

Master Fee Schedule – **FY2027 PROPOSED**

Effective: July 1, 2026

Section I	Miscellaneous Fees.....	2
	Printing, Reproduction, Documents	
	Election Fees	
	Finance Fees	
	Old Town Business Directional Sign Fees	
Section II	Police Department Fees.....	2
	Police Services	
	Police Reports, Photocopies & Records	
	Police Permits	
Section III	Business License Fees.....	2-4
	Taxation Fees	
	Other Business License Fees	
	Special Events Applications & Permits	
Section IV	Facility Rental Fees.....	4
	General	
	New Riverside Barn	
	Rotary Community Center	
	Buckwalter Place Commerce Park	
	Field of Dreams	
	Martin Family Park	
	New Riverside Lawn	
	Oyster Factory Park	
	Wright Family Park	
Section V	RESERVED	
Section VI	Growth Management Department Fees.....	5-10
	Building Safety Fees	
	Planning and Environmental Applications and Permits	
	Planning and Environmental Sustainability Fees	
	Developmental Agreement Fees	
Section VII	Storm Water Management Fees.....	11-13
	Residential Land Uses	
	National Pollutant Discharge Elimination System (NPDES) Fees	
	National Pollutant Discharge Elimination System (NPDES) Inspection Fees	
	Stormwater Fee-In-Lieu (FIL)	
	Buckwalter Place Commerce Park, Park A and Park B Map.....	14

Master Fee Schedule – **FY2027 PROPOSED**

Effective: July 1, 2026

Section I – Miscellaneous Fees

Item/Description	Basis	Fee
Printing, Reproduction, Documents		
Black and White Photocopies (8.5" X 11" or smaller)	Per Page	\$0.20
Color Photocopies	Per Page	\$0.25
Photocopies Larger than 8.5" X 11"	Per Page	\$0.25
Photocopies Plotter/Large Format Copies of Plans	Per Page	\$6.00
CD Copy	Per Disc	\$5.00
Staff Time making copies (no less than a 30-minute charge)	Per Hour	\$25.00
FOIA Requests		
Staff Time (no less than a 30-minute charge) If staff time is estimated to be more than two (2) hours, a 50% deposit will be required	Per Hour	\$25.00
Election Fees		
To Elect Council	Per Election	\$100.00
To Elect Mayor	Per Election	\$150.00
Finance Fees		
NSF Returned Check Fee	Per Check	\$30.00
Old Town Business Directional Sign Fees Sign Production & Installation	Per Sign	At Cost

Section II – Police Department Fees

Item/Description	Basis	Fee
Police Services		
Off-Duty Police Officer	Per Hour, Per Officer	\$60.00
Police Reports, Photocopies & Records		
Police Report Copy Fee (No fee for victim)	Per Report up to 3 pages plus per page	\$5.00 + .25 cents per page above 3
Accident Report	Per Report up to 3 pages plus per page	\$10.00 + .25 cents per page above 3
Police Photographs, Audio or Video Recordings	Per Fee plus actual costs	\$20.00
For media too large for CD/DVD	CD/DVD	\$5.00
	USB Thumb Drive	\$20.00
Police Permits		
Precious Metal Permit	Allowed by State Law	\$50.00

Master Fee Schedule – **FY2027 PROPOSED**

Effective: July 1, 2026

Section III – Business License Fees

Item/Description	Basis	Fee
Taxation Fees		
Hospitality Tax Fees	Per Ordinance	2% of Prepared Meals/ Beverages
Local Accommodation Tax Fees	Per Ordinance	3% of Gross Revenue for rentals 30 days or less

Rate Class	Minimum Rate	Minimum Gross Receipt	Rate Per Thousand or Fraction Thereof Over Minimum Gross
1	\$50.00	\$2,000.00	\$1.00
2	\$50.00	\$2,000.00	\$1.15
3	\$50.00	\$2,000.00	\$1.30
4	\$50.00	\$2,000.00	\$1.45
5	\$50.00	\$2,000.00	\$1.60
6	\$50.00	\$2,000.00	\$1.75
7	\$50.00	\$2,000.00	\$1.90
8.1	\$50.00	\$2,000.00	\$1.00
8.2	See SC Code		
8.3	MASC Telecommunications		
8.4	MASC Insurance		
8.51	\$12.50 business license for operation of all machines (not on gross income)		PLUS \$12.50/machine
8.52	\$12.50 business license for operation of all machines (not on gross income)		PLUS \$180.00/machine
8.6	\$50.00 business license for operation of all tables (not on gross income)		PLUS \$5.00 or \$12.50/table
9.1 and above	\$50.00	\$2,000.00	\$1.00
Non-Profit	N/A	N/A	N/A

