

# Town of Swansboro

## Schedule of Fees



Fiscal Year 2025-2026  
Adopted June 10, 2025  
Effective July 1, 2025

## **RESIDENTIAL BUILDING PERMIT FEES**

New Construction (including modular construction & additions, but not trades) Application Fee	\$50.00
Single Family and Duplexes	\$.50/sq ft Minimum \$500.00
Multi-Family	\$.60/sq ft Minimum \$500.00
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	\$ 75.00
Porches, Decks, Garages, and Accessory Buildings (If over 12ft in any direction; over 144 sq ft)	\$275.00
(Less than 12ft in any direction or 144 sq ft, zoning, tie-down permit, inspection required)	\$150.00
Renovations & Repairs (Building Only) (Not Additions - see New Construction)	\$ .13/sq ft Minimum \$75.00
Manufactured Homes (includes CO)	
Single Wide	\$250.00
Double Wide	\$350.00
Triple Wide	\$375.00
Sidewalk Inspection for Residence	\$75.00
Driveway Inspection	\$75.00
Fence Inspection	\$75.00
Swimming Pool (does not included electrical)	\$85.00
Home Owners Recovery Fund	\$ 10.00
Certificate of Occupancy	\$110.00
Temporary Residential Storage Unit (PODS)	No charge
Change of Contractor/Subcontractor	\$25.00
<b>Minimum Permit Fee Electric, Mechanical, Plumbing</b>	<b>\$75.00</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)

Application Fee	\$100.00
Assembly (A-1, 2, 3, 4)	\$0.60/sq ft Minimum \$500.00
Business	\$0.60/sq ft Minimum \$500.00
Educational	\$0.60/sq ft Minimum \$500.00
Factory (F-1, F-2)	\$0.60/sq ft Minimum \$500.00
High Hazard (H-1, 2, 3, 4, 5)	\$0.60/sq ft Minimum \$500.00
Institutional (I-1, 2, 3, 4)	\$0.60/sq ft Minimum \$500.00
Mercantile	\$0.60/sq ft \$0.75/sq ft >40,000 sq ft Minimum \$500.00
Hotels & Group Care (R-1, R-4)	\$0.60/sq ft Minimum \$500.00
Storage (S-1, S-2)	\$0.60/sq ft Minimum \$500.00
Utility	\$0.60/sq ft Minimum \$500.00
Plumbing (including renovations and repairs)	\$.13/ sq ft \$0.26/sq ft >40,000 sq ft Minimum \$75.00
Mechanical (including renovations and repairs and ductwork)	\$.13 /sq ft \$0.26/sq ft >40,000 sq ft Minimum \$75.00
Electrical (including renovations and repairs)	\$.13/sq ft \$0.26/sq ft >40,000 sq ft Minimum \$75.00
Temporary Pole	\$75.00/unit
Renovations & Repairs of Building only	\$.13/sq ft Minimum \$75.00
Gas Pumps/Storage Tank/Mech. Equip/Gas Appliances & Equipment	\$75.00/unit
Freezers and cooler change-out	\$75.00/unit
Sidewalk Inspection	\$75.00 \$120.00 >40,000 sq ft
Driveway Inspection	\$75.00 \$120.00 >40,000 sq ft

Fence Inspection	\$75.00 \$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	\$75.00/lot
Commercial Exhaust Hoods with or without Fire Suppression Hood (each)	\$150.00
Portable Storage Containers or Structures (site placement inspection)	\$ 60.00
Mobile Construction Site Containers	No charge
Certificate of Occupancy	\$110.00 \$500.00 >40,000 sq ft
<b>Minimum Permit Fee Electric, Mechanical, Plumbing</b>	<b>\$100.00</b>
<b>Any</b> work which begins without or prior purchase of <b>any</b> permit	Double permit fees

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## OTHER BUILDING AND PLANNING FEES

Zoning Compliance Review (as needed)	\$50.00
Zoning Permit – Property additions (Required for all residential & commercial fence, walls)	\$25.00
Zoning Permit – New construction/additions for commercial & residential	\$50.00
Zoning Certification/Verification Letter	\$25.00
Site Setback Verification (additions, swimming pools and accessory buildings) (As-builts required for all principal structures)	\$60.00 \$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	\$100.00 \$150.00 >40,000 sq ft
Temporary Pole	\$75.00 \$150.00 >40,000 sq ft
Temporary Building Power	\$75.00 \$150.00 >40,000 sq ft
Temporary Certificate of Occupancy	\$110.00 \$200.00 >40,000 sq ft
Special Inspections	\$125.00 \$250.00 >40,000 sq ft
Roof Repair	\$75.00 Residential \$150.00 Commercial
Gas Piping	\$75.00
Solar Panels	\$120.00

