

# CAROLINE COUNTY DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

## § 29-1. Fee Schedule

### A. CAROLINE COUNTY BUILDING, ELECTRICAL, MECHANICAL AND PLUMBING PERMIT APPLICATION FEES SHALL BE AS FOLLOWS:

#### 1 RESIDENTIAL FEE SCHEDULE AND PERMITS

##### (a) Plan Review Deposits

{1} Plan Review Deposit, for a single family dwelling, Modular, Double-wide manufactured home, and single-wide manufactured home, of \$200.00 shall be payable when application is submitted, which will be credited to the total cost calculated for the permits. Deposits shall not be refundable if the permits are not picked up within 90 days after approval. 200.00

Review "Fast Trac" Plans .04 Per SF

{2} Plan review deposit for accessory structures, payable when application is submitted, which will be credited to the total cost calculated for the permits. Deposits shall not be refundable if the permits are not picked up within 90 days after approval. 100.00

##### (b) Plan Review Fees as Follows

{1} Residential Dwelling Units, Additions, Alterations, Manufactured Homes, and Industrialized Homes

- (a) Per Square Foot - 1st Floor 0.15
- (b) Per Square Foot - 2nd Floor, Finished Basement 0.15
- (c) Per Square Foot - Unfinished Basement, Attached Garage or Other Unfinished Area 0.15
- (d) Minimum Permit 100.00
- (e) Revisions to building plans previously approved 75.00

##### {2} Accessory Structures:

Storage sheds over 200 sq ft. detached garages, workshop, underground structures, etc.

- (a) Per Square Foot 0.12
- (b) Minimum Permit 100.00

Sheds 256 SF or less No Permit Needed/except in Campgrounds

AG Structure - must be 5 acres or more just Zoning (no electric/plmbg) 75.00

if has electric/plumbing 75.00

Just AG structure (no electric/plmbng) no inspections needed just need to let us know when built to close out

##### {3} Electrical: Per Dwelling Unit

- (a) 200 amp or less 75.00
- (b) More than 200 amp 150.00
- (c) Over 5,000 sq. ft. 0.15/sq ft
- (d) Per Addition, Alteration, Garage or Accessory Structure 50.00
- (e) Per Service Upgrade or Change 75.00
- (f) Manufactured Home 50.00
- Electric Re-Connect (done over counter) 50.00
- Electric added to AG Structure 50.00

##### {4} Plumbing

- (a) Per Dwelling Unit (up to 5,000 square feet) 75.00
- (b) Over 5,000 square feet 0.15/sq ft
- (c) Per Addition, Alteration, Garage or Accessory Structure 50.00
- (d) Manufactured Home 50.00

Fee Schedule Backflow & Irrigation (can be done over counter as Plumbing)

Adopted June 12, 2012 50.00

Wells & Septic Application (Keep white copy, others go to customer)	175.00
If no septic & is "just well" fill out app & put this on application	no charge
New Well permit (done as Plumbing, we inspect entire well line)	75.00
<b>{5} Mechanical</b>	
(a) Per Dwelling Unit up to 5,000 sq. ft.	75.00
(b) Over 5,000 sq. ft.	0.15/sq ft
(c) Per Addition, Alteration, Garage or Accessory Structure	50.00
(d) Manufactured Home	50.00
(e) Fire Suppression System 0 - 2,000 sq. ft.	45.00
(f) Fire Suppression System - Over 2,000 sq. ft.	55.00
(g) Change out or Replacement of Gas Furnace, Boiler, Gas Logs or Fireplace	50.00
New Tank & Line (Mechanical)	75.00
Change Out (from gas to electric, ex:)	75.00
Replacement ( Like for Like, if not changing or adding anything)	50.00
Woodstove (Need Specs, Not Over Counter)	
Mechanical with Electric ( 75.00 & electric - 50.00)	
Mechanical - Swap VF Logs	50.00
<b>{6} Miscellaneous</b>	
(a) Replace roof or siding (not required but upon request)	35.00
(b) Brick Veneer	35.00
(c) Deck - up to 400 sq. ft.	100.00
(d) Deck - over 400 sq. ft.	0.25/sq ft
(e) Chimney	40.00
(f) Fireplace	60.00
(g) Docks	50.00
(h) Stoops/Porch	50.00
(i) Fence over 6 feet tall	50.00
(j) Generator	100.00
(k) Hot Tub	100.00
(l) Replace Water/Sewer Line	50.00
Per KRW - Chimney Liner can be done over counter	40.00
Handicap Ramp - No Permit Needed if 30" or less off ground - See Accessable Ramp Packet	
Courtesy Inspection	100.00
Standard Re-Instatement Fee -	76.50
Change In Use Permit	102.00

