

# Town of Swansboro

## Schedule of Fees



Fiscal Year 2023-2024  
Adopted June 12, 2023  
Effective July 1, 2023  
Amended April 9, 2024

## **RESIDENTIAL BUILDING PERMIT FEES**

New Construction (including modular construction & additions, but not trades)

Single Family and Duplexes	\$.29/sq ft
Multi-Family	\$.32/sq ft
Plumbing (including renovations and repairs)	\$.13/sq ft
Mechanical (including renovations and repairs, and ductwork)	\$.13/sq ft
Electrical (including renovations and repairs)	\$.13/sq ft
Temporary Pole	\$60.00
Porches, Decks, Garages, and Accessory Buildings (If over 12ft in any direction; over 144 sq ft) (Less than 12ft in any direction or 144 sq ft, zoning and tie-down permit and inspection required)	\$.13/sq ft
Renovations & Repairs (Building Only) (Not Additions - see New Construction)	\$.13/sq ft
Manufactured Homes (includes CO)	
Single Wide	\$175.00
Double Wide	\$225.00
Triple Wide	\$275.00
Sidewalk Inspection for Residence	\$ 60.00
Driveway Inspection	\$ 60.00
Fence Inspection	\$ 60.00
Home Owners Recovery Fund	\$ 10.00
Certificate of Occupancy or Certificate of Compliance	\$100.00
Temporary Residential Storage Unit (PODS)	No charge
<b>Minimum Permit Fee Per trade</b>	<b>\$ 60.00</b>
<b>Any work which begins without or prior purchase of any permit</b>	<b>Double permit fees</b>

## COMMERCIAL BUILDING PERMIT FEES

### New Construction (including modular construction & additions, but not trades)

Assembly (A-1, 2, 3, 4)	\$0.55/sq ft
Business	\$0.45/sq ft
Educational	\$0.53/sq ft
Factory (F-1, F-2)	\$0.25/sq ft
High Hazard (H-1, 2, 3, 4, 5)	\$0.45/sq ft
Institutional (I-1, 2, 3, 4)	\$0.55/sq ft
Mercantile	\$0.27/sq ft \$0.55/sq ft >40,000 sq ft
Hotels & Group Care (R-1, R-4)	\$0.48/sq ft
Storage (S-1, S-2)	\$0.25 sq ft
Utility	\$0.25/sq ft
Plumbing (including renovations and repairs)	\$.13/ sq ft \$0.26/sq ft >40,000 sq ft
Mechanical (including renovations and repairs and ductwork)	\$.13 /sq ft \$0.26/sq ft >40,000 sq ft
Electrical (including renovations and repairs)	\$.13/sq ft \$0.26/sq ft >40,000 sq ft
Temporary Pole	\$60.00
Renovations & Repairs of Building only	\$.13/sq ft
Gas Pumps/Storage Tank/Mech. Equip/Gas Appliances & Equipment	\$ 60.00/unit
Freezers and cooler change-out	\$ 60.00/unit
Sidewalk Inspection	\$ 60.00 \$120.00 >40,000 sq ft
Driveway Inspection	\$ 60.00 \$120.00 >40,000 sq ft

Fence Inspection	\$ 60.00 \$120.00 >40,000 sq ft
Building Sprinkler System (new construction)	\$.07/sq ft \$0.14/sq ft >40,000 sq ft
Head Replacement	\$ 60.00/head
Repair	\$ .13/linear ft
Modification/Alteration	\$100.00
Mobile Home Park (new) Pedestal	\$ 60.00/lot
Commercial Exhaust Hoods (each)	\$150.00
Portable Storage Containers or Structures (site placement inspection)	\$ 60.00
Mobile Construction Site Containers	No charge
Certificate of Occupancy or Certificate of Compliance	\$100.00 \$500.00 >40,000 sq ft
<b>Minimum Permit Fee Per Trade</b>	<b>\$ 60.00</b>
<b>Any work which begins without or prior purchase of any permit</b>	Double permit fees

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## OTHER BUILDING AND PLANNING FEES

Zoning Compliance Review (all projects)	\$50.00
Zoning Certification/Verification Letter	\$25.00
Site Setback Verification	\$60.00
(All buildings, additions, swimming pools and accessory buildings) (As-builts required for all principal structures)	\$150.00 >40,000 sq ft
Landscaping Verification	\$60.00
	\$150.00 >40,000 sq ft
Land Improvement Permit	No Charge
Penalty for Failure to Obtain a Land Improvement Permit (Ref. Ordinance 2021-O4 6/14.21)	\$3500/acre, \$20,000 maximum
Parking Lot Inspections	\$1.50/space
	\$150.00 >40,000 sq ft
Parking Lot Plan Review	\$75.00
	\$150.00 >40,000 sq ft
Curb Cut	\$60.00
	\$150.00 >40,000 sq ft
Flood Development Permit	\$60.00
	\$150.00 >40,000 sq ft
Temporary Pole	\$60.00
	\$150.00 >40,000 sq ft
Temporary Building Power	\$60.00
	\$150.00 >40,000 sq ft
Temporary Certificate of Occupancy	\$100.00
	\$200.00 >40,000 sq ft
Special Inspections	\$125.00
	\$250.00 >40,000 sq ft
Roof Repair	\$ 60.00 Residential
	\$120.00 Commercial
Gas Piping	\$ 60.00

