

# DEPARTMENT OF PLANNING & INSPECTIONS

## DEVELOPMENT REVIEW PROCEDURES

### PLAN REVIEW

CHAPTER 35 OF THE LUMBERTON CITY CODE REQUIRES THE PREPARATION AND SUBMITTAL OF DEVELOPMENT PLANS FOR REVIEW AND APPROVAL PRIOR TO THE ISSUANCE OF A BUILDING PERMIT. THE DEPARTMENT COORDINATES THIS FUNCTION FOR THE CITY AND ADVISES APPLICANTS OF THEIR RESPONSIBILITIES RELATIVE TO PLAN SUBMISSION, PERMIT ISSUANCE, AND FEE PAYMENT.

MOST BUILDING PERMITS CAN BE ISSUED WITHIN 2 TO 4 WORKING DAYS WHILE MOST TRADE PERMITS CAN BE ISSUED UPON APPLICATION. THE INFORMATION REQUIRED TO BE DISCLOSED FOR THE ISSUANCE OF A PERMIT IS REFLECTED ON THE APPLICATIONS OR ON THE SITE PLAN CHECK LIST, ALL OF WHICH ARE AVAILABLE AT THE DEPARTMENT.

BUILDING PERMITS FOR CHANGE OF USE, NEW CONSTRUCTION, ADDITIONS, ETC. REQUIRE THE SUBMISSION OF DETAILED DEVELOPMENT SITE PLANS AS WELL AS CONSTRUCTION DRAWINGS AND SPECIFICATIONS.

### REVIEW BY OTHER AGENCIES

THE TYPE OR LOCATION OF A DEVELOPMENT PROPOSAL MAY REQUIRE THE REVIEW OF PLANS AND SPECIFICATIONS BY STATE OR FEDERAL AGENCIES. WHILE THE APPLICANT IS RESPONSIBLE FOR ENSURING COMPLIANCE WITH THE REGULATIONS OF OTHER AGENCIES, THE DEPARTMENT WILL ROUTE PLANS TO THE RELEVANT CITY AGENCIES FOR REVIEW AND COMMENT. PERMITS MAY NEED TO BE OBTAINED FROM THESE AGENCIES AND FEES PAID.

IN ADDITION, AUTHORIZATION TO USE A TRACT OF LAND MY REQUIRE THE APPROVAL OF THE LUMBERTON CITY COUNCIL OR BOARD OF ADJUSTMENT; THESE APPROVALS ARE SUBJECT TO A PUBLIC HEARING PROCESS AND CAN REQUIRE SEVERAL MONTHS TO CONCLUDE.

### OTHER FEES

FEES MY BE ASSESSED BY STATE AND FEDERAL AGENCIES AS WELL AS THE OTHER CITY AGENCIES. EXAMPLES INCLUDE THE PUBLIC WORKS DEPARTMENT FEES FOR DRIVEWAY CUTS, WATER CONNECTION, SEWER CONNECTION, AND STORM DRAINAGE, ALSO THE ELECTRIC UTILITIES DEPARTMENT FEES FOR SERVICE CONNECTIONS.

THESE FEES AS, APPROPRIATE, MUST BE PAID PRIOR TO THE ISSUANCE OF A BUILDING PERMIT.

MUNICIPAL PLANNING AUTHORITY  
THE CITY OF LUMBERTON ENFORCES COMPREHENSIVE LAND USE CODES WITHIN ITS CORPORATE LIMITS AND EXTRATERRITORIAL JURISDICTION. QUESTIONS ABOUT THE LOCATION OF ITS PLANNING BOUNDARY SHOULD BE DIRECTED TO THE PLANNING DEPARTMENT AT (910) 671-3838.

### MUNICIPAL UTILITIES

THE CITY OF LUMBERTON IS A FULL SERVICE UTILITY PROVIDER OFFERING WATER, SANITARY SEWER, AND ELECTRIC UTILITY SERVICES.

### CONTACT PERSONS

#### PLANNING DIRECTOR

671-3976

#### INTERIM PLANNING DIRECTOR

ARTRIEL KIRCHNER

671-3977

#### INSPECTIONS DIRECTOR

BEN ANDREWS

671-3837

#### BUILDING INSPECTORS

BOBBY RAY MEARES

671-3839

JERMEY WODELL

671-3840

#### CODE ENFORCEMENT OFFICER

STEPHANIE CANADY

671-3842

#### FIRE INSPECTOR

JOE OLIVER

671-3841

#### COMMUNITY DEVELOPMENT ADMINISTRATOR

BRIAN NOLLEY

671-3844

#### PUBLIC WORKS DIRECTOR

ROB ARMSTRONG

671-3851

#### ELECTRIC UTILITIES DIRECTOR

LAMAR BRAYBOY

671-3865

## Planning & Inspections Fee

# CITY OF LUMBERTON



## PERMIT FEE SCHEDULE

**EFFECTIVE JULY 1, 2018**

**Effective July 1, 2018**

**GENERAL INFORMATION**

THE FOLLOWING PERMIT FEES ARE CURRENT AS OF JULY 1, 2018 NO BUILDING, ELECTRICAL, PLUMBING, MECHANICAL OR OTHER PERMITS ISSUED BY THE DEPARTMENT SHALL BE VALID UNTIL FEES HAVE BEEN PAID TO THE CITY OF LUMBERTON.

