

# Town of Dumfries Council Meeting Packet



Derrick R. Wood, Mayor  
Monaé S. Nickerson, Vice Mayor  
Selonia B. Miles, Chair Pro Tem  
Tyrone Brown, Councilmember  
Brian K. Fields, Councilmember  
Shaun Peet, Councilmember  
Caetrina A. Peterson, Councilmember

Tangela Innis, Town Manager  
Sharon E. Pandak, Town Attorney  
Tangi R. Hill, Town Clerk

May 16, 2023



## DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town  
CHARTERED 1749 INCORPORATED 1961

John Wilmer Porter Municipal Building  
17739 Main Street, Suite 200  
Dumfries, Virginia 22026  
Tel: 703-221-3400 / Fax: 703-221-3544  
[www.dumfriesva.gov](http://www.dumfriesva.gov)

### **DUMFRIES TOWN COUNCIL MEETING TUESDAY, MAY 16, 2023 AT 7:00 PM COUNCIL CHAMBERS**

- I. Call to Order and Roll Call
- II. Invocation
  - A. Concordia Church – Dr. James R. Kull, Pastor of Concordia Lutheran Church, Triangle, Virginia
- III. Pledge of Allegiance
- IV. Adoption of Agenda
- V. Awards and Proclamations
  - A. Mental Health Month and Trauma Awareness – Mayor Derrick Wood
  - B. Teacher Appreciation Month – Mayor Derrick Wood
- VI. Approval of Minutes
  - A. Minutes of the May 2, 2023 Meeting
- VII. Citizen Comment Period
- VIII. Reports and Presentations
  - A. 275<sup>th</sup> Charter Anniversary Celebration Committee Report – Dr. Anita Frevert, Anniversary Celebration Committee Member (Provided on Dias)
  - B. Fiscal Year 2022 Audit Presentation – Michael Moran, Auditor, Robertson, Farmers, and Cox Association
  - C. Response to the Audit Findings Report – Kimberly Goodwin, Director of Finance
  - D. Town Manager's Report – Tangela Innis, Town Manager
- IX. Public Hearings

- A. Consideration of an Ordinance to Appropriate Funds for Fiscal Year 2024 in the Amount of \$10,732,000 – **Public Hearing** – Jonet Prevost-White, Deputy Town Manager
- B. Consideration of an Ordinance to Adopt Town FY24 Fee Schedule – **Public Hearing** – Jonet Prevost-White, Deputy Town Manager
- C. Consideration of a Resolution to Adopt FY24-28 Capital Improvement Plan – **Public Hearing** – Jonet Prevost-White, Deputy Town Manager

X. Closed Session

- A. One personnel matter relating to the consideration of prospective candidates for a new Town position and assignment of responsibilities to that position pursuant to Va. Code §§2.2-3711.A.(1); Two (2) personnel matters relating to a specific employee pursuant to Va. Code §§2.2-3711.A.(1); One personnel matter relating to assignment and performance of specific public officers pursuant to Va. Code §§2.2-3711.A.(1); One personnel matter relating to the Town Manager's Employment Agreement pursuant to Va. Code §§2.2-3711.A.(1); and Consultation with legal counsel regarding the foregoing specific personnel matters pursuant to Va. Code §§2.2-3711.A.(8).

XI. Action Item

- A. Appointment of Town Treasurer – Tangela Innis, Town Manager
- B. Resolution for Workers' Compensation for Members of the Town Council of the Town of Dumfries – Tangela Innis, Town Manager

XII. Adjournment



## **MENTAL HEALTH MONTH AND TRAUMA AWARENESS PROCLAMATION**

**WHEREAS**, the Town of Dumfries recognizes the importance of mental health and wellbeing in the lives of all residents, and the impact of trauma on physical, emotional, and mental health, especially for children, families, and communities;

**WHEREAS**, Mental Health Month was established in 1949 to increase awareness of the importance of mental health and wellness in Americans' lives, and to celebrate recovery from mental illness; and

**WHEREAS**, mental health is essential to a person's overall health, and prevention and treatment are effective in helping individuals recover from mental health disorders and lead full and productive lives; and

**WHEREAS**, over the past 20 years, the Substance Abuse and Mental Health Services Administration, the U.S. Department of Health and Human Services, and other organizations and communities have made significant efforts to increase awareness and understanding of prevention and treatment of mental health problems; and

**WHEREAS**, these efforts have improved the outlook for those affected by mental illnesses, and successful programs and initiatives have increased awareness, acceptance, support, prevention, and recovery from mental health conditions; and

**WHEREAS**, Mental Health Month provides a valuable opportunity to celebrate the strides made in promoting mental health and increasing public knowledge that effective services and support are available; and

**WHEREAS**, the Town of Dumfries encourages all residents to access the resources and information available to promote mental health and wellbeing, including the Substance Abuse and Mental Health Administration's Mental Health Services Locator, the Garrett Lee Smith State/Tribal Suicide Prevention Program, and the Office of Adolescent Health's Adolescent Mental Health resources.

**NOW, THEREFORE**, I, Derrick R. Wood, Mayor of the Town of Dumfries, along with the Dumfries Town Council, do hereby proclaim the month of May as Mental Health Month and Trauma Awareness in the Town of Dumfries. Let us work together to increase awareness and understanding of mental health and wellbeing, promote acceptance and support, and advocate for policies and programs that improve access to mental health services and resources.

**IN WITNESS THEREOF**, I have hereunto set my hand and caused the Town of Dumfries, Virginia, to be affixed this 16<sup>th</sup> day of May 2023.

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Derrick R. Wood, Mayor  
Town of Dumfries



## NATIONAL TEACHERS DAY PROCLAMATION

**WHEREAS**, the Town of Dumfries recognizes the crucial role that teachers play in shaping the future of our community and our nation; and

**WHEREAS**, the tireless work and dedication of teachers at Dumfries Elementary School have made a significant impact on the lives of our students; and

**WHEREAS**, National Teachers Day is celebrated annually to recognize and honor the valuable contributions made by teachers across the country; and

**WHEREAS**, the Town of Dumfries is proud to join in this celebration by expressing our appreciation for the exceptional educators at Dumfries Elementary School.

**NOW, THEREFORE**, I, Mayor Derrick Wood, Mayor of the Town of Dumfries, along with the Dumfries Town Council, do hereby proclaim May 3, 2023, as National Teachers Day in the Town of Dumfries, and urge all residents to join in recognizing the vital role of teachers in shaping the future of our community and our nation.

**FURTHERMORE**, I commend the teachers of Dumfries Elementary School for their unwavering commitment to the education and well-being of our students. Your hard work, dedication, and unwavering commitment to excellence have not gone unnoticed, and we are proud to have you as educators in our community.

Let us take this opportunity to express our gratitude to the teachers of Dumfries Elementary School for the sacrifices they make to ensure that our students receive the best education possible. Their tireless efforts in creating a safe and nurturing learning environment for our children have made a profound impact on their lives, and for that, we are truly grateful.

As a community, let us continue to support our teachers and acknowledge their contributions to our society. Let us work together to ensure that our students receive the best education possible and that our teachers receive the recognition and support they deserve.

**IN WITNESS THEREOF**, I have hereunto set my hand and caused the Town of Dumfries, Virginia, to be affixed this 16<sup>th</sup> day of May 2023.

A handwritten signature in black ink, appearing to read "Derrick R. Wood", is written over a horizontal line.

Derrick R. Wood, Mayor  
Town of Dumfries

**DUMFRIES TOWN COUNCIL  
MEETING MINUTES  
TUESDAY, MAY 2, 2023**

**MEETING HELD IN COUNCIL CHAMBERS**

*A video recording of this meeting is available on the Town's Website  
at [www.dumfriesva.gov](http://www.dumfriesva.gov) and YouTube Channel at  
[https://www.youtube.com/live/2Y1Glua\\_cd4?feature=share](https://www.youtube.com/live/2Y1Glua_cd4?feature=share)*

**Call to Order and Roll Call**

At 7:00 PM, Mayor Wood called the meeting to order. The following members were recorded as present: Brown, Fields, Miles, Nickerson, Peet, Peterson, and Wood.

**Moment of Prayer**

A moment of prayer was led by Rev. Dr. Joseph B. Fields, Pastor of Mt. Zion Baptist Church in Ford, Virginia.

**Pledge of Allegiance**

Mayor Woods asked all to stand for the Pledge of Allegiance.

**Adoption of the Agenda**

Mayor Wood requested to table item V.B. Mental Health and Trauma Awareness Proclamation to the May 16, 2023 meeting.

On a motion made by Vice Mayor Nickerson, seconded by Chair Pro Tem Miles to adopt the agenda as amended tabling Item V.B. Mental Health and Trauma Awareness Proclamation to the May 16, 2023 meeting. Vote 7-0-0 (Yes: Brown, Fields, Miles, Nickerson, Peet, Peterson, and Wood; No: N/A; Abstain: N/A)

**Awards and Proclamations**

The following proclamations were presented:

Motorcycle Safety Awareness Month – Councilman Brian Fields

National Military Appreciation Month – Mayor Derrick Wood

## **Approval of Minutes**

### Dumfries Town Council Meeting Minutes – April 18, 2023 Special Called Meeting and Regular Meeting

On a motion made by Chair Pro Tem Miles, seconded by Vice Mayor Nickerson to approve the Dumfries Town Council Meeting Minutes of the April 18, 2023 Special Called Meeting and Regular Meeting. Vote 6-0-1 (Yes: Brown, Fields, Peet, Peterson, Nickerson, and Wood; No: N/A; Abstain: Miles).

## **Citizens Comments**

Citizen comment was received.

## **Mayor and Council Comments**

The Mayor and Council provided their comments.

The Council recessed at 7:43 pm and returned at 7:49 pm. Councilman Fields was not present. He returned at 7:52 pm.

## **Reports and Presentations**

### Share the Air

Lldanbe Bennam and Belinda Out Okley of Potomac High School Y Street Leadership Team provided a presentation regarding the Share the Air initiative.

### FY24 Proposed Fiscal Plan Presentation – Jonet Prevost-White, Deputy Town Manager

Deputy Town Manager Prevost-White presented the FY24 Proposed Fiscal Plan and Capital Improvement Plan. Questions from the Council were addressed. The Public Hearing and consideration for adoption will be held on May 16, 2023.

## **Action Items (Public Hearing)**

Resolution to Confirm the Prior Vacation and Deed There of Market Street (Public Hearing) – Nick Cicero, Principal Planner

Resolution for Proffer Condition Amendment PCA2020-002 (Public Hearing) – Nick Cicero, Principal Planner

Following the Public Hearing, on a motion made by Councilman Peet, seconded by Councilman Fields to adopt the Resolutions to Confirm the Prior Vacation and Deed There of Market Street and for the Proffer Condition Amendment PCA2020-002. Vote 5-2-0 (Yes: Brown, Fields, Peet, Peterson, and Wood; No: Nickerson and Miles; Abstain: N/A).

Ordinance Appointing the Town Clerk – Tangela Innis, Town Manager

On a motion made by Councilman Peet, seconded by Vice Mayor Nickerson to appoint Tangi Hill as Town Clerk. Vote 7-0-0 (Yes: Brown, Fields, Miles, Nickerson, Peet, Peterson, and Wood; No: N/A; Abstain: N/A).

**Adjournment**

Mayor Wood adjourned the meeting at 9:48 pm.



