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**Fee Code:**

○ = Common Single-Family Fees

◆ = Common Commercial Fees

**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 when the application is submitted. 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 only be sent to the applicant.

**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 his/her 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):

<b>Application Type</b>	<b>Estimated Review Time</b>	<b>Application Type</b>	<b>Estimated Review Time</b>
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, 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 his/her designee finds that there are mitigating circumstances.

**SECTION 1. BOARD/HEARING FEES**

**Board of Adjustment**

<b>Special Use Permit – Base Fee</b>	<b>\$770.00</b>
+ \$0.69 per Adjacent Property Owner Notification letter	TBD
+ Prorated cost of legal advertising for case	TBD
<b>Variance – Base Fee (per requested variance)</b>	<b>\$506.00</b>
+ \$0.69 per Adjacent Property Owner Notification letter	TBD
+ Prorated cost of legal advertising for case	TBD
<b>Appeal of Administrative Decision – Base Fee</b>	<b>\$440.00</b>
+ \$0.69 per Adjacent Property Owner Notification letter	TBD
+ Prorated cost of legal advertising for case	TBD
<b>Major Subdivision Preliminary Plat Review – Base Fee</b>	<b>\$770.00</b>
+ \$0.69 per Adjacent Property Owner Notification letter	TBD
+ Prorated cost of legal advertising for case	TBD

**Planning Commission/Public Hearing**

<b>Text Amendment – Base Fee</b>	<b>\$440.00</b>
<b>General Use Zoning Map Amendment – Base Fee</b>	<b>\$374.00</b>
+ \$0.69 per Adjacent Property Owner Notification letter	TBD
+ Prorated cost of legal advertising for Case	TBD
<b>Conditional District Zoning Map Amendment – Base Fee</b>	<b>\$842.00</b>
+ \$0.69 per Adjacent Property Owner Notification letter	TBD
+ Prorated cost of legal advertising for Case	TBD

**Historic Preservation Commission – Certificate of Appropriateness Hearing**

Certificate of Appropriateness – Base Fee	<b>\$100.00*</b>
<i>Note: The current base fee of \$374.00 for the Certificate of Appropriateness has been reduced to \$100.00 until September 2022.</i>	
+ \$0.69 per Adjacent Property Owner Notification letter	TBD
+ Prorated cost of legal advertising for Case	TBD

**SECTION 2. SUBDIVISION FEES**

<b>Exempt Division of Land</b>	<b>\$83.00</b>
+ Water Supply Watershed Review	\$17.00
<b>Minor Subdivision</b>	<b>\$149.00</b>
+ Water Supply Watershed Review	\$17.00
<b>Major Subdivision Final Plat</b>	<b>\$253.00</b>

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**SECTION 3. ANNEXATION FEES**

<b>Voluntary Annexation Petition- Base Fee</b>	<b>\$231.00</b>
+ Cost of legal advertising for Case (fee due prior to date of public hearing)	TBD

