
Building Construction Fee Schedule

2025 - 2026

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**CITY OF SANFORD / LEE COUNTY / TOWN OF BROADWAY
North Carolina
COMMUNITY DEVELOPMENT DEPARTMENT
Inspections Division
Construction Permit Fee Schedule**

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Permits Issued Daily From 8:00a.m. - 4:30p.m.

BUILDING PERMIT FEES RESIDENTIAL

ALL RESIDENTIAL	Includes all Single-Family Dwellings, Duplexes, and Townhouses , Residential Additions, Accessory, Decks, Renovation, Repairs, and other construction not listed elsewhere.
Building Permit Fee:	.19¢ per square foot + Cost of each trade. Minimum Fee \$60.00

RESIDENTIAL (Modular Homes)	<p>Building permits will encompass porches, basements, garages and additional structural alterations to the modular home must be included at time of submittal and in accordance with the appropriate fee schedule and approved to be constructed.</p> <p>In accordance with G.S. 87-21 and F.S. 143-139.1: any person, firm or corporation that undertakes to erect a modular building must have either a valid NC General Contractors License or provide a \$5,000 Surety Bond.</p>
Building Permit Fee:	\$205.00 + Cost of each trade

MANUFACTURED HOMES	Manufactured Home Setup
Single/Double/Triple	\$125.00 each + cost of each trade

BUILDING PERMIT FEES COMMERCIAL

COMMERCIAL & SHELL BUILDINGS / Modular	Fee Schedule For All Commercial (NEW) & Includes all Commercial Renovations, Repairs, Tenant Fit-ups, and Other Commercial Construction not listed elsewhere.
Building Permit Fee:	1 st 50,000 square feet at .40¢ 2 nd Square footage over 50,000 square feet at .20¢ Add 1 st and 2 nd numbers together to get total cost of Building permit. All trades not included. Minimum Fee \$75.00
Phased Construction	New commercial projects which involve multiple plan submittals by a contractor who has been hired to do a complete "Turn-key" project for the owner. Multiply .60¢ by square footage of building. + Cost of all trades

BUILDING PERMIT FEES MISCELLANEOUS

ELECTRICAL PERMIT FEES

Items not shown elsewhere in Fee Schedule.	Minimum Fee. Items not shown. \$75.00 each-Commercial
Change of Occupancy Permit	\$60.00 each
Daycare Permit	\$75.00 each
Demolition Permit	\$100.00 Permit-Commercial Buildings Require an Asbestos Report
Malt Beverage License Inspection	\$75.00 each
Moving Building Permit	\$100.00 each
Swimming Pool/ Electrical Permit	\$75.00 each + \$75.00 Miscellaneous Electrical permit
Retaining Walls, Bulk heads, Docks	\$100.00 Per each one
Construction/ Sales Trailer	\$100.00 each includes all trades P, M, E
Signs	\$60.00 each + Electrical
Solar Commercial/SFD	\$100.00
Hood System (does not require licensed contractor)	\$100.00 each + Electrical
Commercial Roof	\$100.00
Cell Tower	\$75.00 + Electrical

RESIDENTIAL

RESIDENTIAL (New)/ RENOVATIONS:

Basic Fee \$135.00 (up to 200 Amps) + \$20.00 per 100 AMPS over 200 Amps

MANUFACTURED HOME / MODULAR HOMES

Basic Fee \$100.00 each

COMMERCIAL

0-200 Amps	\$200
201-400 Amps	\$300
401-600 Amps	\$300+ 0.15 per amp
601-800 Amps	\$300+ 0.15 per amp
801-1000 Amps	\$300+ 0.15 per amp
1001-2000 Amps	\$300+ 0.15 per amp
2001 & Up AMPS	\$300+ 0.15 per amp

*Additional \$50.00 Per meter socket (separate or in a bank of meters)

* 60.00 per feeder for Equipment+ Min fee 75.00 Miscellaneous *

MISCELLANEOUS ELECTRICAL PERMITS

Items not shown elsewhere in
Fee Schedule.

\$75.00 Examples: Conditional power, Power Restoration, Accessory Building,
Special Outlets, Farm Pole, Electrical for Mechanical Change Out, Temporary
Pole, Solar, Subpanel, Swimming Pool, EV Charger ETC.