NON-RESIDENT RATES

Unless otherwise specifically provided, all taxes and rates shall be doubled for nonresidents and itinerants having no fixed principal place of business within the municipality.

Item/Description	Basis	Fee
Other Business License Fees		
Annual Mobile Vending Fee	Paid Annually in addition to Business License Tax	\$50
Guided Tours		TBD
Short Term Rental Fee		\$325

Master Fee Schedule – **FY2027 PROPOSED**

Effective: July 1, 2026

Section III – Business License Fees (continued)

Item/Description	Basis	Fee
Penalty Fees		
Penalties – Business License, Hospitality Tax, and Accommodations Tax	Per Month	5% per month
Penalty for Operating without a Mobile Vending Permit and/or Short Term Rental Permit		Sec 1-7 of Town Code

Special Events

Item/Description	Basis	Fee
Special Event Application Fee	<ul style="list-style-type: none"> Per Application; or, Per quarter if event is held more than twice a quarter 	\$50.00
Special Event Permit Fee	Paid by Special Event Sponsor	\$10.00
Special Event Unlicensed Vendor Fee	Per Unlicensed Vendor Paid by Sponsor	\$10.00

Section IV – Facility Rental Fees

Rental Location	Daily Rates		
	Resident	Non-Resident	Meeting
Facilities			
Reservation Security Deposit charged at Facility's Resident Daily Rate	See Below	Same as Resident Rate	n/a
Facility Cleaning Fee	\$200	\$200	\$100
Lost Key/Fob Fee	\$25	\$25	\$25
New Riverside Barn	\$2,000	\$4,000	n/a
Rotary Community Center	\$500	\$1,500	\$50/hr.
Parks			
Park Reservation Security Deposit	\$200	\$200	n/a
Buckwalter Amphitheater Park (Park B)	\$1,000	\$2,000	n/a
Buckwalter Veterans Park (Park A)	\$250	\$500	n/a
Field of Dreams	\$250	\$500	n/a
Martin Family Park	\$250	\$500	n/a
New Riverside Lawn	\$800	\$1,600	n/a
Oyster Factory Park (East)	\$800	\$1,600	n/a
Oyster Factory Park (West)	\$400	\$800	n/a
Wright Family Park	\$600	\$1,200	n/a
Security by Bluffton Police Officer	\$60/hour	\$60/hour	n/a
Notes:			
<ul style="list-style-type: none"> Person making the reservation must be present and accessible on site for the duration of the event No one person shall be granted more than four (4) rentals total per calendar year Reservations Monday – Thursday receives a 25% discount 			

Master Fee Schedule – **FY2027 PROPOSED**

Effective: July 1, 2026

- Resident rate applies to persons living within Town limits, property owners within Town limits (residential or business) and non-profits licensed with the Town of Bluffton; all others shall be charged the Non-Resident rates
- Meeting fees may be waived at the discretion of the Town Manager or their designee.
- Security Deposit may be refunded provided the rented space is returned to its original condition.
- A full refund of the Rental Fee and Security Deposit for Parks will be granted with a cancellation notice of at least forty-eight (48) hours prior to the scheduled rental date or if an event is rained out and the park is not utilized.
- A full refund of the Rental Fee and Security Deposit for Facilities will be granted with a cancellation notice of at least thirty (30) days prior to the scheduled rental date.

