

**ORDINANCE O-2019-28  
TO AMEND AND READOPT THE PLANNING AND DEVELOPMENT FEE SCHEDULE**

**WHEREAS**, the Mayor and City Council have adopted certain rules and regulations for the purposes of promoting the health, safety, morals, convenience, order, prosperity and the general welfare of the present and future inhabitants of the City of Duluth, Georgia; and

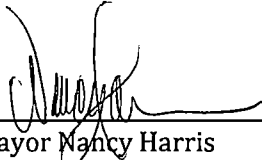
**WHEREAS**, it is incumbent that the City impose certain fees to cover the expenses associated with the planning and permitting programs incurred by the City.

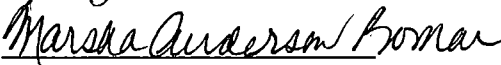
**NOW THEREFORE**, the City Council of the City of Duluth hereby ordains that the fee schedule for the City of Duluth Department of Planning and Development is hereby adopted as shown on Exhibit "A" attached hereto, *City of Duluth Fee Schedule*, in its entirety and hereby incorporated by reference, which shall become effective immediately.

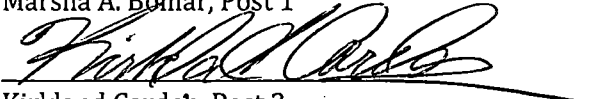
**BE IT FURTHER ORDAINED** that all documents that conflict with anything contained herein are hereby repealed.


**IT IS SO ORDAINED** this 9th day of December, 2019.

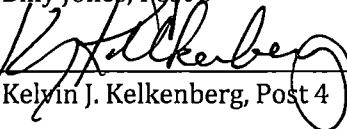
Those councilmembers voting in favor:

  
\_\_\_\_\_  
Mayor Nancy Harris

  
\_\_\_\_\_  
Marsha A. Bomar, Post 1

  
\_\_\_\_\_  
Kirkland Carden, Post 2

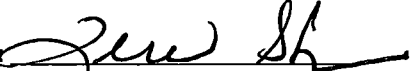
  
\_\_\_\_\_  
Billy Jones, Post 3

  
\_\_\_\_\_  
Kelvin J. Kelkenberg, Post 4

\_\_\_\_\_  
Greg Whitlock, Post 5

Those councilmembers voting in opposition:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST   
\_\_\_\_\_  
Tereza S. Lynn, City Clerk

**Exhibit "A"**  
 City of Duluth Fee Schedule

**ARTICLE 1. PLANNING, DEVELOPMENT, REVIEW AND INSPECTION FEE SCHEDULE**

The following fees shall be assessed for all planning, development and construction activities within the City of Duluth.

**Section 100.1: REVIEW FEES**

Unless otherwise stated, all review fees shall be collected at time of submittal.

**Table A: Review Fees**

Review Type	Fee
<b>Building Permit</b>	
Building Review (collected at time of permit issuance)	5% of the Total Permit Fee (Minimum of \$100 & Maximum of \$5,000)
<b>Land Disturbance Permit</b>	
Clearing, Grubbing, or Grading Permit	\$ 400
Land Development Permit	
0.0 – 4.9 Acres	\$ 600
5.0 – 9.9 Acres	\$ 900
10+ Acres	\$ 100/Acre (Maximum \$2,000)
Erosion, Sedimentation & Pollution Control Plan (GSWCC)	\$ 300
Resubmittals and Revisions to Development Permit	Half of the Initial Fee
<b>Plans and Plats</b>	
Concept Plan	\$ 200
Plat (Combination, Subdivision, Exemption, Final, Etc.)	\$ 300
Plat Recording Fee	\$ 20 per page
Master Sign Plan	\$ 200
Tree Protection, Buffer and Landscape Plan	\$ 200
House Location Plan (HLP)	\$ 20 per lot
Residential Drainage Plan (RDP)	\$ 20 per lot
Residential Drainage Study (RDS)	\$ 250
Resubmittals and Revisions to Plans and Plats	Half of the Initial Fee
<b>Miscellaneous/Other</b>	
New Cell Tower	\$1,000
As-Built Detention Pond	\$ 600
Meeting with the City’s Reviewing Engineer	Based on Contracted Hourly Rate
Miscellaneous	Based on Staff’s Hourly Rate

