

# Town of Swansboro

## Schedule of Fees



Fiscal Year 2024-2025  
Adopted June 11, 2024  
Effective July 1, 2024



## COMMERCIAL BUILDING PERMIT FEES

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

|  |  |
|--|--|
| Assembly (A-1, 2, 3, 4)  | \$0.60/sq ft<br>Minimum \$500.00                               |
| Business   | \$0.60/sq ft<br>Minimum \$500.00                               |
| Educational  | \$0.60/sq ft<br>Minimum \$500.00                               |
| Factory (F-1, F-2)   | \$0.60/sq ft<br>Minimum \$500.00                               |
| High Hazard (H-1, 2, 3, 4, 5)                                  | \$0.60/sq ft<br>Minimum \$500.00                               |
| Institutional (I-1, 2, 3, 4)                                   | \$0.60/sq ft<br>Minimum \$500.00                               |
| Mercantile   | \$0.60/sq ft<br>\$0.75/sq ft >40,000 sq ft<br>Minimum \$500.00 |
| Hotels & Group Care (R-1, R-4)                                 | \$0.60/sq ft<br>Minimum \$500.00                               |
| Storage (S-1, S-2)   | \$0.60/sq ft<br>Minimum \$500.00                               |
| Utility  | \$0.60/sq ft<br>Minimum \$500.00                               |
| Plumbing (including renovations and repairs)                   | \$.13/ sq ft<br>\$0.26/sq ft >40,000 sq ft<br>Minimum \$75.00  |
| Mechanical (including renovations and repairs<br>and ductwork) | \$.13 /sq ft<br>\$0.26/sq ft >40,000 sq ft<br>Minimum \$75.00  |
| Electrical (including renovations and repairs)                 | \$.13/sq ft<br>\$0.26/sq ft >40,000 sq ft<br>Minimum \$75.00   |
| Temporary Pole   | \$75.00/unit   |
| Renovations & Repairs of Building only                         | \$.13/sq ft<br>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<br>\$120.00 >40,000 sq ft                              |
| Driveway Inspection  | \$75.00<br>\$120.00 >40,000 sq ft                              |

|   |   |
|---|---|
| Fence Inspection  | \$75.00<br>\$120.00 >40,000 sq ft         |
| Building Sprinkler System (new construction)                          | \$.07/sq ft<br>\$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<br>\$500.00 >40,000 sq ft        |
| <b>Minimum Permit Fee Electric, Mechanical, Plumbing</b>              | <b>\$100.00</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 (as needed)  | \$50.00                                    |
| Zoning Permit – Property additions<br>(Required for all residential & commercial fence, walls, accessory structures)                  | \$25.00                                    |
| Zoning Permit – New construction/additions for commercial & residential   | \$50.00                                    |
| Zoning Certification/Verification Letter  | \$25.00                                    |
| Site Setback Verification<br>(additions, swimming pools and accessory buildings)<br>(As-builts required for all principal structures) | \$60.00<br>\$150.00 >40,000 sq ft          |
| Landscaping Verification  | \$60.00<br>\$150.00 >40,000 sq ft          |
| Land Improvement Permit   | No Charge                                  |
| Penalty for Failure to Obtain a Land Improvement Permit<br>(Ref. Ordinance 2021-04 6/14.21)   | \$3500/acre, \$20,000 maximum              |
| Parking Lot Inspections   | \$1.50/space<br>\$150.00 >40,000 sq ft     |
| Parking Lot Plan Review   | \$75.00<br>\$150.00 >40,000 sq ft          |
| Curb Cut  | \$60.00<br>\$150.00 >40,000 sq ft          |
| Flood Development Permit  | \$100.00<br>\$150.00 >40,000 sq ft         |
| Temporary Pole  | \$75.00<br>\$150.00 >40,000 sq ft          |
| Temporary Building Power  | \$75.00<br>\$150.00 >40,000 sq ft          |
| Temporary Certificate of Occupancy  | \$110.00<br>\$200.00 >40,000 sq ft         |
| Special Inspections   | \$125.00<br>\$250.00 >40,000 sq ft         |
| Roof Repair   | \$75.00 Residential<br>\$150.00 Commercial |
| Gas Piping  | \$75.00                                    |

|   |   |
|---|---|
| Solar Panels  | \$120.00  |
| Generator   | \$120.00  |
| Tent (temporary for event)  | \$100.00  |
| Alternative Sidewalk Contribution in lieu of Construction<br>(Waiver approved by Town Manager)  | \$25.00*/linear foot of frontage<br>along a public<br>street or highway (excluding<br>driveways)  |
| (*Unless official, signed estimate is received and approved)  |   |
| Electrical Service Change<br>(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<br>Residential/Commercial  |
| Docks, bulkheads, retaining walls over 4', jetties, boat lift (w/o electric),<br>and similar projects (request must include a copy of the CAMA permit<br>for the file.) | \$125.00  |
| Mobile Temporary office<br>(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   | \$125.00<br>per viewable side<br>>40,000 sq ft Double Fees  |
| Temporary Signs   | \$1.25/sf   |
| Sign Impoundment Fee/Penalty  | First occasion \$1/square foot<br>Second occasion \$5/square foot<br>Third and additional occasions \$10/square foot<br>>40,000 sq ft Double Fees for all occasions |
| A.L.E. (Alcohol License) application compliance certification   | \$75.00<br>>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<br>(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           |
| <br>   |                    |
| Fire Alarm Testing   | \$125/system       |
| Modification/Alteration  | \$100.00/system    |
| <br>   |                    |
| Hydrant Testing  |                    |
| Testing & Data for Private Water System  | \$100.00/hydrant   |
| Testing & Data for Public Water Supply   | \$75.00/hydrant    |
| <br>   |                    |
| Permit Revision  | 10% of permit cost |
| <br>   |                    |
| Flood Zone Certification Letter  | \$50.00            |
| <br>   |                    |
| Cell Tower (new)   | \$1,000.00         |
| <br>   |                    |
| Cell Tower (co-location: antennae)   | \$1,000.00         |
| <br>   |                    |
| Cell Tower (modification after permitted)  | \$250.00/change    |
| <br>   |                    |
| 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<br>(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<br>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<br>\$100.00 Minor<br>\$2,000 Demolition |
| Driveway Permit   | \$ 55.00   |
| Right-of-Way Excavation and Encroachment<br>(Civil penalties apply for failure to obtain permit - Reference Town Code 93.028) | \$ 50.00   |

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

|  |          |
|--|----------|
| Temporary Family Health Care Structure   | \$100.00 |
| Temporary Family Health Care Structure Annual Renewal Fee<br>(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)<br>(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<br>8x14 \$0.35 per page<br>11x17 \$0.50 per page<br>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<br>\$1.50/sheet long distance   |
| Express Research Service (under 24 hours)  | \$10.00/hr   |
| Certificate of Convenience Application<br>(Taxi Cabs & Mobile Ice Cream Vendors) | \$100.00   |
| Food Trucks  | \$500 annually<br>\$100 daily<br>\$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   |
| <u>EV Charging</u>   | <u>\$ .20 per kwh</u>  |
| <u>Once fully charged, if left past 3 hours</u>                                  | <u>\$5.00/hour</u>   |

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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<br><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               |
| <br>                            |                 |                     |
| **Annual Membership after Aug 1 |                 |                     |
| Individual                      | \$40            | \$75                |
| Family                          | \$60            | \$125               |
| <br>                            |                 |                     |
| 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.**