



**MEMORANDUM**

**TO:** Timothy J. Baroody, City Manager  
**FROM:** Richard E. Lawrence, Assistant Director of Finance  
**DATE:** April 11, 2022 (for the April 26, 2022 Council Meeting)  
**RE:** Amending the Schedule of Fees for Building Services

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**ISSUE**

The Building Division of the Community Planning & Building Department would like to increase certain fees for building permits, inspections, and certificates.

**RECOMMENDATION**

Staff recommends approval of the attached resolution amending Building Service Fees, as noted in the schedules attached to the Resolution.

This resolution requires two readings. If first is approved, the second reading would be scheduled for the City Council meeting on May 10<sup>th</sup>.

**BACKGROUND**

The City charges fees for building permits and inspections, as authorized by the Code of Virginia 36-105, Virginia Construction Code 107.1 and City Code 18-34. The City Code states that the City Manager shall have the authority to establish fees for building, electrical, mechanical, plumbing, fire detection and prevention system and sign permits, inspections, and certificates required by the uniform statewide building and fire code, subject to the approval of the City Council. Such fee schedules shall be published in the City administrative manual and shall be available for public inspection in the office of the City Manager or his designee. All changes to such fee schedules shall be approved by resolution of the City Council.

The purpose of the attached resolution is to adopt a schedule of reasonable fees to defray the cost of administering these programs and for review of these applications. The proposed fees, which represent an increase between 13-15%, are designed to be competitive. These fees take into consideration the time, skill, and the expense involved in performing these services. The fees were last increased on May 9, 2017 (Resolution 17-33) for FY 2018.

**FISCAL IMPACT**

The FY 2023 City Manager's Recommended Budget includes \$640,000 revenue budgeted in Building Services revenue, taking into account the proposed Building Services fee increases. As of April 4, 2022, revenue for FY 2022 totals \$452,781.

Actual revenue will depend upon demand for these services, which is generally based upon new construction and renovations.

Attachment: Resolution

cc: Charles R. Johnston, Director of Community Planning & Building  
John F. Schaffer, Building Services



April 26, 2022  
Regular Meeting  
Resolution 22-\_\_

**MOTION:**

**SECOND:**

**RE: Amending the Schedule of Fees for Building Services**

**ACTION: APPROVED: Ayes: 0; Nays: 0**

**FIRST READ: \_\_\_\_\_ SECOND READ: \_\_\_\_\_**

The City charges fees for building permits, inspections, and certificates as authorized by the Code of Virginia Section 36-105, the Virginia Construction Code Section 107.1, and City Code Section 18-34. The City Code requires that changes to this schedule of fees shall be approved by resolution of the City Council.

City Council adopted the last comprehensive update to the fee schedule for building services on May 9, 2017. Since then, the costs of providing these services have increased; creating the need for this amendment.

**Therefore**, the City Council hereby resolves that:

- The Schedule of Fees for City building services shall be amended in accordance with the attached schedules, attached to this resolution and incorporated herein by reference.
- The amended Schedule of Fees shall be published in the City Administrative Manual and made available for public inspection in the office of the City Manager or the City Manager's designee.
- The fees adopted by this resolution shall become effective July 1, 2022.

**ATTACHMENTS:** Permit Fee Schedules: (1) Administrative and Miscellaneous Fees; (2) Residential – I.R.C. – R5, Detached 1 and 2 Family Dwellings and Townhomes; (3) Commercial – I.B.C. – All Fees

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

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***Clerk's Certificate***

*I certify that I am Clerk of Council of the City of Fredericksburg, Virginia, and that the foregoing is a true copy of Resolution No. 22-\_\_, adopted at a meeting of the City Council held April 26, 2022, at which a quorum was present and voted.*

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***Tonya B. Lacey, MMC***  
***Clerk of Council***



**CITY OF FREDERICKSBURG**  
**Building Services Division**  
 601 Caroline Street, 4<sup>th</sup> Floor  
 P.O. Box 7447  
 Fredericksburg, Virginia 22404-7447  
 Phone: (540) 372-1080 Fax: (540)310-0636

