



# THE COMMON COUNCIL

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*I, Brendan W. Harlan, Deputy Clerk of the Common Council, hereby certify on this 25 day of March 2026 that the following Ordinance is a true and exact copy of one and the same adopted by the Common Council of the City of Winchester, assembled in regular session on the 24 day of March 2026.*

## **AN ORDINANCE TO AMEND CHAPTER 6, BUILDING REGULATIONS, DIVISION 2 BUILDING PERMIT FEES, OF THE WINCHESTER CITY CODE**

**WHEREAS**, the City of Winchester is required to issue and inspect electrical permits and needs to establish fees for doing so; and

**WHEREAS**, the International Code Council's Building Valuation Data (ICC BVD) provides nationally recognized, objective construction valuation standards that ensure similar projects are treated equitably and that permit valuations accurately reflect current construction practices; and

**WHEREAS**, the cost of delivering building-safety services increases over time due to inflationary pressures on staffing, equipment, vehicles, technology, and administrative overhead; and

**WHEREAS**, the Producer Price Index (PPI): Final Demand – Services, published by the U.S. Bureau of Labor Statistics, offers a neutral, independently maintained measure of service-sector inflation that aligns with the City's cost structure for permitting and inspection operations; and

**WHEREAS**, applying an annual inflation adjustment based on the PPI establishes a predictable, automatic mechanism that prevents the erosion of cost recovery and avoids the need for large, infrequent fee increases; and

**WHEREAS**, adopting ICC BVD for baseline valuation and annual indexing of fees using the PPI promotes long-term financial sustainability, administrative efficiency, and fairness to applicants and taxpayers alike.

**NOW, THEREFORE BE IT ORDAINED**, that Chapter 6, Building Permits, Article 2, Uniform Statewide Building Code Volume One, New Construction Code, Division 2 Building Permit Fees, of the City Code of the City of Winchester, Virginia is hereby amended and re-enacted as follows:

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## DIVISION 2. BUILDING PERMIT FEES

### **Sec. 6-25. General Regulations for Building Permits and Fees. ~~Exemption from fee.~~**

A permit for construction or alteration of a building, structure, sign, plumbing, gas, electrical, or mechanical work shall be charged a fee according to this Ordinance. No building permit shall be issued until all required fees have been paid. In addition to these fees, an additional levy established by 13VAC5-63-70, Section 107, Fees, shall be charged to support the Virginia Building Code Academy and other training programs in accordance with the Virginia Uniform Statewide Building Code, as adopted. A one percent technology fee will be assessed on each issued permit to improve and maintain the City's information technology infrastructure.

~~No fees shall be required under~~ The City Manager or Building Official may waive fees for work directly performed by the City's employees, agents, grant subrecipients, or contractors; however, permits are still required. this division for work performed directly for the City through its own employees, agents or contractors. (Ord. No. 027-83, 5-25, 8-9-83; Ord. No. 004-90, 5-25, 2-13-90; Ord. No. 023-92, 5-25, 12-8-92; Ord. No. 040-95, 9-12-95)

### **Sec. 6-26. International Code Council: Building Valuations Data ~~Repealed.~~ and the Building Permit Fee Schedule.**

The City of Winchester will use the semiannual International Code Council's (ICC) Building Valuations Data (BVD) table to determine its annually adjusted permit fees. The City will use the February release of the ICC's BVD table to calculate and adjust the upcoming fiscal year building permit fee schedule. The City will use the following modified permit fee multiplier:

$$\text{New Construction and Additions Permit Fee Multiplier} = \frac{\text{Current FY Building Department Budget} \times 75\%}{\text{Total Current FY Annual Construction Value}}$$

$$\text{Alterations and Repairs Permit Fee Multiplier} = \frac{\text{Current FY Building Department Budget} \times 50\%}{\text{Total Current FY Annual Construction Value}}$$

The permit fee will be determined by using the gross building area, ICC's BVD square foot construction cost, and the permit fee multiplier:

$$\text{Permit Fee} = \text{Gross Area} \times \text{Square Foot Construction Cost} \times \text{Permit Fee Multiplier}$$

The minimum building permit fees, regardless of multipliers:

<u>Permit/Inspection/Service</u>	<u>Fee</u>
<u>Residential construction (i.e., detached single-family dwellings, two-family dwellings, townhouses)</u>	
<u>Minimum fee</u>	<u>\$52.00</u>
<u>Non-residential construction</u>	
<u>Minimum fee</u>	<u>\$78.00</u>

(Ord. No. 017-97, 7-8-97)

