Clarke County User Fee Schedule

APPROVED APRIL 21, 2026; EFFECTIVE JULY 1, 2026

Administration

Permits

Special Event Permit - small (150-499 attending)	$100
Special Event Permit - medium (500-999 attending)	$250
Special Event Permit - large (1000+ attending)	$500
Fireworks Permit	no charge

Freedom of Information Act Requests

Actual staff time spent searching for requested records and preparing them for delivery:

Clerk/FOIA Officer	$30.00/hour*

*If other personnel are required to search for the specific records requested, their hourly rate will be charged. The County uses the lowest-paid employee of the department that is capable of searching for the requested records, unless the specific records requested necessitate the use of personnel at a higher pay rate.

Printed materials or copies	$0.05/page (double-sided equals two pages)

*For records delivered via USB drive, DVD, or other specific media, the requester will be charged the County's actual cost incurred to purchase

Animal Shelter

Adoption

Dog	$50
Cat	$35
Other companion animals	$20
Horses, Cows, Large Livestock	$100
Goats, Sheep, Pig, Small Livestock	$50

Surrender

Dog	$50
Cat	$35

Stray Fees

Under 24 hours, first offense	No charge
Daily Care	$10/day
Second pickup	$25 + daily care
Third pickup	$50 + daily care
Fourth pickup	$75 + daily care
Subsequent pickups	$25 increase each time + daily care

Building Department

New Construction:

Permit amounts are based on the following formula: Square Footage X Construction Cost / $1000 X $4.50

>square footage is determined from the construction drawing
>construction costs listed below
>the final construction value is rounded up to the thousand
>permit fee multiplier established by local jurisdiction, currently $4.50

Fees are based on the International Code Council Building Valuation Data.
Fees are to be reviewed and updated annually per the Code of Clarke County.
All permits are subject to a 2% levy of fees for the Virginia Building Code Academy.
In addition to the permit fees listed below, applicants will be charged the actual cost incurred for any required third-party professional reviews.

Construction Costs Per Square Foot

Residential Finished Living Space	$140.81
Unfinished basement	$18.75
Commercial New Construction: Churches, Schools, Restaurants, Motels, Hotels, Retail & Offices	$198.41
Residential Unfinished Storage Areas	$30
Residential Garages	$52.58
Residential Storage Sheds/ Accessory Buildings	$37.50
Residential and Commercial Remodeling	$93.75
Minimum permit fee for remodeling	$125.00
Commercial Warehouse S1/S2 (shell only, no finished areas)	$60
Commercial Deck/Loading Dock	$60
Commercial Unfinished Basement	$30
Commercial Unfinished Storage Area	$60

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Miscellaneous Building Permit Fees

Agreement in Lieu of Erosion & Sediment Control Plan (for single family dwelling construction of 10,000 sqft or more)	$250
Minimum fee for any residential permit	$50
Minimum fee for any commercial permit	$75
Amusement Rides (kiddie)	$25
Amusement Rides (major)	$55
Certificate of Use and Occupancy for Residential Dwelling	$50
Certificate of Use and Occupancy for Commercial Structure	$75
Change of Use permit (residential)	$100
Change of Use permit (commercial)	$150
Circus/Carnival permit	$100
Deck or porch without roof permit	$75
Deck or porch with roof permit **plus minimum remodel fee*	$100
Demolition permit	$75
Fireplace permit	$75
Chimney permit	$50
Fireworks stand	$40
Foundation permit (residential)	$100
Foundation permit (commercial)	$200
Ground Mounted Solar Array (includes $102 building permit, $91.80 electrical permit)	$193.80
Handicap ramp permit (residential)	$40
Handicap ramp permit (commercial)	$75
Monopole/radio tower	$200
Porch permit	$100
Re-inspection fee (charged after 2 site visits)	$75
Re-Line Chimney (1st chimney)	$50
Renewal permit	$50
Re-roofing or re-siding (commercial)	$60
Retaining wall (residential)	$75
Retaining wall (commercial)	$100
Roof Mounted Solar Array (includes $102 building permit, $91.80 electrical permit)	$194
Sign Permit	$60
Spa/Hot Tub permit	$50
Stage permit	$50
Stop Work Order fee (residential)	$250
Stop Work Order fee (commercial)	$500
Swimming Pool permit (above ground)	$75
Swimming Pool permit (in-ground)	$100
Temporary Certificate of Use and Occupancy for Residential Dwelling (30 days only; must be renewed)	$100
Temporary Certificate of Use and Occupancy for Commercial Structure (30 days only; must be renewed)	$300
Temporary Event permit	$50
Temporary sales trailer (residential & commercial)	$75
Tent permit (tents over 900 square feet)	$60
Water Tower	$200
Wood Stove or Pellet Stove	$50