**PERMIT FEE SCHEDULE**

**Effective: July 1, 2017 2022**

**ADMINISTRATIVE AND MISCELLANEOUS FEES**

ADMINISTRATIVE CHARGES	
SERVICE	FEE
After hours inspections (Shall have approval in advance by the Building Official) Building Inspector	\$150.00 per hour (2-hour minimum)
<b>Amend construction plans</b>	
Residential - 25% of original permit fee or	<del>\$150.00</del> <u>\$170.00</u> minimum
Commercial - 25% of original permit fee or	<del>\$200.00</del> <u>\$230.00</u> minimum
Change of contractor on the permit	<del>\$50.00</del> <u>\$55.00</u>
Change of Mechanics Lien Agent information	<del>\$50.00</del> <u>\$55.00</u>
Consultation fee (applied to permit)	<del>\$150.00</del> <u>\$170.00</u>
Code modification (due at the submission of request)	<del>\$200.00</del> <u>\$230.00</u>
Copies of Approved construction documents	See below
Copies Up to 11" X 17"	<del>\$50.00</del> <u>\$55.00</u>
Copies 24" X 36" or Larger	<del>\$50.00</del> <u>\$55.00</u> + <del>\$10.00</del> <u>\$11.00</u> per page
Expedited plan review approved by Building Official and payable in advance.	<del>30%</del> <u>35%</u> of the permit fee <del>\$500.00</del> <u>\$570.00</u> minimum
Permit Re-instatement fee	<del>\$25.00</del> <u>\$30.00</u>
Permit transfer to a new owner	<del>\$50.00</del> <u>\$55.00</u>
<b>Other Fees</b>	
Performing work without the required permits will cause a <b>STOP WORK ORDER</b> to be issued and additional fees to be added on top of the regular permit fees. These fees are due at the time of application.	See below
Residential	<del>\$200.00</del> <u>\$250.00</u> per trade
Commercial	<del>\$300.00</del> <u>\$350.00</u> per trade
Re-inspection fees *	<del>\$100.00</del> <u>\$115.00</u> per trade
* All re-inspection fees and Notices to Comply shall be paid prior to scheduling any further inspections under that permit.	
Refund request (to the applicant) The permit holder shall request a refund in writing with reasons for the request for the refund included.	75% of original permit fee - <del>\$150.00</del> <u>\$170.00</u> minimum retention

## MISCELLANEOUS FEES

SERVICE	FEE
Air compressors	<del>\$125.00</del> <u>\$140.00</u>
Auto exhaust ventilation system	<del>\$150.00</del> <u>\$170.00</u>
Backwater valve for sewer lines	<del>\$50.00</del> <u>\$55.00</u>
Generators	<i>See below</i>
Residential	<del>\$175.00</del> <u>\$200.00</u>
Commercial	<del>\$225.00</del> <u>\$255.00</u>
Heaters, thru wall/heat pumps, exhaust fans, etc.	<del>\$100.00</del> <u>\$115.00</u> + <del>\$20.00</del> <u>\$25.00</u> per unit
Lawn irrigation (backflow preventer only)	<del>\$75.00</del> <u>\$85.00</u>
Local Board of Building Code Appeals	<del>\$250.00</del> <u>\$300.00</u>
Master plan review	<del>\$250.00</del> <u>\$285.00</u>
Minimum permit fee	<del>\$75.00</del> <u>\$85.00</u>
Minimum amendment fee	<del>\$25.00</del> <u>\$30.00</u>
Pole lights (including electric)	<del>\$40.00</del> <u>\$45.00</u> per pole - <del>\$125.00</del> <u>\$140.00</u> minimum
Retaining Wall (sq. ft. of wall face)	<del>\$0.20</del> <u>\$0.25</u> per sq. ft. <del>\$100.00</del> <u>\$115.00</u> minimum
Ramps; accessible	Open <del>\$125.00</del> <u>\$145.00</u> ; Covered <del>\$200.00</del> <u>\$230.00</u>
Stoops or Steps	Open <del>\$150.00</del> <u>\$170.00</u> ; Covered <del>\$200.00</del> <u>\$230.00</u>
Temporary wiring (tree sales, produce stands, fairs, and other temporary sales)	<del>\$50.00</del> <u>\$55.00</u>
<b>Elevator:</b>	
Elevator certification	<del>\$40.00</del> <u>\$45.00</u>
<b>Tanks:</b>	
LP Gas, Fuel, Oil or Water	<del>\$50.00</del> <u>\$55.00</u>
Electric to tank	<del>\$100.00</del> <u>\$115.00</u>
Piping to tank	<del>\$100.00</del> <u>\$115.00</u>
Tank removal	<del>\$50.00</del> <u>\$55.00</u>
<b>Tents:</b> Fire Marshal's office issues and inspects tents	
<b>Trailers:</b>	
Construction trailers	<del>\$200.00</del> <u>\$230.00</u>
Sales Trailers	<del>\$250.00</del> <u>285.00</u>
Ramp; Accessible	<i>See below</i>
Open	<del>\$125.00</del> <u>\$145.00</u>
Covered	<del>\$200.00</del> <u>\$230.00</u>
Electric service for trailers	<del>\$150.00</del> <u>\$170.00</u>
Plumbing for trailers to main or to storage tank	<del>\$75.00</del> <u>\$85.00</u>
<b>Stages</b>	
Stages more than 256 sq. ft.	<del>\$100.00</del> <u>\$115.00</u> per stage
Stages 256 sq. ft. and less	<del>\$50.00</del> <u>\$55.00</u> per stage
Stages 256 sq. ft. and less, 18" tall and less than, and provided and assembled by Parks & Rec. dept.	Exempt from permit

