

Town of Sylva Amended Fee Schedule FY 2024-2025

Planning and Code Enforcement Permits and Fees:

RESIDENTIAL

Type	Fee
Single Family	0-1,500 sq. ft. \$50.00
	1,501-3,000 sq. ft. \$75.00
	More than 3,000 sq. ft. \$100.00
Multi-Family Units	\$40.00 per unit
Manufactured Homes	Singlewide \$50.00
	Doublewide \$75.00
(Fees for replacement only)	
Accessory Buildings	\$50.00
Additions/Renovations	(Rooms, Decks, Garage, etc.)
	≤ 500 sq. ft. \$50.00
	> 500 sq. ft. \$75.00

NON-RESIDENTIAL USES: COMMERCIAL, BUSINESS, MIXED USE, INDUSTRIAL (Collected at Town Hall)

Occupancy Use Inspection (Commercial business opening or change of ownership)	\$100.00 (Paid to Town of Sylva prior to issuance of Business Registration Permit)
Business Registration Permit (Applicable to all businesses not licensed by the State of NC)	\$20.00
Itinerant Merchant License (less than 6 months)	\$100.00
Food Truck (6 months)	\$100.00
Peddler's License (less than 30 minutes in a 24-hour period)	\$25.00

NON-RESIDENTIAL USES: (Collected by Jackson County)

Large Structure (≥ 20,000 sq. ft.)	\$500.00
Medium Structure (5,001-19,999 sq. ft.)	\$350.00
Small Structure (≤ 5,000 sq. ft.)	\$250.00
Additions/Renovations	≤ 500 sq. ft. \$50.00
	> 500 sq. ft. \$75.00

OVERLAY DISTRICTS

Planned Unit Development (PUD) & Mobile Home Parks	In Addition to CUP fee
Class 1 (2-11 Units)	\$150.00
Class 2 (12-24 Units)	\$250.00

Class 3 (25+ Units)	\$400.00	+\$25.00 per home above 2
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SUBDIVISION PLAT

Minor Subdivision	\$50.00	+\$20.00 per lot
Major Subdivision	\$250.00	+\$50.00 per lot

DEMOLITION PERMIT

Residential	\$80.00
Non-Residential	\$150.00

SIGN PERMIT

Single-Face	\$150.00
Double-Face	\$200.00
Illuminated	\$250.00
Temporary	\$20.00 (Per event; fee covers two signs)
Sandwich Board	\$40.00 (Annual renewal required)
Off-Premise Sign	\$500.00

ABC PERMIT INSPECTIONS

On-Premise	\$100.00
Off-Premise	\$100.00

SEXUALLY ORIENTED BUSINESS PERMIT

Establishment Permit	\$2,000.00 Annually
Entertainer Permit	\$250.00 Annually

FLOOD PLAIN PERMIT

Residential	\$50.00
Non-Residential	\$100.00

ZONING APPROVAL

Zoning Approval	\$45.00
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FLOOD DAMAGE PREVENTION VARIANCE

Residential	\$200.00
Non-Residential	\$350.00

ZONING ORDINANCE VARIANCE

Residential	\$250.00
Non-Residential	\$350.00

SPECIAL USE PERMIT

Residential	\$250.00
Non-Residential	\$350.00

ZONING ORDINANCE AMENDMENT

Amendment to Text	\$500.00
Map Amendment	\$500.00

PUBLIC HEARINGS AND APPEAL HEARINGS

All	\$300.00
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Recreation Fees:

POTEET PARK AND BRYSON PARK RENTAL

Town Residents	\$25.00 Per two hours
Non-Town Residents	\$50.00 Per two hours

BRIDGE PARK PAVILION RENTAL

Town Residents	Two Hours	\$30.00
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	Four Hours	\$50.00
	Eight Hours	\$100.00
	Alcohol (per vendor)	\$25.00
	Cost of Officers (if applicable)	
	Food Trucks (flat rate for up to 6)	\$75.00
	Vendor Tents (rate for up to 30)	\$100.00
Non-Town Residents	Two Hours	\$50.00
	Four Hours	\$75.00
	Eight Hours	\$125.00
	Alcohol (per vendor)	\$25.00
	Cost of Officers (if applicable)	
	Food Trucks (flat rate for up to 6)	\$75.00
	Vendor Tents (rate for up to 30)	\$100.00

PUBLIC WORKS MISCELLANEOUS:

STREET/SIDEWALK CUT PERMIT

Streets	\$75.00
Sidewalks	\$100.00

DRIVEWAY ACCESS PERMIT

Residential	\$25.00
Non-Residential	\$100.00

HAZARD ABATEMENT

All	\$200.00
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RECYCLING BINS

Residential (both bins and lids)	\$40.00
Lid (individual replacement)	\$10.00
Bin (individual replacement)	\$15.00

PUBLIC WORKS COST BASIS FOR EQUIPMENT AND MANPOWER:

LABOR CHARGE (PER HOUR):

During Normal Work Hours	\$35.00 per person
After Normal Work Hours	\$53.00 per person

EQUIPMENT CHARGE (PER HOUR):

Backhoe	\$50.00
Bucket Truck	\$65.00
Dump Truck	\$40.00
Knuckleboom Truck	\$75.00
Trackhoe	\$65.00
Water Truck	\$60.00 + Water Charge
Ton Truck	\$40.00
Weed Eater OR Leaf Blower	\$20.00
Mower	\$40.00
Sweeper	\$65.00

POLICE DEPARTMENT COST BASIS FOR MANPOWER

LABOR CHARGE PER HOUR:	
During Normal Work Hours	\$42.00
After Normal Work Hours	\$63.00
PARKING FINES AND FEES:	
Parking in Handicapped Space	\$150.00
Parking in Fire Lane	\$50.00
Downtown Employee (B-1/DTB)	\$50.00
Handicapped Plaque Not Displayed	\$25.00
Parking in Loading Zone	\$25.00
Parking Across Line	\$25.00
Parking in Roadway (Posted)	\$25.00
Parking in Restricted Area	\$15.00
Double Parking	\$15.00
Parking in Prohibited Area	\$15.00
Parking too Close to Intersection	\$15.00
Parking in Wrong Direction	\$15.00
Parking in Alley Way	\$15.00
Improper Parking	\$15.00
Parking in No Parking Zone	\$15.00
Parking Too Close to Fire Hydrant	\$15.00
Dumpster in Parking Area	\$50.00

FIRE DEPARTMENT COST BASIS FOR MANPOWER

LABOR CHARGE PER HOUR:	
During Normal Work Hours	\$26.00
After Normal Work Hours	\$38.00

ADMINISTRATIVE MISCELLANEOUS:

ZONING ORDINANCE COPIES	
Hard Copy	\$20.00
Internet Copy	Free
CODE OF ORDINANCES (Municipal Code Corporation)	
Internet Copy	Free
GENERAL	
Copies	\$0.10 Per Sheet

Adopted this the 12th day of September 2024.

Johnny Phillips, Mayor

Amanda Murajda, Town Clerk