Section V – RESERVED

Section VI – Growth Management Fees

Building Safety Fees

Item/Description	Basis (Value of Construction)	Fee
Applications – Calculated Fees		
New Structures Commercial and Residential	\$500 - \$2,000	\$35.00
	\$2,001 - \$3,000	\$38.50
	\$3,001 - \$50,000	\$38.50 + \$5.00 per \$1,000 or fraction thereof over \$1,000
	\$50,001 and above	\$273.50 + \$4.50 per \$1,000 or fraction thereof over \$50,000
Miscellaneous Construction Commercial and Residential	\$0 - \$1,000	\$35.00
	\$1,001 - \$2,000	\$70.00
	\$2,001 - \$3,000	\$77.00
	\$3,001 - \$50,000	\$77.00 + \$9.00 per \$1,000 or fraction thereof over \$3,000
Miscellaneous Construction Commercial (includes swimming pool or spa construction and installations)	\$50,000 and above	\$500.00 + \$4.50 per \$1,000 or fraction thereof over \$50,000
Miscellaneous Construction Residential (includes swimming pool or spa construction and installations)	\$50,000 and above	\$500.00 + \$4.00 per \$1,000 or fraction thereof over \$50,000
	Each	75% of permit fee (non-refundable)
Multi-Family and Commercial Plans Check Fee	Each	50% of permit fee (non-refundable)
Residential Plans Check Fee		

Master Fee Schedule – **FY2027 PROPOSED**

Effective: July 1, 2026

Item/Description	Basis (Value of Construction)	Fee
Application Fees		
Construction Trailers	Each	\$75.00
Demolition	Each	\$75.00
Electrical < 200 amps	Each	\$75.00
Electrical (pools/spas/water features)	Each	\$75.00
HVAC Change Out (per unit, single family or multi-family residential)	Each	\$75.00
HVAC Change Out COMMERCIAL	Each	\$75.00
Water Heater Change Out (per unit, single family or multi-family residential)	Each	\$75.00
Plumbing Permit	Each	\$75.00
Manufactured Homes	Each	\$25.00
Moving a Structure	Each	\$100.00
Spa (portable)	Each	\$50.00
Irrigation Systems (per system)	Each	\$100.00
Tent or Air Supported Structure	Each	\$100.00
Water Feature (Fountains)	Each	\$100.00
First Re-inspection per each permit	Each	\$100.00
Failure to obtain inspection approval	Each	\$100.00
Subsequent re-inspections per each permit	Each	\$150.00
Safety Inspection	Each	\$100.00
Residential Plan Remarking	Each	\$100.00
4 th copy of Building Plans for Remarking/Rechecking of Single-Family Plans at Time of Initial Submittal	Each	\$25.00
Residential Revision	Each	\$50 or the applicable application fee based on the value of the change, whichever is greater.
Commercial Plan Remarking	Each	\$200.00
Commercial Revision	Each	\$200 or the applicable application fee based on the value of the change, whichever is greater.
Construction Board of Adjustments and Appeals Application	Each	\$250.00
Work without Applicable Permit	Each	Value of permit fee X 3
Additional Notes: <ul style="list-style-type: none"> • Waiver of Fees. <ul style="list-style-type: none"> ○ Fees shall be waived for single family construction alterations to enlarge, alter, repair, remodel or add additions to existing structures when the value of said alteration is less than one thousand dollars (\$1,000.00). A permit is required. Mechanical work is not subject to this waiver. 		

Master Fee Schedule – **FY2027 PROPOSED**

Effective: July 1, 2026

<ul style="list-style-type: none"> ○ Fees of less than two hundred dollars (\$200.00) for repair or renovation of single-family structures when the work to be performed is sponsored by a 501(C)(3) organization shall be waived upon submission of a letter to the building official verifying the sponsorship of the work to be performed. ○ Fees shall be waived for all permits associated with the Neighborhood Assistance Program and Affordable Housing Public Private Partnerships. ○ The Town Council may waive any or all fees if it is deemed in the best interests of the Town.
<ul style="list-style-type: none"> ● Plan checking fees. <ul style="list-style-type: none"> ○ When the value of construction for multi-family or commercial structures exceeds one thousand dollars (\$1,000.00) and a plan is required to be submitted, a plan checking fee shall be paid to the building department at the time of plan submittal and specifications for checking. Said plan checking fee shall be equal to seventy-five (75%) percent of the building or miscellaneous permit fee. ○ Residential (Single Family) Plan Check Fees are required for all permits that require plans check regardless of the value of construction. Said plans checking fee shall be equal to fifty percent (50%) of the building or miscellaneous fee. ○ A fee of one hundred dollars (\$100.00) shall be charged for all remarking/rechecking of single-family plans after issuance. Commercial remarking/rechecking fee shall be one half (½) of the original plan checking fee or \$200.00 whichever is less. ● Residential HVAC change out permits do not include duct work. ● Additional details regarding fees are contained in the Municipal Code of the Town of Bluffton, Chapter 5, Official Construction Code, Section 109.Fees.