Alternative Sidewalk Contribution in lieu of Construction (Waiver approved by Town Manager) (*Unless official, signed estimate is received and approved)		\$25.00*/linear foot of frontage along a public street or highway (excluding driveways)
Electrical Service Change (Meter base, service panel)		\$100.00
Electrical service meter (accessory building)		\$125.00
Permits issued to the Town of Swansboro Government		No charge
Demolition		\$100.00 House/Commercial \$ 60.00 Mobile Home
Docks, bulkheads, retaining walls over 4', jetties, boat lift (w/o electric), and similar projects (request must include a copy of the CAMA permit for the file.)		\$125.00
Mobile Temporary office (including electrical)		\$125.00
Moving building (over 16' wide or requiring a blue light escort)		\$250.00
Mechanical unit change-out/per unit (unit only/no duct work)		\$ 60.00
Billboard Application		\$500.00
Re-inspection Fee (per trip)		\$60.00
Signs		\$1.25/sq ft per viewable side  (\$60.00 minimum) >40,000 sq ft Double Fees
Temporary Signs		\$1.25/sf
Sign Impoundment Fee/Penalty	First occasion Second occasion Third and additional occasions	\$1/square foot \$5/square foot \$10/square foot >40,000 sq ft Double Fees for all occasions
A.L.E. (Alcohol License) application compliance certification		\$ 60.00 >40,000 sq ft Double Fees
Required Fire Prevention Inspection ( <u>For</u> New Businesses)		\$100.00
Fire Alarm Testing Modification/Alteration		\$125/system \$100.00/system

Hydrant Testing	
Testing & Data for Private Water System	\$100.00/hydrant
Testing & Data for Public Water Supply	\$75.00/hydrant
Fire Suppression System (for New Businesses)	\$150.00
Permit Revision	10% of permit cost
Flood Zone Certification Letter	\$ 25.00
Cell Tower (new)	\$500.00
Cell Tower (co-location: antennae)	\$300.00

**Any** work which begins without or prior purchase of **the appropriate** permit double permit fees.

Fees for permits issued for projects which do not start within 6 months may be refunded minus 15% service fee.  
The Building Permit must accompany the application for the refund.

## SUBDIVISION FEES

<b>Minor Subdivision (<u>7 lots or less</u>) Application fee</b>	\$200.00
<b>Major Subdivision (<u>8 lots or more</u>) Application fee:</b>	
<u>Less than 1 Acre:</u>	
Sketch Plan Review	\$ 250.00
Preliminary Review	\$250.00 + \$10.00 per lot
Final Review	\$250.00 + \$10.00 per lot
<u>1 Acre to 5 Acres:</u>	
Sketch Plan Review	\$300.00
Preliminary Review	\$300.00 + \$10.00 per lot
Final Review	\$300.00 + \$10.00 per lot
<u>6 to 10 Acres:</u>	
Sketch Plan Review	\$350.00
Preliminary Review	\$350.00 + \$10.00 per lot
Final Review	\$350.00 + \$10.00 per lot
<u>11 to 20 Acres:</u>	
Sketch Plan Review	\$400.00
Preliminary Review	\$400.00 + \$10.00 per lot
Final Review	\$400.00 + \$10.00 per lot
<u>21 to 40 Acres:</u>	
Sketch Plan Review	\$450.00
Preliminary Review	\$450.00 + \$10.00 per lot
Final Review	\$450.00 + \$10.00 per lot

Over 40 Acres:

Sketch Plan Review	\$500.00
Preliminary Review	\$500.00 + \$10.00 per lot
Final Review	\$500.00 + \$10.00 per lot
Recombination/Exempt Subdivision Certifications	\$ 50.00
Subdivision Infrastructure Guarantee Verification (by Engineer)	Engineer's charge for services rendered
Subdivision Infrastructure Compliance Inspections	Engineer's charge for services rendered
Subdivision Infrastructure Re-inspections	\$ 10.00/lot
Proof Roll Inspection	\$250.00
Proof Roll Re-inspection	\$100.00

**SUBDIVISION RECREATION DEDICATION/FEEES FORMULA**

Land Area Required

Number of lots X .025 acres X density multiplier = Area Required (acres)