### State Levy:

In accordance with Section 36-137 of the Code of Virginia, the local building departments shall collect a 2% levy of fees charged for all permits issued under this code, and transmit the levy to DHCD to support the training programs of the Virginia Building Code Academy.

**The Building Official reserves the right to assign fees for items not shown.**



**CITY OF FREDERICKSBURG**

**Building Services Division**

601 Caroline Street, 4<sup>th</sup> Floor

P.O. Box 7447

Fredericksburg, Virginia 22404-7447

Phone: (540) 372-1080 Fax: (540)310-0636

**PERMIT FEE SCHEDULE**

**Effective: July 1, 2017 2022**

**COMMERCIAL - I.B.C. - ALL FEES**

**Application and plan submittals shall include all trades and all contractors' information**

**COMMERCIAL CONSTRUCTION**

<b>SERVICE</b>	<b>FEE</b>
<b>New Construction</b>	
Administration deposit – Due at the time of submission of application	\$300.00
Calculate gross floor area of all floors and covered areas	<del>\$0.20</del> <u>\$0.25</u> per sq. ft. - <del>\$300.00</del> <u>\$340.00</u> min.
Electrical	<del>\$1.25</del> <u>\$1.40</u> per service amp or <del>\$0.06</del> <u>\$0.07</u> per sq. ft. (whichever is greater);
Change of service or service relocation/reconnection	<del>\$250.00</del> <u>\$285.00</u>
Plumbing	<del>\$200.00</del> <u>\$230.00</u> + <del>\$10.00</del> <u>\$11.00</u> per fixture <del>\$250.00</del> <u>\$285.00</u> min.
Mechanical	<del>\$0.06</del> <u>\$0.07</u> per sq. ft. <del>\$250.00</del>
Gas installation	<del>\$150.00</del> <u>\$170.00</u> + <del>\$30.00</del> <u>\$35.00</u> per appliance
Cooking Hood	<del>\$300.00</del> <u>\$330.00</u> per hood
Fire Dampers	<del>\$20.00</del> <u>\$23.00</u> per device <del>\$200.00</del> <u>\$230.00</u> min.
Certificate of Occupancy	<del>\$85.00</del> <u>75.00</u>
Footing/Foundation/Slab only (requires Building Official approval)	<del>\$0.10</del> <u>\$0.12</u> per sq. ft. <del>\$300.00</del> - <u>\$340.00</u> min.
Shell permit (requires Building Official approval)	<del>\$0.10</del> <u>\$0.12</u> per sq. ft. <del>\$300.00</del> <u>\$340.00</u> min.
Completion Shell or Tenant space	<del>\$0.17</del> <u>\$0.19</u> per sq. ft. <del>\$300.00</del> <u>\$340.00</u> min.
<b>Alteration or Renovation</b>	
<b>must submit a full and complete set of plans. (All trades)</b>	
Administration Deposit – Due at the submission of the application	\$200.00
Calculate gross floor area of proposed work	<del>\$0.15</del> <u>\$0.17</u> per sq. ft. <del>\$300.00</del> <u>\$340.00</u> min.
Electrical	<del>\$0.06</del> <u>\$0.07</u> per sq. ft. <del>\$250.00</del> <u>\$275.00</u> min.
Change of service or service relocation/reconnection	<del>\$ 250.00</del> <u>\$275.00</u>
Plumbing	<del>\$200.00</del> <u>\$230.00</u> + <del>\$10.00</del> <u>\$11.00</u> per fixture <del>\$250.00</del> <u>\$275.00</u> min.
Mechanical	<del>\$0.06</del> <u>\$0.07</u> per sq. ft. <del>\$250.00</del> <u>\$275.00</u> min.