Planning and Environmental Applications and Permits

Item/Description	Basis	Application Fee
Addressing	Each	\$0.00
Annexation:		
100% Petition	Each	\$500.00
75% Petition	Each	\$650.00
25% Petition	Each	\$650.00
Appeal	Each	Residential \$250.00 Commercial \$500.00
Certificate of Appropriateness:		
Highway Corridor Overlay District	Each	\$500.00
Amendment	Each	\$100.00
Extension	Each	\$50.00
Historic District	Each	\$500.00
Amendment	Each	\$100.00
Extension	Each	\$50.00
Historic District – Demolition	Each	\$250.00
Certificate of Construction Compliance	Each	\$100.00
Comprehensive Plan Amendment	Each	\$500.00
Designation of Contributing Structure	Each	\$250.00
Development Agreement:		
New	Each	\$2,000.00
Amendment	Each	\$2,000.00
Development Plan:		

Master Fee Schedule – **FY2027 PROPOSED**

Effective: July 1, 2026

Preliminary	Each	\$750.00
Final	Each	\$1,000.00
Amendment	Each	\$750.00
Extension	Each	\$300.00
Development Agreement:		
New	Each	\$2,000.00
Amendment	Each	\$2,000.00
Development Plan:		
Preliminary	Each	\$750.00
Final	Each	\$1,000.00
Amendment	Each	\$750.00
Extension	Each	\$300.00
Development Surety	Each	\$100.00
Emergency Permitting	Each	\$0.00
HD Signage and Site Features	Each	\$50.00
Exempt Plat	Each	\$50.00

Section VI – Growth Management Fees (continued)

Planning and Environmental Sustainability Fees

Item/Description	Basis	Application Fee
Printed Copy:		
Annexation Policy & Procedure Manual	Each	\$25.00
Application Manual	Each	\$55.00
Stormwater Design Manual	Each	\$60.00
UDO, Comp. Plan	Each	\$95.00
PUD Concept Plan:		
New	Each	\$750.00
Amendment	Each	\$250.00
PUD Master Plan:		
New	Each	\$750.00
Amendment	Each	\$250.00
Extension	Each	\$250.00
Public Project	Each	\$0.00
Sign	Each	\$50.00
Silviculture	Each	\$1,500.00
Special Exception	Each	\$500.00
Street Naming	Each	\$0.00
Street Renaming	Each	\$250.00
Subdivision:		
General:		
New	Each	\$200 + 10.00/lot
Amendment	Each	\$50.00 + \$10.00/lot
Extension	Each	\$50.00 + \$10.00/lot
Historic District:		
New	Each	\$100.00 + \$10.00/lot
Amendment	Each	\$50.00 + \$10.00/lot
Extension	Each	\$50.00 + \$10.00/lot

Master Fee Schedule – **FY2027 PROPOSED**

Effective: July 1, 2026

Section VI – Growth Management Fees (continued)

Planning and Environmental Sustainability Fees (continued)

Transfer of Development Rights	Each	\$1,000.00
Tree Removal	Each	\$75.00
UDO Text Amendment	Each	\$750.00
Variance	Each	Residential \$250.00 Commercial \$500.00
Zoning Map Amendment	Each	\$750.00
Zoning Permit	Each	\$100.00
Zoning Verification Letter	Each	Basic \$25.00 Advanced \$100.00
Additional Notes:		
<ul style="list-style-type: none"> Town Council may waive any or all fees for applications if it is deemed in the best interest of the Town. Applications requiring additional Public Hearings above and beyond the number specified in the Growth Management Application Table in the UDO Application Manual shall be subject to a \$200.00 fee per additional Public Hearing. In the event that a Feasibility Study for an Annexation Application will need to be contracted out to a third party, the Application shall be responsible for the full cost of the Study. Building Permit and Business License Application Fees include the Zoning Permit Application Fee therefore; no additional fee is necessary. 		