MECHANICAL PERMIT FEES

RESIDENTIAL

Items not shown elsewhere in Fee Schedule.	Minimum Fee. Items not shown. \$75.00
Mechanical HVAC- Electric	\$75.00 each per each unit+ Electrical permit may apply
Mechanical HVAC- GAS	\$75.00 each+ Gas piping may apply
Gas Piping/Pressure Test	\$50.00
Gas Accessories- Includes All	\$50.00
Other (Bath fans Dryer Exhaust, Ductwork etc.)	\$50.00
Ductwork Only	\$75.00

COMMERCIAL

Basic Fee	\$110.00 plus any of the following that apply: per each unit (Gas piping/ Electrical permit may Apply)
Chillers/Boilers	*Basic Fee
Mechanical HVAC - Electric- Electrical permit may Apply	*Basic Fee
Mechanical- HVAC- GAS- Gas piping may apply	*Basic Fee
Refrigeration:	*Basic Fee
Gas Appliances Includes All	*\$50.00
Gas Piping/Pressure Test	*\$50.00
Ductwork only	\$75.00 Basic Fee
Miscellaneous (Item not Shown)	\$100.00

PLUMBING PERMIT FEES

RESIDENTIAL (New)
Basic Fee \$100.00 plus- includes (2 full baths) OR (1 Full and 1 Half Bath) \$25.00 for every Full Bath \$20.00 for every Half Bath
RESIDENTIAL (Modular Homes) or (Manufactured Homes)
Basic Fee \$75.00 Unfinished Baths require a separate permit at the time of Fit Up.
OTHER RESIDENTIAL CONSTRUCTION
Basic Fee \$75.00 (Water line, Sewer line, re-piping etc.) + All others not listed
COMMERCIAL (New)
Basic Fee \$100.00 Additional Fixtures \$6.00 each
COMMERCIAL (Modular)
Basic Fee \$125.00 + All Trades
MISCELLANEOUS PLUMBING PERMITS
Basic Fee \$75.00 (Backflow preventer, irrigation, single fixture, water line, sewer line etc.)+ All others not listed

RE-INSPECTION FEES Residential/Commercial

The Inspections Department will perform one follow-up inspection to ensure that corrections have been made. Additional inspections shall be termed “re-inspections”. A fee shall be paid prior to any re-inspection trip. Temporary service poles not inspected in conjunction with footing or foundation inspections will be considered a re-inspection.

Any inspection that requires that the owner provide access (i.e., Building, Electrical, Mechanical and Plumbing) the re-inspection fees will be as follows:

- 1st Inspection Trip - No Charge. Door Hanger will be left instructing owner to schedule an inspection.
- 2nd Inspection Trip, and subsequent trips will result in as 1-5 violations \$100, 6-10 violations- \$150, 11 or more violations- \$200.00 Re-Inspection Fees per Re-Inspection Trip until Inspection is approved. Re-inspection fees are based on previous items not corrected from previous inspections. Contractor will be responsible for paying Re-Inspection Fees prior to any Re-Inspections.

PENALTY FEES Residential/Commercial

- Not ready/Cancel same day- \$250.00 (Note: If Inspection is cancelled prior to 8:30am on day of inspection AND providing inspector has not shown up to complete inspection there will be no penalty fee charge)

FAILURE TO SECURE PERMIT

Failure to obtain the appropriate permit before construction begins shall result in a **100% penalty (double fees)**.

Commencement of or proceeding with any work of which a permit is required by the State Building Code.

BUILDING PERMITS

The North Carolina Building Code requires that a permit be issued for “the construction, reconstruction, alteration, repair, movement to another site, removal, or demolition of any building or structure;” Accessory Buildings with any dimension

greater than twelve (12) feet are required to meet the provisions of the North Carolina Residential Code for One- and Two-Family Dwellings.

“No permit ...shall be required for any construction, installation, repair, replacement, or alteration costing Fifteen Thousand Dollars (\$40,000) or less in any single-family residence or farm building unless the work involves: the addition, repair, or replacement of load bearing structures;”

- Building permits will be issued to a properly licensed North Carolina General Contractor.

OR

- To the owner of the property on which the building is to be built and occupied by said owner for at least twelve (12) months following completion (no rental property).

OR

- To an individual when a general contractor’s license is not required. The cost of the undertaking cannot exceed forty thousand dollars (\$40,000). Permits will be issued personally to the license holder of record only. A bonafide employee of the licensee will be allowed to obtain permits upon submittal of the “Authorization for Permit Application by Employee of Licensed Contractor Form”.