## 2 COMMERCIAL AND INDUSTRIAL FEE SCHEDULE

### (a) Plan Review Deposits

- |  |              |
|--|--------------|
| {1} Plan Review Deposit, for Commercial buildings under 5,000 square feet, shall be payable when application is submitted, which will be credited to the total cost calculated for the permits. Deposits shall not be refundable if the permits are not picked up within 90 days after approval. <i>Minor Alterations will require \$100.00 deposit.</i>     | 500.00       |
| {2} Plan Review Deposit, for a commercial building, 5,000 square feet or larger, shall be payable when application is submitted, which will be credit to the total cost calculated for the permits. Deposits shall not be refundable if the permits are not picked up within 90 days after approval. <i>Minor Alterations will require \$100.00 deposit.</i> | 750.00       |
| {3} Third party plan review fee will be charged at:  | 75.00 / hour |

**(b) Plan Review Fees are as follows:**

**{1} New Construction**

(a) Plan Review Under 5,000 sq. ft.	125.00
(b) Plan Review over 5,000 sq. ft.	300.00
(c) Per Square Foot - All Floor Area	0.17
(d) Amendments to building plan previously reviewed or approved	100.00

**{2} Addition or Alteration**

(a) Plan Review Under 5,000 sq. ft.	125.00
(b) Plan Review over 5,000 sq. ft.	200.00
(c) Per Square Foot - All Floor Area	0.17
approved	75.00

**{3} Electrical**

(a) Per Service - 200 Amps or Less	125.00
(b) Per Service - More than 200 Amps (\$50 per 100 amps)	200.00
(c) Per Square Foot of Floor Area	0.015/sq ft
(d) Minimum Permit	125.00

**{4} Plumbing**

(a) 0 up to 7,499 square feet	125.00
(b) 7,500 square feet or greater	0.015/sq ft

**{5} Mechanical**

(a) 0 to 4,000 square feet	150.00
(b) 4,001 - 20,000 square feet	250.00
(c) over 20,000 square feet	325.00 plus 0.015/sq ft

**{6} Fire Suppression System**

(a) Sprinkler New Construction	2.50/head; 300.00 min.
(b) Sprinkler Alteration	2.50/head; 100.00 min.
(c) Sprinkler Limited Area	200.00
(d) Type 1 & 2 Hoods	100.00/hood
(e) Fire Dampers	15.00/damper; 600.00 min.
(f) Fire Suppression for Hood	100.00
(g) Reinspection or Retest of Sprinkler Flow Test	100.00

**{7} Cell Towers (Building, Electrical & Plan Review)**

(a) New Construction (single tenant)	1,850.00
(b) Co-location	1,350.00

**3 MISCELLANEOUS FEE SCHEDULE**

**{1} Construction Trailer (includes all fees)**

250.00

**{2} Sales Trailer (includes all fees)**

350.00

**{3} Fuel Storage Tanks**

(a) Up to 50,000 Gallons – Total Per Site	125.00
(b) Over 50,000 Gallons – Total Per Site	275.00
(c) Fuel Tank Removal – In-ground	150.00
(d) Fuel Tank Removal – Above Ground	100.00

**{4} Water Storage Tanks**

100.00

**{5} Swimming Pools (includes Electrical & Mechanical Fees)**

(a) Above Ground – Residential	100.00
(b) In Ground - Residential	250.00
(c) Public	350.00
<b>{6} Elevators</b>	
(a) Per Floor & Minimum Electrical	75.00
<b>{7} Signs</b>	
(a) Per Sign - Non-Illuminated	35.00
(b) Per Sign - Illuminated	100.00
(c) Per Sign more than 20 feet above grade	75.00
<b>{8} Fire Alarms</b>	100.00 plus 10.00/device
<b>{9} Demolition - per permit</b>	30.00
<b>{10} Amusement Devices</b>	
(a) Per Kiddie Ride	15.00
(b) Per Major Ride	35.00
(c) Per Spectacular Ride	55.00
<b>{11} Commercial Re-roof</b>	150.00
<b>{12} Generator Commercial</b>	150.00
<b>{13} Tents</b>	100.00
Tents w/ Electric	150.00
<b>Tents Must Have Flame Certifications</b>	