# TOWN OF DUMFRIES

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May 16, 2023

FOR THE YEAR ENDED JUNE 30, 2022

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PRESENTED BY:

MIKE MORAN, CPA

ROBINSON, FARMER, COX ASSOCIATES



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# Table of Contents

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- Engagement Summary
- Auditors' Required Communication with Those Charged with Governance
- Audit and Attestation Results
- Financial Highlights

# Engagement Summary

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- You engaged us to perform a financial statement audit for the year ended June 30, 2022.
- The audit was subject to:
  - Auditing standards generally accepted in the United States of America
  - The *Specifications for Audits of Counties, Cities, and Towns* issued by the Auditor of Public Accounts (APA)
  - The standards for financial audits contained in the *Government Auditing Standards* issued by the Comptroller General



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# Audit and Attestation Results

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- We expressed an unmodified opinion the financial statements as of and for the year ended June 30, 2022 (report pages 1-3)
- Internal Control over Financial Reporting and on Compliance – (report pages 95-96)
  - Finding #2022-001: Bank Reconciliations (report page 103)
  - Finding #2020-002: Fiscal Year-end Financial Closing Procedures (report page 104)
  - Finding #2022-003: Filing of Employer Quarterly 941 Federal Tax Returns (report page 105)
- Compliance for Each Major Program and on Internal Control over Compliance (Uniform Guidance) – No Material Weaknesses or Significant Deficiencies Reported (report pages 97-99)



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# Communication Items

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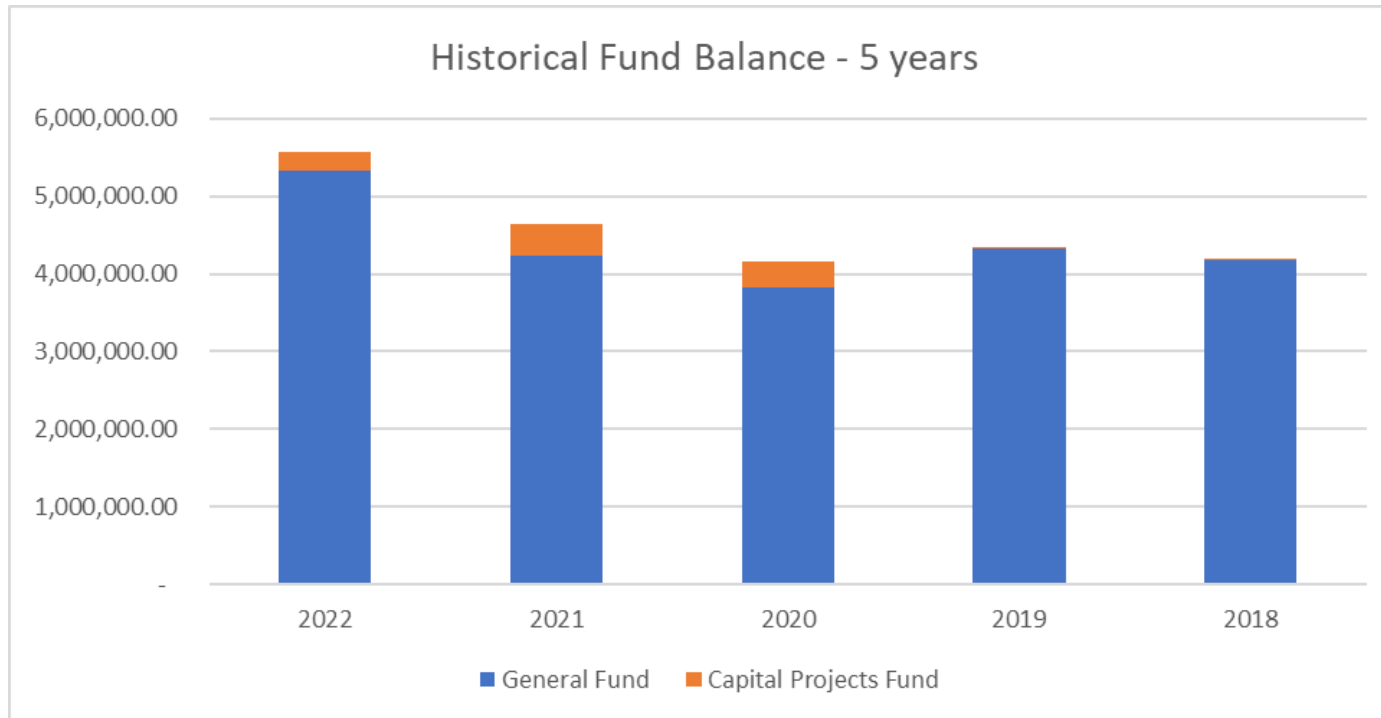
- Communication with Those Charged with Governance (provided as a separate document)
- Management letter (provided as a separate document)
  - Segregation of Duties
  - Policies and Procedures

# Financial Highlights

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- Net Position at June 30, 2022 \$11,442,338 (Exhibit 1, page 10)
- Increase in Net Position of \$3,347,406 from the prior year (Exhibit 2, page 11)
- Total Fund Balances at June 30, 2022 \$5,561,373 (Exhibit 3, page 12)
  - General Fund \$5,334,800 (\$4,886,332 unassigned fund balance)
  - Capital Projects \$226,573
- Increase in Fund Balances of \$925,799 from the prior year (Exhibit 5, page 14)
  - Increase in General Fund \$1,103,280
  - Decrease in Capital Projects Fund (\$177,481)

# Financial Highlights Cont.



# Questions?

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## Robinson, Farmer, Cox Associates

### Fredericksburg Office

Phone: 540-898-8983

Fax: 540-898-8986

Mail: 10709 Spotsylvania Avenue, Suite 101A  
Fredericksburg, VA 22408

## Mike Moran, CPA

Email: [mmoran@rfca.com](mailto:mmoran@rfca.com)



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# Response to Audit Findings Fiscal Year 2022

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**Kimberly Goodwin**

Director of Finance

Town of Dumfries

# Audit Finding: 2022-001

## Bank Reconciliation

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### Findings:

Bank reconciliation not prepared in a timely manner

### Proposed Improvements

- Developing internal policies for month-end close out.
- In process of completing reconciliation of accounts within 15 days of month end.
- Establishing internal controls by hiring additional staff in Finance Department.

# Audit Finding: 2022-002

## Fiscal Year-End Financial Closing Procedures

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### Findings:

No process, policies and procedures for identifying and recoding year-end accruals

- Beginning phases of developing policies and procedures.
- Training staff on developing day-to-day policies and procedures for year-end reporting.
- Strengthening internal controls to capture and record all balances.

### Internal Controls

- Ensure financial reporting and regulatory compliance.
- Adhere to General Accepted Accounting Principles (GAAP) to implement fiscal year-end processes to improve operational efficiency.
- Review preliminary audit and reporting by the Director of Finance and Town Manager.



# Prior Year Audit Findings

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## 2021-001

Bank Reconciliation not completed in a timely manner.

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**Corrective Action was not taken in Fiscal Year 2022**

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## 2021-002: Audit Adjustment Proposed by external auditor

Corrective action was taken and not repeated in 2022.

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## 2021-003: VRS Reconciliation

Corrective action was taken and this finding is not repeated in 2022.

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## 2021-004: Allowable Cost and Activities-Approval

Corrective action was taken and this finding is not repeated in 2022.



# Preventing Material Weakness in the Future

## Additional Staff is needed

- Separation of duties is critical to strengthening and performing responsibility for internal controls.

## Adhere to audit recommendation

- We agree with audit recommendation and will develop and implement policies and procedure to strengthen internal controls.

## Consideration of new financial management system

- Current system has been in place since 1990 and the Town needs a more up-to-date computerized municipal software.
- Town Manger will be advertising Request for Information (RFI) to obtain ideas for future funding, comparison of systems, and capital planning.



# QUESTIONS??

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**Town Manager's Report**

May 12, 2023

Mayor Wood, Vice-Mayor Nickerson, Honorable Councilmembers,

My team and I, continue to persevere to ensure that the core functions of our government continue and that we meet or even exceed the strategic goals established by Council. Please note the following updates by agency:

Goal	FV21 Target/Result	FV22 Target/Result	FY23 Target/Result	April FV23
<b>ADMINISTRATION</b>				
<b>Receive GFOA Distinguished Budget Presentation Award</b>	YES/YES	YES/TBD	YES/TBD	YES
<b>Achieve 98% Collection Rate for Real Estate Taxes</b>	98%/98%	98%/TBD	98%/TBD	YES
<b>Create and establish financial policies related to Unassigned Fund Balance, Rainy Day Fund, and Debt</b>	Submitted and adopted by Town Council by March 30, 2021/ No	Submitted and adopted by Town Council by March 30, 2022/ TBD	Submitted and adopted by Town Council by March 30, 2023/ TBD	YES
<b>Improve Average Customer Service Total Transaction Time</b>	7 Minutes/ N/A	7 Minutes/TBD	7 Minutes/TBD	5 MINUTES
<b>Improve Accounts Payable Processing Time</b>	N/A	All payments will be processed within 21 days / TBD	All payments <b>will</b> be processed within 21 days/ TBD	4DAYS
<b>PLANNING &amp; COMMUNITY DEVELOPMENT</b>				
Achieve Average Zoning Application Review Time	14 OAYS/TBD	14 DAYS/TBD	14 DAYS/TBD	2DAYS
Achieve Average Land use Application <b>Review</b> Time	N/A	14 DAYS/TBD	14 DAYS/TBD	N/A



Goal	FY21 Target/Result	FY22 Target/Result	FY23 Target/Result	April FV23
<b>POLICE {MARCH FY23 DATA}</b>				
Host Regular Community Educational Workshops	N/A	1 PER MONTH	1 PER MONTH	0
Improve average response time	N/A	TBD	TBD	TBD
Reduce property crime rate <b>by 5%</b>	N/A	TBD	TBD	8
Reduce violent crime rate <b>by 5%</b>	N/A	TBD	TBD	17
<b>PUBLIC WORKS</b>				
Achieve Average Permit Approval Time	N/A	14 DAYS/TBD	14 DAYS/TBD	2DAYS
Increase Inspections on <b>Private BMPs</b>	N/A	50% PRIVATE/ 100% PUBLIC	50% PRIVATE/ 100% PUBLIC	50% PRIVATE/ 100% PUBLIC

Planning (Affordable Housing)

The Town of Dumfries is providing a grant in the amount of \$5,000 to Prince William County’s Habitat for Humanities to aid with the critical home repair of a residence in Dumfries, Virginia. The funding will be used for the repair of a main sewer line break.

Civic Engagement

Bike at Work will be held on Friday, May 19, 2023.

Market on Main will be closed on Saturday, May 27, 2023, in observance of the Memorial Day holiday.

