

**Schedule of Rate and Fees  
Town of Duck Fee Schedule  
Effective July 1, 2022**

**Section I Building Permit**

<u>Building Use</u>	<u>New Construction &amp; Additions</u>	<u>Renovations/Remodels &amp; Repairs<sup>2</sup></u>
<u>Residential – heated space</u>	<u>\$0.65/sq. ft.</u>	<u>\$0.50/sq. ft.</u>
<u>Residential – unheated space<sup>1</sup></u>	<u>\$0.35/sq. ft.</u>	<u>\$0.15/sq. ft.</u>
<u>Multifamily, Hotels/Motels – heated space</u>	<u>\$0.95/sq. ft.</u>	<u>\$0.80/sq. ft.</u>
<u>Multifamily, Hotels/Motels – unheated space</u>	<u>\$0.65/sq. ft.</u>	<u>\$0.45/ sq. ft</u>
<u>Commercial – heated space</u>	<u>\$0.95/sq. ft.</u>	<u>\$0.80/sq. ft.</u>
<u>Commercial – unheated space</u>	<u>\$0.65/sq. ft.</u>	<u>\$0.45/ sq. ft</u>
<sup>1</sup> Unheated space includes attached decks, garages, sheds, and utility rooms.		
<sup>2</sup> Includes floodplain development fee		

Beach Stairs/Dune Access:

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
Poured footing inspection for mobile home	\$100.00
2. Temporary Construction Trailer	\$300.00 flat fee **
3. Temporary Tent (>240 sq. ft. requires Flammability certificate)	\$100.00 flat fee **
4. House Moving (into or within Town) (fees do not include any necessary building or trade permits & additional fees for escort may apply)	
Moving into Town of Duck	\$1,000.00
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	
Permanently Installed Swimming Pools	\$300.00 flat fee **
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 (Asbestos Report required if commercial or ever used as commercial)	
Residential Demolition in AEC zone	\$350.00 flat fee **
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	
Above Ground: 0-5,000 gallons	\$400.00
Above Ground: Above 5,000 gallons	\$600.00
Underground: 0-5,000 gallons	\$500.00
Underground: Above 5,000 gallons	\$700.00
9. Bulkheads & Retaining Walls	\$2.00 per linear ft.
requiring a building permit up to 50 Ft.	
Each additional foot over 50 feet	\$1.00 per linear ft.

Piers	\$1.00 per linear ft.
10. Flood Development Permit ( <i>in addition to other applicable building permit or land disturbance fees</i> )	
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 <i>double the fee of the last re-inspect for each subsequent re-inspection for the same item</i>
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 **
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 > 200 amps	\$0.25 per each amp over 200 amps)

Receptacles, Lights, Switches and Outlets as follows:

0-49	\$30.00
50-above	\$45.00
Dryer	\$5.00
Baseboard Heat per unit	\$3.00
Miscellaneous	\$5.00

**Section V Plumbing Permit for Repairs/Replacement/Extension of Service:**

Repair permit fee	\$50.00
Minimum Fee	\$100.00 <u>plus</u> \$10.00 per fixture

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

Minimum Permit Fee	\$100.00 <u>plus</u> following:
Change Air Handling Unit	\$30.00
Change Heat Pump	\$30.00
Change Boiler	\$40.00

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

Minimum Permit Fee	\$100.00 <u>plus</u> \$20.00 per appliance
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**Section VIII Development and Site Plan Review Fees:**

1. Single Family Dwellings	
New Construction	\$150.00 per dwelling unit
Additions/Renovations/Remodels (increased heated space, changes to coverage or increased occupancy ***)	\$75.00 per unit
Additions/Renovations/Remodels (No change to heated space, coverage or occupancy)	\$25.00 per unit
Repairs & Maintenance (within existing footprint)	No Fee
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. Special Use Permit \$400.00

6. Special Use Permit for home occupation \$200.00

7. Special Use 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	\$50.00 per sign/max \$200.00
Temporary Sign Permit	\$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
<u>Fire False Alarm Fees</u>	
First, Second, Third	No charge
Fourth	\$150.00
Fifth	Permit revoked; All previous fees to date plus \$200 reinstatement fee