**SECTION 4. ZONING PERMIT FEES**

**Single-Family & Duplex (Use 1.06)**

○ <b>New Construction &amp; Additions with &lt; 1 acre of land disturbance – Base Fee</b>	<b>\$236.00</b>
<i>If triggered, the following fees shall be assessed in addition to the base fee set forth above.</i>	
+ Land disturbance ≥ 1 acre, per acre or part thereof	\$66.00
+ Minor Special Flood Hazard Review <sup>1</sup>	\$33.00
+ Major Special Flood Hazard Review <sup>2</sup>	\$154.00
+ Water Supply Watershed Review	\$17.00
+ Viewshed Protection Overlay Review	\$17.00
+ Steep or Very Steep Slope Review	\$17.00
○ <b>Accessory Use or Change of Use with &lt; 1 acre of land disturbance – Base Fee</b>	<b>\$194.00</b>
<i>If triggered, the following fees shall be assessed in addition to the base fee set forth above.</i>	
+ Land disturbance ≥ 1 acre, per acre or part thereof	\$66.00
+ Minor Special Flood Hazard Review <sup>1,4</sup>	\$33.00
+ Major Special Flood Hazard Review <sup>2,2</sup>	\$154.00
+ Water Supply Watershed Review	\$17.00
+ Viewshed Protection Overlay Review	\$17.00
+ Steep or Very Steep Slope Review	\$17.00
○ <b>Open Decks, Parking/Yard Modifications, Sheds w/ &lt; 1 acre of land disturbance -Base Fee</b>	<b>\$121.00</b>
<i>If triggered, the following fees shall be assessed in addition to the base fee set forth above.</i>	
+ Land disturbance ≥ 1 acre, per acre or part thereof	\$66.00
+ Minor Special Flood Hazard Review <sup>1,4</sup>	\$33.00
+ Major Special Flood Hazard Review <sup>2,2</sup>	\$154.00
+ Water Supply Watershed Review	\$17.00
+ Viewshed Protection Overlay Review	\$17.00
+ Steep or Very Steep Slope Review	\$17.00

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**Commercial/All Other Residential**

♦ <b>New Construction, Additions, Accessory Structures - Base Fee</b> <b>(&lt; 1 acre of land disturbance, ≤ 2,500 total building square footage)</b>	<b>\$517.00</b>
<i>If triggered, the following fees shall be assessed in addition to the base fee set forth above.</i>	
+ Land disturbance ≥ 1 acre, per acre or part thereof	\$303.00
+ Minor Special Flood Hazard Review <sup>1+</sup>	\$33.00
+ Major Special Flood Hazard Review <sup>2+</sup>	\$226.00
+ Water Supply Watershed Review	\$33.00
+ Viewshed Protection Overlay Review	\$33.00
+ Steep or Very Steep Slope Review	\$33.00
♦ <b>New Construction, Additions, Accessory Structures - Base Fee</b> <b>(&lt; 1 acre of land disturbance, 2,501-20,000 total building square footage)</b>	<b>\$616.00</b>
<i>If triggered, the following fees shall be assessed in addition to the base fee set forth above.</i>	
+ Land disturbance ≥ 1 acre, per acre or part thereof	\$303.00
+ Minor Special Flood Hazard Review <sup>1+</sup>	\$33.00
+ Major Special Flood Hazard Review <sup>2+</sup>	\$226.00
+ Water Supply Watershed Review	\$33.00
+ Viewshed Protection Overlay Review	\$33.00
+ Steep or Very Steep Slope Review	\$33.00
♦ <b>New Construction, Additions, Accessory Structures - Base Fee</b> <b>(&lt; 1 acre of land disturbance, &gt; 20,000 total building square footage)</b>	<b>\$880.00</b>
<i>If triggered, the following fees shall be assessed in addition to the base fee set forth above.</i>	
+ Land disturbance ≥ 1 acre, per acre or part thereof	\$303.00
+ Minor Special Flood Hazard Review <sup>1+</sup>	\$33.00
+ Major Special Flood Hazard Review <sup>2+</sup>	\$226.00
+ Water Supply Watershed Review	\$33.00
+ Viewshed Protection Overlay Review	\$33.00
+ Steep or Very Steep Slope Review	\$33.00
♦ <b>Change of Use, no site plan review required – Base Fee</b>	<b>\$121.00</b>
<i>If triggered, the following fees shall be assessed in addition to the base fee set forth above.</i>	
+ Minor Special Flood Hazard Review <sup>1+</sup>	\$33.00

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**Change of Use or Renovation – Site Plan Review Required (Tier 1) – Base Fee**

- ♦ Project cost (not including maintenance & repair, with exceptions for work in SFHA) is over 10% of total development value. Fee also covers work which requires site plan approval for projects with project costs which are less than 10% of total development value. See Project Manager for assistance in determining fee. **\$220.00**

*If triggered, the following fees shall be assessed in addition to the base fee set forth above.*