Respectfully submitted,  
*Tangela Innis*  
 Town Manager

**AT A MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON MAY 16, 2023, ON A MOTION MADE BY \_\_\_\_\_, AND SECONDED BY \_\_\_\_\_, THE FOLLOWING ORDINANCE WAS ADOPTED BY THE FOLLOWING VOTE:**

Tyrone A. Brown, \_\_\_\_\_;  
 Brian K. Fields, \_\_\_\_\_;  
 Selonia B. Miles, \_\_\_\_\_;  
 Monaé S. Nickerson, \_\_\_\_\_;  
 Shaun R. Peet, \_\_\_\_\_;  
 Caetrina A. Peterson, \_\_\_\_\_;  
 Derrick R. Wood, \_\_\_\_\_;

**ORDINANCE TO APPROPRIATE FUNDS FOR FISCAL YEAR 2024 IN THE AMOUNT OF \$10,732,000**

**WHEREAS**, the Town Manager has prepared and submitted the budget for Fiscal Year 2024, beginning on July 1, 2023, and ending on June 30, 2024, requiring the appropriation of \$10,732,000 to provide for the operation and management of the Town; and

**WHEREAS**, on May 16, 2023 the Council held a duly advertised public hearing, as required by law; and

**WHEREAS**, Section 15.2-2506 of the Code of Virginia provides that no money shall be paid out or become available to be paid out for any contemplated expenditure unless and until there has been made an appropriation for such contemplated expenditure; and

**NOW, THEREFORE BE IT ORDAINED**, the Council of the Town of Dumfries does hereby adopt and make appropriations of Town revenues as specified and required by the budget attached hereto and made part hereof, or so much thereof as may be necessary for the purposes specified and in the amounts identified therein for the Fiscal Year 2024 in an amount not to exceed \$10,732,000.

This Ordinance shall be effective July 1, 2023.

Estimated Revenue for Fiscal Year	
2023 General Fund	FY2023
	Estimate
Total	\$10,732.000

General Fund Operating Budget	
Department	FY 2023 Estimate
Governing Body	\$213,636
Administration	\$4,783,703
Police	\$2,602,487
Planning & Community Development	\$549,306
Public Works	\$1,293,498
Stormwater Management	\$193,150
Boards & Commissions	\$18,500

Municipal Building	\$292,412
Debt Service	\$673,308
Non-Departmental Services	\$112,000
Total	\$10,732,000

The amounts appropriated by this Ordinance shall be expended for the purposes designated within the respective agencies reflected in this budget. Payments, salaries, wages, and allowances set forth in this budget are hereby authorized pursuant to all applicable local, state, and federal laws, including the Personnel Rules for the Town of Dumfries and the Virginia Public Procurement Act.

By Order of Council:

\_\_\_\_\_  
Derrick R. Wood, Mayor

ATTEST:

\_\_\_\_\_  
Tangi R. Hill, Town Clerk

**AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON MAY 16, 2023: ON A MOTION DULY MADE BY \_\_\_\_\_, AND SECONDED BY \_\_\_\_\_, THE FOLLOWING ORDINANCE WAS ADOPTED BY THE FOLLOWING VOTE:**

Tyrone A. Brown, \_\_\_\_\_;  
Brian K. Fields, \_\_\_\_\_;  
Selonia B. Miles, \_\_\_\_\_;  
Monae S. Nickerson, \_\_\_\_\_;  
Shaun R. Peet, \_\_\_\_\_.  
Caetrina A. Peterson, \_\_\_\_\_;;  
Derrick R. Wood, \_\_\_\_\_;

**ORDINANCE TO ADOPT THE TOWN OF DUMFRIES FEE SCHEDULE**

**WHEREAS**, the Town Manager has reviewed the Town Fee Schedule as a part of the annual budget process; and

**WHEREAS**, on May 16, 2023 the Council held a duly advertised public hearing, as required by law; and

**NOW, THEREFORE BE IT ORDAINED**, by the Council of the Town of Dumfries that the fee schedule, hereby adopted as presented.

This Ordinance shall be effective July 1, 2023.

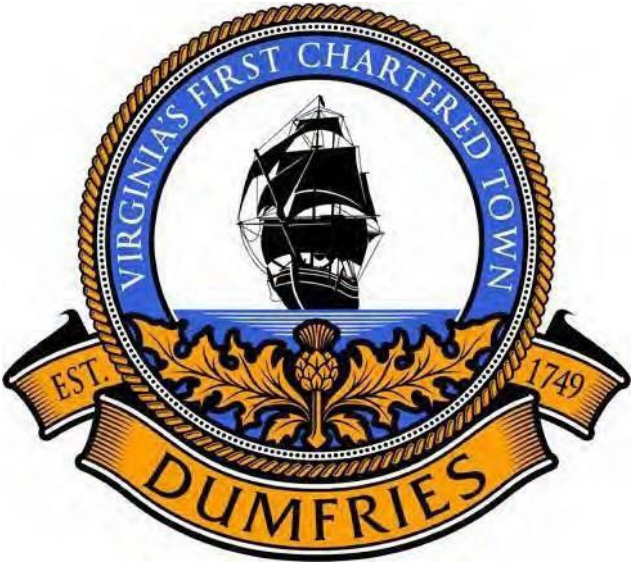
By Order of Council:

\_\_\_\_\_  
Derrick R. Wood, Mayor

ATTEST:

\_\_\_\_\_  
Tangi R. Hill, Town Clerk

# TOWN OF DUMFRIES



FEE SCHEDULE EFFECTIVE JULY 1, 2023

**LAND USE APPLICATION REVIEW FEES**

Non-Residential Site Plan, Multi-Family Site Plan, Subdivision creating more than 3 lots (base fee) and major revisions to an approved Site Plan.	\$1,000
Residential Site Plan (1 and 2 Family), Minor Non-Residential Site Plans,	\$500
Plat Review Minor Subdivision (creation of less than 3 lots), Easement, Consolidation, or Vacation of:	\$350
Waiver Request	\$300
Pre-Submission Meetings – per hour per discipline	\$100
Subsequent Reviews and Minor Revisions to an approved Plan	\$100 per sheet
Review Fee per sheet for Major Site Plan and Subdivision Applications	\$100 per sheet

**BOND**

Bond Administration Fee (due at surety posting)	\$300
Bond Release Fee (due prior to bond release)	\$200

**LAND DISTURBANCE /STORM WATER MANAGEMENT PERMIT FEES**

See Code of Virginia Administrative Code

<b><u>Land Disturbing</u></b>		
Single family attached/detached, two- family & residential additions (in Chesapeake Bay)	< 1 ac	\$209
Single family attached/detached, two- family & residential additions (in Chesapeake Bay)	=/> 2,500 sf but <1 ac.	\$290
Non-residential, multi-family and industrial	=/> 2,500 sf but <1 ac.	\$1,000
Residential or commercial development within a common plan of development (3 or more structures)		\$290
<b>VSMP Permit Coverage Fees</b>		
Small construction activity	1 ac but < 5 ac	\$2,700
Large Construction Activity	= or > 5 acres but < 10 acres	\$3,400
Large Construction Activity	= or > 10 acres but < 50 acres	\$4,500
Large Construction Activity	= or > 50 acres but < 100 acres	\$6,100
Large Construction Activity	> 100 acres	\$9,600
<b>Revision/transfer</b>		
Small construction Act	< 1ac	\$20
Small construction Act	> 1 ac - < 5 acres	\$200
Large Construction Act	= or > 5 ac but < 10 acres	\$250
Large Construction Act	= or > 10 ac but < 50 acres	\$300
Large Construction Act	= or > 50 but < 100 acres	\$450

Large Construction Act	= or > 100 acres	\$700
Individual Permits		\$5,000
Annual fee for permit maintenance		
Chesapeake Bay development	> 2,500 sf but < 1 acre	\$50
Small Construction Activity	< acre	\$50
Small Construction Activity	or > 1 ac but < 5 acres	\$400
Large Construction Activity	or > 5 ac but < 10 acres	\$500
Large Construction Activity	or > 10 ac but < 50 acres	\$650
Large Construction Activity	or > 50 ac but < 100 acres	\$900
Large Construction Activity	or > 100 acres	\$1,400
The fees include the 28% paid to VA DEQ		

**OTHER MISCELLANEOUS CHARGES**

Vendors on Public Property {Section 18-877 (d)}	\$30
Temporary Roadside Food Vendor {Section 42-34-19 (a)}	\$250

**LABOR AND EQUIPMENT RATES**

For circumstances requiring immediate attention – Rates will be based upon “On Call” Contractor’s Fees for Service.

**BUILDINGS, OCCUPANCIES, AND ACCESSORY STRUCTURES**

Zoning Approval for Certificate of Occupancy (Commercial Tenant Occupancy)	\$100
Zoning Approval Fee for accessory residential structures. (Sheds)	\$25

**PLANNING APPLICATIONS**

Application for Rezoning			
a.		Fee Per Acre	\$3,000
	i.	Fee per every additional acre thereof	\$1,000
	ii.	Fee for 6 or more acres – base fees plus	\$6,250
	iii.	Amendment	\$3,125
b.		Plus, additional fee per acre based upon desired zoning district	
	i.	PMUD and Residential/Amendment	\$175
	ii.	B-1	\$150
	iii.	B-2	\$125
	iv.	FB/O-1	\$175
	v.	SP-1 and M-1	\$200
Zoning Text Amendment (per text amendment)			\$2,500

**CONDITIONAL USE PERMITS (CUP)**

Conditional Use Permit (Residential Household Uses)		\$500
Conditional Use Permit - non-residential (see chart attached for use category)		
a.	Category "A"	\$1,000
b.	Category "B"	\$1,400
c.	Category "C"	\$2,000
d.	Category "D"	\$6,000

**CONDITIONAL USE PERMIT CATAGORIES**

**Category A**

Bicycle sales and repair, contractors where all services are performed offsite and where there is no storage of supplies or equipment outside the building, garages and public parking, household appliance sale and service store, horse stable, locksmith, museum, off premise sale of beer and wine, pet shops including boarding kennels, video sales and rental, bed and breakfast inn, dog grooming without any kennel facilities, up to 2 residential units located above ground floor commercial.

**Category B**

Amusement Parlors, childcare or adult daycare center, commercial radio or television broadcasting station studio or offices, cultural art and entertainment center, drug store with drive through window, hotel or motel, miniature golf course and driving range, public maintenance and storage facilities, shooting range indoor, veterinary hospital with boarding kennels.

**Category C**

Convenience stores and service establishments such as but not limited to automatic self-service laundries, banks and financial institutions with a drive-through, uses with a drive through window, places of worship, equestrian facility, furniture store with retail floor area under 20,000 square feet, laundry cleaning and dyeing in which no combustible solvent is used, live theaters, live entertainment centers, model car racetracks, movie theaters, assembly halls, philanthropic and charitable institutions, private clubs and lodges, rental of tools/appliances/machinery and similar equipment to the general public where the rental items are stored and/or repaired within the building, 3 or more residential units located above ground floor commercial, school k-9, wholesale business with parking in the rear, stand-alone car wash, trade or convention center.

**Category D**

Fast Food restaurants with a drive through window, automobile sales and services, automobile rental agencies, electric equipment and component manufacturing, funeral homes without crematories and live animal slaughter, gasoline filling stations, heliport or helipad, horse racetrack, marina, metal fabrication, mobile home sales, processing and manufacturing establishments that are objectionable when processing or manufacturing that is incidental to a retail business conducted on premises and more than 10 employees employed on the premises engaged in processing or manufacturing activities.