Electric Permit Fees

Minimum fee for any residential permit	$50
Minimum fee for any commercial permit	$75
Agricultural Electric Service 0 to 400 amps	$50
Agricultural Electric Service 401 to 1200 amps	$80
Agricultural Electric Service over 1200 amps	$100
Baseboard Electric Heat (residential)	$50
Baseboard Electric Heat (commercial)	$75
Commercial Fire Alarm System	$100
Commercial Light Pole Circuit	$85 plus $5/pole
Fixtures, Receptacles, and Circuits (residential)	$65
Fixtures, Receptacles, and Circuits (commercial)	$85
Generators w/o gas (residential)	$50
Generators w/o gas (commercial)	$85
HVAC System (residential)	$50
HVAC System (commercial)	$75
Motors (residential)	$50
Motors (commercial)	$60
Service equipment (new or replacement) 0 to 400 amps (residential)	$60
Service equipment (new or replacement) 0 to 400 amps (commercial)	$80
Service equipment (new or replacement) 401 to 1200 amps (residential)	$80
Service equipment (new or replacement) 401 to 1200 amps (commercial)	$150
Service equipment (new or replacement) over 1200 amps (residential)	$100
Service equipment (new or replacement) over 1200 amps (commercial)	$250
Signs	$60
Signal Devices	$60

Clarke County User Fee Schedule

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Electric Permit Fees (continued)

Sub-panels (residential)	$25/each
Sub-panels (commercial)	$40/each
Swimming Pool (in-ground)	$100
Swimming Pool (above ground)	$50
Sub-stations up to 15KV	$180
Sub-stations 16 to 35 KV	$200
Sub-stations over 35 KV	$225
Temporary Electric Service 0 to 400 amps (residential)	$50
Temporary Electric Service 0 to 400 amps (commercial)	$75
Wall Heaters (residential)	$15
Wall Heaters (commercial)	$20
Well or Septic Pump Connection	$50

Gas Permit Fees

Minimum fee for any residential permit	$50
Minimum fee for any commercial permit	$75
1st tank or appliance (residential)	$50
Each additional tank or appliance (residential)	$5
1st tank or appliance (commercial)	$75
Each additional tank or appliance (commercial)	$5
Gas piping only-inside or outside (residential)	$50
Gas piping only-inside or outside (commercial)	$70

Mechanical Permit Fees

Minimum fee for any residential permit	$50
Minimum fee for any commercial permit	$75
HVAC Unit(residential)	$50
HVAC Unit(commercial)	$75
Air Intake Cycler Fresh Air (residential)	$5
Air Intake Cycler Fresh Air (commercial)	$10
Annual elevator permit (req'd for commercial only)	$60
Duct work only (residential)	$50
Duct work only (commercial)	$75
Elevator/dumbwaiter/wheelchair lift (residential)	$50/each
Elevator/dumbwaiter/wheelchair lift (commercial)	$100/each
Exhaust Fans (residential)	$15
Exhaust Fans (commercial)	$20
Exhaust Hood & Compression System (residential)	$60
Exhaust Hood & Compression System (commercial)	$100
Fire Dampers or Sub Ducts	$10/each
Fire Suppression system	$100
Fuel Dispensers	$250
Gas or oil furnaces (residential)	$50
Gas or oil furnaces (commercial)	$70
Fuel oil, gas, or diesel storage tank - 1st tank (residential)	$50
Fuel oil, gas, or diesel storage tank - each additional (residential)	$25
Fuel oil, gas, or diesel storage tank - 1st tank (commercial)	$100
Fuel oil, gas, or diesel storage tank - each additional (commercial)	$75
Sprinkler system (residential)	$75
Sprinkler system (commercial)	$250 per zone