Generator	\$120.00
Tent (temporary for event)	\$150.00
Alternative Sidewalk Contribution in lieu of Construction (Waiver approved by Town Manager)	\$25.00*/linear foot of frontage along a public street or highway (excluding driveways)
(*Unless official, signed estimate is received and approved)	
Electrical Service Change (Meter base, service panel)	\$150.00
Electrical service meter (accessory building)	\$160.00
Permits issued to the Town of Swansboro Government	No charge
Demolition	\$100.00 Residential/Commercial
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)	\$150.00
Moving building (over 16' wide or requiring a blue light escort)	\$250.00
Mechanical unit change-out/per unit (unit only/no duct work)	\$100.00
Billboard Application	\$500.00
Re-inspection Fee (per trip)(per trade)	\$60.00
Signs	\$1.25/sf per viewable side \$60.00 minimum >40,000 sq ft Double Fees
Temporary Signs	\$1.25/sf
Sign Impoundment Fee/Penalty	First occasion \$1/square foot Second occasion \$5/square foot Third and additional occasions \$10/square foot >40,000 sq ft Double Fees for all occasions
A.L.E. (Alcohol License) application compliance certification	\$75.00 >40,000 sq ft Double Fees

Required Fire Prevention Inspections	
New businesses	\$150.00
Fire suppression system for new business	\$150.00
New business with fire protection system (covers initial pressure and final acceptance testing)	\$350.00
New business with fire alarm testing	\$250.00
Re-inspection fee (per trip)	\$100.00
Existing business general recurring inspection	Free
1st re-inspection – 15 days	Free
2nd & 3rd re-inspection – 45 & 60 days	\$100.00
Beyond 60 days/per trip every 15 days	\$150.00
Per violation (additional beyond 60-day fee)	\$50.00
Existing business fire suppression system install or modifications	
Hood	\$75.00
Sprinkler	\$150.00
Existing business fire suppression system recurring inspection	Free
1st re-inspection – 15 days	Free
2nd & 3rd re-inspection – 30 & 45 days	\$50.00
4th re-inspection – 60 days	\$100.00
Per trip after 4th	\$125.00
Fire Alarm Testing	\$125/system
Modification/Alteration	\$100.00/system
Hydrant Testing	
Testing & Data for Private Water System	\$100.00/hydrant
Testing & Data for Public Water Supply	\$75.00/hydrant
Permit Revision	10% of permit cost
Flood Zone Certification Letter	\$50.00
Cell Tower (new)	\$1,000.00
Cell Tower (co-location: antennae)	\$1,000.00
Cell Tower (modification after permitted)	\$250.00/change
Building Plan Reviews (Commercial)	
Standard Plan Review (Building, Electrical, Mechanical, Plumbing)	
Construction value under \$30,000	\$85.00
Construction value between \$30,000 - \$200,000	\$160.00
Construction value between \$200,001 - \$370,000	\$330.00
Construction value \$371,000 and greater	\$500.00
Non-standard Review ((Building, Electrical, Mechanical, Plumbing)	
Construction value under \$30,000	\$165.00
Construction value between \$30,000 - \$200,000	\$330.00
Construction value between \$200,001 - \$370,000	\$660.00
Construction value \$371,000 and greater	\$990.00

Important: Non-standard plan reviews are a service that allows plan review to take place prior to site plan approval and selection of a contractor (including proof of lien agent)

**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>	<b><u>\$400.00</u></b>
<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
<u>Over 40 Acres:</u>	
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	\$75.00
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
Nuclear test review	Engineers charge for services rendered

## SUBDIVISION RECREATION DEDICATION/FEES 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

<u>Alternative Payment Per Lot Option:</u>	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).

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## **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
Each review after 2 <sup>nd</sup>	\$600.00/acre or portion thereof
Revision of Approved Site Plan	\$150.00
Existing site plan review	Engineer's charge for services rendered
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	\$ 50.00
(Civil penalties apply for failure to obtain permit - Reference Town Code 93.028)	

Remedy of Nuisance Violation  
(offenses within one calendar year)

1st offense: \$150.00 or actual cost incurred by Town,  
whichever is greater plus \$25.00 administrative fee

2nd offense: \$225.00 or actual cost incurred by Town,  
whichever is greater plus \$25.00 administrative fee

3rd 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: 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 or Fire services	\$35.00/hr	
EV Charging	\$.20 per kwh	
	Once fully charged, if left past 3 hours \$5.00/hour	

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## **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 Power	\$35/Pump out
		Special Event Permit	\$100

### **Cancellations**

- 48 hours or more before reservation: Full refund of reservation fee
- Less than 48 hours before reservation: Reservation fee refunded, minus a \$50 cancellation fee

**Dog Park Registration**

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.**