- + Land disturbance ≥ 1 acre, per acre or part thereof \$303.00
- + Minor Special Flood Hazard Review<sup>1+4</sup> \$33.00
- + Major Special Flood Hazard Review<sup>2+2</sup> \$226.00
- + Water Supply Watershed Review \$33.00
- + Viewshed Protection Overlay Review \$33.00
- + Steep or Very Steep Slope Review \$33.00

**Change of Use or Renovation – Site Plan Review Required (Tier 2) – Base Fee**

- ♦ Project cost (not including maintenance & repair, with exceptions for work in SFHA) is over 25% of total development value. See Project Manager for assistance in determining fee. **\$330.00**

*If triggered, the following fees shall be assessed in addition to the base fee set forth above.*

- + Land disturbance ≥ 1 acre, per acre or part thereof \$303.00
- + Minor Special Flood Hazard Review<sup>1+4</sup> \$33.00
- + Major Special Flood Hazard Review<sup>2+2</sup> \$226.00
- + Water Supply Watershed Review \$33.00
- + Viewshed Protection Overlay Review \$33.00
- + Steep or Very Steep Slope Review \$33.00

**Change of Use or Renovation – Site Plan Review Required (Tier 3) – Base Fee**

- ♦ Project cost (not including maintenance & repair, with exceptions for work in SFHA) is over 50% of total development value. See Project Manager for assistance in determining fee. **\$440.00**

*If triggered, the following fees shall be assessed in addition to the base fee set forth above.*

- +Land disturbance ≥ 1 acre, per acre or part thereof \$303.00
- +Minor Special Flood Hazard Review<sup>1+4</sup> \$33.00
- +Major Special Flood Hazard Review<sup>2+2</sup> \$226.00
- +Water Supply Watershed Review \$33.00
- + Viewshed Protection Overlay Review \$33.00
- + Steep or Very Steep Slope Review \$33.00

**Change of Use or Renovation – Site Plan Review Required (Tier 4) – See Fees for New Construction**

Project cost (not including maintenance & repair, with exceptions for work in SFHA) is over 75% of total development value. See Project Manager for assistance in determining fee.

- ♦ **Lighting, Parking, Landscape Modifications or Culvert Repair (modification of existing infrastructure)** **\$165.00**
- Accessory Structure – See Fees for New Construction** -
- ♦ **Special Flood Hazard Area - Map Revisions/Amendments** **\$300.00**
  - + \$0.69 per property owner notification letter TBD
  - + Cost of Legal Advertising TBD

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**Small Wireless Facility (Per NC SL 2017-159)**

<b>Technical Fee (applied to first facility in each batch of 25)</b>	<b>\$500.00</b>
+Facilities 1-5 (in the same batch)	\$100.00
+Facilities 6-25 (in the same batch)	\$50.00

**Wireless Transmission Facility**

<b>Co-location or Eligible Facility Modification</b>	<b>\$187.00</b>
<b>All Others</b>	<b>\$675.00</b>

*If triggered, the following fees shall be assessed in addition to the base fee set forth above.*

+Land disturbance ≥ 1 acre, per acre or part thereof	\$303.00
+Special Flood Hazard Review Minor	\$33.00
+Special Flood Hazard Review Major	\$226.00
+Water Supply Watershed Review	\$33.00
+ Viewshed Protection Overlay Review	\$33.00
+ Steep or Very Steep Slope Review	\$33.00

**Other Zoning Fees**

<b>Home Occupation</b>	<b>\$100.00</b>
<b>Zoning Confirmation Letter</b>	<b>\$132.00</b>
<b>Pavement Sealant</b>	<b>\$128.00</b>
+ Additional Inspection for Pavement Sealant with Coal Tar	\$55.00
Statement of Conformity	<b>\$100.00</b>
<b>Neighborhood Conservation District Parking Sticker</b>	<b>No Charge</b>