Plumbing Permit Fees

Minimum fee for any residential permit	$50
Minimum fee for any commercial permit	$75
Adding or relocating plumbing equipment and fixtures + replace piping (residential)	$15 per fixture
Adding or relocating plumbing equipment and fixtures + replace piping (commercial)	$20 per fixture
Sewer line permit (residential)	$15
Sewer line permit (commercial)	$20
Water line permit (residential)	$15
Water line permit (commercial)	$20

Refund Policy

Refunds for Building Permits may be granted as follows:

No Work Started	75%
Work Started	50%
No work started within two years	No refund

*No refunds given for State Board fees or Zoning Permit fees

Clarke County User Fee Schedule

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Fire, EMS, & Emergency Management

Records Requests

EMS Records Requests	$15

Ambulance Service Fees

Basic Life Support (BLS) Transport - Emergency	$525
Basic Life Support (BLS) Transport - Non-Emergency	$431
Advanced Life Support (ALS) Transport - Emergency	$625
Advanced Life Support (ALS) Transport - Non-Emergency	$512
Advanced Life Support, Level 2 (ALS) Transport	$900
Mileage per loaded mile from pickup location to hospital	$11
Treatment In Place (flat rate)	$150

IT/GIS

GIS/Mapping Prints

1st Map, 8.5"x11"	$10
Copies, 8.5"x11"	$1
1st Map, 17"x22"	$20
Copies, 17"x22"	$5
1st Map, 34"x44"	$30
Copies, 34"x44"	$10
Custom Map/Database Work	$20/hour

Digital Data Layer (County Wide) 1"=200'

Parcels	$20
Buildings	$20
Road Centerlines	$20
Soils	$20
Topography 10'	$20
Water	$20
Zoning	$20
Land Cover	$20
Digital Ortho	$20/tile (242 tiles total)
Partial Coverages	$20/hour prep time

Parks & Recreation

Pool Admission

General Admission - under 2 years	Free
General Admission - Child 3 to 5 years	$3.50
General Admission - Youth 6 to 15 years	$4.50
General Admission - Adult 16 to 54 years	$5.00
General Admission - Senior 55+ or military w/ ID	$3.50
Discount Pass - Child 3 to 5 years, residents only	$60 for 20 admissions
Discount Pass - Youth 6 to 15 years, residents only	$80 for 20 admissions
Discount Pass - Adult 16 to 54 years, residents only	$90 for 20 admissions
Discount Pass - Senior 55+ or military w/ ID, residents only	$60 for 20 admissions

Pool Rental

2 hours, 3 lifeguards - residents	$300
2 hours, 3 lifeguards - nonresidents	$360
each additional lifeguard (1 per every 30 people required)	$40/each

Recreation Center Admission

General Admission - Child 3 to 5 years	$2.50
General Admission - Youth 6 to 15 years	$3.00
General Admission - Adult 16 to 54 years	$4.00
General Admission - Senior 55+ or military w/ ID	$2.50
Discount Pass - Youth 6 to 15 years, residents only	$50 for 20 admissions
Discount Pass - Adult 16 to 54 years, residents only	$70 for 20 admissions
Discount Pass - Senior 55+, residents only	$30 for 20 admissions

Park Rental Fees

Park Shelters, full day - residents	$40
Park Shelters, full day - nonresidents	$45
Park Shelters, commercial activities - residents	$60/hour
Park Shelters, commercial activities - nonresidents	$80/hour
Tennis Courts - residents	$10/hour per court
Tennis Courts - nonresidents	$15/hour per court
Softball/Baseball fields - residents	$20/hour per field
Softball/Baseball fields - nonresidents	$25/hour per field
Softball/Baseball fields, commercial activities - residents	$40/hour per field
Softball/Baseball fields, commercial activities - nonresidents	$50/hour per field
Softball/Baseball fields - dragging	$20
Softball/Baseball fields - lining	$10
Softball/Baseball fields - lights	$10/hour
Soccer Fields - residents	$20/hour per field

Park Rental Fees (continued)