Police False Alarm Fees

First false alarm in a 30 day period	No charge
Second false alarm in a 30 day period	\$25.00
Third false alarm in a 30 day period	\$50.00
Fourth false alarm in a 30 day period	\$100.00. Permit revoked. Must pay all prior fees plus new permit 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:**

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|--|---|
| 1. Re-hearing/advertising<br>(at Petitioner/Applicant's request)   | \$250.00  |
| 2. Copy of Agenda Package<br>(available free on line)  | per page charge below   |
| 3. Copy of Zoning Ordinance<br>(available free on line)  | per page charge below   |
| 4. Copy of Land Use Plan<br>(available free on line)   | per page charge below   |
| 5. Copy of Budget Document<br>(available free on line)   | per page charge below   |
| 6. Copies of Requested Documents<br>8 ½ x 11, 11 x14 & 11 x17<br>(after the 5 <sup>th</sup> sheet)<br>(after the 3 <sup>rd</sup> sheet)<br>Large Plan/Plotter copies   | \$ .25 black & white per page<br>\$ .30 color per page<br>\$1.50 per page |
| 7. Insufficient funds charge (returned checks)<br><i>(The Town Manager may require cash or cashiers check for future payments from applicants who have submitted checks that were returned for insufficient funds)</i> | \$25.00 first time  |
| 8. Police Off-Duty   | \$46.00/hour  |
| 9. Special Event Permit Application Fee  | \$100.00  |
| 10. Room and Facility Deposits and Fees:<br>The following fees shall apply for the use of rooms and facilities unless waived by the Town Manager, separate checks are required for deposits and fees:                  |   |
| Deposit for Rooms and Facilities (per room),<br>not including the Community/Meeting Hall:  | \$50.00   |
| Deposit for Community/Meeting Hall:  | \$150.00  |
| Deposits will be refunded after the date for which the room or facility was reserved.  |   |
| Rental Fee for Rooms and Facilities (per room),  |   |



not including the Community/Meeting Hall: \$100.00

Rental Fee for Community/Meeting Hall: \$500.00

Cleaning Fee for Rooms and Facilities (per room),  
not including the Community/Meeting Hall: \$50.00

Cleaning Fee for Community/Meeting Hall: \$150.00

Monitor Fee for Rooms and Facilities

reserved after 5 p.m. or on holidays or weekends: \$ 15.00 per hr.

- Priority One and Two groups and entities will not be charged any deposits or fees.
- Priority Three and Four groups and entities will be required to pay a deposit, monitor and cleaning fee, but not a rental fee.
- Priority Five groups and entities will be required to pay all fees listed.
- Priority Four and Priority Five groups or entities may not use a room or facility more than once in any three month period.

Priority One: Town Council and its respective Boards and Commissions.

Priority Two: Town departments and Town sponsored events.

Priority Three: Homeowner, Property Owner, and similar organizations, provided that the applicant is an organization located in the Town.

Priority Four: Non-profit organizations, including other governmental entities, provided that the use of the room or facilities is for educational, business, or professional meetings.

Priority Five: Other individuals, groups, or entities, provided that the activity for which the room or facilities is to be used is non-commercial. Rooms and Facilities in the Town Hall Complex may not be reserved for weddings, or similar events.

**Note: It is the policy of the Town that any fees submitted shall not be refunded.**

11. Duck Town Park Special Events Fees

Application Fee	\$25 (non-refundable)
Deposit*	\$200 (refundable)
Event where Town is major sponsor	None
Duck based not-for-profit	\$150
Outer Banks not-for-profit	\$300
Non-Outer Banks based not-for-profit	\$1,000
Off Duty Duck Police Officer	\$46/Hr. with four (4) hour minimum
Special Events Staff	Staffing and fees assessed during application process if applicable.

\* In addition to any other required application fee such as those for the use of required off-duty police officers, a \$200 refundable deposit will be required. This deposit will be refunded following the event once the Town is assured that the Duck Town Park area utilized by the event has been cleaned up and that all requirements of the permit have been complied with. If damage exceeds the amount of the deposit, the event sponsors are responsible for the cost of any additional repairs.