**Sec. 6-27. Trade Permit Fees and Plan Review Fees ~~Prescribed, generally.~~**

A permit for the construction or alteration of a building, structure, sign, plumbing, gas or mechanical work shall be charged a fee according to the following schedule. Fees shown are based on a per square foot basis unless otherwise indicated. In addition to these fees, an additional levy established by 13VAC5-63-70, Section 107, Fees, shall be charged to support the Virginia Building Code Academy and other training programs in accordance [with] the Virginia Uniform Statewide Building Code, as adopted, and an additional one percent technology fee will be assessed on each issued permit to improve and maintain the City's information technology infrastructure. Beginning August 14 of each year, all permit fees in this section shall be adjusted by the percentage change in the Producer Price Index (PPI) for Final Demand Services (database code WPUFD42 published by the U.S. Bureau of Labor Statistics) comparing the most recent 12-month period available. If the July PPI Final Demand Services is not available, the PPI data for the most recent immediately preceding month shall be used as the basis for adjustment. If no PPI data has been published for those months, then the City shall select a substitute series. July 2026 shall serve as the base period. All fee schedules after July 2027 shall be published and posted on the City of Winchester's official website.;

$$\text{Adjusted Fee} = \text{Current Fee} \times \frac{\text{Most Recent Annual Average PPI}}{\text{Base Year Annual Average PPI}}$$

July 2026 fees:

Permit/Inspection/Service	Rate Effective 7-1-2022	Rate Effective 7-1-2023
<i>New Construction and Additions</i>		
<i>Residential construction (single family dwelling, duplex, townhome)</i>		
Finished floor area		\$0.21
Unfinished floor area		\$0.16
Minimum fee		\$52.00
Finished floor area		\$0.31
Minimum fee		\$78.00
Industrialized buildings or shells, slab and foundation (warehouse, etc.)		\$0.26
<i>Alterations, remodeling and/or finishing of shell space</i>		
Residential		\$0.18
Minimum fee (residential)		\$52.00
Institutional, commercial, or industrial		\$0.21
Minimum fee (institutional, commercial, or industrial)		\$78.00
Garage, carport, accessory building or structure without finished space		\$0.18
Prefabricated homes with third party inspection seal (plus foundation permit)		\$156.00

Replacement, Special Items, and Services	Rate Effective 7-1-2022	Rate Effective 7-1-2023 <a href="#">Fee</a>
Deck or porch		
Residential		\$55.00
Commercial		\$80.00
Demolition (each)		\$104.00
Plus bond (for entire structure)		\$650.00
Note: An irrevocable letter of credit from a financial institution in the amount of for \$500.00 may be placed on file with the City Treasurer in place of a bond.		
Asbestos removal permit		\$78.00
Automotive lifts (per unit)		\$52.00
Dumbwaiters (each)		\$52.00
Elevators (each)		\$130.00
Escalators (each- per floor)		\$52.00
Retaining walls (per-50 linear foot)		\$52.00 <a href="#">1.04</a>

Fireplace, chimney, or wood stove (each)	\$52.00
At-risk foundation only (each)	\$104.00
At-risk framing	
Residential	\$80.00
Commercial	\$170.00
Moving building <del>(plus foundation permit)</del>	\$130.00
Radio towers and like structures (each)	\$52.00
Re-roofing (per job location)	
Residential	\$65.00
Non-residential	\$130.00
Re-siding (per job location)	\$65.00
Sign permit (per sign)	\$52.00
Swimming pool (residential- above/in-ground)	\$78.00
Swimming pool (commercial)	\$130.00
Storage tanks (under or above ground—each)	
Removal	\$65.00
Installation	\$104.00
Temporary structures	\$78.00
Bleachers and grandstands (per site)	\$52.00
Safety glass replacement	\$39.00
Window replacement (in Historic Winchester zoning district)	\$39.00

Services	<del>Rate Effective 7-1-2022</del> Rate Effective 7-1-2023 Fee
Temporary certificate of occupancy (30 days)	
Residential (per unit)	\$78.00
All other	\$195.00
30-day renewal (all TCOs)	\$130.00
Note: All permanent Certificates of Occupancy are included in the original building permit fees.	
Permit renewal	<del>\$57.50</del> \$65.00
Refunds	All permits
Note: Requests for refunds made in writing by the permit holder are calculated on a case-by-case basis. Refunds for permit revocations or the abandonment/discontinuance of a project are determined by the cost of City services not yet rendered. (Reference <del>§ 107-1.2 of 2018</del> Chapter 1, Administration of Virginia Construction Code)	
Approved annual permit <del>(may require additional permits)</del>	<del>\$260.00</del> 450.00
Re-inspection (failure to be ready or second rejection)	\$65.00
Inspection of work initiated without/ <del>prior to</del> before the issuance of the work permit.	
Residential	\$130.00
Commercial	\$260.00
Board of Building & Fire Code Appeals administrative fee	\$115.00
Add or change the Mechanics Lien Agent after permit issuance	\$57.50
Code modification request from the Building Official	\$115.00
After-hours inspection ( <del>per hour</del> per hour, two-hour minimum, advanced approval required)	\$85.50
<del>Change of use inspection</del>	
Change of use inspection Commercial	<del>\$115.00</del> \$130.00
Occupancy inspection (i.e., occupancy inspection for structures with no Certificate of Occupancy)	
One- and <del>two-family</del> two-family residential	\$52.00
Other residential (per unit)	\$78.00