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Soccer Fields - nonresidents	$25/hour per field
Soccer Fields, commercial activities - residents	$40/hour per field
Soccer Fields, commercial activities - nonresidents	$50/hour per field
Soccer Field Lining - Field 1, 2 & Practice Field	$60
Soccer Field Lining - Field 3, 4 & 10	$40
Soccer Field Lining - U6 & U8	$20

Recreation Center Facility Rentals

Full Gym - residents	$70/hour
Full Gym - nonresidents	$80/hour
Full Gym, commercial activities - residents	$140/hour
Full Gym, commercial activities - nonresidents	$160/hour
Half Gym - residents	$40/hour
Half Gym - nonresidents	$50/hour
Half Gym, commercial activities - residents	$80/hour
Half Gym, commercial activities - nonresidents	$100/hour
Multi-Purpose Room - residents	$30/hour
Multi-Purpose Room - nonresidents	$40/hour
Multi-Purpose Room, commercial activities - residents	$60/hour
Multi-Purpose Room, commercial activities - nonresidents	$80/hour
Kitchen Room - residents	$30/hour
Kitchen Room - nonresidents	$40/hour
Kitchen Room, commercial activities - residents	$60/hour
Kitchen Room, commercial activities - nonresidents	$80/hour
ALC Main Room - residents	$65/hour
ALC Main Room - nonresidents	$75/hour
ALC Main Room, commercial activities - residents	$130/hour
ALC Main Room, commercial activities - nonresidents	$150/hour
ALC Kitchen - residents	$30/hour + $20/hour supervisor fee
ALC Kitchen - nonresidents	$40/hour + $20/hour supervisor fee
ALC Kitchen, commercial activities - residents	$60/hour + $20/hour supervisor fee
ALC Kitchen, commercial activities - nonresidents	$80/hour + $20/hour supervisor fee
Full Facility - residents	$100/hour up to 8h; $50/each add'l hour
Full Facility - nonresidents	$120/hour up to 8h; $60/each add'l hour
Full Facility, commercial activities - residents	$200/hour up to 8h; $100/each add'l hour
Full Facility, commercial activities - nonresidents	$240/hour up to 8h; $120/each add'l hour
Floor Covering	$160
Additional Staff	$20/hour
Wee Gym set up	$20
Volleyball	$15
Nerf party	$75
Pickleball	$10

Clarke County User Fee Schedule

APPROVED APRIL 21, 2026; EFFECTIVE JULY 1, 2026

Planning & Zoning

Prints, copies, or publishing	$0.05/page or publishing cost

Zoning Permits

No refunds granted for zoning permits.

Residential Structures: Single-family dwelling, manufactured home, minor dwelling, tenant house, temporary dwelling, commercial district accessory dwelling, or model home	$300*
Accessory structure requiring a building permit or heated addition	$200*
Unheated residential additions (porches, decks)	$100*
Agricultural building or non-residential building not requiring a building permit	$100*
Temporary family health care structure	$100
Home occupation	$100
Short-term residential rental	$100
Group home	$100
Agritourism activity	$50
Farm winery, farm brewery, or farm distillery	$300
Change of use not requiring a site development plan	$100
Commercial accessory structure or any addition with less than 15% increase in floor area not requiring Site Development Plan review	$500

* Only one fee (whichever is highest) is charged if more than one building is proposed on the same zoning permit application

Signs

New sign	$50 base fee + $2/sq ft
Replace existing sign	$50 base fee + $2/sq ft of new proposed sign area
Reface existing sign	$50.00

Rezoning, Conditional Zoning, Proffer Amendment

Refunds granted per refund policy.

Minor Rezoning: reduced fee charged to rezoning or conditional zoning application that (1) is required in conjunction with a boundary line adjustment between parcels zoned RR and either AOC or FOC, and (2) does not result in an increase in the development capacity of the subject property, either through subdivision or additional dwelling units	$1,000
Rezoning or Conditional zoning	$4,000 base fee + $100/acre or portion of*
Rezoning or conditional zoning to less intense district	$2,000 base fee + $100/acre or portion of*
Amendment to proffered conditions	$2,000
Amendment of proffered conditions, conditional zoning to less intense district or minor rezoning	$1,000

* Base application fee - additional professional review fees may apply

Special Use Permit

Refunds granted per refund policy.

