

# City of Falls Church Permit Fees Effective July 1, 2016

This document is a complete schedule of fees for permits issued by the Department of Development Services (DDS) and the Department of Public Works (DPW). It is adapted from Article II, Sections 15-20 through 15-29 and Article III, Sections 15-35 through 15-37.

## General Fee Information

**Technology Enhancement Fee:** All permits issued by the DDS and DPW will have a 10% Technology, Office Automation and Integration fee added. This does not apply to Certificates of Occupancy.

**Administrative Support Fee:** All DDS fees will have a 10% Administrative-Support fee added. This does not apply to Certificates of Occupancy or to any DPW fees.

**Plan Review Fee:** Building and trade permits requiring review of plans will have a plan review fee added to the permit fee. The fee will be 30% of the permit fee, with a minimum of \$100.00. If the City sends plans to an outside agency for review, the cost of the review will be added to the permit fee.

**State Levy:** All permits issued under the Virginia Uniform Statewide Building Code will have the 2% levy added, as required by State law.

**Credit Card Fee Recovery:** Payments made with a credit or debit card will have a 2.95% cost-recovery fee added.

**Minimum Permit Fee:** The minimum permit fee for any building or trade permit is \$55.00. Since these permits have the technology-enhancement and administrative-support fees added, plus the State levy, the minimum fee to be paid is \$67.10.

**Per Unit:** All permits charged per unit (KW, ton, acre etc.) are charged per unit or portion of a unit, e.g., a 2.5-ton heat pump is charged as three tons.

## Building Permits

### Construction Permits

New single-family dwellings, additions to single-family dwellings, garages, decks, porches, sheds and swimming pools <sup>1</sup>	\$0.55/s.f.
Single-family dwelling alterations and repairs <sup>1</sup>	\$0.55/s.f.
New commercial and multi-family buildings <sup>1</sup>	\$0.65/s.f.
Commercial and multi-family alterations and tenant fit-outs <sup>1</sup>	\$0.65/s.f.
Sheeting and Shoring, Retaining Walls, based on wall area	\$0.75/s.f.

### Other Building Permits

Amusement Device <sup>2</sup>	\$25.00
Demolition of existing structure <sup>3</sup> , per 1,000 s.f. of floor area or portion thereof	\$10.00
Crane	\$110.00
Elevators, Escalators or Man Lift <sup>4</sup>	\$200.00
• Repair <sup>5</sup>	\$55.00
• Temporary Certificate <sup>5</sup>	\$55.00
Fence, if it protects a swimming pool	\$55.00
Low-Voltage Door Locking, per door	\$10.00

Low-Voltage Wiring, per floor	\$55.00
Modular Buildings and Trailers <sup>4</sup> , per unit	\$55.00
Sump Pump	\$55.00
Systems Furniture and Retail Shelving, per floor	\$55.00
Temporary Stands	\$55.00
Other, Charged Per Estimated Inspection Required	\$50.00

### Building Permit Notes

1. The square footage calculation includes basement and roof areas.
2. Amusement Devices are not subject to minimum permit fee and are charged at a rate set by the State.
3. Demolition of a structure requires posting a cash bond of \$1.00 per square foot of the footprint of the building, with a minimum of \$1,000.00. The bond is refundable when the site is safe and sanitary.
4. Additionally, the standard construction permit square-footage fee applies to any foundation and decking.
5. In addition to the permit fee, National Elevator Inspection Service (NEIS) must inspect the work and will charge directly for the inspection.

### Electrical Permits

Circuits	\$5.00
Distribution Panels or Automatic Transfer Switches	
• 0 – 600 Amps	\$55.00
• > 600 Amps	\$110.00
Electrical Heating & Heat Pump Backup Heat , per KW	\$10.00
Fixed/ Hardwired Appliances <sup>1</sup>	\$15.00
Receptacles, Switches, Fixtures, Motors $\leq$ ¼ Horsepower <sup>2</sup>	\$5.00
Receptacles > 20 Amps (Each)	\$10.00
Generators, per KW	\$10.00
Motors > ¼ horsepower, per HP	\$10.00
Annual Preventive Maintenance Inspection for Switchgear > 1,000 Amps <sup>3</sup>	
• If During Regular Business Hours (8 AM – 5 PM)	\$110.00
• If Outside Regular Business Hours	\$330.00
Annual Public Pool Inspection	\$110.00
Outdoor Signs	\$30.00
Other, Charged Per Estimated Inspection Required	\$55.00

### Electrical Permit Notes

1. Includes, but is not limited to, stoves, ovens, humidifiers, filters, air conditioners, heat pumps and any other fixture on hardwired to a circuit.
2. Includes, but is not limited to, outlets, light switches, lighting fixtures, and hardwired smoke detectors
3. This inspection is required every five years for any building with an electric service of 1,000 amps or greater.

