

ORDINANCE #O-2024-21

First Reading: May 13, 2024
Second Reading: June 10, 2024
Enacted: June 10, 2024
Effective: July 1, 2024

AN UNCODIFIED ORDINANCE ESTABLISHING A FEE SCHEDULE FOR BUILDING PLAN REVIEW AND BUILDING INSPECTION FEES REQUIRED BY ARTICLE II OF CHAPTER 26 OF THE CODE OF ORDINANCES, CITY OF MANASSAS, VIRGINIA (2002) AS AMENDED, GENERALLY RELATING TO FEES DESCRIBED IN THE UNIFORM STATEWIDE BUILDING CODE

BE IT ORDAINED that by the City Council of the City of Manassas, Virginia, meeting in regular session this 13th day of May, 2024, and that Ordinance # O-2020-23 is repealed effective July 1, 2024, and that the following fee schedule is established effective July 1, 2024:

Section 1. Building Permit and Inspection Fees; Bond for Demolition of Building.

- a. The fees for building permits required by the Uniform Statewide Building Code and City Code Section 26-11 and Section 26-12 adopted by this article shall be as set out in this section.
- b. For new construction on commercial buildings and structures the fee shall be based on the Building Valuation Data (BVD) as biannually published by the International Code Council.
- c. A plan review fee will be assessed at the time of application for all Building Permits as set in this section.

All New Building Construction (Except R-5 Construction Type)	As determined by Section 1(b) of this ordinance; Two hundred (\$200.00) dollar minimum
Single family homes (R-5 construction type only) including all new construction, additions, decks, structures and accessories	Forty-five cents (\$.45) per square foot; Includes all trades and construction. One hundred (\$100.00) minimum
All Plan Revision (except single family homes/R-5 construction type)	Thirty dollars (\$30.00) per page
Single Family Home Plan Revision (R-5 construction type only)	Seventy dollars (\$70.00); not including revisions to decks and other minor work
Removal of Building to New Location	One percent (1%) of the contract price, or four hundred dollars (\$400.00), whichever is greater
Interior Renovations/Alterations/Basement (All non-structural work)	Forty cents (\$.40) per square foot. Two hundred thirty-dollar (\$230.00) minimum
Residential Code Modification (R-5 construction type only)	One hundred and fifty dollars (\$150.00)
Commercial Code Modification	Two hundred and seventy-five dollars (\$275.00)

Fences, Walls, Towers and other Structure Not Defined as a Building	One and five tenths percent (1.5%) of the contract price or one hundred and fifty dollars (\$150.00) minimum
Demolition Permit - Bond	One hundred and fifty dollars (\$150.00) and a bond based on the estimated cost of work to be performed as approved by the City Manager or their designee. Such bond shall be forfeited in the event that all material and rubbish is not removed from the site within thirty (30) days of expiration of the permit.
Signs	One hundred and thirty-five dollars (\$135.00) for a wall sign and two hundred and five dollars (\$205.00) for a freestanding sign.
Residential Swimming Pools	Two hundred dollars (\$200.00) for an above ground pool (including hot tubs) and three hundred and forty-five dollars (\$345.00) for an in-ground pool.
Commercial In-Ground Swimming Pool	Four hundred and twenty-five dollars (\$425.00)
Modular Furniture	Ninety dollars (\$90.00) or five tenths percent (0.5%) of the cost of construction over two thousand dollars (\$2000.00), whichever is larger
Construction Trailer	Two hundred and fifty dollars (\$250.00)
Sales or Office Trailer	Three hundred and fifty dollars (\$350.00)
Plan Review – Residential Minor (R-5 Construction Type Only)	Fifty dollars (\$50.00)
Plan Review – Residential Major (R-5 Construction Type Only)	One hundred fifty dollars (\$150.00)
Plan Review – All other Construction Types	One hundred fifty dollars (\$150.00)

Section 2. Certificate of Occupancy or Use.

- a. The fee for a Certificate of Occupancy, Certificate of Use, or a Temporary Certificate of Occupancy or Use shall be issued by the Building Official and Zoning Administrator, pursuant to the provisions of the Virginia Uniform Statewide Building Code and Section 130-63 of the Zoning Ordinance:

Residential Projects (R-5 Construction Type Only)	Sixty-five dollars (\$65.00)
Commercial Projects	Ninety dollars (\$90.00)
Temporary Occupancy or Use	Seventy-five dollars (\$75.00)

Change of Use	Ninety dollars (\$90.00)
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Section 3. Plumbing Permit and Inspection Fees.

