Town of Duck Fee Schedule  
Effective April 3, 2013 

IT IS THE POLICY OF THE TOWN THAT SUBMITTED FEES SHALL NOT BE REFUNDED.

Section I Building Permit

<table>
<thead>
<tr>
<th>Building Use</th>
<th>New Construction &amp; Additions</th>
<th>Renovations/Remodels &amp; Repairs¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential – heated space</td>
<td>$0.65/sq. ft.</td>
<td>$0.50/sq. ft.</td>
</tr>
<tr>
<td>Residential – unheated space¹</td>
<td>$0.35/sq. ft.</td>
<td>$0.15/sq. ft.</td>
</tr>
<tr>
<td>Multifamily, Hotels/Motels – heated space</td>
<td>$0.95/sq. ft.</td>
<td>$0.80/sq. ft.</td>
</tr>
<tr>
<td>Multifamily, Hotels/Motels – unheated space</td>
<td>$0.65/sq. ft.</td>
<td>$0.45/ sq. ft</td>
</tr>
<tr>
<td>Commercial – heated space</td>
<td>$0.95/sq. ft.</td>
<td>$0.80/sq. ft.</td>
</tr>
<tr>
<td>Commercial – unheated space</td>
<td>$0.65/sq. ft.</td>
<td>$0.45/ sq. ft</td>
</tr>
</tbody>
</table>

¹Unheated space includes attached decks, garages, sheds, and utility rooms.

²Includes floodplain development fee.

Beach Stairs/Dune Access²:
New/Complete Replacement Stairs $100.00
Minor Repairs $25.00

Signs
Roof signs $50.00 + sign permit fees
Ground Mounted/Freestanding Signs $100.00 + sign permit fees

Section II Five (5) Building Permit system.

A. There shall be a five (5) permit system with separate permits issued for:

- Building Permit
- Electrical Permit
- Plumbing Permit
- Mechanical Permit
- Gas Permit
B. When a building permit is issued there will be no charge for associated electrical, plumbing or mechanical permits as outlined above in Section II (A) above.

C. Above & Below ground propane tanks are not subject to Section II (B) above and may require additional permits.

**Section III Other fees, not covered in sections above:**

| 1. Mobile Homes | Single-wide $350.00  
Double-wide $500.00  
Triple-wide $800.00 |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Poured footing inspection for mobile home $100.00</td>
</tr>
<tr>
<td>2. Temporary Construction Trailer</td>
<td>$300.00 flat fee **</td>
</tr>
</tbody>
</table>
| 3. Temporary Tent | $100.00 flat fee **  
( >240 sq. ft. requires Flammability certificate) |
| 4. House Moving (into or within Town) | $1,000.00 |
| (fees do not include any necessary building or trade permits & additional fees for escort may apply) | |
| Moving into Town of Duck | |
| Moving within the Town of Duck | $750.00 |
| Moving on the Same Lot | $500.00 |
| Moving out of Town of Duck | $250.00 |
| 5. Pools/Spas & Hot Tubs | $300.00 flat fee ** |
| Permanently Installed Swimming Pools | |
| In-Ground Hot Tubs | $300.00 flat fee ** |
| Free Standing/Portable Hot Tubs | $150.00 flat fee ** |
| 6. Gas Pumps | $100.00 per pump |
| 7. Structural Demolition | $350.00 flat fee ** |
| (Asbestos Report required if commercial or ever used as commercial) | |
| Residential Demolition in AEC zone | |
| Residential Demolition not in AEC Zone | $250.00 flat fee ** |
| Non-Residential Demolition in AEC zone | $600.00 flat fee ** |
| Non-Residential Demolition not in AEC zone | $400.00 flat fee ** |
| 8. Fuel Tanks | $400.00 |
| Above Ground: 0-5,000 gallons | |
| Above Ground: Above 5,000 gallons | $600.00 |
| Underground: 0-5,000 gallons | $500.00 |
Revised April 10, 2013

Underground: Above 5,000 gallons $700.00

9. Bulkheads & Retaining Walls
   requiring a building permit up to 50 Ft.
   Each additional foot over 50 feet $1.00 per lineal ft.