**\*Building Official reserves the right to assign fees for items not shown**

**4 ADMINISTRATIVE FEES**

(a) Fast Trac Plan Review	.04/sq ft per copy
(b) Plan Review for Lost Plans	50.00
(c) Modification of Code (Inspection only)	50.00
(d) Modification to the Code - Certificate issued by Building Official	50.00
(e) Stop Work Order/Notice of Violation	200.00
(f) Building Change of Use/Occupancy Load	50.00
(g) C/O Existing Building	25.00
(h) Evaluation of Existing Structure	100.00
(i) Appeal to Local Building Code Board of Appeals	250.00
(j) Post Construction Permit Fee (construction w/out permit)	Twice the amount of the permit fee, or \$250.00 - whichever is greater

**§36-137 2% State Levy Shall be applied to all Fees.**

**§ 29-2. Reinspection Fee**

**A reinspection fee of \$100.00 will be charged for each failed inspection.** This Reinspection fee shall be paid within thirty (30) days of the invoice date. Failure to pay within the thirty (30) day billing period shall result in the suspension of all inspections until all reinspection fees that are due, are paid in full. No final inspection for the certificate of occupancy will be scheduled until all reinspection fees, are paid in full to the Department of Inspections.

**§ 29-3 Refunds**

When a permit is returned or becomes void due to inactivity or abandonment, the permit holder may return the permit along with a written request for a refund within six (6) months. A refund will be issued subject to the following:

- (a) The refund will be pro-rated according to the number of inspections completed.
- (b) A plan review and processing fee of 20% or \$200.00, whichever is greater, for all accessory structures, will be deducted from the original permit fee.
- (c) A plan review and processing fee of 20% or \$100.00, whichever is greater for single family dwelling, modular, double-wide manufactured or single-wide manufactured home, will be deducted from the original permit fee.
- (d) A plan review and processing fee of 20% or \$500.00, whichever is greater for commercial structures under 5,000 sq. ft., will be deducted from the original permit fee.
- (e) A plan review and processing fee of 20% or \$750.00, whichever is greater for commercial structures 5,000 sq. ft. or larger will be deducted from the original permit fee.

**§ 29-4 Abandonment of Work**

Any permit shall become expired if work on the site authorized by the permit is not commenced within six months after issuance of the permit, or if the authorized work on the site is suspended or abandoned for a period of six months after the time of commencing the work; however, permits issued for building equipment such as plumbing, electrical and mechanical work shall not become invalid if the building permit is still in effect. It shall be the responsibility of the permit applicant to prove to the building official that work has not been suspended or abandoned. Upon written request, the building official may grant one or more extension of time, not to exceed one year per extension. Permits that become expired will be revoked and the permit fee forfeited. **The permit can be reinstated one time within six (6) months of issuance for a \$75.00 fee.**

**§ 29-5 Revocation of Permit**

Any permit that has been inactive for more than six (6) months shall be revoked and the permit fee forfeited. A new permit shall be required prior to resumption of the project.

**§ 29-6 PLANNING & ZONING APPLICATION & INSPECTION FEES**

**B. Caroline County planning and zoning application and inspection fees shall be as follows:**

**A. Zoning Permit Fees**

{1} Single Family dwelling, Temporary Permits & Home Occupations	75.00
{2} Single Family Dwelling Proffered Subdivision	100.00
{3} Temporary / Annual Zoning Permits	75.00 initial permit/25.00 annual renewal each year thereafter
{4} Accessory structures & uses, additions & fences above 6' in height	75.00
{5} 911 (New or Change)	50.00
{6} Non Residential Permit: New structure/Accessory Structure/Addition	150.00
{7} (a) Certificate of Appropriateness (Change in Use)	50.00
(b) Zoning Certification Letter/Verification of Nonconforming Uses, Administrative Permit	250.00
{8} Comprehensive Plan Amendments	
(a) <10 acres	2,500.00 + 50.00/acre
(b) <100 acres	5,000.00 + 50.00/acre
(c) > 100 acres	10,000.00 + 50.00/acre
{8} Antenna on existing tower (tower consultant fee)	850.00