## Section 100.2: PERMIT FEES

Any owner, authorized agent, or prime contractor who desires to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, energy conservation, mechanical or plumbing system, the installation of which is regulated by this Code, including the technical codes, or to cause any such work to be done, shall first make application to the Department of Planning and Development, and obtain the required building permit for the work being done after paying the required fees. No building or other structure shall be erected, moved, added to or structurally altered without a building permit issued by the Planning and Development Director or his or her designated Building Official. No building permit shall be issued for a building, structure or use that is not in conformance with the provisions of the City's Development Code.

Unless otherwise stated below, building permits for new construction are assessed at \$7.50 per \$1,000 Building Valuation Data (BVD) for all heated areas based on the current International Code Council (ICC) Data Sheet as may be amended from time to time, or as periodically updated.

All Building Permits will be assessed a review fee and the Certificate of Competition or Certificate of Occupancy fee when the permit is issued. Review fees for Land Disturbance Permits are due at time of submittal. A Certificate of Competition or Certificate of Occupancy is available for Land Disturbance and Miscellaneous/Other permits upon request and payment of applicable fees.

For the purpose of determining the permit types, the following words shall mean:

- **Renovation** is an update to an existing building or a return to a new condition (includes projects related to damage by fire or act of God).
- **Interior Finish** is an alteration or change to an existing building. This type of construction typically occurs when a homeowner finishes a basement or a tenant builds out commercial space.
- **Addition** is adding to an existing building and treated as new construction.
- **Accessory Structure** is a structure on the same lot with, and of a size and nature customarily incidental and subordinate to the principal structure (includes detached garages, sheds, playhouses, greenhouses, etc.).

Unless specifically addressed in Duluth Building Code (Duluth Municipal Code Chapter 5), the City of Duluth adopts the exemptions identified in Chapter 1 of each adopted Regulatory Code. Exemptions from permit requirements of this Code shall not be deemed to grant authorization for any work being done in any manner in violation of the provisions of this Code or any other laws or ordinances of the City of Duluth.

A Land Disturbance Permit shall be required for all land development activities unless the activity is exempt by way of the Duluth Unified Development Code. No disturbance of the land, including clearing, grubbing, or grading activities, shall commence or proceed except in accordance with the provisions of the Duluth Development Regulations.

Table B: Permit Fees on the following page.

**Table B: Permit Fees**

Permit Type	Fee
<b>Building Permit (Review + Permit + Certificate)</b>	
New Complete Construction	\$ 7.50 per \$1,000 of the Current BVD
New Shell Construction	\$ 6.00 per \$1,000 of the Current BVD
Interior Finish	\$ 2.50 per \$1,000 of the Current BVD
Renovation	3% of Project Cost (Min \$100)
Retaining Walls	\$ 250 per Wall
Rack Permit	\$ 50
Monument Sign	\$ 300
Accessory Structure	\$ 50
Swimming Pool	\$ 200
Foundation Permit	\$ 300
Billboard (New, Repair or Relocation)	\$1,000
ATM	\$ 250
<b>Land Disturbance Permit (Review + Permit)</b>	
Clearing, Grubbing or Grading	\$ 150 per Disturbed Acre
Land Development Permit	\$ 250 per Disturbed Acre
Tree Removal	\$ 250
<b>Miscellaneous/Other (Permit only)</b>	
Sub-Contractor Affidavit	\$ 25
Certificate of Occupancy	\$ 100
Certificate of Completion	\$ 75
Move-In-As-Is	\$ 50
Roof Permit – Commercial	\$ 100
Roof Permit – Residential	\$ 25
Siding Permit	\$ 50
Deck Permit	\$ 50
Demolition Permit	\$ 300
House Relocation Permit	\$ 500
Mechanical, Electrical, Plumbing Permit	\$ 25
Monument Sign Reface Permit	\$ 200
Temporary Sign Permit	\$ 50
Wall Sign Permit	\$ 100
Re-Inspection Fee	\$ 100
Construction trailer	\$ 100
Unattended Donation Box	\$ 100
Vacant Property Registration	\$ 100
Re-permit Fee for Expired Permit	25 % of Original Permit Fee
Miscellaneous	Based on Staff's Hourly Rate

