

ADOPTED  
FISCAL  
PLAN FOR  
FY 2020



TOWN OF DUMFRIES



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Keith C. Rogers, Jr.  
Town Manager

Retta Ladd  
Town Treasurer

Dawn Hobgood  
Town Clerk

Greg Tkac  
Director of Public Works

Jatinder Khokhar  
Director of Community Development

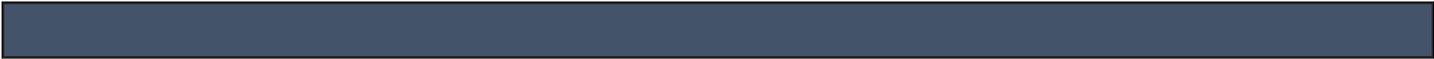
James McCarty  
Police Chief

Kristi Caturano  
Town Attorney

# ADOPTED FISCAL PLAN FOR FY 2020

Special Contribution to the Budget  
Document by Catyana Falsetti

TOWN OF DUMFRIES

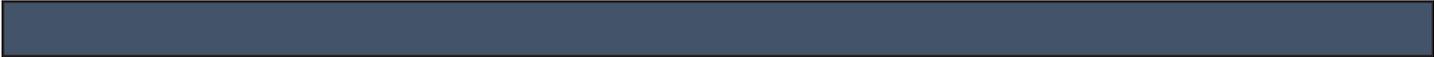


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# INTRODUCTION

## ***Understanding Your Fiscal Plan Document***

The Fiscal Plan 2020 document for the Town of Dumfries is designed to serve as a resource to help ensure that residents and stakeholders gain a better understanding of the Town's strategic objectives and how public finances are used to support these objectives. This document is divided into major sections to allow the reader to flow smoothly through the document.

## **Town Manager's Message**

In this section the Town Manager provides an overview of the entire budget including key changes from the previous fiscal year. Additionally, the Town Manager highlights investments made in response to the needs of the community and the policy direction of the Mayor and the Town Council.

## **Budget Overview**

This section utilizes tables and charts to paint an overall picture of the Town's budget.

## **Financial Policies**

This section describes the basis of budgeting for all funds and details the long-term financial policies for the Town. This section also provides an overview of the Town's budget process.

## **Department Budgets**

This section details the budget for each department/agency of the Town.

## **Capital Improvement Plan (CIP)**

Presented as a separate budget document, the CIP includes funding for all major capital projects. Detailed project descriptions, including historical funding allocations and funding sources are provided in this section.

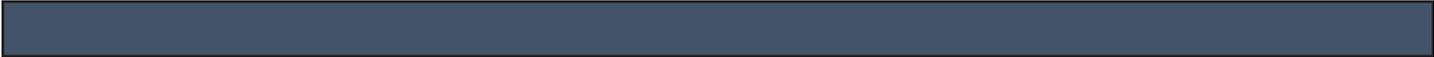
## **Glossary**

This section contains an alphabetical listing of unique and/or specialized terms included within the Fiscal Plan 2020 document.

## **Appendix**

This section contains additional referential information.





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# MAYOR'S LETTER

May 22, 2019

Dumfries residents, property owners and business owners,

On May 21, 2019 the Town Council approved the Fiscal Plan for FY2020 and the Five-Year Capital Improvement Plan (CIP) for FY2020 – FY2024. These budget documents establish a solid framework for the positive changes in Town.

I am excited highlight that, without raising taxes, we were able to make investments in our key focus areas, public safety; economic vitality; sustainability and infrastructure, and well managed government. I commend the Town Manager and his staff for proposing a fiscally sound budget that will enhance our current service offerings.

The Town Council is charged with ensuring that our resources are being utilized in a manner that is efficient and effective in providing service to the community. I want to commend my colleagues on Council for their judicious review of our budget documents and insightful comments and questions during our deliberations.

The Approved budget documents reflect hard work and dedication from staff and your elected body. We are committed to continuing our positive momentum. I trust that the Dumfries of the future will be a town that you don't simply drive through, but a town that you drive to.

Sincerely,

Derrick R. Wood  
Mayor



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# TOWN MANAGER'S LETTER

March 28, 2019

Mayor Wood, Vice-Mayor Nickerson, Honorable Councilmembers and, citizens,

I am pleased to present the Proposed Fiscal Plan for FY2020 and the Five-Year Capital Improvement Plan (CIP) for FY2020 – FY2024. It is an exciting time for the Town of Dumfries. There is fresh leadership, a new Town Hall, new Town logo, and I am excited to serve as your newly appointed Town Manager. I believe strongly in strategic planning, and for localities, our primary strategic planning tool is our budget. This first budget that I present to you lays the ground work for performance-based budgeting and seeks to provide a solid foundation for financial operations. The format of the budget document has been updated to reflect the dynamic momentum of the Town. The resulting budget document is a testament to the hard work and dedication of Town staff.

This budget was developed in adherence to sound financial practices. All revenues equal expenditures, complying with the legal requirement to have a balanced budget. This budget also achieves structural balance, with one-time revenues being dedicated only in support of one-time expenditures. Unlike in years past, no transfers from the Unassigned Fund Balance were used to balance this budget.