**SECTION 5. SIGN FEES**

♦ <b>Permanent Sign, per sign</b>	<b>\$182.00</b>
+Additional Fee for Freestanding Sign	\$55.00
+Additional Fee for Lighted Sign	\$55.00

**SECTION 6. BUILDING PERMIT FEES**

**Single-Family & Duplex (Use 1.06)**

○ <b>New Construction up to 2,500 square feet</b>	<b>\$491.00</b>
+ Additional fee each square foot over 2,500 square feet	\$0.152
+ Homeowners Recovery Fee <sup>3</sup>	\$10.00
○ <b>Addition, Renovation, Repair; separate charge for each inspection trip</b>	<b>\$94.00</b>
+ Homeowners Recovery Fee <sup>3</sup>	\$10.00
+ \$55.00 per inspection trip	TBD
+Renovations & Repair Minor Special Flood Hazard Area Review	\$33.00

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○	<b>Manufactured Home in Park (Inclusive of Zoning Review)</b>	<b>\$308.00</b>
	+ Minor Special Flood Hazard Review <sup>1±</sup>	\$33.00
	+ Major Special Flood Hazard Review <sup>2±</sup>	\$226.00

**Commercial/All Other Residential**

◆	<b>New Construction Base Fee</b>	<b>\$622.00</b>
	+ Per Square Foot	\$0.273 x ____
◆	<b>Addition, Renovation &amp; Repair- Base Fee (1-5,000 square feet total building square footage)</b>	<b>\$187.00</b>
	+ \$55.00 per inspection trip	TBD
	+ Renovation & Repair Minor Special Flood Hazard Area Review (if Major SFHA review triggered, a separate zoning permit is required.) <sup>1±</sup>	\$33.00
◆	<b>Addition, Renovation &amp; Repair- Base Fee (5,001 – 20,000 square feet of total building)</b>	<b>\$314.00</b>
	+ \$55.00 per inspection trip	TBD
	+ Renovation & Repair Minor Special Flood Hazard Area Review (if Major SFHA review triggered, a separate zoning permit is required.) <sup>1±</sup>	\$33.00
◆	<b>Addition, Renovation &amp; Repair- Base Fee (20,001+ square feet of total building)</b>	<b>\$622.00</b>
	+ \$55.00 per inspection trip	TBD
	+ Renovation & Repair Minor Special Flood Hazard Area Review (if Major SFHA review triggered, a separate zoning permit is required.) <sup>1±</sup>	\$33.00
◆	<b>Change of Occupancy – no modification to building necessary</b>	<b>\$127.00</b>
◆	<b>Change of Occupancy with renovations. See Addition, Renovation &amp; Repair Fees</b>	

**Other Building/Construction Related Fees**

	<b>Equipment Changeout; per unit charge; includes 1 inspection.</b>	<b>\$132.00</b>
	+ \$55.00 per inspection trip after 1st	TBD
	+ Minor Special Flood Hazard Area Review (if Major SFHA review triggered, a separate zoning permit is required.) <sup>1±</sup>	\$33.00
	<b>Renovation &amp; Repair Small Project Work</b>	
◆	<i>This fee is for a project that involves only one trade (electrical, gas, mechanical, plumbing) for changes to existing systems where the project cost is less than \$30,000.00. Includes 1 inspection.</i>	<b>\$132.00</b>
	+ \$55.00 per inspection trip after 1st	TBD
	+ Minor Special Flood Hazard Area Review (if Major SFHA review triggered, a separate zoning permit is required.) <sup>1±</sup>	\$33.00
	<b>Construction Trailer (Inclusive of Zoning Review)</b>	<b>\$143.00</b>
	+ Minor Special Flood Hazard Area Review (if Major SFHA review triggered, a separate zoning permit is required.) <sup>1±</sup>	\$33.00
	<b>Total Demolition/Moving</b>	<b>\$132.00</b>
	<b>At Risk Special Footing/Foundations</b>	<b>\$215.00</b>
	+ \$55.00 per inspection trip	TBD