General Contractors Licensing Limitations: If the estimated cost of construction from the fee schedule exceeds a contractor’s license limitations a copy of the original bid, quote or estimate will be required prior to permit issuance.

HOMEOWNER RECOVERY FUND:

Whenever a general contractor applies for the issuance of a permit for the construction of any single-family residential dwelling unit or for the alteration of an existing single-family residential dwelling unit, a (\$10.00) fee shall be collected from the general contractor for each dwelling unit to be constructed or altered under the permit. The City of Sanford shall forward four dollars (\$9.00) of each fee collected to the Board of General Contractors, on a quarterly basis and the city may retain one dollar (\$1.00) of each fee collected. The Board shall deposit the fees received into the General Fund.

ELECTRICAL PERMITS

Electrical permits are required for “The installation, extension, alteration, or general repair of any electrical wiring, devices, appliances, or equipment.”

Electrical permits are issued to a North Carolina properly licensed North Carolina Electrical Contractor

OR

Property owners requesting to perform electrical work upon their own property when such property is not intended at the time for rent, lease, or sale will be required to take and pass an electrical exam prepared by this office.

Permits will be issued personally to the license holder of record only. A bonafide employee of the licensee will be allowed to purchase permits upon submittal of the Authorization for Permit Application by Employee of Licensed Contractor Form.

Temporary Service Poles- Must be scheduled in conjunction with another inspection

Temporary Service Poles Inspections are to be made in conjunction with the footing or foundation inspection (permit fee is waived with new building construction only). In order to erect a temporary pole prior to or after the footing or foundation inspection or for renovations or additions, an electrical permit for the temporary pole must be obtained (see fee schedule).

MECHANICAL PERMITS

Mechanical permits are required for “The installation, extension, alteration or general repair of any heating or cooling system;”

- Mechanical permits are issued to a properly licensed North Carolina Mechanical Contractor

OR

- To the owner of the building that occupies the building provided that the permit holder performs the work themselves (no rental property or commercial projects).

NOTE: Mechanical change-outs and/or relocation of mechanical units require an electrical permit as described above.

Permits will be issued personally to the license holder of record only. A bona fide employee of the licensee will be allowed to purchase permits upon submittal of the Authorization for Permit Application by Employee of Licensed Contractor Form.

Grease Canopy Hoods do not require a licensed contractor.

MANUFACTURED HOME PERMITS

A licensed Dealer or Setup Contractor must obtain Manufactured Home Permits. The owner is allowed to obtain a manufactured home permit only if they are actually setting up the home themselves.

Any manufactured home moved to the site prior to issuance of the necessary permits required will be removed from the site until such time that the proper permits are approved and issued.

Manufactured home plumbing permits are required for setup contractors who will complete the plumbing connections underneath the home only. A North Carolina licensed plumbing contractor will be required to obtain a separate permit to make utility connections (water/sewer).

MODULAR PERMITS

A building permit is required for modular homes.

Any person, firm or corporation that undertakes to erect a modular building must have either a valid North Carolina General Contractors License or provide a five thousand-dollar (\$5,000) surety bond for each modular building to be erected.

The permit fee is for the modular setup (footing, foundation, and final). Additional building permits shall be obtained for porches, basements, garages, and additional structural alterations to the modular unit in accordance with the permit fee schedule. A separate permit is required for electrical, mechanical and plumbing permits.

NO TEMPORARY SERVICE WILL BE AUTHORIZED FOR ANY MODULAR CONSTRUCTION.

PLUMBING PERMITS

Plumbing permits are required for "The installation, extension, alteration or general repair of any plumbing system;"

- Plumbing permits are issued to a properly licensed North Carolina Plumbing Contractor

OR

- To the owner of the building that occupies the building provided that the permit holder performs the work themselves (no rental property or commercial projects).

Permits will be issued personally to the license holder of record only. A bona fide employee of the licensee will be allowed to purchase permits upon submittal of the "Authorization for Permit Application by Employee of Licensed Contractor Form".

Manufactured home plumbing permits are required for setup contractors who will complete the plumbing connections underneath the home only. A North Carolina licensed plumbing contractor will be required to obtain a separate permit to make utility connections (water/sewer).

RENTAL PROPERTY

Electrical, Mechanical and Plumbing Permits will not be issued to the owners of rental property.

- **Rental Property - Building Permits**

Building Permits will be issued to the owner or an unlicensed General Contractor where the cost of the undertaking is less than \$40,000. Projects valued at \$40,000 or more require that the permit be issued to a North Carolina Licensed General Contractor only.