- a. The fee for plumbing permits and inspections required by the Virginia Uniform Statewide Building Code adopted by this article shall be as follows:

Residential Plumbing Permit Only (R-5 Construction Type)	One hundred dollars (\$100.00).
Commercial Plumbing, New Construction, Additions and Alterations	One hundred and ten dollars (\$110.00) per unit; Plus seven dollars (\$7.00) per fixture within each unit
Water Service (New, Replacement or Repair)	Seventy-five dollars (\$75.00)
Hot Water Heater/Water Softener	Seventy-five dollars (\$75.00)

Section 4. Gas and Oil Fitting Permit and Inspection Fees.

- a. The fee for gas and oil fitting permits and inspections required by the Virginia Uniform Statewide Building Code adopted by this article shall be as follows:

Gas Piping, LP or Natural	Ninety dollars (\$90.00) per meter plus five dollars (\$5.00) for each appliance outlet
Installation of Furnace, Unit Heater Boiler, Air Conditioner, Clothes Dryer, Incinerator or Other Fixed Gas Appliance (New or Replacement)	Sixty-five dollars (\$65.00)
Gas- or Oil-Fired Furnace and Boiler (New or Replacement)	Sixty-five dollars (\$65.00)
Installation, Repair or Replacement of All Other Gas-Fired Equipment	One percent (1%) of the cost of the work, including equipment, labor and materials; One hundred dollars (\$100.00) Minimum
Heat Pump	One hundred dollars (\$100.00)

Section 5. Mechanical Fees.

- a. The fees for mechanical permits and inspections permits and inspections required by the Virginia Uniform Statewide Building Code adopted by this article shall be as follows:

Residential Mechanical Permit Only (R-5 Construction Type)	One hundred dollars (\$100.00).
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Commercial Mechanical	Five cents (\$.05) per square floor building area plus twenty dollars (\$20.00) per fire damper; one hundred and fifty dollars (\$150.00) minimum
Hot water heating or supply boiler	Ninety dollars (\$90.00) to 200,000 Btu/hr; Ten dollars (\$10.00) for each additional 100,000 Btu/hr. or portion thereof
Unfired Pressure Vessels	Sixty dollars (\$60.00) for first 50 sq. ft. of cross section area, computed at greatest dimensions of length and width; Ten dollars and seventy cents (\$10.70) for each additional 50 sq. ft. or fraction thereof
Unit Heaters, Space Heaters, Through Wall Heat Pump or AC, Exhaust Fans (Other Than Hood Fans), Dryer Fans, VAV Fans and Fan Coil Units	Ninety dollars (\$90.00) for first five, twelve dollars (\$12.00) for each additional unit
Furnaces, When Installed in Each Unit of Apartment Buildings	Thirty dollars (\$30.00)
Central Heating Furnaces	Ninety dollars (\$90.00) for up to 200,000 Btu input; Seven dollars (\$7.00) for each additional 100,000 Btu or fraction
Other Furnaces	Fifty-three dollars and fifty cents (\$53.50) for up to 100,000 Btu input; Five dollars and thirty-five cents (\$5.35) each additional 100,000 Btu or fraction thereof
Incinerator	Sixty dollars (\$60.00) per 100 lbs. per hour burning rate or fraction thereof
Refrigeration and Refrigeration Cycle of Air Conditioning Systems	Ninety dollars (\$90.00) for up to 5 refrigeration tons; Five dollars (\$5.00) for each additional refrigeration ton
Conversion To or Replacement of Oil Burner	Ninety dollars (\$90.00)
Installation, Repair or Replacement of All Other Mechanical Equipment	One point five percent (1.5%) of the cost of the work, including equipment, labor and materials); One hundred dollars (\$100.00) minimum
Heat Pump	One hundred dollars (\$100.00)

Section 6. Elevator Fees.

- a. The fees for elevator permits and inspections required by the Virginia Uniform Statewide Building Code adopted by this article shall be as follows:

Annual Elevator Certification	Seventy dollars (\$70.00)
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Commercial Elevator Installation	Four hundred dollars (\$400.00)
Residential Elevator Installation	One hundred and ninety-five dollars (\$195.00)

Section 7. Electrical Permit and Inspection Fees.