   Piers $1.00 per lineal ft.

10. Flood Development Permit
    (in addition to other applicable building permit or land disturbance fees)
    Repairs & Maintenance No Fee
    Remodels/Renovations No Fee
    Additions $50.00
    New Construction/Substantial Improvements $100.00

11. Re-Inspection Fee
    $75.00 first re-inspect double the fee of the last re-inspect for each subsequent re-inspection for the same item

    Inspections Not Otherwise Listed $50.00

12. Occupancy Permit (New Construction only) $50.00
    Temporary Residential $300.00
    Temporary Commercial $500.00

13. Communication Tower/Water Tank $20.00/vertical foot

**Section IV Electrical Permit Fees for Repairs/Replacement/Extension of Service:**
Temporary Service Pole $75.00 flat fee **

   Conditional Power Residential $300.00
   Conditional Power Commercial $400.00

   Repair permit fee $50.00
   Minimum permit fee $100.00
   (Includes: change out of existing service OR installation of new service up to 200 amps)

   Plus the following:
   Service Upgrade or New Service $0.25 per each amp over 200 amps
   > 200 amps

   Receptacles, Lights, Switches and Outlets as follows:

   0-49 $30.00
Section V Plumbing Permit for Repairs/Replacement/Extension of Service:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>50-above</td>
<td>$45.00</td>
</tr>
<tr>
<td>Dryer</td>
<td>$5.00</td>
</tr>
<tr>
<td>Baseboard Heat per unit</td>
<td>$3.00</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

Section VI Mechanical Permit for Repairs/Replacement/Extension of Service:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repair permit fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Minimum Fee</td>
<td>$100.00 plus $10.00 per fixture</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Permit Fee</td>
<td>$100.00 plus following:</td>
</tr>
<tr>
<td>Change Air Handling Unit</td>
<td>$30.00</td>
</tr>
<tr>
<td>Change Heat Pump</td>
<td>$30.00</td>
</tr>
<tr>
<td>Change Boiler</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

Section VII Gas Permit for Repairs/Replacement/Extension of Service:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Permit Fee</td>
<td>$100.00 plus $20.00 per appliance</td>
</tr>
</tbody>
</table>

Section VIII Development and Site Plan Review Fees:

Single Family Dwellings

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Construction</td>
<td>$150.00 per dwelling unit</td>
</tr>
<tr>
<td>Additions/Renovations/Remodels</td>
<td>($increased heated space, changes to coverage or increased occupancy ***)</td>
</tr>
<tr>
<td>Additions/Renovations/Remodels</td>
<td>(No change to heated space, coverage or occupancy)</td>
</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
<td>No Fee</td>
</tr>
<tr>
<td>(within existing footprint)</td>
<td></td>
</tr>
</tbody>
</table>

2. Multi Family Dwellings, Duplexes, Condominiums, Townhouses, Apartments | $150.00 per dwelling unit |

3. Motels/Hotels | $100.00 per unit |

4. Commercial Parking Lots, Commercial, Business and Multi-family Accessory Parking Areas (other than single family residence). Note that this fee is in addition to other required review fees for the same project) | $50.00 per space |
5. All other new development not included elsewhere in fee schedule (this fee is based on footprint of proposed development or structure and is in addition to review fees for associated parking areas.) $0.75 per square foot

6. Plan of Development $250.00

7. Lots in a subdivision $500 plus $75/lot

Section IX Other Planning and Zoning Review and Application Fees:

1. Text Amendment to the Zoning Ordinance $350.00

2. Rezoning (Zoning Text/Map Amendment) $750.00 (plus $500/acre or any fraction thereof beyond one acre)

3. Change of Use Permit if no site plan change is required $200.00

4. Change of Use Permit requiring submittal of a new site plan $250.00

5. Conditional Use/Special Exception Permit $400.00

6. Conditional Use Permit for home occupation $200.00

7. Conditional Use/Special Exception Amendment $250.00

8. Board of Adjustment Variance request $500.00

9. Group Development Application Fee $500.00

10. Group Development amendment fee $250.00

11. Exempt Plat review fees $300.00

12. Board of Adjustment Appeal $500.00

13. Zoning Compliance Certificate/Review Letter $400.00

14. Fire Marshall Inspections for Commercial Occupancy Permits

New Building Shell $60.00
Completed space > 500 square feet $30.00
Completed space 501-5000 square feet $60.00
Completed space >5,000 square feet $100.00

15. Sign permit fees
   Temporary Sign Permit $50.00 per sign/max $200.00
   + $25.00 per 10 day period
   + $50.00 deposit

   Community/Association Sign Permit Fee Waived but Application still required
   and Building permit may also be necessary

16. Signs removed from public rights of way or within
   30’ of centerline of public roads and picked up by
   owner within 10 days—note after 10 days signs will
   be discarded $25.00 per sign

17. Administrative Approvals/Reviews/Uses
   not otherwise listed $250.00

18. Special Planning Board or Town Council Meeting
   requested by Applicant $1,000.00

19. CAMA Minor Permit Established by CAMA

20. Land Disturbance Permit (w/o an approved building permit)
    - Minor $25.00
      Irrigation
      Minor Grading Associated w/ Landscaping Project
      Septic Repair in Same Location
    - Intermediate $100.00
      New Septic Installation
      Driveway/Parking Improvements
      Installation of Stormwater Retention Area
    - Major $200.00
      Significant Topographic Changes (Cutting/Filling)
      Installation of Stormwater Conveyance

21. Fire/Burglar Alarm Permit (New) $50.00

   False Alarm Fees
   First, Second, Third No charge
   Fourth $150.00
   Fifth Permit revoked; All previous fees to date
      plus $200 reinstatement fee

22. Minor Home Occupation $50.00
23. Homeowners Recovery Fund Fee

Established by state law

Resubmittal of expired site plan approvals
Site plan approvals expire 24 months after the date of approval. After the expiration date of an approved site plan a charge of 50% of initial review fee shall be paid for a re-submittal when the following conditions are met:

a. A review fee has been paid
b. Site plan approval has expired
c. No changes are being proposed in the re-submitted site plan

*Minimum building permit fee is $100.00

** Includes Floodplain Development and Site Plan Fees

*** Excludes projects where Flat Fees are charged

Work without a permit - A fee double the amount of the required permit will be charged for any permit acquired after work has been started or completed.

Construction must begin within 6 months or permits will expire.

Penalty for failing to call for inspections 50% of original permit cost.

Permit renewal fee (must be renewed within 30 days of expiration) $100.00

Note that fees/permits/approvals may also be required for construction projects from other local, state, and federal agencies. Examples:

--Water connection or review fees, health department fees, recordation fees by Dare County
--Wetlands permitting, U.S. Army Corps of Engineers
--Right-of-way review/dedication, North Carolina Department of Transportation
--Major CAMA permits, North Carolina Coastal Resources Commission

Section X Administrative and Miscellaneous Charges:

1. Re-hearing/advertising
   (at Petitioner/Applicant’s request) $250.00

2. Copy of Agenda Package
   (available free on line) per page charge below

3. Copy of Zoning Ordinance
   (available free on line) per page charge below

4. Copy of Land Use Plan
   (available free on line) per page charge below
Revised April 10, 2013

5. Copy of Budget Document
   (available free on line)
   per page charge below

6. Copies of Requested Documents
   8 ½ x 11, 11 x14 & 11 x17
   (after the 5th sheet) $ .25 black & white per page
   (after the 3rd sheet) $ .30 color per page
   Large Plan/Plotter copies $ 1.50 per page

7. Insufficient funds charge (returned checks) $ 25.00 first time
   (Town Manager may require cash or cashiers check for future payments from applicants who
   have submitted checks that were returned for insufficient funds)

The Town Manager may consider fee waivers and reductions for charitable organizations.