**APPEALS/BZA APPLICATIONS**

Appeal to Maintenance Code Board of Appeals	\$1000
Appeal to the Board of Zoning Appeals (residential and non-residential)	\$1000
Appeal to the Town Council	\$1000
Request for Exception	\$1000

**ARCHITECTUAL REVIEW BOARD**

Certificate of Appropriateness	\$75
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**ZONING DETERMINATIONS AND CERTIFICATIONS**

Certificate of Non-Conforming Use (residential)	\$250
Verification of/interpretation of or changes to a Non-Conforming Use (Commercial and Industrial)	\$250
Zoning Interpretations/Proffer/SUP Determinations	\$350
Zoning Certification Letter required by banks prior to lending Zoning Verification Letter	\$200
Zoning Compliance Certification – Signature of Zoning Administrator required on DMV forms for (Motor Vehicles Sales, Salvage, Vehicle Removal Operator, etc.)	\$100

**HOME BUSINESSES**

Home Occupation Permit Fee	\$100
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**SIGN PERMITS**

Sign Permit (new) – also requires Building Permit	\$120 + \$1 per square foot
Sign (Re-facing) – No Building Permit Required	\$25 + \$1 per square foot or \$75 whichever is less.
30 Day Temporary Sign Banner	\$25, **, **, ***
*- Fee is waived for a single “Grand Opening” Banner for new businesses upon initial start of business (permit is required)	
**- Fee is waived once a year for businesses that have supplied proof of BPOL and submitted application for a business license by the required date.	
***- Fee is waived for Religious Institutions and Non-Profit Organizations if no zoning violations are on file for the subject property within the previous 12 months.	
*, ** & *** In these instances, a permit is still required, and sign still must conform to the Zoning Ordinance.	
Temporary Sign Deposit Fee	\$50

**TRAFFIC IMPACT STUDIES**

Traffic Impact Studies		
a.	First Submission	\$1,000
b.	Third & subsequent submissions	\$500
c.	VDOT 870 Review Please note that if a VDOT 870 review is required, a separate fee must be submitted directly to VDOT. <i>*VDOT 870 Fees must be submitted directly to VDOT</i>	Contact VDOT for fee

**TEMPORARY USES PERMIT FEES**

Temporary Use Permit Fee (TUP applies to total park rental)		
a.	Minimum fee for small events (less than 50 people)	\$500

b.	Fee for Medium-impact events (50 – 100 people)	\$100 0
c.	Fee for Large events such as Carnivals or Circuses – subject to increase by Zoning Administrator if previous approvals were violated in any way.	\$500 0
<b>Temporary Use Deposit</b>		
a.	Minimum fee for small events (less than 50 people)	\$250
b.	Fee for Medium-impact events (50 – 100 people)	\$500
c.	Fee for Large events such as Carnivals or Circuses – subject to increase by Zoning Administrator if previous approvals were violated in any way.	\$250 0

**FAILURE TO OBTAIN ZONING PERMIT**

Failure to obtain a Zoning Permit	\$500 plus permit costs
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**TOWN FACILITY & PARK RENTAL FEES**

<b>Facility</b>		
<b>Community Center Fee</b>		
a.	Town Non-Profit	\$30/hr.
b.	Non-resident non-profit	\$80/hr.
c.	Town Resident	\$50/ hr.
d.	Non-Resident	\$100/ hr.
<b>3800 Graham Park</b>		
a	Town Non-Profit	
	i. Auditorium	\$130/hr.
	ii. Multipurpose Room	\$80/hr.
	iii. Meeting Rooms	\$30/hr.
	iv. Kitchen	\$350/hr.
b.	Non-resident non-profit	
	i. Auditorium	\$230/hr.
	ii. Multipurpose Room	\$180/hr.
	iii. Meeting Rooms	\$80/hr.
	iv. Kitchen	\$350/hr.
c.	Town Resident	
	i.	\$150/hr.
	ii.	\$100/hr.
	iii.	\$50/hr.
	iv.	\$350/hr.
d.	Non-resident	
	i. Auditorium	\$250/hr.
	ii. Multipurpose Room	\$200/hr.
	iii. Meeting Rooms	\$100/hr.
	iv. Kitchen	\$350/hr.

## **BUILDING DEPARTMENT PERMIT APPLICATION FEES (GENERAL)**

### **DEFINITIONS**

**Tenant Layout** - Construction permits issued for the creation of a finished tenant space. This includes the installation of wall and floor materials and dropped ceilings and may include partitions. Construction plans include structural detail and architectural features, plus electrical, plumbing, and mechanical installations. Certificates of Use and Occupancy are issued upon completion of Tenant Layout work.

**Alteration/Repair** - For the purpose of new nonresidential construction, an alteration/repair building permit is issued to the tenant for additional work to satisfy special requirements of the tenant.

Additional work may include installation of partitions or systems furniture.

**Common Area, Common Area Permit** - A common area of a building with multiple units and/or tenants; typically, the footings, foundations, exterior bearing walls, interior walkways, floor-ceiling assemblies for multiple story buildings, and roof areas. This permit is used with Tenant Layout building permits in Use Groups Band M projects and with individual building permits for new residential units in R-2/R-3 projects.

**Gross Floor Area** - Floor area of all floors within the perimeter of the outside walls and columns of a building, without deduction of hallways, stairs, closets, thickness of walls, columns, occupied attics, or other features.

**Group** - The classification of a building or structure based on the purpose for which it is used. See Virginia Construction Code and the International Building Code for various groups.

**R-1, R-2 and R-3 (4 Story/2 Dwelling Units) Groups** - Hotels, motels, boardinghouses, and dwellings such as apartment buildings. Condominiums, each with its own entrance, will fall under this category for the purpose of fee calculation.

**R-3, Groups** - Townhouses, semi-detached, and detached single family dwelling units. Condominiums, each with its own entrance, do not fall under this category for the purpose of fee calculation.

**Shell Permit** - Partial building permit for a work that will not result in the issuance of a Certificate of Occupancy. Please refer to the Building Development Policy and Procedure for definitions and the permitting process.

**Value** - The aggregate cost of labor, material, overhead and profit to complete the entire job. The contract cost for the entire job or portions thereof which fall under the Uniform Statewide Building Code. Value is used for calculation of Alteration and Repair projects.

**Hazard, (Light, Ordinary and Extra) for fire suppression** - See NFPA 13 and Virginia Construction Code Chapter 3 for definition.

### **ADMINISTRATION AND STANDARDS**

A permit must be issued before any of the following actions, which are subject to the Uniform Statewide Building Code (USBC), which may be commenced, and applies to all properties and structures within the Town of Dumfries:

- Construction
- Repair
- Alteration
- Addition
- Footing and foundation
- Removal/demolition

Failure to obtain a Building Permit (plus the cost of permit)	\$500
Site Inspection (storm water, water, sanitary sewer) - per inspection	\$150
Code Compliance Inspection (requested by customer)	\$200
Pre-design Meetings (per hour \$75 minimum)	\$100
Construction Meetings (per hour per discipline - \$75 minimum)	\$100
Reinstatement of Rescinded or Suspended Construction Permits	\$100
Reinstatement of Responsible Parties for Construction Permits	\$100
Reprinting of permits (Each Permit), Certificate of Occupancy, Violations	\$15

**PERMIT APPLICATION**

Application for a permit must be made to the Building Official and a permit must be obtained prior to the commencement of any of the following activities.

1. Construction or demolition of a building or structure, including the installation or altering of any equipment regulated by the USBC.
2. For change of occupancy, application for a permit shall be made when a new certificate of occupancy is required under Section 103.3.
3. Movement of a lot line that increases the hazard to or decreases the level of safety of an existing building or structure in comparison to the building code under which such building or structure was constructed.
4. Removal or disturbing of any asbestos containing materials during the construction or demolition of a building or structure, including additions.
5. Construction of all retaining walls supporting 2 feet or more of unbalanced fill or supporting any surcharge from a structure above. Such work requires plan approval and a building permit. All plans shall be certified and signed by a Professional Engineer, except for retaining wall systems supporting 4 feet or less of unbalanced fill without any surcharge other than ordinary unbalanced fill. A retaining wall system may be composed of several tiers of individual retaining walls.

The Building Official may authorize work to commence pending the receipt of an application or the issuance of a permit.

**EMERGENCY CONSTRUCTION**

Applications for emergency construction, alterations, or equipment replacement, must be submitted by the end of the first working day following the day such work commences.

**EXEMPTIONS**

The following are exempt from this code.

1. Equipment and related wiring, and poles and towers supporting the related wiring installed by a provider of publicly regulated utility service or a franchised cable television operator and electrical equipment and related wiring used for radio, broadcast or cable television, telecommunications or information service transmission. The exemption shall apply only if under applicable federal and state law the ownership and control of the equipment and wiring is by the service provider or its affiliates. Such exempt equipment and wiring shall be located on either public rights-of-way or private property for which the service provider has rights of occupancy and entry; however, the structures, including their service equipment, including

or supporting such exempt equipment and wiring shall be subject to the USBC. The installation of equipment and wiring exempted by this section shall not create an unsafe condition prohibited by the USBC.

2. Manufacturing and processing machines that do not produce or process hazardous materials regulated by this code, including all of the following service equipment associated with the manufacturing or processing machines:

2.1 Electrical equipment connected after the last disconnecting means.

2.2 Plumbing piping and equipment connected after the last shutoff valve or backflow device or before the equipment drain trap; and

2.3 Gas piping and equipment connected after the outlet shutoff valve Manufacturing and processing machines that produce or process hazardous materials regulated by this code are only required to comply with the code provisions regulating the hazardous materials.

3. Parking lots and sidewalks which are not part of an accessible route.

4. Non-Mechanized playground or recreational equipment such as swing sets, sliding boards, climbing bars, jungle gyms, skateboard ramps, and similar equipment where no admission fee is charged for its use or for admittance to areas where the equipment is located.

5. Industrialized buildings subject to the Virginia Industrialized Building Safety Regulations (13 VAC 5-91) and manufactured homes subject to the Virginia Manufactured Home Safety Regulations (13 VAC 5-95); except as provided for in Section 424, including provision for safe egress from the building to grade per chapter 10 Virginia Code, Means of Egress.

6. Manufactured homes, except the applicable requirements of this code affecting site preparation, skirting installation, footings, foundations, proper anchoring and utility connections of the manufactured home remain in full force and effect, including requirements for issuing permits and certificates of occupancy.

7. Farm buildings and structures, except for a building or a portion of a building located on a farm that is operated as a restaurant as defined in Section 35.1-1 of the Code of Virginia and licensed as such by the Virginia Board of Health pursuant to Chapter 2 (Section 35.1-11 et. seq.) of Title 35.1 of the Code of Virginia. However, farm buildings and structures lying within a flood plain or in a mudslide-prone area shall be subject to flood-proofing regulations or mudslide regulations, as applicable.

8. Federally owned buildings and structures unless Federal Law specifically requires a permit from the locality. Underground storage tank installations, modifications and removal shall comply with this code and in accordance with Federal Law.

9. Off-site manufactured intermodal freight containers, moving containers, and storage containers placed on site temporarily or permanently for use as a storage container.

10. Automotive lifts.

#### **EXEMPTIONS FROM PERMIT APPLICATION:**

1. Patios - Building permit is not required for patios which are not designed to support a future structure and that are not suspended concrete slabs.

2. Decks - Building permit is not required for decks where all portions of the top of the floor are within 16.5 inches of finished grades.

3. Installation of wiring and equipment that (i) operates at less than 50 volts, (ii) is for network powered broadband communications systems, or (iii) is exempt under Section 102.3(1), except when any such installations are located in a plenum, penetrate fire rated or smoke protected construction or are a component of any of the following: fire alarm system; fire detection system; fire suppression system; smoke control system; fire protection supervisory system; elevator fire safety control system; access or egress control system or delayed egress locking or latching system; fire damper; or door control system.

4. One story detached accessory structures used as tool and storage sheds, playhouses or similar uses, provided the floor area does not exceed 256 square feet and the structures are not classified as a Group F-1 or H occupancy.

