bars, banquet halls	174.48	169.50	163.74	158.07	147.41	144.36	152.20	133.40	130.56
A-3 Assembly, churches	207.90	200.31	194.78	185.86	173.66	168.32	179.09	157.32	150.42
A-3 Assembly, general, community halls, libraries, museums	173.93	166.34	159.82	151.89	138.66	134.32	145.12	122.32	116.42
A-4 Assembly, arenas	204.84	197.25	190.73	182.80	169.46	165.11	176.03	153.12	147.21
B Business	179.33	172.77	166.90	158.73	144.01	138.61	152.18	126.55	120.48
E Educational	190.23	183.68	178.30	170.23	158.53	150.15	164.36	138.54	134.04
F-1 Factory and industrial, moderate hazard	108.42	103.32	97.18	93.38	83.24	79.62	89.22	68.69	64.39
F-2 Factory and industrial, low hazard	107.42	102.32	97.18	92.38	83.24	78.62	88.22	68.69	63.39
H-1 High Hazard, explosives	101.53	96.44	91.29	86.49	77.57	72.95	82.34	63.02	N.P.
H234 High Hazard	101.53	96.44	91.29	86.49	77.57	72.95	82.34	63.02	57.71
H-5 HPM	179.33	172.77	166.90	158.73	144.01	138.61	152.18	126.55	120.48
I-1 Institutional, supervised environment	177.76	171.50	166.52	159.45	146.31	142.45	159.13	131.29	126.72
I-2 Institutional, hospitals	304.49	297.93	292.06	283.89	268.07	N.P.	277.34	250.61	N.P.
I-2 Institutional, nursing homes	210.47	203.90	198.04	189.87	175.09	N.P.	183.31	157.63	N.P.
I-3 Institutional, restrained	204.27	197.71	191.84	183.67	170.47	164.08	177.12	153.01	144.94
I-4 Institutional, day care facilities	177.76	171.50	166.52	159.45	146.31	142.45	159.13	131.29	126.72
M Mercantile	130.79	125.81	120.05	114.38	104.47	101.42	108.50	90.46	87.62
R-1 Residential, hotels	179.14	172.89	167.90	160.83	147.95	144.10	160.52	132.93	128.36
R-2 Residential, multiple family	150.25	143.99	139.01	131.94	119.77	115.91	131.62	104.74	100.18
R-4 Residential, care/assisted living facilities	177.76	171.50	166.52	159.45	146.31	142.45	159.13	131.29	126.72
S-1 Storage, moderate hazard	100.53	95.44	89.29	85.49	75.57	71.95	81.34	61.02	56.71
S-2 Storage, low hazard	99.53	94.44	89.29	84.49	75.57	70.95	80.34	61.02	55.71
U Utility, miscellaneous	74.83	70.51	66.11	62.74	56.42	52.69	59.81	44.15	42.06

**New Construction permit fee is ICC Value X Sq. Ft. of building up to 15,000 X .004 plus Sq. Ft. over 15,000 X ICC Value X 0.0012**

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### Commercial Charges/Fees (Differs for each)

All outstanding fees must be paid before a certificate of compliance or certificate of occupancy is issued

\*Building Trades: E-Electric, M-Mechanical, P-Plumbing

#### COMMERCIAL CHARGES/FEES

Refund notice below and on Page 4

Accessory buildings each trade	\$75
Building relocation or change of use includes trades	\$375
Construction site office includes trades	\$200
Demolition	\$100
*E,M,P appliance/equipment changeout	\$75
*E,M,P permits for minor work	\$75
Facility licensing verification (inspection)	\$100
Mobile sales office includes trades	\$300
Pole and attached to buildings includes trades	\$125
Prior to final utility release*	\$75
Power release without CO (existing building)	\$200
Roof Repair	\$100
Signs with foundation includes trades	\$200
Window replacement	\$100

Additional \$10 per window after the 1<sup>st</sup> window

Refunds for any of the above permits will not include the minimum service fee of \$75

Working without a permit - Commercial  
Based on double the permit fee

Starting work without a permit

Starting and substantially completing work \$100

Starting and substantially completing work \$250 for 1st occurrence [After the fact]

\$500 for 2nd occurrence [After the fact]

In a 12-month period

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### Commercial Fees (Consistent amounts for each)

All outstanding fees must be paid before a certificate of compliance or certificate of occupancy is issued

<b>After hours inspection rate; also used for verifying Safety &amp; Hazards on Buildings etc., pursuant to complaints.</b>	\$120	<b>Failure to Obtain Final Inspection When Job Complete</b>	\$100
<b>Contractor Change</b> Commercial	\$45	<b>Occupying a Structure Prior to CO</b>	\$100 First day known \$300 Second day, after the first known day \$500 Each day after the second day
<b>Copy of Certificate of Occupancy</b>	\$10	<b>Service fee for excessive inspections</b>	\$50 per inspection
<b>Copies of Records</b> Document Research: Temporary Help	\$0.10 per page	<b>Site conference</b>	\$50