## MISCELLANEOUS FEES

SERVICE	FEE
Amend construction plans - 25% of the original permit fee	<del>\$250.00</del> <u>\$275.00</u> min.
Asbestos abatement	<del>\$100.00</del> <u>\$115.00</u>
Backflow preventers (for building's)	<del>\$100.00</del> <u>\$115.00</u>
Building change of use (office review) with no changes required for Occupancy	<del>\$75.00</del> <u>\$85.00</u>
Certificate of Occupancy – Existing Building	<del>\$75.00</del> <u>\$85.00</u>
Certificate of Occupancy – Temporary (Requires Building Official approval)	<del>\$75.00</del> <u>\$85.00</u>
Certificate of Occupancy – Extension of Temporary	<del>\$75.00</del> <u>\$85.00</u>
Change of use consultation	<del>\$150.00</del> <u>\$170.00</u>
Code modification (Due at the submission of request)	<del>\$200.00</del> <u>\$230.00</u>
Decks	<del>\$0.15</del> <u>\$0.17</u> per sq. ft. - <del>\$200.00</del> <u>\$230.00</u> min.
Demolition (Includes disconnect inspections)	<i>See below</i>
Partial	<del>\$150.00</del> <u>\$170.00</u>
Complete	<del>\$250.00</del> <u>285.00</u>
Elevators/Escalators	<del>\$300.00</del> <u>\$340.00</u>
Re-roofing/ Façade alterations	<del>\$0.08</del> <u>\$09</u> per sq. ft. <del>\$250.00</del> <u>\$285.00</u> min.
Sign permits:	<i>See below</i>
Wall signs	<del>\$75.00</del> <u>\$85.00</u> - with electric + <del>\$25.00</del> <u>\$30.00</u>
Freestanding signs	<del>\$150.00</del> <u>\$175.00</u> - with electric + <del>\$25.00</del> <u>\$60.00</u>
Spray booth (Includes Electric and Mechanical)	<del>\$400.00</del> <u>\$455.00</u>
Spa/Jetted tub or pool (10 people and smaller, commercial purpose)	<del>\$300.00</del> <u>\$340.00</u>
Swimming pools/Spa/Jetted pool	<del>\$400.00</del> <u>\$455.00</u>
Storm drainage (Rooftop drains, downspouts)	<del>\$40.00</del> <u>\$45.00</u> per drain
Trap Primers	<del>\$15.00</del> <u>\$17.00</u> each with plumbing permit - <del>\$75.00</del> <u>\$85.00</u> min.
Temporary Electric Service	<del>\$125.00</del> <u>\$145.00</u>
Water & Sewer services	<del>\$125.00</del> <u>\$145.00</u> each
Solar Photovoltaic (PV)	<del>\$150.00</del> <u>\$175</u> + <del>\$5.00</del> <u>\$6.00</u> per panel
<b>Fire Suppression System:</b>	
Duct detectors	<del>\$30.00</del> <u>\$35.00</u> per device - <del>\$150.00</del> <u>\$170.00</u> min.
Extinguishing system not shown	<del>\$150.00</del> <u>\$170.00</u>
Fire alarm system	<del>\$100.00</del> <u>\$115.00</u> + <del>\$0.75</del> <u>\$0.85</u> per device <del>\$250.00</del> <u>\$285.00</u> min.
Fire pumps	<del>\$300.00</del> <u>\$330.00</u>
Hood suppression system	<del>\$150.00</del> <u>\$170.00</u> per hood
Hoods:	<i>See below</i>
Type I	<del>\$300.00</del> <u>\$330.00</u>
Type II	<del>\$200.00</del> <u>\$230.00</u>
Smoke removal system	<del>\$300.00</del> <u>\$330.00</u>
Sprinkler systems – New construction	<del>\$3.50</del> <u>\$4.00</u> per head - <del>\$350.00</del> <u>\$400.00</u> min.
Sprinkler system – Alteration/Renovation/Relocation	<del>\$3.50</del> <u>\$4.00</u> per head - <del>\$350.00</del> <u>\$400.00</u> min.
Sprinkler system – Limited area	<del>\$300.00</del> <u>\$330.00</u>
Standpipe systems	<del>\$150.00</del> <u>\$170.00</u>



**Amusement devices: (Rides)**

The fees for all amusement rides, attractions, and associated generators are established through the current edition of the Virginia Uniform Statewide Building Code and the Virginia Amusement Device Regulations.