New special use permit for property zoned AOC, FOC, RR, or any residential Berryville Annexation Area zoning district	$825*
New special use permit for property zoned CH, CN, *DT-LI*, or any non-residential Berryville Annexation Area zoning district	$2,500*
Amend special use permit - property in AOC, FOC, RR or any residential Berryville Annexation Area zoning district	$825*
Amend Special Use permit - property in CH, CN, *DT-LI*, or any non-residential Berryville Annexation Area zoning district	$1,250*

* Base application fee - additional professional review fees may apply

Site Development Plan and Other Plan Reviews

No refunds are granted for site development plans and miscellaneous plan reviews.

Site Development Plans:	
Administrative site development plan	$1,000*
For property zoned AOC, FOC, RR, Wireless Communication Facilities (WCFs), any residential Berryville Annexation Area zoning district, or for non-profit uses	$1,500* + E&S review fee if applicable
For property zoned CH, CN, *DT-LI,* or any non-residential Berryville Annexation Area zoning district	$2,500* + E&S review fee if applicable
Site plan amendment	1/2 regular fee*
Miscellaneous Plan Reviews:	
Stream buffer mitigation plan	$150
Intensive livestock, dairy, or poultry facility development plan	$250

* Base application fee - additional professional review fees may apply

Certificates of Appropriateness

No refunds are granted for certificates of appropriateness.

For properties zoned AOC, FOC, Residential, or for non-profit uses	$50
For properties zoned CH or CN *or DT-LI*	$100

Board of Zoning Appeals - Variances and Appeals

No refunds are granted for variances. See Refund Policy for appeal refunds.

Variance	$750
Appeal	$750

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Planning & Zoning (continued)

Special Fees for Wireless Communication Facilities (WCFs)

No refunds are granted for WCF applications except for Class 3 and 4 Special Use Permit applications per Refund Policy.

Fees for New WCFS:

	(Telecommunications Consultant Fee)	(Application Fee)
Class 1	$2,000	$500
Class 2	$2,5(	$1,500
Class 3	$3,2(	Special Use Permit Fee + Site Development Plan fees per fee schedule
Class 4	$3,2(	Special Use Permit Fee + Site Development Plan fees per fee schedule
Class 5/Amateur Radio Antenna	$100*	$100

Fees for Co-location and Maintenance/Upgrade Projects on Existing WCFs:

	(Telecommunications Consultant Fee)	(Application Fee)
Co-location of antennas	$1,000*	$500
Maintenance or upgrade of equipment	$850*	$500

*Consultant Fee assessed at Zoning Administrator's discretion

Other Zoning Ordinance Fees

No refunds are granted for other Zoning Ordinance fees.

Zoning certification letter: identification of property zoning and permitted uses	$100
Zoning determination letter: identify property zoning and permitted uses requiring interpretation of County regulations	$150
Re-Advertising Fee: Fee charged to any applicant that is required to go through a land use application process that requires a public hearing and who subsequently requests a deferral of the public hearing after the advertisement is finalized	$500
Re-Submission Fee: Fee charged to plan and plat review applicants for third and subsequent review re-submissions	$250
Zoning Ordinance text amendment	$6,000

Subdivision Ordinance Fees

No refunds are granted for Subdivision Ordinance fees.

Administrative Land Division	No fee
Merger of lots	No fee
Vacation of plat	$150
Boundary line adjustment	$500
Major subdivision	$3,000*
FOC District major subdivision, no construction plan review proposed	$2,500
Minor subdivision	$2,000

* Base application fee - additional professional review fees may apply

Erosion & Sediment Control Fees

No refunds are granted for Erosion & Sediment Control fees.

Erosion & Sediment Control Plan review not associated with site development plan or subdivision plat review	$500 + Consultant Review Fee

Septic & Well Ordinance Fees

No refunds are granted for variances. See Refund Policy for appeal refunds.