## Fire System Permits

Base Fee for Any Fire-Alarm, Sprinkler or Hood-Suppression Permit	\$165.00
Fire Alarm Devices (pull stations, strobes, detectors, etc.)	\$10.00
Fire Alarm Panels	\$110.00
Sprinkler System Fire Pumps	\$110.00
Sprinkler System Heads (includes hood-suppression heads)	\$5.00
Sprinkler System Stand Pipe , per floor	\$15.00

## Fuel-Gas and Oil Permits

Automatic Gas Valves	\$30.00
Boilers, per 100,000 BTU per hour	\$30.00
Fuel-Fired Furnaces, per 100,000 BTU per hour	\$30.00
Fuel-Fired Space and Unit Heaters, per 100,000 BTU per hour	\$30.00
Gas Appliance or Regulators	\$20.00
Install, Extend or Relocate Gas Line	\$55.00
New Service or Manifold	\$55.00
Oil Tanks – New or Abandoned	\$55.00
Other, Charged Per Estimated Inspection Required	\$55.00

## Mechanical Permits

Air Conditioners and Heat Pumps, per ton	\$25.00
Air Handler or Furnace	\$30.00
Cooling Tower	\$55.00
Exhaust System, per riser	\$55.00
Fan Coil Units and VAV Boxes	\$20.00
Hoods	\$110.00
Refrigeration Units, per ton	\$35.00
Spray Paint Booths	\$110.00
Ventilation System Risers <sup>1</sup>	\$55.00
Other, Charged Per Estimated Inspection Required	\$55.00

### Mechanical Permit Notes

1. Single-family dwellings are charged per floor. Other buildings are charged per riser, per floor

## Plumbing Permits

Fixture, Drain, Circulating Pump, Backflow Preventer, Pressure Reducing Valve, Water Heater, and Similar	\$15.00
Building Drain or Vent – Install, Repair, or Relocate, per riser, per floor	\$55.00
Sewer Service—Install, Repair, Relocate, Cap Off	\$55.00
Sewage Ejector Pumps	\$55.00
Water Pipe—Install, Repair or Replace, per floor	\$55.00
Water Service—Install, Repair or Replace	\$55.00
Other, Charged Per Estimated Inspection Required	\$55.00

## Certificates of Occupancy

Single-Family Dwelling	\$200.00
Commercial Building Core & Shell	\$500.00
Special Event	\$55.00
Fee by Use Type	
<ul style="list-style-type: none"> <li>Standard Commercial Use, for uses not otherwise listed.</li> </ul>	\$200.00
<ul style="list-style-type: none"> <li>Minor Home Occupation</li> </ul>	\$100.00
<ul style="list-style-type: none"> <li>Automobile Dealership Sales Used, New</li> </ul>	\$500.00
<ul style="list-style-type: none"> <li>Automobile Dealership Change in Ownership</li> </ul>	\$500.00
<ul style="list-style-type: none"> <li>Automobile Financing Title, Loan Original Application or Change in Ownership</li> </ul>	\$500.00
<ul style="list-style-type: none"> <li>Payday Loan, Pawn Shop</li> </ul>	\$500.00
<ul style="list-style-type: none"> <li>Single-Person Business, when operating within an existing business</li> </ul>	\$100.00

### Certificate of Occupancy Notes

1. Temporary Certificates of Occupancy will be charged the standard fee for each month or portion of a month they remain valid.