**Table B: Permit Fees Continued**

Permit Type	Fee
<b>Telecommunications</b>	
Cell Tower, New Construction	3% of Project Cost (Minimum \$1,000)
Cell Tower, Repair Existing	3% of Project Cost (Minimum \$1,000)
Cell Tower Co-Location	\$250
Small Cell Wireless Facility	Pursuant the Duluth Unified Development Code Section 343.14, a permit is required to collocate a small wireless facility in the public right of way or to install, modify, or replace a pole or a decorative pole in the public right of way. Any person seeking to collocate a small wireless facility in the public right of way or to install, modify, or replace a pole or a decorative pole in the public right of way shall submit an application to the Department of Planning and Development for a permit. Each application for a permit shall include the maximum application fees permitted under O.C.G.A. § 36-66C-5(a)(1), (a)(2) and (a)(3). Such maximum application fees shall automatically increase on January 1 of each year beginning January 1, 2021, as provided under O.C.G.A. § 36-66C-5(b). Any person issued a permit shall pay the fees identified in O.C.G.A. § 36-66C-5(a)(6) and (a)(7), as applicable.

**SECTION 1003: PLANNING AND ZONING FEES**

The following fees shall be assessed for all zoning, special use, annexation, special exception, waiver, variance and other planning and zoning functions.

**Table C: Planning and Zoning Fees**

Planning and Zoning	Fee
<b>Rezoning</b>	
Single Family	\$ 725 + \$50/Acre
Office or Institutional	\$1,000 + \$50/Acre
Commercial/Multi-Family	\$1,325 + \$50/Acre
Industrial	\$1,425 + \$50/Acre
Planned Unit Development	\$1,725 + \$50/Acre
<b>Special Use</b>	
Single Family	\$ 500 + \$50/Acre
Office or Institutional	\$ 700 + \$50/Acre
Commercial/Multi-Family	\$ 700 + \$50/Acre
Industrial	\$ 700 + \$50/Acre
Planned Unit Development/Other	\$ 800 + \$50/Acre
Wireless Facility	\$1,000
<b>Zoning and Special Use Modification</b>	
Administrative	\$ 200
Non-Administrative	\$ 500
<b>Annexation</b>	
Stand Alone Hearing	\$ 750
As Part of Rezoning or Other Hearing	\$ 250
<b>Special Exception, Waiver, Variance or Appeal</b>	
Administrative	\$ 150 Each
Non-Administrative	\$ 500 + \$150 per Concurrent Variance
<b>Miscellaneous/Other</b>	
Additional Public Hearing	\$ 250
Additional Signage	\$ 75 Each
Temporary Use	\$ 150
Text Amendment to Adopted Plans and Codes	\$ 250
Miscellaneous	Based on Staff's Hourly Rate

**SECTION 1004: MISCELLANEOUS FEES & CHARGES**

The following fees shall be assessed for all miscellaneous items.

**Table D: Miscellaneous Fees & Charges**

Miscellaneous Fees & Charges	Fee
New Placard	\$ 25
Compliance Inspection	\$ 200
Zoning or Other Compliance Letter	\$ 25
Metropolitan River Protection Act Certificate	\$ 200
Plotter Print	\$ 25 per Sheet
Standard Print	\$0.12 per Sheet
Miscellaneous	Based on Staff's Hourly Rate