#### Refunds

Request for refunds must be made to DSC before work commences  
 25% or the minimum fee whichever is greater will be retained if a permit is canceled before work begins  
 There is no refund for the minimum permit service fee  
 There is no refund once work has started on a building project  
 There is no refund for expired permits

**For Fees from other Departments, please refer to their fee schedules.**

## BUILDING SAFETY DEPARTMENT'S FEES FOR FIRE PREVENTION PERMIT SERVICES, VERIFICATIONS, AND APPROVALS

The Building Safety Department uses a modified fee structure for Fire Prevention permit services, on-site field verifications, and approvals. The department modified the fees to make it easier for developers, architects, and builders to determine the permit and inspection costs and the fees for other fire-safety services. The department removed the fees for plan reviews and those previously charged for inspections on permit-related work, except for the (Page 4) excessive inspections requested by contractors.

### FIRE PREVENTION FEES – NEW CONSTRUCTION PERMITS

New Fire Alarm	\$100+\$10 per 100 SQFT	NHC ERRCS (Emergency Responder Radio Coverage System) Install/Addition	\$100 + \$10 per 1000 SQFT
Fire Alarm Upfit	\$100	NHC ERRCS (Emergency Responder Radio Coverage System) Modify/Alter	\$100
Compressed Gases	\$75	Fire Code Plan Review	\$0
Fire Pump & Related Materials, Backflow Prevention	\$85	Fast-Track Fire Code Plan Review	\$0
Hazardous Materials Install, Repair, Abandon	\$120	Minimum Permit Fee (in general, unless otherwise stated)	\$90
Industrial Ovens – Install	\$75	Additions	\$0.06 per SQFT
Sprinkler- Auto Fire Extinguishing Systems	\$100 + \$10 per 1000 SQFT	Upfits	\$0.06 perSQFTX0.75
Sprinkler Upfit	\$100	Mobile Buildings	\$0
Sprinkler (on-site) Verifications (Alterations= no permit fee)	\$45	Accessory Structures	\$0
Above Ceiling Verifications	\$45	Commercial Inspection Fee	\$0
Spray Booth Rooms, Dip Operations	\$100	Demolition	\$0
Standpipe System Install/Modify	\$75	0 to 5,000 SQFT Permit Fee Formula	•• (A) X \$0.06 Fee per SQFT
Tanks, Pumps, Piping, New Construction	\$100	5,001 to 15,000 SQFT Permit Fee Formula	•• (A) X \$0.06 Fee per SQFT X 0.75
Underground Tank Abandoned	\$75 per Tank	Over 15,000 SQFT Permit Fee Formula	•• (A) X \$0.06 Fee per SQFT X 0.75
Underground Tank At Installation/Removal	\$100 per Tank	Commercial Shell Application	** (A) X \$0.06 Fee per SQFT X 0.90
Underground Tank Testing	\$75		•• (A)''' Gross Building Floor Area in SQFT.
Above-ground Tank Installation/Removal	\$100 per Tank	Fee Rate for After-hours, Weekend and Holiday commercial inspection	\$120

### FIRE PREVENTION FEES – PERMITS/VERIFICATIONS FOR OTHER THAN NEW CONSTRUCTION

Fire Alarm and Detection Systems/Equipment	\$100 + \$10 per 1000 SQFT	Fire Code Plan Reviews	\$0
Fire Pump	\$75	Hood-Suppression Systems (Minimum \$110)	\$100 + \$10 per 1000 SQFT

### FIRE PREVENTION FEES- ADMINISTRATIVE FEES

Occupying a Building without C/O or C/C •-1st known date	\$100	Working without the required Fire Permit (Commercial and Multi-Family)	Double the permit fee
Occupying a Building without C/O or C/C • - 2nd day after first	\$300	Failure to obtain a final Fire Inspection	\$100
Occupying a Building without C/O or C/C • - each day after 2nd	\$500	Verifying Fire Hazard or Safety of Vacant Occupancy Buildings	\$120
		Inspection Fee (unless otherwise specified)	\$0

• C/O, C/C = Certificate of Occupancy, Certificate of Completion

### FIRE PREVENTION FEES – FOR REFUNDS, PERMIT REVOCATIONS, EXPIRED PERMITS, CANCELLATIONS

Refund "if work has commenced"	No Refund	Expired Permit	See Page 4 of Fee Schedule
Refund "if work has not commenced"	See Page 4 of Fee Schedule	Canceled Permits	See Page 4 of Fee Schedule
Fraudulent	Permit revocation with no refund.	Fee charged if Inspection not cancelled by 7 am of scheduled day?	No Fee