## Planning Applications

Administrative Review & Approval, for uses not otherwise listed	\$330.00
Historic Architectural Review Board (HARB)	
<ul style="list-style-type: none"> <li>Permit Review (Includes Board Review, Newspaper Advertisement and Property Owner Notification)</li> </ul>	\$110.00
<ul style="list-style-type: none"> <li>Appeal to City Council</li> </ul>	
<ul style="list-style-type: none"> <li>Verbatim Transcript of Meeting Minutes</li> </ul>	Cost
Site Plan (not required for single-family residential lot)	\$3,850.00
<ul style="list-style-type: none"> <li>Per Residential Dwelling Unit or Hotel Room</li> </ul>	+ \$55.00
<ul style="list-style-type: none"> <li>Per 1,000 Gross Square Feet of Commercial Floor Area</li> </ul>	+ \$55.00
<ul style="list-style-type: none"> <li>Per Quarter Acre, or portion thereof</li> </ul>	+ \$110.00
Site Plan Waiver (Landscaping, Site Plan Submission Requirements, Commercial Drive within 100' for an R-District, and/or Parking Restrictions), per waiver Amendment to Approved Concept Development Plan, Special Exception, Voluntary Concessions, or Development Conditions	\$275.00
<ul style="list-style-type: none"> <li>Minor: Interior change to completed project, or one discipline changed and handled administratively</li> </ul>	\$1,100.00
<ul style="list-style-type: none"> <li>Major: Project not yet built which requires two or more disciplines reviewed or any review which requires Planning Commission Action</li> </ul>	\$2,750.00
Amendment to Approved Site Plan	
<ul style="list-style-type: none"> <li>Administrative Review Only</li> </ul>	\$1,100.00
<ul style="list-style-type: none"> <li>Planning Commission Review <ul style="list-style-type: none"> <li>Minor: one discipline review and is handled administratively</li> <li>Major: project not yet built which requires two or more disciplines or requires Planning Commission action</li> </ul> </li> </ul>	\$1,650.00 \$2,750.00
Special Exception (all disciplines)	\$5,500.00
<ul style="list-style-type: none"> <li>Reactivation Fee, if dormant six months up to 12 months after approval. 12 months and one day of dormancy requires a new application filing)</li> </ul>	\$1,100.00
Subdivision (subdivisions creating or moving lot lines also require a building permit)	\$1,650.00
<ul style="list-style-type: none"> <li>Per Lot After Subdivision</li> </ul>	+ \$55.00
<ul style="list-style-type: none"> <li>Consolidation of Two or More Lots with No Other Subdivision of Subject Land Proposed</li> </ul>	+ \$550.00

• Lot Line Adjustment	+ \$550.00
Comprehensive Plan Land Use Map Amendment	
• Future Land Use Map	\$1,650.00
• Per 1,000 Square Feet of Land Area, or portion thereof	+ \$55.00
Parking or Loading Space in Public Street, Right-of-Way, Alley or Property Plan Review, per space	\$1,100.00
Traffic Calming Request	No Fee
Extensions to Expirations of Approvals (with the following conditions: Permitted by City & State Code; no changes are proposed to the plan/application)	\$1,650.00
Notification of Public Hearing	
• Additional Newspaper Advertisement	\$385.00
• Additional Property Owner Notification	\$330.00
• Additional Property Posting	\$55.00
Resubmissions (Application fees cover original submission and first resubmittal in response to staff comments. All additional submittals require payment of an additional fee at time of filing.)	\$55.00
Reactivation Fee (If dormant six months up to 12 months after approval. 12 months and one day of dormancy requires a new application filing)	\$1,100.00

## Zoning Permits and Reviews

Sign Permit (In addition, AAB fees may apply. See below.)	
• Temporary Sign (One permitted per year; 30 days maximum display time)	\$165.00
• Permanent Sign	\$145.00
• Each Additional Permanent Sign on the Same Application	+ \$25.00
Fence	\$55.00
Temporary Stand or Sales Facility	\$90.00
Variances	
• Single-Family Residential, per code section	\$550.00
• Commercial and All Other	
○ Base Fee	\$1,650.00
○ Each Additional Code Section	+ \$550.00
Special Use Permit, New or Renewal	
• Home Day Care Permit	\$220.00
• In-Home Education Services Permit	\$220.00
• Residential Permit	\$550.00
• Non-Residential Permit	\$1,650.00
Official Zoning Letters	
• Zoning Determination Letter	\$400.00
• Zoning Compliance Letter	\$350.00
• Automobile Dealership Zoning Approval Letter for DMV	\$500.00
Zoning Ordinance Text Amendment	\$1,650.00
Zoning Map Amendment (Rezoning)	
• Zoning Map: Conditional Rezoning	\$3,850.00
○ Per 1,000 square feet of land, or portion thereof	+ \$110.00
• Zoning Map: All Other	\$3,300.00
○ Per 1,000 square feet of land, or portion thereof	+ \$110.00
Architectural Advisory Board (AAB)	
• Official Referral, First Meeting	\$50.00

○ Each Additional Meeting Required	\$330.00
• Courtesy Review	
○ Site Plans, Development Plans, Comprehensive Sign Plans; First Meeting	\$220.00
○ Each Additional Meeting	\$110.00
○ Signs, Façade Changes, Without Site Plan	\$110.00
○ Each Additional Meeting	\$55.00
Resubmissions (Application fees cover original submission and first resubmission in response to staff comments. All additional submissions require payment of an additional fee at the time of filing)	\$55.00
Sign Recovery, per sign (Signs in the public right-of-way or within 30' of a public road centerline are illegal and will be removed by the City. Signs removed by the City will be held for 30 days, and may be recovered by the owner for a fee. Signs will be discarded after 30 days.)	\$30.00
Appeal of a Zoning Decision to the Board of Zoning Appeals (BZA)	\$300.00