5. Detached prefabricated buildings housing the equipment of a publicly regulated utility service, provided the floor area does not exceed 150 square feet.

6. Tents or air-supported structures, or both, that cover an area of 900 square feet or less, including within that area all connecting areas or spaces with a common means of egress or entrance, provided such tents or structures have an occupant

load of 50 or less persons.

7. Fences of any height unless required for pedestrian safety as provided for by Section 3306 or used for the barrier for a swimming pool. (NOTE: The approval of the zoning Office is required for these buildings for verification of compliance with appropriate setback, side yard and rear yard requirements of the Zoning Ordinance of the Town of Dumfries. Any electrical installation will require permits and inspections.)
8. Concrete, Masonry and Wooden Walls, provided such walls do not exceed six feet in height above the finished grade. Ornamental column caps shall not be considered to contribute to the height of the wall and shall be permitted to extend above the six feet height requirement.
9. Retaining Walls supporting less than three feet of unbalanced fill. This exemption shall not apply to any wall inrounding Class I, II or III-A liquids or supporting a surcharge other than ordinary unbalanced fill.
10. Swimming Pools that have a surface area not greater than 150 square feet, do not exceed 5,000 gallons and are less than 24 inches deep.
11. Flagpoles 30 feet or less in height.
12. Temporary Ramps serving dwelling units in Group R-3 occupancies where the height of the entrance served by the ramp is no more than 30 inches above grade.
13. Construction Work deemed by the building official to be minor and ordinary, and which does not adversely affect public health or general safety.
14. Ordinary repairs not including (i) the cutting away of any wall, partition or portion thereof; (ii) the removal or cutting of any structural beam or load bearing support; (iii) the removal or change of any required means of egress; (iv) the rearrangement of parts of the structure affecting the egress requirements; (v) the addition to, alteration of, replacement of or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas or oil, soil, waste, vent or similar piping, electric wiring or mechanical work; or (vi) any other work affecting public health or general safety. However, ordinary repairs shall include, but are not limited to, the following:
  - 14.1 Replacement of windows and doors with windows and doors of similar operation and opening dimensions that do not require changes to the existing framed opening and that are not required to be fire rated in Group R-2 were serving a single dwelling unit and in Groups R-3.
  - 14.2 Replacement of plumbing fixtures in all groups without alteration of the water supply and distribution systems, sanitary drainage systems or vent systems.
  - 14.3 Replacement of general use snap switches, dimmer and control switches, 125 volt-15 or 20 ampere receptacles, luminaries (lighting fixtures) and existing ceiling (paddle) fans in Group R were serving a single dwelling unit and in all other Group R occupancies.
  - 14.4 Exact replacement of mechanical appliances provided such equipment is not fueled by gas or oil in Group R and were serving a single-family dwelling.
  - 14.5 Replacement of an unlimited amount of roof covering or siding in Group R provided the building or structure is not in an area where the design (3 second gust) wind speed is greater than 100 miles per hour {160 km/hr) and replacement of 100 square feet (9.29 m<sup>2</sup>) or less of roof covering in all groups and all wind zones.
  - 14.6 Replacement of 100 square feet (9.29 m<sup>2</sup>) or less of roof decking in Group R unless the decking to be replaced was required at the time of original construction to be fire-retardant- treated or protected in some other way to form a fire-rated wall termination.
  - 14.7 Installation or replacement of floor finishes in all occupancies.
  - 14.8 Replacement of Class C interior wall or ceiling finishes installed in Groups A, E and I and replacement of all classes of interior wall or ceiling finishes in other groups.
  - 14.9 Installation of replacement cabinetry or trim.
  - 14.10 Application of paint or wallpaper.
  - 14.11 Other repair work deemed by the building official to be minor and ordinary which does not adversely affect public health or general safety.
15. Replacement of above-ground existing LP-gas containers of the same capacity in the same location and associated regulators when installed by the serving gas supplier.
16. Crypts, mausoleums, and columbaria structures not exceeding 1500 square feet (139.35 m<sup>2</sup>) in area if the building or structure is not for occupancy and used solely for the interment of human or animal remains and is not subject to special inspections.

Exception: Application for a permit may be required by the Architectural Review Board (ARB) for the installation of replacement siding, roofing and windows in buildings within the historic district designated within the Town of Dumfries.

#### FEE COLLECTED BY/FOR OTHER AGENCIES

Building Development and Land Development for will require the appropriate fees for: Land Disturbance, Verification of Land Disturbance Inspections, Additional Disturbance Inspection Fees, and Site Plan Review Fees.

Builder/Developer/Owner has the option to use a Third-Party Peer Review process for any construction over 30,000 square feet or as agreed to by the Dumfries Building Official. Builder/Developer/Owner may pay for the review and bring the (third party stamped) plans to the Building Official for a cursory review and his/her additional approval stamp by the Dumfries Building Department. Plan Reviews acceptable to the Town are:

1. Prince William County Peer Plan Review List
2. International Building Technology Services (IBTS)
3. International Code Council Plan Review (ICC)

All Fire related systems plan review will be by a Third-Party Peer Review process as agreed to by the Dumfries Building Official.

Builder/Developer/Owner has the option of using a Town Plan Review to which the Building Official shall assess the appropriate Fees for this service.

#### Methods of Payment

The Town of Dumfries accepts in person payments of Cash, Check, Debit or Credit Cards bearing the Visa, MasterCard and Discover name and logo for the related fees.

Proffers, Bonds and Escrow payments cannot be paid with Credit Cards.

Based on the Town Council adoption of revisions to the Building Development Fee Schedule, the Building Development fees are subject to change (usually within the Town's Budget process). The fee amount charged will be based on the Town Council approved Fee Schedule in effect on the date of permit issuance.

#### FEES, OTHER

Amusement Devices (Carnival Rides) - See Virginia Amusement Device Regulations, 13 VAC 5-31-100, for definitions of Kiddie, Adult, and Spectacular Rides. Regulations state "the total for fees associated with one permit to operate and any associated inspections or one renewal of a permit to operate and any associated inspections shall not exceed" the amount shown. The fee for each amusement device under the permit shall be reduced by 50% when the inspection for obtaining a certificate of inspection for that device is conducted by a private inspector.

**CONTRACTOR LICENSING AND TRADESMAN CERTIFICATION**

License Fees

Not Applicable at this time.

**FEES, OTHER**

1. AMUSEMENT DEVICES (Carniu1l Ri1.ks) - See Virginia Amusement Devises Regulations. 13 VAC 5-31-100. for definition of Kiddie. Adult. and Spectacular Rides. Regulations state "the total for fees associated with one permit to operate and any associated inspections or one renewal of a permit to operate and any associated inspections shall not exceed" the amount shown. The fee for each amusement device under the permit shall be reduced by 50"o when the inspection for obtaining a certificate of inspection for that device is conducted by a private inspector.

Kiddie Rides, each	\$35.00
Adult Rides, each	\$56.00
Spectacular Rides, each	\$76.00
Roller Coasters exceeding 30' height	\$204.00
Generators, each	\$168.00

**ANNUAL PERMITS**

Fee per square foot of gross floor area building	\$ .0065
Minimum fee for each unattached building	\$415.00
Tents greater than 900 square feet	
a. First tent	\$301.00
b. Each additional tent	\$103.00

**CERTIFICATES OF USE AND OCCUPANCY**

A building or structure shall not be used until a Certificate of Use and/or Certificate of Occupancy has been issued by the Zoning and Building Officials. The fees for Certificates of Use and Occupancy and related documents are as follows:

a.	Residential R-3, R-4 and R-5 buildings and R-2 Condo, per unit	\$104.00
b.	Residential R-1and R-2 and R-3 (4 Story/ 2 Dwelling Units), per building	\$155.00
c.	Home Business for business approved by Zoning	\$94.00
d.	Temporary Certificates	
	i. Residential R-3 Condos, Multi-family, per unit first issuance	\$94.00
	ii. Residential R-1, R-2 Multi-story and Use Groups, per Building - first issuance	\$155.00
	iii. Renewal of expired Temporary Occupancy Permit	\$208.00
e.	Certificate of Use and Occupancy for change in use or ownership for nonresidential structure where no construction permit is involved. Payable at time of application.	\$155.00
f.	Replacement of Occupancy Load Posting Sign, Per sign.	\$104.00
g.	Duplicate copy of Certificate of Use and Occupancy where building permit issue date later than June 30, 2000.	\$104.00



**MINIMUM BASE FEE**

All Fees for permits issued on a minimum fee or reduced fee basis shall be paid in full at the time of the permit application.

a.	Residential R-1, R-2 and R-3 and their accessory structures- A minimum fee shall apply to all permits.	\$94.00
b.	Nonresidential and all Multistory Residential structures -A minimum fee shall apply to all permits.	\$155.00

**CODE MODIFICATION REVIEW:**

a.	R-3 (one dwelling) - Groups per dwelling unit	\$94.00
b.	All other Use Groups, per structure or tenant space, whichever is greater	\$155.00
c.	When multiples of "a." or "b." above are submitted simultaneously for the same project, the maximum fee shall be:	\$916.00

**INSPECTIONS:**

a.	After hour inspection - Inspection are normally performed on Tuesday, Thursday and Friday. After hours or off hour inspection can be provided at an additional fee as listed. Fee shown is per hour:	\$144.00
b.	Post Concealment inspection Analysis, per permit	\$94.00
c.	Inspection Cancellation Fee	
	ii. Up to 8:00 am day of inspection	\$36.00
	ii. After 8:00 am and before the inspector arrives at the site	\$36.00
	iii. Townhouse Multiple Inspections for the same building - Inspector has arrived at the site and first inspection has failed. The permit holder wants to cancel additional inspection for the remaining units in the same building.	\$36.00
d.	Re-Inspection Fee	
	i. Work not ready for inspection. Not ready is defined as all of the required items for the requested inspection have not been installed and the work is not complete.	\$139.00
	ii. Work is ready for inspection, but deficiencies are identified. The re-inspection fee shall be charged for each inspection over two when the identified deficiencies have not been corrected.	\$139.00
	iii. All cancellation and rejection fees shall be paid prior to the scheduling of the final inspection.	\$139.00
	iv. The Director of Public Works or his designee shall have authority to waive the re-inspection fees and the cancellation fees based on the written request of the Permit Holder with sufficient justification to grant such a waiver.	\$139.00
e.	Code Compliance Inspection requested by customer. Fee shown is by hour:	\$139.00

**VIOLATION(S) and VIOLATION NOTICES:**

To offset the cost of expenses necessary for all Town Code Enforcement and Building Code Enforcement Activities, an additional fee shall be charged for permits obtained to abate a Violation Notice. The additional fee shall be 100% of the calculated permit fee; not to exceed \$2,500. This fee for violations will be assessed by the Zoning Administrator and/or the Director of Public Works. The administrator(s) of their respective department may waive this additional fee for extenuating circumstances.