**PERMITS WILL BE ISSUED BETWEEN THE HOURS OF 8:00 AND 10:00 A.M. AND 3:30 - 5:00 PM IN THE INSPECTIONS DEPARTMENT AT THE MUNICIPAL BUILDING, 500 N. CEDAR STREET, LUMBERTON.**

FOR MORE INFORMATION ON PERMIT FEES, PLEASE CALL THE PLANNING DEPARTMENT AT 671-3838.

**I. BUILDING PERMITS**

A. NEW CONSTRUCTION, ADDITIONS, AND ALTERATIONS:  
\$3.50 PER \$1,000 CONSTRUCTION VALUE  
\$50.00 MINIMUM

B. REROOF OR REPAIR TO ROOF:  
\$3.50 PER \$1,000 CONSTRUCTION VALUE  
\$50.00 MINIMUM

C. BUILDING DEMOLITION:  
RESIDENTIAL 0.1-10,000 SQFT. \$100.00  
COMMERCIAL 10,001+ \$250.00

D. MOVING PERMIT: \$100.00

II. INSULATION  
\$0.020 PER SQUARE FOOT HEATED FLOOR  
(\$40.00 MINIMUM)

III. ELECTRICAL  
\$40.00 APPLICATION FEE PLUS  
  
\$5.00 PER 220 VOLT OUTLET  
\$0.50 PER 110 VOLT OUTLET  
\$5.00 PER MOTOR

SERVICE CHANGE & REPAIR  
UP TO 200 AMP \$40.00  
201 AMP+ \$60.00

**IV. PLUMBING**

A. \$40.00 APPLICATION FEE PLUS:  
\$5.00 PER FIXTURE  
B. SPRINKLER SYSTEM  
\$0.03 PER SQUARE FOOT FLOOR AREA

**V. MECHANICAL**

\$40.00 APPLICATION FEE PLUS:

A. AIR CONDITIONING & HEAT PUMPS  
0.1 - 5 TONS \$20.00  
5.1 - 50 TONS \$25.00  
50+ TONS \$60.00  
SPLIT SYSTEMS ADD \$ 5.00

B. FOSSIL FUEL BURNING EQUIPMENT  
0.1 - 50,000 BTU \$15.00  
50,000 - 100,000 BTU \$20.00  
100,000 - 200,000 BTU \$25.00  
200,001+ BTU \$30.00

C. REFRIGERATION  
(COMPRESSOR RATING)  
0.1 - 5 TONS \$15.00  
5.1 - 15 TONS \$20.00  
15 + TONS \$30.00

D. COOKING EQUIPMENT HOODS  
(COMMERCIAL ONLY)  
0.1 - 10 SQ.FT. \$20.00  
10.1 - 50 SQ.FT. \$25.00  
50.1 - 100 SQ.FT. \$30.00  
100+ SQ.FT. \$40.00

EXHAUST FANS \$5.00

VENTILATION EQUIPMENT  
(OTHER THAN RESIDENCES) \$20.00

MODIFICATION, REPAIR OR REPLACEMENT OF DUCT  
WORK \$30.00

E. GAS PIPING \$30.00

**VI MISCELLANEOUS FEES**

\*A. ABC COMPLIANCE \$40.00  
\*B. DAYCARE COMPLIANCE \$40.00  
\*C. FUEL TANK PRESSURE TEST \$40.00  
\*D. POWER OUTS (VACANT) \$40.00  
\*E. COMMERCIAL FIRE ALARM \$40.00

**VII. MOBILE HOMES**

\$30.00 SET UP FEE  
\$30.00 ELECTRICAL FEE  
\$30.00 PLUMBING FEE  
  
\$30.00 REINSPECTION FEE

**VIII. SIGNS**

A. NEW SIGN  
1. OUTDOOR ADVERTISING  
OFF PREMISES \$100.00 PER SIDE  
  
2. PRINCIPLE USE  
0 - 50 SQ.FT. \$50.00  
51+ SQ.FT. \$100.00  
  
3. COMMERCIAL ACCESSORY - \$10.00 PER SIDE  
4. TEMPORARY - \$10.00 PER SIDE  
  
B. MODIFICATION  
ALL SIGNS \$25.00 PER SIDE

**VIII. OTHER FEES**

A. CONDITIONAL USE PERMIT  
1. APPLICATION FEE \$250.00  
2. SUBDIVISION - PAYABLE AT FINAL PLAT STAGE  
A. PER LOT W/IMPROVEMENTS \$50.00  
B. PER LOT W/O IMPROVEMENTS \$20.00  
  
B. VARIANCE OR APPEAL TO ADMINISTRATIVE DECISION:  
APPLICATION \$250.00  
  
C. REZONING PETITION  
APPLICATION \$250.00  
  
D. ANNEXATION PETITION  
APPLICATION \$100.00  
  
E. LAND USE PERMIT (ZONING) \$ 25.00  
  
F. ZONING CERTIFICATION LETTER \$ 5.00  
  
G. SITE PLAN REVIEW  
(LESS THAN 1 ACRE) \$ 50.00  
(FROM 1 TO 4.9 ACRES) \$150.00  
(5 ACRES & LARGER) \$250.00  
3<sup>RD</sup> & EACH ADDITIONAL REVIEW \$ 50.00  
  
H. LAND USE ORDINANCE \$ 30.00

**COPIES**

8.5" X 11" (14") \$ .25  
11" X 17" \$ .50  
18" X 24" \$ 2.00  
24" X 36" \$ 3.00  
30" X 42" \$ 4.00