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Frequently Asked Questions

Many projects require Town of Boone permits before construction may commence. The permit and inspection process is designed to ensure that the development of land and construction of buildings are in compliance with applicable codes. Please see below for additional guidance on how to use this fee schedule. For any questions on whether or not a permit is required or for more information on a permit, please contact the Town of Boone Planning and Inspections Department.

When are fees due? Fees are due upon receipt of invoice. Initial fees shall be paid prior to the processing of the application. Any additional fees assessed prior to the issuance of a permit shall be paid prior to the release of the requested permit, and any subsequent fees assessed shall be paid prior to the final inspection, issuance of a certificate of compliance, or issuance of a certificate of occupancy.

Fee Responsibility & Communications. The applicant shall be responsible for all associated fees. **Additionally, all communications will be sent only to the applicant and relevant design professional.**

Inspection Fees. Where the Department stipulates a maximum number of inspections for a permit, applicants requiring inspections beyond that count incur an added charge per inspection.

A re-inspection fee shall be assessed when the project is not ready for inspection, deficiencies exist or access to the site is not available at the time the inspection has been scheduled to be conducted.

Other Town Department Fees. Fees may be collected on behalf of other Town of Boone Departments for project reviews and inspections as listed herein.

Refund Requests. Refund requests shall be submitted in writing from the applicant. Refund requests for applications not yet reviewed will be processed at 10% of permit costs (up to \$100.00 per permit) to cover administrative costs. All other refund requests will be reviewed by the Director or their designee, who shall evaluate the amount of work completed by the Town as compared to the cost of the permit to ensure the Town has recovered the costs incurred with the processing, review, and inspections associated with the application.

Application Review Time Policy. The Town will strive to process all submittals in a timely fashion, with the knowledge that some submittals are more complex and will require additional review time than those set forth below. Additionally, applications are processed in the order in which they are received. See below for estimated review times (please note, the day of submittal is not counted in the estimated review time):

Application Type	Review Time	Application Type	Review Time
Residential Accessory Solar Energy Systems	3 business days	Commercial Accessory Solar Energy Systems	10 business days
Sign Permits	5 business days	Board/Hearing	25 business days
Short-Form Building Permit	5 business days	Commercial	25 business days
Single-Family	10 business days	All Other	20 business days

Please note, subsequent reviews times are anticipated to be shorter than the initial application review.

Submittals which contain any of the following elements may require additional review time: properties located in a B1 zoning district, Department of Insurance review, encroachment agreements, geologic hazard, historic landmark, historic district, special flood hazard area, steep (or very steep) slope, traffic impact analysis, watershed, or viewshed.

Review Fees. Each application is allowed two (2) reviews under the initial fee, the first review and a second (2nd) review if revisions or supplemental information is required based upon the first review. Each subsequent review after the 2nd review will be charged at 50% of the original fees charged for the application. These fees shall be paid at the time of resubmittal.

Working without Permits Penalty. Initial submittal fees are doubled if the activity or site change requested has already occurred or has been started unless the Director or their designee finds that there are mitigating circumstances.

Section 1. Board/Hearing Fees

Board of Adjustment

Special Use Permit (ANY)/Major Subdivision Preliminary Plat	\$1190	
Variance (per each request to vary a standard)	\$605	+ \$0.71 per adjacent property owner notification letter
Appeal of Administrative Decision	\$995	

Planning Commission/Public Hearing

Text Amendment	\$875	+ \$0.71 per adjacent property owner notification letter
General Use Zoning Map Amendment	\$765	+ Prorated cost of legal advertising for case
Conditional District Zoning Map Amendment	\$1090	

Historic Preservation Commission

Certificate of Appropriateness	\$375	
Historic Landmark Designation	\$375	+ \$0.71 per adjacent property owner notification letter

Section 2. Subdivision Fees

Exempt Division of Land	\$145
Minor Subdivision	\$180
Major Subdivision Final Plat	\$245

Section 3. Annexation Fees

Voluntary Annexation Fee	\$230	+Cost of legal advertising for case
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Exception: The annexation petition fee and newspaper publication costs are waived for applicants with incomes below 60% of local area median family income as defined by the most recent figures published by the U.S. Department of Housing and Urban Development

Section 4. Zoning Fees

Single-Family & Duplex (Use 1.06)

New Construction, Additions, & Other	\$235	
Other Improvement & Repair (Accessory Structures < 500 sq. ft., Yard/Parking Improvements, Culverts, Open Decks, Etc.)		\$190

Commercial/All Other Residential

Note: Pursuant to UDO Subsection 7.05.02, additional compliance with the UDO may be required when project cost (not including maintenance & repair, with exceptions for work in the SFHA) exceeds a percentage of the overall total development value (land & building). See [project manager liaison](#) for more detail.