Density multipliers:	Average acres/lot	Density multiplier	[Avg. Lot Size]
	0.00-0.15	1.4	[0,000-6,534]
	0.16-0.24	1.2	[6,970-10,454]
	0.25-0.49	1.0	[10,890-21,344]
	0.50-0.99	0.9	[21,780-43,124]
	1.01 +	0.8	[43,560 +]

Payment in Lieu of Dedication

Average Tax Value Per Acre (final plat) X Area Required = Payment Required

Alternative Payment Per Lot Option:

Density Multiplier	Amount
1.4	\$840
1.2	\$720
1.0	\$600
0.9	\$540
0.8	\$480

Notes:

1. "Break even" valuation for formula vs. alternative payment is \$24,000 per acre.
2. The Town Board may (but is not required) to give credit for private, on-site recreational facilities, depending on the nature and level of services, up to 50% (maximum) of the land area or fees required (see ordinance for details).



## **PLANNING AND DEVELOPMENT FEES**

Land Use Plan Amendments	\$400.00
Street Abandonment Request	\$300.00
Street Name Change	\$100.00
Request for UDO/Ordinance Change	\$400.00
Re-zoning Application Fee	\$400.00
Appeal of Code Enforcement Interpretation	\$400.00
Voluntary Annexation	\$350 Waiver Only By BOC (See Incentive Policy)
Special Use Permit Application Fee	\$400.00
Analysis Special Use Yearly Inspection	No Charge
Variance Application Fee	\$400.00
Subdivision Variance Fee	\$400.00
Site Plan Review	\$300.00/acre or portion thereof
Revision of Approved Site Plan	\$150.00
Traffic Impact Analysis Review Fee	Based on Hourly Contracted Engineering Rate
Historic District COA Application Fee	\$200.00
Historic District Minor Work Application Fee	\$50.00
COA Extension or Amendment Request	\$ 50.00
After the Fact Penalty (Historic District)	\$500.00 Major \$100.00 Minor \$2,000 Demolition
Driveway Permit	\$ 55.00
Right-of-Way Excavation and Encroachment (Civil penalties apply for failure to obtain permit - Reference Town Code 93.028)	\$ 50.00

Remedy of Nuisance Violation (offenses within one calendar year)	1 <sup>st</sup> offense: \$150.00 or actual cost incurred by Town, whichever is greater plus \$25.00 administrative fee
	2 <sup>nd</sup> offense: \$225.00 or actual cost incurred by Town, whichever is greater plus \$25.00 administrative fee
	3 <sup>rd</sup> offense: \$350.00 or actual cost incurred by Town, whichever is greater plus \$25.00 administrative fee

Temporary Family Health Care Structure	\$100.00
Temporary Family Health Care Structure Annual Renewal Fee (Ref Ordinance 2021-O3 5/24/2021)	\$ 50.00

Small Wireless Facilities (per location, up to 5)	\$100.00
Small Wireless Facilities (each location after 5) (Ref Ordinance 2021-O3 5/24/2021)	\$150.00

### **SOLID WASTE COLLECTION**

Residential	\$21.93/month
Commercial	\$36.62/month

*Note: Commercial establishments may request property review to determine whether they qualify of waste and recycling carts – Residential and Commercial (if qualify) may receive up to 3 carts each, but carts may not be switched out. The fee provides 1 waste cart and 1 recycling cart. The solid waste contract does not provide for citizen/business to get 2 recycling carts in lieu of 1 waste and 1 recycling cart. The fee for additional carts is \$21.93 for Residential and \$36.62 for Commercial.*

### **STORMWATER UTILITY FEE**

Residential Tier  
\$5.00 flat fee/month/residence

Commercial Tier  
Minimum Fee \$5.00/month or .01/Square Foot whichever is greater.

*Example 10,000 SF of impervious surface = \$8.33/month*

Note:

A credit for one month shall be applied if payments are made by September 30th for both commercial and residential parcels. Residential and Commercial parcels that implement methods to reduce impacts of runoff shall be eligible for an additional one month's credit (See Credit Manual for Stormwater Fees for detail). An application must be filed with the Town Manager consistent with credit manual adopted by the Board of Commissioners.

## BEER & WINE LICENSE TAX SCHEDULE

### **BEER & WINE DEALERS [NCGS 18-69, 18-74, 105-113.79]**

(a) On premises, retail (BEER)	\$15.00
(b) Off premises, retail (BEER)	\$ 5.00
(c) On premises, retail (WINE)	\$15.00
(d) Off premises, retail (WINE)	\$10.00
(c) Wholesale dealers	\$37.50
If both wholesale of beer and wine on same license	\$62.50