<i>Kiddie Rides</i> .....	\$35.00
<i>Major ride – Circular ride or flat ride less than 20 feet in height</i> .....	\$55.00
<i>Spectacular ride – Not a Kiddie ride or Major ride or greater than 20 feet in height</i> .....	\$75.00
<i>Coasters over 30 feet in height</i> .....	\$200.00
<i>If the owner is utilizing an approved private inspection service</i> .....	<i>Reduce fees by 75%</i>

**State Levy:**

In accordance with Section 36-137 of the Code of Virginia, the local building departments shall collect a 2% levy of fees charged for all permits issued under this code, and transmit the levy to VADHCD to support the training programs of the Virginia Building Code Academy.

**\*\*\*The Building Official reserves the right to assign fees for items not shown.**

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**PERMIT FEE SCHEDULE**  
**Effective: July 1, 2017-2022**  
**RESIDENTIAL – I.R.C. – R5**

**Detached 1 and 2 Family Dwellings and Townhomes**

RESIDENTIAL CONSTRUCTION	
SERVICE	FEE
<b>New Construction</b>	
Admin. deposit – Due at the time of submission of application (New Homes)	\$200.00
Admin. deposit – Due at the time of submission of application (Additions decks, etc.)	\$100.00
Calculate gross floor area of all floors and covered areas (Includes trades) Note: Include every floor, basement, garages, carports, porches, etc.	<del>\$0.32</del> <u>\$0.36</u> per sq. ft. <del>\$300.00</del> <u>\$340.00</u> min.
Fireplaces	<del>\$85.00</del> <u>\$95.00</u>
Gas installation	<del>\$150.00</del> <u>\$170.00</u> + <del>\$10.00</del> <u>\$11.00</u> per appliance
Decks	<del>\$150.00</del> <u>\$170.00</u> per deck
Certificate of Occupancy	<del>\$75.00</del> <u>\$85.00</u>
Certificate of Occupancy -Temporary	<del>\$75.00</del> <u>\$85.00</u>
<b>Alteration or Renovation must submit a full and complete set of plans. (All trades)</b>	
Administration Deposit – Due at the submission of the application	<del>\$75.00</del> <u>\$85.00</u>
Calculate gross floor area of proposed work	<del>\$0.15</del> <u>\$0.17</u> per sq. ft. <del>\$150.00</del> <u>\$170.00</u> min.
Electrical	<del>\$0.05</del> <u>\$0.06</u> per sq. ft. <del>\$100.00</del> <u>\$115.00</u> min.
Change of service or service relocation/reconnection	<del>\$150.00</del> <u>\$170.00</u>
Plumbing	<del>\$75.00</del> <u>\$85.00</u> + <del>\$10.00</del> <u>\$11.00</u> per fixture <del>\$100.00</del> <u>\$115.00</u> min.
Mechanical	<del>\$0.05</del> <u>\$0.06</u> per sq. ft. <del>\$100.00</del> <u>\$115.00</u> min.

## MISCELLANEOUS FEES

SERVICE	FEE
Administration deposit – Due at submission of application	<del>\$50.00</del> <u>\$55.00</u>
Amend construction plans	<del>25%</del> <u>35%</u> of original permit fee <del>\$150.00</del> <u>\$170.00</u> min.
Code modification (Due at submission of request)	<del>\$200.00</del> <u>\$230.00</u> per request
Demolition (Includes disconnect inspections)	<i>See below</i>
Partial	<del>\$125.00</del> <u>\$145.00</u>
Complete	<del>\$250.00</del> <u>\$285.00</u>
Manufactured Housing Note: Industrialized Building (Modular) same as New Construction	<del>\$250.00</del> <u>\$285.00</u>
Residential Swimming Pools (Includes electrical)	<i>See below</i>
Above Ground (includes Spa/Jetted Tub)	<del>\$125.00</del> <u>\$145.00</u>
With a deck	<del>\$125.00</del> <u>\$145.00</u>
In-ground	<del>\$300.00</del> <u>\$330.00</u>
Sheds over 256 sq. ft.	<del>\$75.00</del> <u>\$85.00</u>
With electric	<del>\$50.00</del> <u>\$55.00</u>
Solar Voltaic (PV)	<del>\$100.00</del> <u>\$115.00</u> + <del>\$5.00</del> <u>\$6.00</u> per panel
Temporary service	<del>\$125.00</del> <u>\$145.00</u>
Water and sewer services	<del>\$100.00</del> <u>\$115.00</u> each

### State Levy:

In accordance with Section 36-137 of the Code of Virginia, the local building departments shall collect a 2% levy of fees charged for all permits issued under this code, and transmit the levy to DHCD to support the training programs of the Virginia Building Code Academy.

**The Building Official reserves the right to assign fees for items not shown.**