Commercial	\$130.00
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Plan Review Fees	Rate Effective 7-1-2022 Rate Effective 7-1-2023 Fee
Residential plan review	
New construction- one- and two-family dwelling	\$69.00
Additions and alterations	\$34.50
<u>Base fee for asbestos, solar, signage, and similar items. \$69.00</u>	
Commercial plan review (by total floor square footage)	
<u>0-4,999 sq.ft</u>	<u>\$178.25</u>
<u>5,000-10,000 sq.ft</u>	<del>\$178.25</del> <u>\$235.00</u>
10,001-25,000 sq.ft	\$270.25
25,001-50,000 sq. ft	\$316.25
50,001-100,000 sq.ft	\$356.50
100,001-175,000 sq.ft	\$402.50
175,001-250,000 sq.ft	\$454.25
250,001-300,000 sq.ft	\$494.50
Over 300,000 sq.ft	\$540.50
Individual trade review <del>for commercial new construction, alterations, and additions</del>	<del>\$60.00</del> \$69.00
Note: Required when the Building Official determines that the complexity of the plan requires independent review.	
New plans on previously approved project requiring a new plan review (per sq.ft)	\$0.06
Revisions to previously approved plans (per sheet)	\$5.75

Plumbing Work	Rate Effective 7-1-2022 Rate Effective 7-1-2023 Fee
Base permit fee	
Residential (per unit)	\$39.00
Non-residential (per unit or floor)	\$52.00
Water or sewer service inspection (new or replacement)	\$20.80
Per fixture (includes floor drain, hose connections, trap primers, and outlets)	\$9.10
Re-inspection (failure to be ready or second rejection)	\$65.00
Prefabricated homes with <del>third party</del> <u>third-party</u> inspection seal	\$52.00
Cross connection device (each)	\$13.00
Maximum <u>(cross connection device)</u>	\$260.00
Irrigation sprinkler system (base)	\$52.00
Additional per head	\$3.90
Other plumbing work not specified, per \$1,000.00 or fraction thereof of estimated cost, plus base fee	\$7.80
<u>Heat pumps and air conditioning (per unit)</u>	<u>\$39.00</u>

Mechanical Work	Rate Effective 7-1-2022 Rate Effective 7-1-2023 Fee
Base permit fee	
Residential (per unit)	\$26.00
Non-residential (per unit or floor)	\$39.00
Each additional ton over five	\$13.00

<del>Furnace or boiler to 100,000 BTU (per unit)</del> <a href="#">Heat-generating equipment</a>	<del>\$39.00</del> <a href="#">.00013 multiplier per BTU</a>
Fire dampers (each)	\$6.50
Crematorium and incinerators (each)	\$104.00
<a href="#">Residential range hoods (each)</a>	<a href="#">\$9.10</a>
Commercial range hoods (each)	<del>\$57.50</del> \$65.00
<a href="#">Exhaust Fans (each)</a>	<a href="#">\$9.10</a>
Refrigeration systems (per unit)	\$65.00
Each additional ton over five	\$13.00
Oil burners conversion or replacement	\$78.00
<a href="#">Duct Work (per \$1,000 of the cost of the project)</a>	<a href="#">\$2.00</a>
Re-inspection (failure to be ready or second rejection)	\$65.00
Other mechanical work not specified, per \$1,000.00 or fraction thereof of estimated cost, plus base fee	\$7.80

LP Gas Work	<del>Rate Effective 7-1-2022</del> <del>Rate Effective 7-1-2023</del> <a href="#">Fee</a>
Base permit fee	
Residential (per dwelling unit)	\$26.00
Non-residential	\$39.00
Per appliance or outlet	\$9.10
Re-inspection (failure to be ready or second rejection)	\$65.00
Natural Gas Work	
Note: The <a href="#">Shenandoah Natural Gas Company</a> , which provides service to the City of Winchester, pays for <del>Gas Company provides funding for</del> inspections of all natural gas work performed in the City. Permits are required, <del>but there are no fees charged to the customer.</del>	