**PLAN REVIEW RE-SUBMISSION/REVISION FEES:**

a.	Plan Review Re-submission Fee - A fee computed at the rate of 4% of the Permit fee may be assessed for each re-submission of any plans (except for decks and other minor residential projects). The minimum fees are:	
	i. Residential (Single Family, Duplex, Townhouse, etc.) per unit.	\$94.00
	ii. Non-residential (including R-3, R-2, R-3, multi-story, and multi-family) per unit	\$208.00
b.	Plan Revision Fee -A fee computed at the rate of 2% of the Permit fee shall be assessed for each post plan approval revision to all plans. The minimum fees for revised plans are:	
	i. Residential (Single Family, Duplex, Townhouse, etc.) per unit.	\$94.00
	ii. Non-residential (including R-3, R-2, R-3, multi-story, and multi-family) per unit	\$208.00
c.	Re-review of lost plans/additional plans; no minimum or maximum fee; per page.	\$8.00

**PROVIDING PLANS FOR APPROVAL**

The Town of Dumfries requires two (2) sets of stamped plans for our records. Any number of stamped sets the Builder/Developer/Owner wishes to have they must provide.

**REINSTATEMENT OF RESCINDED PERMITS**

a.	Reinstatement of Permit Fee	\$139.00
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**REASSIGNMENT OF RESPONSIBLE PARTIES**

a.	Reassignment of responsible parties for permits	\$139.00
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**RESIDENTIAL LIMITED SERVICE/REPAIR PERMIT**

a.	Base Fee	\$75.00
b.	Fee for each additional item inspected (requested or required).	\$17.00

**THIRD PARTY INSPECTION**

The Town allows third party inspections. All Inspectors must have the proper certifications and provide credentials to the Town for the various types of inspection they perform. All Inspections conducted within the Town of Dumfries must provide documentation of inspections in writing. Failure to do so results in violations per this fee schedule.

**REFUNDS**

- a. All requests for refunds must be made in writing.
- b. Each inspection requested reduces the refund amount based upon the inspections performed.
- c. Refunds of fees for Certificates of Use and Occupancy are based on the fee schedule.
- d. As a result of the administrative costs for processing a permit the minimum fee, there shall be no refunds on any minimum fee permits.

i.	Minimum administrative fee for refund request	\$94.00
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**RETURNED CHECK**

Any returned check is subject to penalties provided for in the Town Code.

**I. BUILDING FEES**

All permits necessary under the provisions of the Virginia Uniform Statewide Building Codes shall be paid for before initiation of the work covered by such permits.

**A. NEW CONSTRUCTION AND ADDITIONS**

**1. RESIDENTIAL - R-1 and R-2 (Does not include R-3, multi-story or multi-family- see Non-Residential)**

a.	Fee per square foot of the gross floor area, to include basements and garages. Decks required to be permitted separately on new residential construction.	\$0.125
b.	Minimum fee for new dwelling units, garages, carports, additions, breezeways, gazebos, open porches with roofs, decks greater than 250 SF	\$233.00
c.	Minimum Fee (decks, pergolas and detached sheds) 250 SF or less	\$94.00

**2. NON-RESIDENTIAL STRUCTURES - Includes all residential multi-family and multi-story.**

a.	Fee per square foot of gross floor area for complete building	\$0.25
b.	Minimum fee per structure or tenant space	\$313.00
c.	Joint Occupancy Evaluation (JOE) Program with Safety Inspection (Additional fees apply for Fire Marshal, Certificate of Use and Certificate of Occupancy)	\$313.00
d.	JOE Program without Safety Inspection	\$94.00
e.	Tents (greater than 900 SF)	\$155.00
f.	Framing and Rough-in permit	\$313.00
g.	Outdoor Recreation Uses (e.g., Kiddie Park)	\$371.00

**B. PARTIAL PERMITS**

**1. Nonresidential Structures - Includes all R Groups, multi-story and multi-family.**

a.	Fee per square foot of gross floor area for footing/foundation slab.	\$0.125
b.	Fee per square foot of gross floor area for shell. Does not include footing/foundation/slab.	\$0.125
c.	Fee per square foot of gross floor area for shell buildings, to include foundations.	\$0.23
d.	Fee per square foot for tenant floor area of leased and/or occupied tenant space, or minimum fee.	\$0.085
e.	Fee per square foot of gross floor area (without footing/foundation/slab), base building with tenant improvements.	\$0.18

**2. Residential (R-1 and R-2 only)**

a.	Footing and foundation in addition to the regular Building Permit (when permitted separately).	\$94.00
b.	Fee per square foot for superstructure, including basements.	\$0.125

C. ERECTION OF STRUCTURES OTHER THAN BUILDINGS

a.	Multiplier applied to construction value	\$0.01
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D. REPAIRS AND ALTERATIONS

a.	Residential single-family dwellings	\$94.00
b.	Non-residential Structures - includes multi-story and multi-family. Multiplier applied to construction value plus applicable fees. For the purpose of fee calculations, the maximum declared construction value of \$5,000,000 will be used. (Note: The Town of Dumfries reserves the right to request documentation of the construction value).	\$0.01

E. FINISHED BASEMENTS (RESIDENTIAL)

a.	Fee per square foot of gross floor area	\$0.25
b.	Minimum fee when permit taken after occupancy of unit	\$94.00

F. NON-RESIDENTIAL RE-ROOFING

Includes all multi-family and multi-story occupancy groups. Permit is not required for repairs of less than 100 square feet or defined as ordinary.

a.	Fee per square foot for first 10,000 SF of roof area or minimum fee.	\$0.13
b.	Fee per foot for additional square footage over 10,000 SF.	\$0.0085

G. RECALCULATION OF OCCUPANCY LOAD POSTING PLACARD

a.	Fee per Placard.	\$94.00
b.	Minimum Fee.	\$94.00

H. INDUSTRIALIZED BUILDING FOUNDATION OR MANUFACTURED HOMES

a.	Residential base fee Plus Fee per square foot of gross floor area of basement, garage or additions. (Decks require separate permit).	\$94.00 \$0.13
b.	Non-residential. Multi-family and multi-story base fee. Plus, Fee per square foot of gross floor area of basement, garages, or additions.	\$155.00 \$0.25

I. MANUFACTURED HOME – INSTALLATION

a.	New installation (set up).	\$94.00
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J. OTHER FEES

a.	Building Demolition.	\$155.00
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K. Retaining Wall (SF of Total Wall Face)

a.	Minimum Fee for retaining walls.	\$155.00
b.	Retaining Walls with less than 8 feet of backfill.	\$0.50
c.	Retaining Walls with 8 feet or more of backfill.	\$0.60

L. Outdoor Sign

a.	Fee per sign	\$155.00
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M. Indoor Sign

a.	First sign.	\$155.00
b.	Each additional sign.	\$42.00

N. Ground Signs

a.	Fee per sign.	\$155.00
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O. Poles over 30 feet for flags and site lighting system.

a.	Flat fee per project.	\$155.00
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P. Swimming Pools

a.	Private residential Swimming Pools.	\$155.00
b.	Public or semi-public Swimming Pools.	\$313.00

**Q. Special Inspection Project**

The following shall apply when a structure is designated as a Special Inspection:

a.	<b>Building Projects</b>	
	i. Up to 5,000 square feet, single story (unless covered by 9c.)	\$1,042.00
	ii. 5,000 to 10,000 square feet	\$2,086.00
	iii. 10,000 to 20,000 square feet	\$4,173.00
	iv. 20,000 to 50,000 square feet	\$6,259.00
	v. 50,000 to 100,000 square feet	\$8,346.00
	vi. 100,000 square feet and above	\$10,432.00
b.	<b>Retaining Wall Projects</b>	
	i. Up to 1,000 square feet (unless covered by 9c.)	\$1,042.00
	ii. 1,000 to 3,000 square feet	\$2,086.00
	iii. 3,000 to 5,000 square feet	\$3,129.00
	iv. 5,000 square feet and above	\$4,173.00
c.	Individual Structural Components including, but not limited to, Projects to which the Minor Critical Projects policy applies, up to four, per component.	\$418.00

**R. PLAN REVIEW FILING FEES**

a.	Residential (Single Family, Duplex, Townhouse, etc.) per unit.	\$122.00
b.	Non-residential, multi-family, multi-story.	35% of permit fees

**III. ELECTRICAL FEES**

All permits necessary under the provision of the Virginia Uniform Statewide Building Code shall be procured and paid for before initiation of the work covered by such permits. A separate electrical permit is required to install electrical equipment in each dwelling unit, each structure or each area of the structure for which a separate building permit has been issued. A separate electrical permit is required to install electrical signs and swimming pools.

**A. RESIDENTIAL Single-family dwellings. (Does not include multi-family, multi-story, and R-3)**

**1. New Residential**

a.	New Construction of dwelling units, fee per square foot, (includes basement and floor area.	\$0.10
b.	Minimum Fee.	\$94.00
c.	Temporary Service Fee	\$139.00

**2. Existing Dwellings (Additions, Remodeling, and Repairs)**

a.	Base Fee, plus items 1 through 6 below	\$47.00
	i. New Service (new and replacement)	\$47.00
	ii. Fixtures/Receptacles (includes switches, each 10 or portion thereof:	\$9.25
	iii. Circuits, each	\$3.00
	iv. Stationary equipment, each (includes, but not limited to; bathroom exhaust fans, motors, pumps, welders, generators, car charging stations and solar panels). (Electric water heaters are exempt)	\$12.00
	v. Subpanels	\$26.00
	vi. Pumps, each	\$12.50
b.	Service Connection Fee or reconnect (total fee - no base plus)	\$94.00
c.	Swimming Pools (total fee - no base plus)	\$94.00

**B. NON- RESIDENTIAL- Includes all R-3, multi-family and multi-story.**

**1. Base fee**

a.	Base fee plus the following items except items 7, 11, 15, 17, 18, 20, 21 and 22	\$155.00
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**2. Appliances and stationary equipment**

a.	Includes but is not limited to, bathroom exhaust fans, dishwasher, disposal, dryer, water heater, kitchen range, car charging station and solar panels	\$13.50
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**3. Circuits**

a.	New, extensions and feeders; bath fans are counted as circuits.	\$3.50
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**4. Dental Chairs**

a.	Each chair	\$24.50
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**5. Duct Heaters**

a.	For first unit	\$51.00
b.	For additional unit, each	\$28.00

**6. Electrical Unit Heaters**

a.	Space or Baseboard heaters, each	\$14.00
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**7. Fire Alarm Systems (total fee - no base plus)**

a.	For systems up to 10 devices	\$208.00
b.	For each additional device	\$5.50

**8. Fixtures/Receptacles - includes switches, disconnects and smoke detectors.**

a.	Dispensers, each unit	\$14.00
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**9. Track Lighting**

a.	Per Linear foot	\$14.00
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**10. Gasoline Pumps/Dispensers**

a.	Submerged pumps – see motors	\$14.00
b.	Dispensers, each unit	\$14.00

**11. Generators (all types and voltage) total fee - no base plus**

a.	Less than 100 KVA, each unit	\$66.50
b.	100 KVA and above, each unit	\$201.00

**12. Groundworks**

a.	Concealing of conduits only	\$94.00
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**13. Heating and Air Conditioning**

a.	Less than 5 tons (each unit)	\$31.50
b.	5 tons and above (each unit)	\$94.00

**14. Motors - (including commercial furnaces and ventilation equipment)**

a.	Less than 5 H.P.		
	i.	First unit	\$14.00
	ii.	Each additional unit	\$8.75
b.	5 H.P. and above		
	i.	First unit	\$29.75
	ii.	Second unit (or each additional unit)	\$15.75

**15. Pole Lights: (total fee - no base fee)**

a.	First pole	\$31.50
b.	Each additional pole	\$22.75



**16. Service Entry (new, replacement, or metered for separate occupancies or main switches.**

a.	Service 600 volts or less		
	i.	Less than 600 amps	\$115.50
	ii.	600 amps to less than 1200 amps	\$166.00
	iii.	1200 amps and above	\$334.00
b.	Service over 600 volts		\$447.00
c.	Service Reconnect Fee		\$155.00
d.	Temporary Service, for construction only		\$104.00