Resistivity test review for onsite sewage disposal system*	$275 per each system site reviewed
Blasting plan review, Board of Septic and Well Appeals	$500**
Variance request to Board of Septic and Well Appeals	$750
Appeal to Board of Septic and Well Appeals	$750
Appeal to Board of Supervisors	$2,500

* Resistivity test reviews fees are charged in conjuction with applications for onsite sewage disposal systems filed with the Virginia Department of health (VDH). These fees are paid directly to the Department of Planning. Please consult VDH to determine their fees for onsite sewage disposal

** Base application fee - additional professional review fees may apply.

Miscellaneous Fees

No refunds are granted for Miscellaneous Fees.

New structure address	$130
Street name sign and mounting pole	$350 per set

Clarke County User Fee Schedule

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Planning & Zoning (continued)

Professional Review Fees

No refunds are granted for Professional Review Fees after the application has been sent to the consultant for review.

Applicants shall be responsible for the professional review of application materials by the County's technical review consultants - **Engineering Consultant**, **Karst Consultant** (for applications requiring Karst Plan review or resistivity testing for onsite sewage disposal permits), and **Telecommunications Consultant** (for wireless communication facility applications).

The **County Engineering Consultant** review fees are based on the fixed fee schedule listed below. The fixed fee shall be paid to the County upon filing the application and includes the cost of the initial review and review of one resubmission. Additional fees noted below will be charged for the third review and for each subsequent review and shall be paid to the County upon filing a resubmitted application.

County Engineering Consultant:

Site Development Plan/Site Development Plan Amendment (first and second reviews)	$2500 base fee + $250/acre or fraction of
Major subdivision (first and second reviews)	$2750 base fee + $250/acre or fraction of
Third and subsequent reviews of Site Development Plan, Site Development Plan amendment, or Major Subdivision	$750 per review
Erosion & Sediment Control Plan (first and second reviews)	$1600 base fee + $250/acre or fraction of and/or each complex control measure*
Third and subsequent reviews of Erosion & Sediment Control Plan	$600 per review

*examples of a complex control measure include temporary and permanent sediment basins

The **County Karst Consultant** review fees are also based on the fixed fee schedule listed below. Fees for resistivity review of onsite sewage disposal permits shall be paid to the County prior to receiving preliminary approval from the Virginia Department of Health (VDH), and shall include the cost of the Consultant's initial review. An additional fee shall be charged for each subsequent review. Fees for Karst plan review and blasting plan review shall be paid to the County upon filing the application and shall include the cost of the initial review and one resubmission. An additional fee shall be charged for each subsequent review and shall be paid to the County upon filing a resubmitted application.

County Karst Consultant:

Karst Plan Review:

Site area up to 5 acres (first and second reviews)	$500
Site area up to 5 acres (third and subsequent reviews)	$500/review
Site area over 5 acres	negotiable

Blasting Plan Review:

Blasting for residential or agricultural use (first and second reviews)	$1,000
Blasting for commercial use (first and second reviews)	$2,750
Fee for each subsequent review after first and second reviews	$750

The **County Telecommunications Consultant** review fees are based on a separate fixed fee schedule listed in the "Special Fees for Wireless Communication Facilities (WCFs)" section above.

Other Notes Regarding Fees

Refund Policy - Fees may be refunded in certain circumstances for specific application types as noted throughout the Fee Schedule:

Application is withdrawn before Planning Commission (or other review board) sets public hearing on request	50% refund
Application is withdrawn before Board of Supervisors sets public hearing on request	25% refund
Application is withdrawn at any time as a result of a newly-adopted text amendment (see Zoning Ordinance Section 1.4.2 or Subdivision Ordinance Section 1.4.2)	100% refund of application fee and 100% refund of any unexpended consultant fees

Full refunds for appeals applications shall be granted to Board of Zoning Appeals or Board of Septic & Well Appeals applicants if the appeal is successful.

All applicant fees and charges shall be made to the Treasurer of Clarke County at the time of application for actions pertaining to zoning and subdivision matters. Fees and expenses for professional review of application materials by County consultants shall be reimbursed to the County at cost. An administrative fee of $30 shall be charged for reimbursements not recieved within 30 days of first payment notice (VA Code §58.1-3958). The County may require a deposit for professional consulting service fees to be paid at application submittal.

Treasurer

Administrative

Collection Fee	$25
Returned Check/NSF	$30

Animals

Dog License - neutered/spayed	$5
Dog License - intact	$10
Kennel License - small	$30
Kennel License - large	$40