- a. The fee for electrical permits and inspections required by the Virginia Uniform Statewide Building Code adopted by this article shall be as follows:

Residential Electrical Permit Only (R-5 Construction Type, Pre-fab or Modular Dwelling Unit Only)	One hundred dollars (\$100.00)
Electrical Service - Industrial, Commercial and Institutional	Eighty cents (\$.80) per amp; One hundred and fifty dollars (\$150.00) minimum
Electric Vehicle (EV) Charging Station – New Service or Change Electrical Service	One hundred and fifty dollars (\$150.00)
Solar Panels – New Service or Change Electrical Service	One hundred and fifty dollars (\$150.00)
Change Electrical Service	One hundred and fifty dollars (\$150.00) for 600 amps or less; Two hundred and forty dollars (\$240.00) for 601 -1200 amps, Three hundred dollars (\$300.00) for over 1200 amps
Minor Electrical Work Not Covered Elsewhere in This Section	One hundred dollars (\$100.00)
Outdoor Electric Signs	Included in sign fee
Temporary Power on Pole	Ninety dollars (\$90.00); Up to a 200 amp service
R1 and R2 Construction Type Dwellings	Eighty-five dollars (\$85.00) per unit for R1 and R2 dwellings

Section 8. Miscellaneous Fees.

Re-inspection Fee	One hundred percent (100%) of Original Permit Fee after a re-inspection is completed and the original discrepancies have not been abated, not to exceed five hundred dollars (\$500.00).
Annual Permits	For organizations and individuals who apply under, and conform in all respects the council resolution adopted January 26, 1976, as amended, the fee will be one and five tenths percent (1.5%) of the estimated construction

	costs including building, mechanical, plumbing and electrical estimated cost, payable in advance and four hundred dollars (\$400.00) minimum per building. Permits will be issued periodically, but not less than quarterly. Such fees will be adjusted to reflect differences between prior estimated and actual costs for the prior period. Occupancy permits will be issued by the building official for work completed during the prior period.
Work Without Permit Inspection Fee	One hundred and fifty dollars (\$150.00) in addition to the normal permit fees.
After-Hours Inspection Fee	Ninety dollars (\$90.00) per inspection hour with a two hour minimum. Any inspection shall be authorized by the City and the fee paid prior to the inspection. This fee is in addition to the fee for the required permit which authorizes performance of the work.
Rental Housing Certificate of Compliance	Ninety dollars (\$90.00) after a re-inspection is completed and the original discrepancies have not been abated.
Training Surcharge	One and twenty-five percent (1.25%) of the permit fee shall be added to each permit to fund staff and industry required construction code training. This surcharge is in addition to any State mandated training surcharge.
Permit Issuance	Payment for all permits is due within 30 days of permit approval. Permits will not be issued until all open invoices are paid.
Refunds	Refunds for fees paid in accordance with this schedule must be applied for in writing to the Building Official. An administrative fee of ninety dollars (\$90.00) for processing the refund request will be deducted from the refund. There will be no refunds for projects that incur the minimum fee.

Section 9. AFFORDABLE HOUSING FEE WAIVERS

1. Fees in this schedule associated with the construction or rehabilitation of affordable housing, as defined by City Code Sec. 130-42, may be waived.
2. A fee waiver request shall be made in writing to the Community Development Department and shall accompany the application for the affordable housing unit. The request shall specify the specific fee waivers requested and include documentation that the unit is an affordable housing unit. The City Manager or designee shall decide whether to approve the fee waiver.
3. Fees shall be waived for new affordable housing developments and the rehabilitation of existing affordable housing units that meet the following requirements:

- a. The affordable housing units must meet the definition of “affordable housing” as defined by Sec. 130-42; and
 - b. The affordable housing units shall be preserved as affordable for a minimum of 20 years; and
 - c. At least 20% of a development’s housing units must be preserved as affordable; and
 - d. One of the following additional requirements must be met:
 - i. Affordable housing units that are developed or preserved through Low Income Housing Tax Credits; or
 - ii. Affordable housing units serving up to 80% of area median income (AMI);
4. The percentage of fees waived shall be equal to the percentage of affordable housing units priced at or below 80% of AMI in the project.
5. The following fees, and activities are not eligible for a fee waiver:
- a. Work without permits fees;
 - b. Work without permit inspection fees;
 - c. After hours inspection fees; and
 - d. Training surcharges.
6. Any request for a fee waiver shall include a commitment from the applicant that the full amount of the waived fee shall be invoiced and paid in full within 30 days if the unit, before the end of the affordability periods noted above, is converted to a market rate unit or demolished without replacement with an affordable housing unit.

This ordinance shall take effect July 1, 2024.


Michelle Davis-Younger, Mayor
On behalf of the City Council
of Manassas, Virginia

ATTEST:



Eric W. Smith, City Clerk

MOTION: Sebesky
SECOND: Smith
RE: O-2024-21 Building Fees
ACTION: Approved

Votes:

Ayes: Ellis, Osina, Sebesky, Smith, Wolfe
Nays: None
Absent from Vote: None
Absent from Meeting: Vasquez- Luna