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**SECTION 7. PLANNING AND INSPECTIONS - ALL OTHER FEES & PENALTIES**

<b>Other</b>		
Miscellaneous		<b>\$83.00</b>
ABC Compliance Inspection		<b>\$193.00</b>
Accessory Electric Vehicle Charging System		<b>No Fee</b>
Accessory Solar Energy System		<b>No Fee</b>
Annual Short-Term Rental Permit		<b>\$500.00</b>
<b>Additional Review Fees- Due at time of Resubmittal</b>		
Subsequent Zoning Review Fee for each review after 2nd, 50% of original fees		-
Subsequent Building Review Fee for each review after 2nd, 50% of original fees		-
<b>Penalties</b>		
Working without Permits @ double the permit cost (per permit for both building and zoning)		
Other Zoning Penalties – See UDO Section 12.07		-
Other Town Code Penalties – See Appropriate Town Code Reference		-

**SECTION 8. DEVELOPMENT RELATED FIRE DEPARTMENT FEES**

♦ New Construction (per square foot)		<b>\$0.03 x _____</b>
♦ Building Permit Renovation Review Fee		<b>\$50.00</b>
♦ Multi-Family and Commercial Zoning - Site Plan Review		<b>\$75.00</b>
♦ New Fire Alarm System up to 10,000 square feet		<b>\$100.00</b>
+ Additional fee each square foot over 10,000 square feet		<b>\$0.01</b>
♦ Fire Alarm System Renovation		<b>\$50.00</b>
♦ New Fixed Fire Suppression System		<b>\$100.00</b>
♦ Fixed Suppression System Renovation		<b>\$50.00</b>
♦ New Sprinkler System up to 10,000 square feet		<b>\$200.00</b>
+ Additional fee each square foot over 10,000 square feet		<b>\$0.02</b>
♦ Sprinkler System Renovation		<b>\$100.00</b>
♦ New Standpipe System		<b>\$200.00</b>
New Underground Tank Install (per tank)	<i>Additional Fee to a Zoning Permit due to land-disturbing activities.</i>	<b>\$100.00</b>
Underground Tank Removal (per tank)		<b>\$50.00</b>

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**SECTION 9. DEVELOPMENT RELATED PUBLIC WORKS DEPARTMENT FEES**

**Utilities Division Fees**

♦ Building Permit – Pretreatment Review	\$75.00
♦ Building Permit – Utility Systems Review	\$75.00
♦ Zoning Permit – Site Plan Review for Utility Connections	\$75.00

**Services Division Fees**

♦ Town of Boone Driveway Permit (per driveway)	\$50.00
♦ Zoning Permit – Site Plan Review	\$75.00
Encroachment Agreement (per encroachment agreement)	\$50.00

**Sidewalk/Greenway Fee-in-Lieu**

Per linear foot of concrete sidewalk (5' width)	\$92.00
Per linear foot of asphalt greenway (10' width)	\$65.00
Per linear foot of curb and gutter	\$33.00
Wheelchair ramp	\$1,350.00

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**Section 10. Other Town-Wide Development Related Fees**

Re-inspection Fee (per Town Employee), per trip	\$55.00
On-site consultation (per Town Employee), per trip	\$55.00

**Total Fees Due \$**

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<sup>1</sup> A minor special flood hazard review is for a project which:

1. Is for an equipment change-out only that is like for like in the exact same location; or
2. Contains no land disturbing activities in the special flood hazard area; or
3. Contains renovations of a structure in which renovation costs do not exceed 50% of the structure value
4. Any other situation in which approval is obtained by the Administrator.

<sup>2</sup> A major special flood hazard review is for all projects which either exceed or do not meet the requirements set forth for a minor special flood hazard review as outlined above. Any project which triggers a major special flood hazard review shall be required to obtain a zoning permit.

<sup>3</sup> Required when a licensed General Contractor is used.