## Public Works

### Engineering Permits

Right-of-Way (ROW) Permits (applicable to driveway aprons, sidewalks, retaining walls, utility work, lane closures and use of the City ROW. Fees include reviews, inspections and bond management)

- Standard Permit (includes lane closure if needed) \$250.00
- Lane Closure Only \$125.00
- Portable Storage or Dumpster Placed in the ROW (45 days) \$125.00
- Sidewalk Café No Fee
- Block Party Road Closure No Fee

Stormwater System Connection, per connection	\$200.00
Geothermal Well, per well	\$200.00

Grading Plans for Single-Family Dwellings (includes Engineering & Urban Forestry reviews and inspections for stormwater, E&S control, VSMP permit, WQIA, first SMRT meeting and bond management)

- Minor (< ½ acre disturbed area) \$1,600.00
- Major (>= ½ acre disturbed area) \$2,800.00
- Agreement In Lieu of Plan \$1,600.00

Site Plans for Commercial or Multi-Family

- Minor (< ½ acre disturbed area) \$5,000.00
- Major (>= ½ acre disturbed area) \$10,000.00

Site Plan Amendment (if Engineering review & comment is required)	\$500.00
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Stormwater Management Permits, Water Quality Impact Assessment (not applicable where grading-plan or site-plan fee was paid)

- Minor (< ½ acre disturbed area in RPA) \$400.00
- Major (>= ½ acre disturbed area) \$800.00

Virginia Stormwater Management Permit (VSMP), see City Code Sec 35-23(b)

### Engineering Permit Notes

1. All Engineering Permits are subject to the 10% technology-enhancement fee in addition to the fees shown above. *Exception: The VSMP is exempt.*
2. Resubmittals of applications and extensions to issued permits incur a fee of 50% of the original fee. *Exception: The VSMP is exempt.*
3. Grading Plans, Site Plans and Site-Plan Amendments include the original review

and one free resubmission. Additional resubmissions will be charged 50% of the original fee.

### Engineering Applications

Stormwater Management Review Team (SMRT ) Meeting (not applicable where grading-plan or site-plan fee was paid)	
• First Meeting	\$150.00
• Each Additional Meeting	\$100.00
Traffic Impact Analysis (based on advanced scope design; not to exceed \$7,000.00)	Cost
Vacation of a Right-of-Way	\$600.00

### Engineering Violations

Stormwater Management Violations, Illicit Discharge	
• Private Resident, per day	\$500.00
• Contractor or Commercial Property, Including Apartment Management or Condominium, per day	\$1,000.00
Erosion and Sediment Control Violations, per day (\$10,000 maximum)	\$500.00
Right-of-Way Violations	
• Working in the ROW Without a Permit	\$600.00
• ROW Violations of Conditions, First Offense	\$300.00
• ROW Violations of Conditions, Second Offense	\$600.00
• ROW Violations of Conditions, Third and Subsequent Offenses	\$1,000.00

### Engineering Violation Notes

1. In addition to the fine, the actual cost of any repairs or maintenance of traffic performed by the City must be paid.

### Urban Forestry Permits

Tree-Removal Permit (not applicable where a grading-plan or site-plan fee was paid)	
• Commercial or Multi-Family Property	\$50.00
• Single-Family Dwelling, tree within the RPA	\$25.00
• Single-Family Dwelling, specimen tree	Free
Site-Plan Amendment, if landscaping is changing	
• Minor (four or fewer trees and < ½ acre disturbed)	\$100.00
• Major (five or more trees, or >= ½ acre disturbed)	\$200.00
Tree Contractor Annual Permit	\$25.00

### Urban Forestry Notes

1. All Urban Forestry Permits are subject to the 10% technology-enhancement fee in addition to the fees shown above.

### Urban Forestry Violations

Damage to Public Trees, per inch of Diameter at Breast Height (DBH)	\$250.00
Damage to Public Landscaping or Irrigation	\$300.00
	+Cost of Repair
Tree Removal on Private Property Without Required Permit, per tree	\$1,000.00
Violations of Landscape Conservation Plan (in addition to mitigation and/or replacements costs per City Code)	
• First Offense	\$500.00
• Second Offense	\$1,000.00
• Third and Subsequent Offenses	\$2,500.00
Destruction of Tree to be Preserved, per inch of Diameter at Breast Height (DBH)	\$100.00