<a href="#">Electrical Work</a>	<a href="#">Fee</a>
<a href="#">New Construction and additions</a>	
<a href="#">Residential</a>	<a href="#">\$0.05 per 1 sq ft of total project</a>
<a href="#">Residential minimum</a>	<a href="#">\$100.00</a>
<a href="#">Non-residential</a>	<a href="#">\$0.05 per 1 sq ft of total project</a>
<a href="#">Non-residential minimum</a>	<a href="#">\$300.00</a>
<a href="#">Residential</a>	<a href="#">\$0.05 per 1 sq ft of total project</a>
<a href="#">Residential minimum</a>	<a href="#">\$50.00</a>
<a href="#">Non-residential</a>	<a href="#">\$0.05 per 1 sq ft of total project</a>
<a href="#">Non-residential minimum</a>	<a href="#">\$100.00</a>
<a href="#">AMPS (service size) 1 - 100</a>	<a href="#">\$200.00</a>
<a href="#">AMPS (service size) 100.01 - 200</a>	<a href="#">\$300.00</a>
<a href="#">AMPS (service size) 200.01 - 300</a>	<a href="#">\$400.00</a>
<a href="#">AMPS (service size) 300.01 - 600</a>	<a href="#">\$500.00</a>
<a href="#">AMPS (service size) 600.01 - 800</a>	<a href="#">\$600.00</a>
<a href="#">AMPS (service size) ≥ 800.01</a>	<a href="#">\$1,000.00</a>
<a href="#">Residential - one estimated fixture/circuit/equipment</a>	<a href="#">\$1.32</a>
<a href="#">Non-residential – one estimated fixture/circuit/equipment</a>	<a href="#">\$3.38</a>
<a href="#">Low-voltage permit</a>	<a href="#">\$122 per control panel</a>
<a href="#">Residential service connection upgrade due to derogation</a>	<a href="#">\$100.00</a>
<a href="#">Residential work without a permit</a>	<a href="#">\$130.00</a>
<a href="#">Non-residential work without a permit</a>	<a href="#">\$260.00</a>

Fire protection	Rate Effective 7-1-2022 Rate Effective 7-1-2023 Fee
Automatic sprinklers	
Residential (13D)	\$65.00
Limited area (per 20 heads)	\$65.00
Commercial (NFPA systems)(base fee)	\$78.00
Additional per head (commercial)	\$1.30
Fire pumps (per pump)	\$104.00
Standpipe systems (per riser)	\$104.00
Underground fire line (per line)	\$78.00
Water fixed spray, foam, carbon dioxide, halogenated, dry chemical, wet chemical systems (base fee)	\$78.00
Additional per head/outlet	\$2.60
Fire alarm systems (base fee)	\$78.00
Additional per device	\$1.30
Hydrostatic retest (after one test)	\$130.00
Fire alarm systems (after two inspections) (base fee)	\$65.00
Additional per device	\$0.65
Change from approved plans <del>requiring</del> <u>requires</u> a new plan review	
Base fee	<del>\$57.50</del> \$65.00
Additional per added or moved device or head	\$0.65
All other (failure to be ready or second rejection)	\$65.00
Annual certification	
Passenger/freight elevators, escalators, dumbwaiters, man lift (each)	<del>\$23.00</del> \$26.00

### *Electrical Work*

~~Note: Electrical inspections are performed by a third party firm under contract with the City of Winchester. Permit fees are collected by the third party firm as agent for the Building Official. A fee of \$10.00 shall be paid by the third party firm to the City for each permit obtained.~~

### *Amusement Devices*

Note: Fees established per 13VAC5-31-75, Virginia Amusement Device Regulations. All fees may be reduced by 75% upon ~~approved 3rd party~~ approval of a 3rd-party inspection.

(Ord. Dated 8-9-76, 5-5-5-13; Ord. No. 016-80, 5-5-5-13; Ord. No. 027-83, 5-26, 8-9-83; Ord. No. 006-84, 5-26, 4-10-84; Ord. No. 016-87, 5-26, 6-9-87; Ord. No. 026-87, 5-26, 8-11-87; Ord. No. 004-90, 5-27, 2-13-90; Ord. No. 023-92, 5-27, 5-37, 5-66, 5-76, 5-85, 5-113, 5-132, 12-8-92; Ord. No. 040-95, 9-12-95; Ord. No. 026-2002, 10-8-02; Ord. No. 032-2003, 10-14-03; Ord No. 2016-10, 3-22-16; Ord. No. 2021-4, 6-22-2021; Ord. No. 2022-12, 5-10-2022)

State law reference(s)—Code of Virginia, § 36-105, authority to levy fees to defray ~~cost of enforcement of~~ the cost of enforcement of the building code.

**Building code reference**—USBC Section 107.

**Ordinance No. O-2026-10**

**ADOPTED** by the Common Council of the City of Winchester on this 24 day of March 2026.

*Witness my hand and the seal of the City of Winchester, Virginia.*



*Brendan W. Harlan*

**Brendan W. Harlan**  
**Deputy Clerk of the Common Council**