

TOWN OF CAPE CHARLES - Building, Planning & Zoning Fee Schedule
EFFECTIVE July 1, 2026 - PROPOSED CHANGES SHOWN IN RED FONT

	Type of Permit or Review	Charge or Fee
BUILDING	1. Residential: (repair, alteration, demolition, construction)	
	a. Single inspections w/ no permit required	\$35
	b. Less than \$2,500	\$50
	c. \$2,500 - \$10,000	\$50 + 0.5% project cost over \$2500
	d. \$10,000 +	\$125 + 0.5% project cost over \$10,000
	e. Demolition	\$50
	2. Commercial: (repair, alteration, demolition, construction)	
	a. Single inspections w/ no permit required	\$35
	b. Less than \$2,500	\$75
	c. \$2,500 - \$10,000	\$75 + 1% of project cost over \$2,500
	d. \$10,000 +	\$175 + 1% of project cost over \$10,000
	e. Demolition	\$100
	3. New Construction: Per BOCA/ICC permit fee tables based on building square footage and at 100% departmental operational costs as determined by Council in 2001	
	Notes applicable to Items 1, 2 & 3 above	
	1. Add 2% to all permit fees for state surcharge.	
	2. Permits include initial/first inspection and a follow-up inspection for a failure inspection.	
	3. Add 10% to Base Fee for Fire Department (before tax and not to be taxed).	
	4. Certificates of Occupancy	
a. Permanent Certificate of Occupancy	Included in cost of permit	
b. Certificate of Occupancy when no permit is issued	\$100	
c. Temporary Certificate of Occupancy	\$800 (per issuance) / Max. of 2 issuances	
d. Rental Certificate of Occupancy	\$150 or Free with STR Administration Fee	
5. ADDITIONAL FEES		
a. Inspection fee for 3rd inspection of the same item	\$40	
b. Inspections scheduled outside normal business hours	\$75	
c. Fee for starting work without a permit	\$300	
d. Underground Fuel Tank Removal	\$100 per tank	
ZONING	5. Zoning Clearance	
	a. As part of a building permit or a Certificate of Appropriateness application	\$0
	b. All other approved by administrative review	\$150
	c. Zoning Determination Letter (NEW ITEM)	\$200
	ed. Trees/Landscaping	
	1.) Tree Removal Permit	\$20/tree
	2.) PENALTY - Tree removal without a permit	\$300/tree
	de. Variance or Exception to CBPA Application to Board of Zoning Appeals	\$500**
	ef. Signage	
	1) All Permanent, Freestanding, Wall and Other (Canopy, Projecting, Awning, Marquee, Directory) pursuant to Town Code Chapter 32, Sections 32-120 thru 32-122 (all Residential, Commercial, Harbor and Industrial Zoning Districts & Accawmacke PUD District Ordinance	\$75 = 12 sq. ft or less: \$75 plus \$2 per sq. ft over 12 sq. ft
	2) No permit required nor fee imposed 2) Any temporary sign pursuant to Town Code Chapter 32, Sections 32-120 thru 32-122 (all Residential, Commercial, Harbor and Industrial Zoning Districts) & Accawmacke PUD District Section 9.13.2 (B), 9.13.5 (C & D)	No Permit Required and No Fee
	fg. Short Term Rental (STR) Administrative Fee	\$450
HISTORIC DISTRICT REVIEW BOARD	6. Historic District Review Board Application Fee	
	a. Routine Maintenance per CC Historic District Design Guidelines Appendix G	No Application and No FEE
	ab. New Construction - Residential	500-1,000
	bc. New Construction: Commercial or Commercial/Residential Mixed Use	1000-2,000
	ed. Renovation	
	1) Minor Work authorized by Town Code Chapter 32, Section 32-226 (b) & HDRB Guidelines Appendix G, residential and/or commercial - Administrative Review and Approval only	75 \$50
	2) Substantial Alterations Major Work - Residential (Exterior Renovations) authorized by Town Code Chapter 32, Section 32-226 (c) & HDRB Guidelines Appendix G excluding everything under #1 above and less than \$5,000 of construction value for the following: accessory structures, awnings, canopies, carports, decks, driveways, reroofing, shutters, stairs and steps.	150 \$125
	3) Substantial Alterations-Major Work - Residential (Exterior Renovations) authorized by Town Code Chapter 32, Section 32-226 (c) & HDRB Guidelines Appendix G excluding everything under #1 above and greater than \$5,000 of construction value for the following: additions, alterations, architectural style projects; building relocations; chimneys; doors; foundations; masonry, porches, removals, siding, windows.	\$500
	4) Substantial alterations - Commercial	\$1,000
	5) Demolition of structure (Major Work)	400 \$750
	e. Sign Review by HDRB if new canopy/awning/marquee or wall/hanging/projecting sign requires new affixment to historic building	\$50
	ef. Extension of approved Certificate of Appropriateness (CoA)	\$50
	fg. Modification to an approved and active Certificate of Appropriateness (CoA)	\$200
	1) Administrative Issued CoA	\$50
2) HDRB Issued Cof A	\$200	
g. Working without an approved and active Certificate of Appropriateness (CoA) or After the Fact Permit Fee	\$1,000	

