Southampton County
Fee Schedule
Development and related permits

Effective July 26, 2022

Community Development Department
24283 Cheroenhaka Road, Courtland, VA 23837
757-742-6777

Southampton County
Community Development

Building and Other Permits Fee Schedule
Effective Date: July 26, 2022

PLAN REVIEW FEES	
Plan reviews are conducted by the local building department; the fees shall be as follows based on gross floor area. Gross floor area shall be the floor area within the perimeter of the outside walls of the building under construction without deduction for hallways, floor openings, closets, and thickness of walls, columns or other features.	
Accessory structures (including but not limited to garages, carports, sheds, swimming pools, spas and decks).	$40.00
2,499 sq. ft. or less	$80.00
2,500-5,000 sq. ft.	$120.00
5,001 to 10,000 sq. ft.	$160.00
10,001 to 30,000 sq. ft.	$320.00
30,001 to 40,000 sq. ft.	$480.00
Every additional 10,000 sq. ft. or a portion thereof	$100.00
Repeated Reviews: Plans requiring a 3rd review due to missing construction documents will be charged a new review fee	Fee based on above schedule
BUILDING PERMIT FEES	
Based on gross square feet of floor area. Includes manufactured (HUD) homes, modular industrialized building units, garage sheds, decks and porches, etc.	
Up to 500 sq. ft.	$80.00
500-1,000 sq. ft.	$135.00
1,001-1,500 sq. ft.	$175.00
1,501-2,000 sq. ft.	$270.00
2,001-2,500 sq. ft.	$320.00
2,501-3,000 sq. ft.	$400.00
3,001-3,500 sq. ft.	$460.00
3,501-4,000 sq. ft.	$540.00
4,001-4,500 sq. ft.	$600.00
4,501-5,000 sq. ft.	$690.00
5,001 sq. ft.	$720.00
For each 500 sq. ft or fraction thereof in excess of 5,000 sq. ft	$40.00

Alteration/repair to any building structure; construction of piers, bulkheads, towers, pools or pool systems; fire alarm, security, energy system or site illumination installations; asbestos removal; and any other additional or alternation of similar structures. Fee is based on current value of all service, labor and materials:	
Up to $1,000	$25.00
$1,001 to $5,000	$45.00
Greater than $5,000	$50.00
For each $5,000 or fraction thereof, of value in excess of $5,000	$20.00
Tents or Movable Structures	$25.00
Annual Permit as defined in the Virginia Uniform State Building Code	$50.00 plus $50.00 for each inspection conducted
Building Demolition or Razing	$25.00
Building Relocation to outside County Limits	$50.00
Building Relocation within County Limits	Same as for New Construction
Installation of Walls or Fencing	$25.00
Automatic Fire Protection Systems	
Up to $1,000	$25.00
$1,001 to $2,000	$40.00
Over $2,000	$40.00
Each additional $2,000 or fraction thereof, of value in excess of $2,000	$5.00
Construction Not Covered By Any of the Above	1.0% of the retail or current market value of work-minimum - $25.00
PLUMBING PERMIT FEES	
New residential for R-4 and R-5 Use Classifications	$80.00
Additions, Alterations & Repairs for R-4 and R-5 Use Classifications	$40.00
New Commercial & Industrial (including additions)	$80.00 Plus $15.00 per bathroom group as defined in the VA Plumbing Code
Alterations and Repairs for Commercial and Industrial (all use classifications)	$40.00 plus $5.00 for each additional $500 or fraction thereof, of value in excess of $2,000
Installation of water lateral, sewer lateral, backflow prevention for landscape irrigation system and natural or LP gas lines (R-4 and R-5)	$40.00 plus $20.00 if a septic tank is abandoned
Site Utility systems located outside building (all use classifications except R-4 and R-5) for commercial and industrial development	A rate of 1.0% of the current retail or market value of the work being done Minimum $80.00 fee

ELECTRICAL PERMIT FEES RESIDENTIAL (R-4 AND R-5)	
Temporary Service for construction (temporary pole)	$40.00
Up to 200 amperes, per dwelling unit	$80.00
Greater than 200 amperes per dwelling unit	$80.00
For each additional 100 amperes, or fraction thereof, in excess of 200 amperes	$25.00
ELECTRICAL PERMIT FEES (COMMERICAL & INDUSTRIAL)	
Up to 200 amperes per dwelling unit	$80.00
Greater than 200 amperes	$80.00
For each additional 50 amperes, or fraction thereof, in excess of 200 amperes	$25.00
SERVICE UPGRADES INCLUDING PANEL CHANGE OUT	
Up to 200 amperes per dwelling unit	$80.00
Greater than 200 amperes per dwelling unit	$80.00
For each additional 100 amperes, or fraction thereof, in excess of 200 amperes	$25.00
Electrical additions and alterations of branch circuits, provides however that no additional fee shall be assessed where service has been upgraded	$40.00 plus $5.00 for each additional $500.00 or fraction thereof, of value in excess of $2,000
MECHANICAL PERMIT FEES	
New residential (R-4 & R-5) per dwelling unit	$80.00
Alterations, repairs or additions (R-4 & R-5) per dwelling unit	$25.00 plus $5.00 for each additional $500 or fraction thereof, of value in excess of $2,000
New commercial & industrial and additions	
Up to 1,000 sq. ft.	$40.00
1,001-3,000 sq. ft.	$80.00
Greater than 3,000 sq. ft.	$80.00 plus $10.00 for each additional $500 or fraction thereof, of value in excess of $2,000