**17. Outdoor Signs (total fee - no base fee)**

a.	First sign	\$155.00
b.	For each additional sign	\$42.00

**18. Indoor Signs (circuit connections) (total fee - no base fee)**

a.	First sign	\$155.00
b.	For each additional sign	\$42.00

**19. Neon Signs**

a.	Fee per transformer	\$42.00
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**20. Subpanels/Control Panel**

a.	Total fee – no base plus	\$28.00
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**21. Swimming Pools**

a.	Non-residential swimming pools (total fee – no base plus)	313.00
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**22. Temporary Wiring**

a.	Tree sales, produce stands, tent sales, carnivals, fairs, circuses, and other temporary activities. (Total fee – no base plus)	\$155.00
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**23. Transformers- all types and voltages)**

a.	Less than 100 KVA (each unit)	\$66.50
b.	100 KVA and above (each unit)	\$184.50

**24. Uninterruptible Power Supply - all types and voltages**

a.	Less than 100 KVA (each unit)	\$66.50
b.	100 KVA and above (each unit)	\$184.50

**25. Variable Air Volume Boxes**

a.	Fees for Variable Air Volume Boxes (each unit)	\$17.50
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**26. Welders**

a.	Welders (each unit)	\$17.50
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**27. X-Ray Machines**

a.	X-Ray Machines (each unit)	\$17.50
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**28. Low voltage Systems**

a.	Per square foot for first 10,000 SF area to be wired	\$0.03
b.	per square foot for each additional square foot over 10,000 SF of area to be wired	\$0.006

**29. Electrical Demolition**

a.	Electrical Demolition Fee	\$155.00
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**C. INDUSTRIALIZED BUILDING AND MANUFACTURED HOMES:**

1. Interiors of preapproved industrialized buildings or manufactured units shall not require a permit unless the structure is modified.
2. Other Electrical Fees shall be priced per the electrical schedule above.

**III. MECHANICAL FEES**

All permits necessary under the provision of the Virginia Uniform Statewide Building Code shall be procured and paid for before initiation of the work covered by such permits. A separate electrical permit is required to install mechanical equipment in each dwelling unit, each structure, or each area of the structure for which a separate building permit has been issued.

**RESIDENTIAL**

**A. Duct Work Only**

a.	One Zone fee plus	\$193.00
b.	Each additional Zone	\$122.25
c.	1 zone system over 4 tons shall be charged as 2 zones	

**1. A/C Equipment Replacement**

a.	Indoor or Outdoor	\$94.00
b.	Both	\$139.00

**2. Furnace Replacement**

a.	Replacement fee, each	\$94.00
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**3. Wood Stoves, gas logs**

a.	Wood Stoves, Gas Logs Installation, or replacement, each	\$94.00
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**4. Prefabricated Fireplaces**

a.	This fee for wood burning stoves or prefabricated fireplaces is added to the other mechanical fees even if the same owner or contractor performs the work.	\$94.00
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**5. Oil and L. P Tanks**

a.	New or Removal, in or above ground (per permit)	\$94.00
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**6. Building Fire Suppression Systems**

a.	Fire Suppression System Fee	\$94.00
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**7. Ductwork only**

a.	Additions and Finished Basements Fee	\$94.00
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**B. NON-RESIDENTIAL MECHANICAL**

**1. Ductwork**

a.	0 - 2,500 square feet fee per square feet, plus equipment schedule	\$0.085
b.	2,501- 5,000 sq. ft. fee per sq. ft. plus above fee	\$0.052
c.	5,001- 40,000 sq. ft. fee per sq. ft. plus above fee	\$0.035
d.	40,000 sq. ft. fee per sq. ft. plus above fee	\$0.02

**2. Hoods**

a.	Exhaust fans for hoods (fee per fan)	\$155.00
b.	Hood Fee - per sq. ft. of each hood area	\$6.75
c.	Hood Fire Suppression, per system	\$155.00

### 3. Chilled + Hot H2O, Steam Piping

a.	0 - 2,00 2,500 square feet fee per square feet, plus equipment schedule	\$0.045
b.	2,501- 5,000 sq. ft. fee per sq. ft. plus above fee	\$0.035
c.	5,001 sq. ft. and above fee per sq. ft. plus above fee	\$0.025

### 4. Equipment schedule (new or replacement)

a.	Power boilers	
	i. Base fee plus	\$155.00
	ii. Fee Per H.P.	\$1.45
b.	Hot water boiler or steam boiler	
	i. Base fee plus	\$155.00
	ii. Fee for each 100,000 BTU/HR or fraction thereof over 200,000 BTU/HR	\$17.50
c.	Incinerators and crematory per 100/HR burning rate or fraction thereof:	\$61.25
d.	Furnaces (central heating, duct, oil and solid burning rate or fraction thereof:	
	i. Up to 200 MBH input - base fee plus	\$155.00
	ii. For each additional 100 MBH or fraction thereof:	\$15.75
e.	Refrigeration (product cooling)	
	i. Base fee plus	\$155.00
	ii. Fee for each ton over 5	\$10.25
f.	Heating and Air Conditioning (all units)	
	i. Base fee plus	\$216.00
	ii. Fee for each ton over 5	\$28.00
g.	Relocation of existing heating and air conditioning, fee for each relocated unit, to include relocation of ductwork	\$187.00
h.	Conversion of burner	\$155.00
i.	Air Compressors	\$155.00
j.	Auto lifts, each (or minimum fee)	\$31.50
k.	Auto Emissions System (in slab or above floor) includes the exhaust fan.	\$155.00
l.	Chiller/Cooling Tower	
	i. Base fee plus	\$155.00
	ii. Fee per ton	\$1.50
m.	Unit heaters, space heaters, through wall heat pump or A/C, exhaust fan (other than hood), dryer vents, VAV fans and fan coil units.	
	i. Base fee each, for first 10	\$155.00
	ii. Fee each additional thereof:	\$14.00
n.	Additional equipment not listed, to include generators; each type counted separately.	\$155.00

### 5. Smoke Evacuation System

a.	Volume of air is only to be calculated for the affected area, not additional areas not art of the zone	
	i. Per cubic foot up to 25,000 cubic feet	\$0.0075

	ii.	Per cubic foot 25,001- 50,000 cubic feet plus above fees	\$0.0040
	iii.	Per cubic foot 50,001 -400,000 cubic feet plus above fees	\$0.0030
	iv.	Per cubic foot 400,000 and above, plus above fees	\$0.0015
b.		Smoke Removal Fan	
		If Smoke Removal Fan is an integral part of an HVAC system, fees are to be calculated based upon cubic footage.	\$155.00

## 6. Gas Piping

a.		LP or Natural gas - fee per meter plus	\$155.00
	i.	Regulators, up to 10	\$155.00
	ii.	Regulators, 11 or more	\$260.00
b.		Fee for each connected appliance per system	\$14.00
c.		Medical gas piping fee	\$155.00
	i.	Per manifold per type of gas	\$155.00
	ii.	Fee per outlet, up to 30 outlets	\$12.25
	iii.	Fee for each additional 10 outlets, or part of thereof:	\$5.50
d.		Residential which have gas piping systems to supply the furnace, hot water heater, stove or gas logs.	
	i.	Fee for first 10 units plus	\$155.00
	ii.	Each additional unit plus	\$12.25
	iii.	Fee for each appliance outlet	\$12.25

## 7. Flammable and combustible liquid tanks

a.	Storage tank removal or abandonment (each tank)	\$201.00
b.	Storage tank installation and testing, each tank including piping.	\$479.25
c.	Piping only (each tank)	\$281.50
d.	Above or underground tanks up to 550 gallons, each (or minimum fee)	\$66.50

## 8. Elevator

a.	New Elevators and Escalators, each	\$155.00
b.	Miscellaneous: Sidewalk lifts, material lifts, car lifts, stair lifts and porch lifts, per lift.	\$155.00

## 9. Building Fire Suppression

a.		Sprinkler Limited Areas	\$220.00
b.		Sprinkler Light Hazard Occupancy - minimum fee	\$360.00
	i.	1-100 heads (fee per head)	\$6.50
	ii.	101-300 heads fee per head	\$5.25
	iii.	301-500 heads fee per head	\$3.75
	iv.	501 and above sprinkler heads - fee per head	\$3.75
c.		Sprinkler Ordinary Hazard and Rack Storage -minimum fee	\$360.00
	i.	1-100 heads (fee per head)	\$6.50

	ii.	101-300 heads fee per head	\$5.25
	iii.	301-500 heads fee per head	\$3.75
	iv.	501 and above sprinkler heads - fee per head	\$3.75
d.		Sprinkler Extra Hazard - minimum fee	\$360.00
	i.	1-100 heads (fee per head)	\$6.50
	ii.	101-300 heads fee per head	\$5.25
	iii.	301-500 heads fee per head	\$3.75
	iv.	501 and above sprinkler heads - fee per head	\$3.75
e.		NFPA 13D Systems -fee per system	\$360.00
	i.	1-100 heads (fee per head)	\$6.50
	ii.	101-300 heads fee per head	\$5.25
	iii.	301-500 heads fee per head	\$3.75
	iv.	501 and above sprinkler heads - fee per head	\$3.75
f.		Dry Pipe System added on (per dry pipe valve)	\$185.00
g.		Sprinkler with standpipe on (per standpipe riser)	\$104.00
h.		Standpipe System only - base fee plus	\$360.00
	i.	each additional riser after one	\$104.00
i.		Fire Pumps, per pump	\$360.00
j.		Underground fire line, per line	\$313.00
k.		Carbon Dioxide Extinguishing System (per system)	\$313.00
l.		Clean Agent Extinguishing System (per system)	\$185.00
m.		Dry chemical system (per system)	\$185.00
n.		Wet chemical system (per system)	\$185.00

10. Industrialized (modular) buildings require a mechanical permit when building arrives on job in more than one module requiring assembly.

a.	Base Fee plus	\$139.00
b.	Add for all additional equipment – see equipment schedule	

11. Mechanical Demolition

a.	Mechanical Demolition fee	\$155.00
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V. PLUMBING FEES

All permits necessary under the provision of the Virginia Uniform Statewide Building Code shall be procured and paid for before initiation of the work covered by such permits. A separate plumbing permit is required to install plumbing equipment in each dwelling unit, each structure or each area of the structure for which a separate building permit has been issued.