	Type of Permit or Review	Charge or Fee
APPEALS	7. APPEALS (All fees and charges are refundable if appeal approved)	
	a. Appeals Application to Board of Zoning Appeals	\$500**
	b. Certificate of Appropriateness Appeals to Town Council	\$500**
	c. Appeals Application to Building Code Board of Appeals	\$250**
HARBOR AREA REVIEW BOARD	8. Harbor Area Review Board Certificate of Appropriateness	
	a. Development Certificate	\$750/application base fee + \$100 per acre**
	b. Extension of approval	\$100
	c. Modification to an approved and active Certificate of Appropriateness (CoA)	\$250
ENVIRONMENTAL PERMITS	9. Environmental Permits	
	a. Wetlands Permit	\$500**
	b. Structures in & across dunes	\$200
	c. CBPA Encroachment or Exemption Exception, pursuant to CC Town Code Chapter 32, Article VII, Section 32-194- Application to the BZA	200 -\$500**
	d. CBPA Administrative Waiver for Maintenance Work of Vegetation in the RPA	\$50
	e. Erosion & Sediment Control Permit	\$500 + \$10/acre not to exceed \$1000
	f. Erosion & Sediment Agreement in lieu of plan	\$150
	g. Erosion & Sediment Inspection fees	\$40/hr with 1 hour minimum
	h. Erosion & Sediment Control Plan Review Fee	\$350
	i. Working without an approved and active Permit or After the Fact Permit Fee	\$1,000
SITE PLAN	10. Final Plan Review Fees	
	a. Residential	\$150/site
	b. Commercial	\$250/site #^
	c. Misc	\$150/site #^
PLANNING	11. Planning Applications	
	a. Regular Rezoning	
	1) Non-PUD	\$500 + \$50/acre**
	2) PUD	\$1,000 + \$50/acre**
	a. Amendment to Comprehensive Plan; Concept Approvals	\$550/application
	b. Conditional Rezoning	\$1,000 + \$50/acre**
	c. Zoning Text Amendment Petition Application - for consideration only by Town Council and/or Planning Commission	\$200/application
	d. Conditional Use Permit	\$600 **
1) Comprehensive Sign Plan	\$200**	
2) All Others	\$600**	
SUBDIVISION	12. Subdivision through recordation	
	1) Concept or sketch plan review	\$100 + \$10/parcel
	2) Preliminary plat review	
	a) 3 lots or less	\$250 + \$50/lot #^
	b) 4 lots or more	\$500 -\$1,000 + \$100/lot #^
	3) Final plat review	
	a) 3 lots or less	\$125
	b) 4 lots or more	\$250
	4) Subdivision modification	75 -\$250
	5) Administrative Plat/Lot line adjustment	\$200
6) Easement Plat	\$200	
7) Vacation of Plat	\$250	
All recordation of plats are the responsibility of the applicant		
OTHER	13. Deferral at the request of Applicant, if public hearing has been set (BZA, Planning Commission, HDRB, HARB, Town Council)	\$200
NONPROFIT	Building, Planning & Zoning	Waiver of fees up to the amount of \$750 per project application for any nonprofit organization exempt from taxation under Internal Revenue Code Section 501
LEGEND with GENERAL NOTES		
*	Advertising Costs, Actual	
**	Advertising Costs, Actual + Adjacent Property Owner Notification Mailing Costs, Actual	
#	3rd Party Review Costs - Water and Sewer Connections and Layout, including any re-reviews	
^	3rd Party Review Costs - Erosion & Sediment Control, including any re-reviews	