L.P.G. TANKS AND ASSOCIATED PIPING	
Up to 500 (total water capacity in gallons)	$40.00
501-2,000	$50.00
Greater than 2,000	$60.00
TANKS AND ASSOCIATED PIPING FOR FLAMMABLE AND COMBUSTIBLE LIQUIDS	
Up to 10,000 gallons	$70.00
10,001 -20,000 gallons	$80.00
20,001 to 50,000 gallons	$90,00
Over 50,000 gallons	$100.00
Removal and Abandonment of Underground Storage Tanks	$40.00 minimum $25.00 each for multiple tanks
Commercial Cooking Hoods	$25.00 ea.
Commercial Cooking Hoods-Fire Suppression System	$25.00 ea.
Annual Operating Permits for other than Landscape irrigation systems for R-4 and R-5 (backflow devices, elevators, fire suppression systems)	$40.00 annually

PLANNING & ZONING FEES	
Land Use Zoning Clearance	$40.00
Board of Zoning Appeals - decision of the Zoning Administrator	$600.00
Interpretation of zoning map, variance and special exception	$600.00
Rezoning Fees – amendment to the comprehensive plan or zoning ordinance, or change in the classification of the district	$1,000.00
Conditional Use permits	$1,000.00
Conditional Use permits along with a rezoning	$1,200.00
Site Plan Submittal and Review	$500.00 plus $15.00 per acre
Erosion & Sedimentation Control Application (land disturbance > 10,000 sq. ft.	$500.00 Plus $5.00/acre Plus $50.00/inspection, Minimum four (4) per month
Administration of surety bond	$250.00
Erosion & Sediment Agreement in lieu of a Plan (Residential)	$150.00
Administration of BMP agreement	$250.00

SUBDIVISION PLAT REVIEW	
Plat-minor subdivision or boundary line adjustments up to 5 lots	$100.00 plus $10.00 for plats containing up to five (5) lots
Plat – major subdivision	$300.00 plus $10.00 for each lot

STORMWATER MANAGEMENT PLAN APPLICATION		
FEE TYPE	Fee Paid By Applicant (includes both VSMP authority and DEQ portions where applicable)	DEQ Portion of "total fee to be paid by Applicant" (based on 28% of total fee paid*)
General Stormwater Management – **Small Construction Activity**/Land clearing (Areas within common plans of development or sale with land disturbance acreage less than 1 acre).	$290.00	-$0-
General Stormwater Management-Small Construction Activity/Land clearing (**Single Family** sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 1 acre and less than 5 acres)	$290.00	-$0-
General Stormwater Management-Small Construction Activity/Land clearing (**Non-Single Family** sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 1 acre and less than 5 acres)	$2,700.00	$756.00
General Stormwater Management-**Large Construction Activity**/Land clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than **5 acres and less than 10 acres)**	$3,400.00	$952.00
General Stormwater Management-**Large Construction Activity**/Land clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than **10 acres and less than 50 acres)**	$4,500.00	$1,260.00
General Stormwater Management-**Large Construction Activity**/Land clearing (Sites or areas within common plans of development or sale with land	$6,100.00	$1,708.00

disturbance acreage equal to or greater than **50 acres and less than 100 acres)**		
General Stormwater Management-**Large Construction Activity**/Land clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than **100 acres)**	$9,600	$2,688

ADMINISTRATIVE FEES FOR CONSTRUCTION PERMITS PER VUSBC	
Administrative Fee for all permits in addition to permit fee	$40.00
Appeal from Decision of Building Official	$100.00
Application for Modification of Provisions of the Building Code	$100.00
Administrative Fee – applicant request to amend permit after work has begun	$50.00
Special Plan Review-Non City Staff	Fee charged by ICC or other reviewing agency
Stop Work Order Penalty	$80.00
Re-inspection fee	$50.00
Permit Extension and Suspension	$100.00
Refunding of fees and permits – written cancellation **prior to** start of construction or request for inspection	Permit fee less $50.00 service charge
Refunding of fees and permits – written cancellation **after** start of construction or request for inspection	Permit fee less $50.00 service charge, $25.00 for each inspection and less plan review fee
SIGN PERMIT FEES (Base fee plus area fee)	
Base Fee	$35.00
Up to 50 sq. ft.	Base Fee Plus $10.00
51-100 sq. ft.	Base Fee Plus $20.00
101-300 sq. ft.	Base Fee Plus $30.00
Over 300 sq. ft.	Base Fee Plus $40.00
CERTIFICATE OF OCCUPANCY	
Temporary Certificate of Occupancy	$100.00
Final Certificate of Occupancy Final Certificate of Occupancy if obtained temporary certificate	$100.00 $50.00
Certificate of Occupancy – Existing Buildings	$100.00