### MISCELLANEOUS FEES

Request Copies of Public Documents	8x11	\$0.25 per page
	8x14	\$0.35 per page
	11x17	\$0.50 per page
	Color copies \$1.00/page (any size)	
Town Documents on Thumbdrive		\$10.00 per Thumbdrive
Request Copies of Various Town Meetings		\$10.00 per Thumbdrive
Fax Services		\$1.00/sheet local \$1.50/sheet long distance
Express Research Service (under 24 hours)		\$10.00/hr
Certificate of Convenience Application (Taxi Cabs & Mobile Ice Cream Vendors)		\$100.00
Food Trucks		\$500 annually \$100 daily \$50 Zoning
Return Check Fee		\$30.00
Credit Card Convenience Fee		2.5% of actual charge
Duplicate copy of Privilege License (beer/wine)		\$5.00
Fingerprinting		\$10.00
Police Reports		\$5.00
Golf Cart Registration Application		\$25.00
Re-inspections for initially failed golf cart inspections		\$10.00
Replacement of lost registration stickers for golf carts		\$5.00
Special Detail/Extra-duty Police Services		\$35.00/hr

## MEETING ROOM RENTAL FEES

	<u>Old Town Hall Assembly Room/502 Church St.</u>	<u>Town Hall Board Room/601 W. Corbett Ave.</u>	
	<i>Resident/Non-Resident</i>	<i>Resident/Non-Resident</i>	
Facility Use Fee	\$75/hour    \$100/hour	\$100/hour    \$125/hour	
Kitchen/Multi-Use Space	\$25/hour    \$50/hour	NA	
Attendant Fee	\$15/hr.	\$15/hr.	
Damage/Cleanup Deposit	\$100	\$250	
 <u>Refunds for Event Cancellations</u>			
Cancellation at least 14 days in advance		Full refund	
Cancellation at least 48 hours in advance		Facilities Use fee, less 2 hours use fee	
Cancellation less than 48 hours in advance		No refund	

## **PARK FACILITIES FEES**

<b>Facility</b>	<b>In-Town Resident</b>	<b>Out-of-Town Resident</b>
 <u><b>Municipal Park</b></u>		
Municipal Park Tennis Courts	\$10/hour	\$15/hour
Municipal Park Basketball Courts	\$10/hour	\$15/hour
Municipal Park Large Picnic Shelter	\$15/hour	\$25/hour
Municipal Park Medium Picnic Shelter	\$10/hour	\$15/hour
Municipal Park Athletic Fields	\$20/hour	\$30/ hour
 <u><b>Riverview Park</b></u>		
Riverview Park Small Picnic Shelter	\$10/hr	\$15/hr
Riverview Park Large Covered Deck	\$25/hour	\$40/hour
 <u><b>Downtown “Harry Pugliese” Pavilion</b></u>		
Downtown Park Bandstand/Pavilion (4 hour minimum required)	\$50/hour	\$75/hour
 <u><b>Pirates Den Park</b></u>		
Pirates Den Park Large Picnic Shelter	\$15/hour	\$25/hour
 <u><b>Pineland Park</b></u>		
Pineland Park Picnic Shelter	\$15/hour	\$25/hour
 <u><b>Parks Open Space/Church Street Gazebo Usage Permit</b></u>		
	\$25	\$40
 <u><b>Permit with Reservation</b></u>		
Any item being brought into the park (i.e: additional grill, tent, inflatable, DJ)	\$10	\$15
 <u><b>Town Dock at Church Street</b></u>		
	\$2.00 per ft./per night	\$10.00 Power    \$35.00/Pump out <u>Special Event Permit \$100</u>
 <u><b>Dog Park Registration</b></u>		
Residents - No Fee		
Non-Resident 1st Dog \$15/year	Additional Dog \$10 per additional dog	

**Fitness Membership Fees**

	<b>Resident</b>	<b>Non-Resident</b>
Daily Pass	\$5	\$10
Weekly Pass	\$20	\$40
Monthly Individual Pass	\$30	\$60
Monthly Family Pass	\$40	\$80
Annual Membership		
Individual	\$75	\$150
Family	\$125	\$250
**Annual Membership after Aug 1		
Individual	\$40	\$75
Family	\$60	\$125
Town of Swansboro Employees		
Individual/Family	Free	Free

**Rentals Fees**

	<b>Resident</b>	<b>Non Resident</b>
Swansboro Recreation Center:		
Damage/Cleanup Deposit	\$100	\$100
Lounge/Game Room	\$20/hr	\$40/hr
Recreation Classroom	\$20/hr	\$40/hr
Multipurpose/Arts and Crafts Room	\$30/hr	\$50/hr
i. Kitchen Use	\$10/hr	\$20/hr
Permit for Outside Items (i.e.- grill, tent)	\$10	\$15
Additional Staff Hours	\$15/hr	\$15/hr
ii. (for reservations outside of normal operating hours)		

**Program registration fees and event fees are determined by type and residency.**

**Instructors using space in parks are required to partner with the Parks & Recreation Dept. or reserve space.**