A. RESIDENTIAL - Single family dwellings (Does not include multi-family, multi-story and R-3)

1. New Residential

a.	Base Fee plus	\$94.00
b.	Each fixture and appliance, which includes floor drains, ice makers, hose Bibbs, potable water connections to boilers or other non-potable tanks or equipment and roughed in fixtures. (No gas)	\$7.75

**2. Additions/Remodeling (no gas)**

a.	Base Fee plus	\$94.00
b.	Each fixture and appliance, which includes floor drains, ice makers, hose Bibbs, potable water connections to boilers or other non-potable tanks or equipment and roughed in the fixtures. (No gas)	\$7.75

**3. Lawn Sprinklers**

a.	Backflow prevention only	\$66.50
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**4. Water Service**

a.	Per service when new, repaired or replaced.	\$94.00
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**5. Building Sewer**

a.	Per each foot or portion thereof when inspected by the Building Department	\$94.00
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**6. Pressure Reducing Valve**

a.	Each Valve	\$12.25
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**7. Backwater valves for sewers**

a.	Each Valve	\$12.25
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**8. Cross Connection Fee**

a.	Per Device	\$12.25
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**9. Natural Gas/L. P. Gas**

a.	Base Fee	\$94.00
b.	Each Gas Appliance	\$7.75

**10. Liquid Petroleum Storage Tanks**

a.	New or removals, in or above ground (per permit)	\$66.50
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**B. NON-RESIDENTIAL PLUMBING**

**1. New Structures, Additions and Alterations - Includes all R-3, multi-family and multi-story.**

a.	Base Fee plus	\$208.00
b.	Each Fixture; includes floor drains, Hose Bibbs, potable water connections to boilers and other non-potable tanks or equipment and fixtures connected to potable water systems. (E.g., coffee makers, ice makers, etc.)	\$8.75
c.	Removal or capping off fixtures.	\$8.75

**2. Appliances**

a.	In addition to appliances normally associated with residential and non-residential structures, appliances include ejectors, dishwashers, sewage and garbage disposals, water heaters, water booster pumps, sump pumps, sand or grease interceptors and separators, trench drains and reclaim tanks.	\$33.00
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**3. Storm Drains**

a.	Per 50,000 square feet of roof or portion thereof	\$155.00
b.	Each roof drain and/ or downspout tying into storm drain	#33.00

**4. Building Sewer and storm sewer, per lateral, for each 100 feet or portion thereof: New, repair, or replacement when inspected by the Building Inspector.**

a.	Sewer tap if inspected by Building Department	\$155.00
b.	Sewer line to building drain if separate permit	\$155.00

**5. Water Service: Per service (new, repair, or replacement) from well or public supply system (including swimming pools). The number of water service connections to a building will be determined by the number of meters or the number of lines entering the building.**

a.	Water supply to building if inspected by Building Department.	\$155.00
b.	Water main tap if inspected by the Building Department	\$155.00
c.	Water Service to building if separate permit.	\$155.00



**6. Cross Connection Devices (no fee for building maintenance code issues)**

a.	Minimum Fee per building	\$155.00
b.	Maximum Fee per building	\$939.50

**7. Water Softeners, filter systems**

a.	Fee per each device	\$104.50
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**8. Building Drain**

a.	Without any fixtures (base fee)	\$208.00
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**9. Groundwork**

May be assessed through a Site Plan Fee

a.	Base fee	\$208.00
b.	Each Fixture	\$8.75

**10. Trap Primer**

a.	Each Trap	\$14.00
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**11. Pressure Reducing Valve**

a.	Each Reducing Valve	\$14.00
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**12. Backwater Valve**

a.	Each Backwater Valve	\$14.00
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**13. Mixing Valves**

a.	Each Mixing Valve	\$14.00
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**14. Recirculating Pumps**

a.	Each Recirculating Pump	\$14.00
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**15. Sauna or Steam Baths**

a.	Each Sauna or Steam Bath	\$155.00
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**16. Plumbing Demolition**

a.	Demolition Fee	\$155.00
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**17. Gas Demolition**

a.	Demolition Fee	\$155.00
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**C. INDUSTRIALIZED BUILDING AND MANUFACTURED HOMES**

**1. Residential Plumbing**

a.	Base Fee plus water and sewer connection	\$139.00
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**2. Residential Gas**

a.	Base Fee for Gas Connection	\$94.00
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**3. Non-residential**

a.	Base fee for Non-residential plus fixtures fees, plus sewer and water connection	\$187.00
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**END**



## **AGENDA ITEM REQUEST FORM**

### **Item Type**

Award     Proclamation     Resolution/Ordinance     Motion     Discussion

### **Statement of Purpose**

Consideration of an Ordinance to Adopt Town Fee Schedule

### **Background/References**

The Town's Fee Schedule is considered each year as part of the annual budget process.

### **Fiscal Impact**

The fee schedule aligns with projections included in FY24 budget.

### **Suggested Motion**

Adoption

### **Requested Meeting Date**

May 16, 2023

### **Attachments**

**AT A MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON May 16, 2023 ON A MOTION MADE BY \_\_\_\_\_, AND SECONDED BY \_\_\_\_\_, THE FOLLOWING RESOLUTION WAS ADOPTED BY THE FOLLOWING VOTE:**

Tyrone A. Brown, \_\_\_\_\_ ;  
Brian K. Fields, \_\_\_\_\_ ;  
Selonia B. Miles, \_\_\_\_\_ ;  
Monae S. Nickerson, \_\_\_\_\_ ;  
Shaun R. Peet, \_\_\_\_\_ ;  
Caetrina A. Peterson, \_\_\_\_\_ ;  
Derrick R. Wood, \_\_\_\_\_ ,

**RESOLUTION TO APPROVE THE FY2024-2028 CAPITAL IMPROVEMENT PLAN**

**WHEREAS**, the Town Manager presented the **FY2024-2028** Capital Improvement Plan (CIP); and

**WHEREAS**, on May 16, 2023, the Town Council held a duly advertised public hearing, as required by law on the General Fund Budget for Fiscal Year 2024, which includes appropriations to support the Capital Improvement Plan; and

**WHEREAS**, the **FY2024-2028** Capital Improvement Plan (CIP) serves the purpose of implementing the goals of the Town Council and the Town's Comprehensive Plan.

**NOW, THEREFORE BE IT RESOLVED**, by the Council of the Town of Dumfries, on this 16<sup>th</sup> day of May, 2023 does hereby adopt the **FY2024-2028** Capital Improvement Plan (CIP).

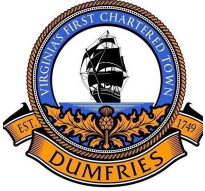
This Resolution shall be effective July 1, 2023.

By Order of Council:

\_\_\_\_\_  
Derrick Wood, Mayor

ATTEST:

\_\_\_\_\_  
Tangi Hill, Town Clerk



## **AGENDA ITEM REQUEST FORM**

### **Item Type**

Award     Proclamation     Resolution/Ordinance     Motion     Discussion

### **Statement of Purpose**

Consideration of a Resolution to Adopt FY24-FY28 Capital Improvement Plan

### **Background/References**

Five Year Capital Improvement Plan

### **Fiscal Impact**

The impact for FY24 is \$2,370,000 of which \$795,000 is cash transferred from General Fund and \$75,000 Stormwater.

### **Suggested Motion**

Adoption

### **Requested Meeting Date**

May 16, 2023

**Attachments:** Proposed CIP FY 2024- FY2028

**MOTION:**

**MEETING DATE: May 16, 2023**

**SECOND:**

**RE: AUTHORIZE CLOSED MEETING**

**WHEREAS**, the Town Council of the Town of Dumfries desires to discuss in closed meeting the following matter(s):

1. One personnel matter relating to the consideration of prospective candidates for a new Town position and assignment of responsibilities to that position pursuant to Va. Code §§2.2-3711.A.(1);
2. Two (2) personnel matters relating to a specific employees pursuant to Va. Code §§2.2-3711.A.(1);
3. One personnel matter relating to assignment and performance of specific public officers pursuant to Va. Code §§2.2-3711.A.(1);
4. One personnel matter relating to the Town Manager's Employment Agreement pursuant to Va. Code §§2.2-3711.A.(1);
5. Consultation with legal counsel regarding the foregoing specific personnel matters pursuant to Va. Code §§2.2-3711.A.(8); and

**WHEREAS**, pursuant to Va. Code § 2.2-3711.A(1) discussion of such personnel matters and provision of legal advice regarding those matters may occur in closed meeting.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Dumfries does hereby authorize discussion of the aforestated matters in closed meeting.

**VOTE**

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**MOTION:**

**MEETING DATE: May 16, 2023**

**SECOND:**

**RE: CERTIFICATION OF CLOSED MEETING**

**WHEREAS**, the Town Council of the Town of Dumfries has convened in closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

**WHEREAS**, Va. Code §2.2-3712 requires a certification by the Town Council that such closed meeting was conducted in conformity with Virginia law;

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Dumfries hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Town Council.

**VOTE**

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON \_\_\_\_\_ : ON A MOTION DULY MADE BY \_\_\_\_\_, AND SECONDED BY \_\_\_\_\_, THE FOLLOWING ORDINANCE WAS ADOPTED BY THE FOLLOWING VOTE:**

**Tyrone A. Brown, \_\_\_\_;**  
**Brian K. Fields, \_\_\_\_;**  
**Selonia B. Miles, \_\_\_\_;**  
**Caetrina A. Peterson, \_\_\_\_;**  
**Monae S. Nickerson, \_\_\_\_;**  
**Shaun R. Peet, \_\_\_\_;**  
**Derrick R. Wood, \_\_\_\_;**

**APPOINTMENT OF TOWN TREASURER**

**WHEREAS**, Va. Code §15.2-1537 provides that every locality shall appoint an officer to be responsible for its financial affairs; and

**WHEREAS**, Town Code Secs. 2-81 and 2-83(10) provide that the Council will appoint a Town Treasurer with the duties set forth therein after consideration of the recommendation of the Town Manager; and

**WHEREAS**, with the appointment of a new Town Manager, the Council desires to address this outstanding appointment; and

**WHEREAS**, Town Manager Tangela Innis has recommended that Kiran Uppal be appointed Town Treasurer, and

**WHEREAS**, pursuant to Code Sec. 2-83(b)(1), the Treasurer shall be supervised by the Town Manager;

**NOW, THEREFORE, BE IT ORDAINED** that the Town Council appoints Kiran Uppal as Town Treasurer, and she shall have all the duties and responsibilities of the Town Treasurer as set forth by the Virginia Code and the Town Code and Charter; and

**BE IT FURTHER ORDAINED** that Ms. Uppal shall continue to be employed by the Town with no change in compensation and benefits based on this appointment.

By Order of Council:

\_\_\_\_\_  
Derrick R. Wood, Mayor

ATTEST: \_\_\_\_\_  
Tangi Hill, Town Clerk



**AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON MAY 16, 2023: ON A MOTION DULY MADE BY \_\_\_\_\_, AND SECONDED BY \_\_\_\_\_, THE FOLLOWING RESOLUTION WAS ADOPTED BY THE FOLLOWING VOTE:**

Tyrone A. Brown, \_\_\_\_\_;  
Brian K. Fields, \_\_\_\_\_;  
Selonia B. Miles, \_\_\_\_\_;  
Monae S. Nickerson, \_\_\_\_\_;  
Shaun R. Peet, \_\_\_\_\_.  
Caetrina A. Peterson, \_\_\_\_\_;;  
Derrick R. Wood, \_\_\_\_\_;

**RESOLUTION FOR WORKERS' COMPENSATION FOR MEMBERS OF THE TOWN COUNCIL OF THE TOWN OF DUMFRIES**

**WHEREAS**, pursuant to Va. Code § 65.2-101, the Workers' Compensation Act does not automatically provide coverage for members of the Town Council, and

**WHEREAS**, the Town Council for the Town of Dumfries desires that the members of Town Council be defined as “employees” for the purposes of workers' compensation coverage.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council for the Town of Dumfries that its Town Council members be included as “employees” for the purposes of the Workers' Compensation Act of the Commonwealth of Virginia and be entitled to the coverage provided under said Act.

**By Order of Council:**

\_\_\_\_\_  
Derrick R. Wood, Mayor

**ATTEST:**

\_\_\_\_\_  
Tangi Hill, Town Clerk