New Construction, Additions, Other Accessory Structures, Tier 4: Project Cost Exceeds 75% of Total Development Value

≤ 2,500 total building square footage and land disturbance	\$545
>2,501 building square footage	\$1010

Renovation/Change of Use/Other

No Site Plan Review Required <u>and</u> Project is < 10% of Total Development Value	\$130	+ Land disturbance ≥ 1 acre, per acre or part thereof \$305 + Special Flood Hazard Review ¹ \$315
Tier 1: Project Cost Exceeds 10% of Total Development Value	\$254	
Tier 2: Project Cost Exceeds 25% of Total Development Value	\$385	
Tier 3: Project Cost Exceeds 50% of Total Development Value	\$585	

Other Improvement & Repair (Façade/Landscape/Lighting/Parking Modification, Culverts, Accessory Structures < 500 sq. ft. \$255

Small Wireless Facility (Per NC SL 2017-159)

Small Cell Wireless Base Fee	\$405	+Additional Fee for Facilities 2-5 in the same batch \$100 +Additional Fee for Facilities 6-25 in the same batch \$50
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Wireless Transmission Facilities

Colocation or Eligible Facility Modification	\$310	
All Others	\$1265	+ Land disturbance ≥ 1 acre, per acre or part thereof \$305 + Special Flood Hazard Review ¹ \$315

Other Zoning Fees

Annual Short-Term Rental Permit	\$530	
Home Occupation	\$100	
Neighborhood Conservation District Parking Sticker (No Charge)		
Special Flood Hazard Area – Map Revision/Amendment	\$640	+ \$0.71 per adjacent property owner notification letter + Prorated cost of legal advertising for case
Statement of Conformity	\$100*	*Note: Additional permits may be required
Pavement Sealant	\$100	
Temporary Sign Registration (No Charge)		
Zoning Confirmation Letter	\$160	

Section 5. Building/Construction Related Fees

Single-Family & Duplex (Use 1.06)

New Construction, Additions & Other up to 2,500 square feet	\$500	+ Additional fee each sq. ft. over 2,500 sq. ft. \$0.152 + Homeowners Recovery Fee ² \$10
Equipment Changeout (per unit)/Short Form (1 inspection)	\$165	+\$55.00 per inspection trip after 1st TBD
Renovation & Repair; separate charge for each inspection trip	\$150	+ \$55.00 per inspection trip TBD + Homeowners Recovery Fee ² \$10

Commercial/All Other Residential

New Construction & Additions	\$755	+ Per Square Foot \$0.273
Equipment Changeout (per unit)/Short Form (1 inspection)	\$165	+\$55.00 per inspection trip after 1st TBD
Renovation & Repair, Change of Occupancy with Renovations		
≤ 5,000 sq ft total building square footage)	\$245	
5,001 – 20,000 square feet of total building	\$295	+\$55.00 per inspection trip TBD
>20,001 square feet of total building	\$370	

Change of Occupancy – no modification to building necessary \$130

Other Building/Construction Related Fees

At Risk Special Footing/Foundation	\$230	+\$55.00 per inspection trip TBD
Contractor Change	\$10	
Total Demolition/Moving	\$300	

Section 6. Combination Zoning and Building Fees

ABC Compliance Inspection	\$250	
Accessory Electric Vehicle Charging Station (No Charge)		
Accessory Solar Energy System (No Charge)		
Construction Trailer	\$255	
Manufactured Home in Park	\$290	
Master Sign Plan or Permanent Sign, per sign	\$180	+Additional Fee for Freestanding Permanent Sign \$55

Section 7. Development Related Fire Department Fees

New Construction (per square foot)	\$.03	
Building Permit Renovation Review Fee	\$50	
Multi-Family and Commercial Zoning - Site Plan Review	\$115	
New Fire Alarm System up to 10,000 square feet	\$100	+ Additional fee each sq. ft. over 10,000 sq. ft. \$0.01
Fire Alarm System Renovation	\$50	
New Fixed Fire Suppression System	\$100	
Fixed Suppression System Renovation	\$50	
New Sprinkler System up to 10,000 square feet	\$200	+ Additional fee each sq. ft. over 10,000 sq. ft. \$0.02
Sprinkler System Renovation	\$100	
New Standpipe System	\$200	
Emergency Responder Radio Systems	\$150	
New Underground Tank Install (per tank)	\$100	
Underground Tank Removal (per tank)	\$50	

Section 8. Development Related Public Works Department Fees

Utilities Division Fees

Building Permit – Pretreatment Review	\$115
Building Permit – Utility Systems Review	\$115
Zoning Permit – Site Plan Review for Utility Connections	\$115
Sidewalk/Greenway Fee-In-Lieu	
Per Linear Foot of Concrete Sidewalk (5' width)	\$110
Per Linear Foot of Asphalt Greenway (10' width)	\$80
Per Linear Foot of Curb and Gutter	\$40
Wheelchair Ramp	\$1,620

Services Division Fees

Town of Boone Driveway Permit (per driveway)	\$50
Zoning Permit – Site Plan Review	\$115
Encroachment Agreement (per encroachment agreement)	\$75

Section 10. All Other Fees & Penalties

Miscellaneous	\$125	Penalties
Re-inspection Fee (per Town Employee), per trip	\$55.00	Working without Permits @ double applicable permit(s) cost
On-site consultation (per Town Employee), per trip	\$55.00	Other Zoning Penalties – See UDO Section 12.07
Subsequent review fee for each review after 2nd, 50% of original fees		Other Town Code Penalties – See Appropriate Town Code

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¹ A special flood hazard review is required where noted for projects which require the applicant to demonstrate compliance with UDO Article 30 through the submittal of elevation or flood-proofing certificates or other similar documentation.

² Required when a licensed General Contractor is used.