Developmental Agreement Fees

Item/Description	Basis	Fee
Bluffton Village		
Commercial, Retail, and Multi-Family Space		Fee Per Development Agreement
Individual Dwelling Units		Fee Per Development Agreement
Dependency Units		Fee Per Development Agreement
Boat Ramp Fee (per dwelling units)	Each	\$25.00
Buckwalter		
Single Family Residential (SFR) Affordable Housing		Fee Per Development Agreement
SFR < 2,000 sq. ft.		Fee Per Development Agreement
SFR > 2,000 sq. ft. to 3,000 sq. ft.		Fee Per Development Agreement
SFR > 3,000 sq. ft.		Fee Per Development Agreement
Multi-Family (MF) – 1 bedroom		Fee Per Development Agreement
Multi-Family (MF) – 2 bedrooms		Fee Per Development Agreement
Multi-Family (MF) – 3 bedrooms		Fee Per Development Agreement
Commercial Development		Fee Per Development Agreement
Municipal Improvement Development Fee –		
All Residential Units Within: Baynard Park, Hampton Lake, Resort Tract, Lawton Station, Northern Tract, Parkside, Rose Dhu Creek Phases II & III	Each	\$900.00
Boat Ramp Fee (per dwelling units)	Each	\$25.00

Master Fee Schedule – **FY2027 PROPOSED**

Effective: July 1, 2026

Section VI – Growth Management Fees (continued)

Developmental Agreement Fees (continued)

Jones Estate Single Family Residential (SFR) Affordable Housing < \$124,000 SFR < 2,000 sq. ft. SFR > 2,000 sq. ft. to 3,000 sq. ft. SFR > 3,000 sq. ft. Multi-Family (MF) – 1 bedroom Multi-Family (MF) – 2 bedrooms Multi-Family (MF) – 3 bedrooms Commercial Development Municipal Improvement Development Fee – All Residential Units Within: Cypress Ridge Boat Ramp Fee (per dwelling units)	 Each Each	Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement \$900.00 \$25.00
Schultz Tract, New Riverside, Palmetto Bluff Single Family Residential (SFR) Multi Family Commercial Per Square Foot Municipal Improvement Development Fee – All Residential Units Within: New Riverside Boat Ramp Fee (per dwelling units)	 Each Each	Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement \$900.00 \$25.00
Village at Verdier Plantation Single Family Residential (SFR) < 1,800 sq. ft. SFR 1,801 – 2,400 sq. ft. SFR 2,401 – 3,000 sq. ft. SFR > 3,000 sq. ft. Multi-Family (MF) – 1 bedroom Multi-Family (MF) – 2 bedrooms Multi-Family (MF) – 3 bedrooms Commercial Development Boat Ramp Fee (per dwelling units)	 Each	Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement \$25.00
Additional Notes: <ul style="list-style-type: none"> • Town Council may waive any or all fees if it is deemed in the best interests of the Town. 		

Master Fee Schedule – **FY2027 PROPOSED**

Effective: July 1, 2026

Section VII – Stormwater Management Fees

Residential Land Uses

Residential Type	Factor	Fee
Administrative Fee		\$5.00
Impervious Area Units (IA)		\$85.00
Tier 1 – Single Family Unit \leq 2,521 sq. ft.	0.50	
Tier 2 – Single Family Unit 2,522 to 7,265 sq. ft.	1.00	
Tier 3 – Single Family Unit \geq 7,266 sq. ft.	1.50	
Mobile Homes	0.36	
Apartments	0.39	
Townhouses	0.60	
Condominiums	0.27	
Commercial (Impervious Area – IA; Square Feet – SF)	IA * 4,906 SF	
Gross Area Charge (GA)		\$25.00
First 2 acres	1.00	
For every acre above 2 acres and up to 10 acres	0.50	
For every acre above 10 acres and up to 100 acres	0.40	
For every acre above 100 acres	0.30	
Town of Bluffton SWU		\$115.00
The formula is as follows: Calculation of Tier 1 Single Family Units on less than 2 acres: $\$85 * .5 = \$42.50 + \$25.00 + \$5.00 = \$72.50$ Calculation Example of Tier 3 Single Family Unit with GA of 7 acres: $\$127.50 + 25.00 + ((7-2) * .5 * 25 = 62.50) + 5.00 = \215.00 Non-residential properties are charged the same rate as residential properties. Vacant Land is charged various runoff rates based on parcel category and whether land is disturbed or undisturbed. Fees can vary from \$0.44 to \$21.79 per acre.		