{1}	Agricultural Preservation/Rural Preservation Districts	1250.00 + 50.00/acre
{2}	Rural Residential	3,000.00 + 50.00/acre
{3}	Residential (R) Districts	3,000.00 + 50.00/acre
{4}	Business (B) Districts	3,000.00 + 50.00/acre
{5}	Industrial (M) Districts	3,000.00 + 50.00/acre
{6}	Planned Unit Development (PUD)	4,000.00 + 50.00/acre
{7}	Proffer Amendment	Base fee plus \$100.00 per each proffer requested to be amended
{8}	Deferral	150.00 plus advertising costs
<b>C. Special Exception Fees</b>		
{1}	Major Home Occupation	1,000 + 50.00/acre
{2}	Cell Tower	4000.00
{3}	Any Other Use	2,000.00 + 50.00/acre
{4}	Renewal of Special Exception	1/2 base fee + 50.00/acre
{5}	Deferral	150.00 plus advertising costs
<b>D. Variance / Appeal / Exception Request Fees</b>		
{1}	Variance	600.00
{2}	Administrative Appeal	600.00
{3}	Administrative Variance	600.00
{4}	Deferral (Plus advertising costs)	150.00
{5}	Exception to Chesapeake Bay Preservation Act	600.00
<b>E. Sign Permit Fees</b>		
{1}	Each sign up to 25 square feet in area	50.00
{2}	Each sign of 25 to 100 square feet in area	100.00
{3}	Each sign of more than 100 square feet in area	100.00 + 0.25/sq ft
{4}	Temporary sign permit up to 20 square feet in area	25.00
<b>F. Site Plan Review Fees (includes E&amp;S Plan Review)</b>		
{1}	Planned Unit Developments	1,500.00 + 50.00/acre
{2}	Residential development	1,500.00 + 50.00/acre
{3}	Commercial/Industrial	1,500.00 + 50.00/acre
{4}	Multi-family development	1,500.00 + 50.00/acre
{5}	Manufactured Home Parks	1,500.00 + 50.00/acre
{6}	E&S Control Plan Only Review (Commercial, Major Subdivision, Site Plan)	300.00 + 50.00/acre
{7}	Minor Site Plan	400.00
{8}	Minor Revision to Approved Plan	200.00 + 50.00/acre
{9}	Major Revision to Approved Plan (a) Waivers	1/2 Required Fee Base fee + 100.00/waiver request
{10}	Developer Agreements/Bond Administration (18 month agreement max.)	2500.00
<b>G. Subdivision Review Fees</b>		
{1}	Minor Subdivisions, Family Divisions, Boundary Line Adjustment,	200.00 + 50.00/new lot
{2}	Lot Line Vacations	100.00
{3}	Major Subdivisions (a) Concept Plan	250.00
	(b) Plat (Preliminary or final) with public improvements	1,250.00 + 50.00/lot
	(c) Plat with no public improvements	500.00 + 50.00/lot
	(d) Exception	150.00/exception request

{1}	Single Family Dwelling < 1 acre	300.00
{2}	Single Family Dwelling > 1 acre (maximum 3 disturbed acres)	150.00 up to one acre +150.00/each additional disturbed acre
{3}	Land Disturbance (Commercial/Residential)	300.00 + 150.00/disturbed acre
{4}	Temporary Land Disturbance (residential site only, 1 acre maximum)	150.00 / 60 day permit
{5}	Annual Renewal	
	(a) Active Site	Same as original fee (above)
	(b) Dormant Site	50% of original fee (above)
{6}	Reinspection Fee	100.00

**J Copies/Documents/Miscellaneous**

{1}	Zoning Ordinance	35.00
{2}	Subdivision Ordinance	15.00
{3}	Comprehensive Plan	50.00
{4}	Future Land use map 8 x 10	5.00
{5}	Street Address Book	85.00
{6}	Street Map	5.00
{7}	Erosion/Storwmater Ordinance	10.00
{8}	Large Future Land Use Map	15.00
{9}	Color Copy - 8 x 10	1.00
{10}	Color Copy - 11 x 17	3.00
{11}	Building Code Book from ICC	95.00
{12}	All Other Document Mailings	Cost plus \$5.00
{13}	Legal Review Fees (Zoning Amendments, Site Plans & Major Subdivisions w/Public Improvements)	500.00