- **Rental Property - Electrical Permits**

Electrical Permits will be issued to North Carolina Licensed Electrical Contractors only.

- **Rental Property - Mechanical Permits**

Mechanical Permits will be issued to North Carolina Licensed Mechanical Contractors only.

- **Rental Property - Plumbing Permits**

Plumbing Permits will be issued to North Carolina Licensed Plumbing Contractors only.

RENEWING EXPIRED PERMITS:

If any permit expires or is revoked, or if any other permit issued by the inspection department becomes invalid because of no activity, the applicant must apply for a new permit to be issued and pay the appropriate fees.

In order for the requirement that additional fees be paid for re-issuance of an expired permit be waived, the owner/contractor must show proof of work being performed on the job (i.e., valid receipts for labor, materials etc., during the period in which no inspections were performed.)

Change of Contractor or Reactivation Fee will be charged at the Miscellaneous Building permit Fee rate.

PERMIT REFUNDS

Permit fees are non-refundable, unless no work has been performed and no inspections have been made.

POSTING OF PERMIT CARDS:

Permit cards must be posted and building plans must be available at all times on the jobsite, or the inspection will not be performed and a \$200 re-inspection fee will be charged.

INSPECTIONS

The General Contractor or the person that the Building Permit was issued to must make all inspection requests. (Footings, Foundations, Rough-Ins, Insulation, and Final for C.O.). Electrical, Plumbing & Mechanical Contractors will be responsible to notify the General Contractor when ready for Rough-In, Final, and other inspections.

****NOTE:** When a construction project requires all four disciplines, i.e., Building, Electrical, Plumbing and Mechanical installations, each discipline will be inspected simultaneously, during one inspection trip. Inspection requests should not be made unless each discipline is ready for a rough-in inspection. A minimum of one (1) day notice is required for all inspections.

All inspections must be called in by the correct address and permit number.

Building Permit Cards must be posted and building plans must be available at the jobsite or the inspection will not be performed and a **\$200 PENALTY FEE WILL BE CHARGED.**

Inspection results will be provided at all jobsites. Passed inspections will be indicated with the appropriate section of the permit card posted on the jobsite. Failed inspections will be identified with the posting of an orange "NOTICE" card accompanied by a "NOTICE OF ADDITION OR CORRECTIONS" sheet. The Inspector will provide these two documents on the jobsite with the permit card.

Calls to the inspection department concerning the status of inspections are discouraged. Check permit card at jobsite for inspection results or you may check the City of Sanford Building Inspection Web site or the CSS portal.

Priorities for daily inspections will be as follows:

1. Concrete pours. (i.e., footing and slabs).
2. Open ditches that are a potential danger to the public. (i.e., water & sewer lines and underground electrical)
3. Foundations.
4. Restoration of Electrical Service to existing buildings.
5. Mechanical Change-Outs / Repairs during extreme weather conditions.

PLANNING AND DEVELOPMENT

Applications Requiring Approval by a Board

Petition of Zoning Text Amendment	\$300
Petition for Zoning Map Amendment (Rezoning)	\$500
Petition for Conditional Zoning Map Amendment (Conditional Rezoning)	\$750
Variance Application	\$500
Appeal	\$500
Special Use Permit	\$500
Additional Fee for review of application for Special Use Permit for Telecommunications Tower per Section 5.33.8 of the Unified Development Ordinance	\$4,000
Petition for Annexation (less than 10 acres)	\$250
Petition for Annexation (10 acres or greater)	\$500
Petition to Close Street Right-of-Way	\$350

Plan Review / Administrative Approvals

Plan Review, Commercial / Industrial (1 st and 2 nd Submittals)	\$500, plus \$2.00 per 1,000 square feet of Gross Floor Area
Plan Review, Multifamily (1 st and 2 nd Submittals)	\$500, plus \$2.00 per dwelling unit
Preliminary Plat, Major Subdivision (1 st and 2 nd Submittals)	\$200, plus \$10 per lot
Final Plat, Major Subdivision	No Charge
Final Plat, Minor Subdivision	\$50
Plan/Plat Resubmission, 3 rd Submittal and All Subsequent Submittals thereafter (fee to be paid separately for each submittal)	½ of the Original Fee
Zoning Verification Letter	\$50
Mobile Food Vendor Permit	\$25