National Pollutant Discharge Elimination System (NPDES) Fees

Item/Description	Fee
Stormwater Plan Review Fee	
Residential <1 acre (not part of subdivision)	Exempt
Residential (single family or subdivision), Multi-family, or Non-Residential per disturbed acre (round up to the next whole acre)	\$250.00 (\$5,000 max)
Stormwater Plan Amendment/Resubmittal Fee	
Residential <1 acre (not part of subdivision)	Exempt
Residential (single family or subdivision), Multi-family, or Non-Residential per disturbed acre (round up to the next whole acre)	\$150.00 (\$2,500 max)
Stormwater Surety (each)	\$100.00

Master Fee Schedule – **FY2027 PROPOSED**

Effective: July 1, 2026

Section VII – Stormwater Management Fees (continued)

National Pollutant Discharge Elimination System (NPDES) Inspection Fees

Item/Description	# of Acres	Fee
Erosion Control Inspection Fees		
Residential <1 acre (not part of subdivision)		\$150.00 /inspection
Residential (single family or subdivision), Multi-family, or Non-Residential per disturbed acer (round up to the next whole acre)	0.0-0.99 acres	\$150.00/inspection
	1.0-5.0 acres	\$250.00/inspection
	5.01-10 acres	\$350.00/inspection
	10.01+ acres	\$450.00/inspection
Re-Inspection Resulting for Notice of Violation Fee		
Residential <1 acre (not part of subdivision)		\$200.00 /inspection
Residential (single family or subdivision), Multi-family, or Non-Residential per disturbed acre (round up to the next whole acre)	0.0-0.99 acres	\$200.00
	1.0-5.0 acres	\$300.00
	5.01-10 acres	\$400.00
	10.01+ acres	\$500.00
Re-Inspection Resulting from Stop Work Order (SWO)		
Residential <1 acre (not part of subdivision)		\$200
Residential (single family or subdivision), Multi-Family, or Non-Residential per disturbed acre (round up to the next whole acre)	0.0-0.99 acres	\$200
	1.0-5.0 acres	\$300
	5.01-10 acres	\$400
	10.01+ acres	\$500
Waiver Request		
Residential <1 acre (not part of subdivision)		Exempt
Residential (single family or subdivision), Multi-family, or Non-residential		\$350.00
Notice of Termination (NOT) Fees		
Notice of Termination (NOT) Review		\$100.00
Notice of Termination (NOT) Resubmittal Review		\$50.00
Notice of Termination (NOT) Inspection	0.0-0.99 acres	\$100.00
	1.0-5.0 acres	\$150.00
	5.01-10 acres	\$200.00
	10.01+ acres	\$250.00
Notice of Termination (NOT) Re-Inspection	0.0-0.99 acres	\$50.00
	1.0-5.0 acres	\$100.00
	5.01-10 acres	\$150.00
	10.01+ acres	\$200.00

Master Fee Schedule – **FY2027 PROPOSED**

Effective: July 1, 2026

Section VII – Stormwater Management Fees (continued)

Stormwater Fee-In-Lieu (FIL)

Item/Description	Fee
<p>Fee-In-Lieu (FIL) For projects with an approved Maximum Extent Practicable (MEP) submittal, the FIL amount is calculated based on an applicant's shortfall, in cubic feet (CF), of the required Stormwater Retention Volume (SWRv).</p>	<p>\$151.92/CF of SWRv</p>

DRAFT

Buckwalter Place Commerce Park, Park A and Park B