The proposed capital budget addresses the reality of balancing multiple major projects with limited staffing. As such, the CIP includes no General Fund contributions for Fiscal Year 2020. This will ensure that active projects are completed efficiently, while also focusing on the game-changing Main Street/ Route 1 widening project. Beginning in Fiscal Year 2020 capital projects are clearly reflected within the CIP. Further, proper segregation of accounts will clearly reflect prior year available funding as well as all funding sources.

In preparing this budget, themes from the 2030 Vision and 2014 Comprehensive Plan were consolidated into four areas of focus which guided decision making: Economic Vitality; Public Safety; Sustainability & Infrastructure; and, Well Managed Government. These four areas of focus served as the basis for strategic funding decisions.

The total proposed General Fund budget is \$4.9M. Local taxes, such as meals and sales tax, represent approximately 40% of the Town's General Fund revenue. Trends in local taxes have shown moderate increases in recent years; however, overall revenues have remained stagnant. Real estate tax revenue has also shown moderate increases. Despite the lack of significant growth, I am pleased to present a budget that makes investments into our strategic focus areas, without increasing taxes or fees.



# TOWN MANAGER'S LETTER (CON'T)

## Public Safety

The Police Department serves as the Town's primary public safety agency and is responsible for the safety and wellbeing of our residents through law enforcement and community partnerships. Priorities within this focus area also include emergency management and ensuring safe, accessible public spaces. Increased funding in the Police personnel budget has been dedicated for additional staffing to support administrative functions. Police operating increases have been allocated to improve training and for the acquisition of new equipment.

## Economic Vitality

The Economic Vitality focus area encompasses economic development, planning, community development, parks, art and culture, as well as tourism. Critical investments in FY20 include one-time funding increases to support the Comprehensive Plan review, Zoning Ordinance revisions and Main Street Master Plan. Funding for Historic Dumfries has also been restructured and aligned within this focus area.

## Sustainability & Infrastructure

The Sustainability & Infrastructure focus area incorporates transportation, stormwater and, our natural environment. FY20 enhancements include the restructuring of general fund support for capital projects and the development of a Street Paving and Maintenance Plan.

## Well-Managed Government

Priorities in Well-Managed Government seek to strengthen internal controls, ensure sound fiscal management and investing in our human capital needs. Funding has been allocated for a 2% salary increase for all general employees. Funding has also been included to support additional staffing to ensure segregation of duties, particularly in relation to financial transactions. Additional enhancements in this focus area include increases for training and discretionary funding for Town Council as well as the establishment of a Community Partner Grant Program.

Dumfries is a great community with a rich history and a bright future. I look forward to working with the Town Council and the community as we continue to push forward.

Respectfully submitted,

Keith C. Rogers, Jr.



# HISTORY

Dumfries history began as early as 1690 when Richard Gibson erected a gristmill on Quantico Creek. The Town of Dumfries was formally established on 60 acres of land at the head of the harbor of Quantico Creek, provided by John Graham. He named the town after his birthplace, Dumfriesshire, Scotland.

The General Assembly established Dumfries as the first of seven townships in Prince William County. The Town received its charter on May 11, 1749 making it the oldest continuously chartered town in Virginia. Dumfries was the second leading port in Colonial America receiving tobacco from the upland. It rivaled New York, Philadelphia, and Boston and was a thriving port for more than 15 years. Due to numerous factors, Dumfries peaked in size and importance in 1763.

Today, Dumfries is 1.54 square miles in size, is home to 5,216 residents (according to the 2017 Census) and is governed by a Town Council elected at-large, which is composed of a Mayor and six other members. The Town of Dumfries is located on Route 1, just off Interstate 95. Dumfries is approximately 28 miles south of our nation's capital, Washington, D.C. and approximately 78 miles north of our state's capital, Richmond, Virginia. The Town is minutes away from the Quantico Marine Corp Base, Prince William Forest Park and approximately 10 miles from Fort Belvoir Army Post.



# CURRENT DEMOGRAPHICS

	DUMFRIES	PRINCE WILLIAM COUNTY
TOTAL POPULATION	5,216	450,763
PERSONS UNDER AGE 5	10.6%	7.6%
PERSONS UNDER 18	32.7%	27.7%
PERSONS AGE 65+	5%	8.7%
HISPANIC OR LATINO	42.1%	24.4%
BLACK OR AFRICAN AMERICAN	26.7%	20.2%
WHITE ALONE, NOT HISPANIC OR LATINO	24.2%	44.6%
OWNER OCCUPIED HOUSING	59.9%	7.1%
MEDIAN VALUE OF OWNER OCCUPIED HOUSING	\$189,300	\$358,300
HOUSEHOLDS WITH A COMPUTER	83.8%	96%
HOUSEHOLDS WITH AN INTERNET SUBSCRIPTION	71.3%	91.9%
HIGH SCHOOL GRADUATE OR HIGHER	77%	88.8%
BACHELOR'S DEGREE OR HIGHER	17.6%	39.8%
MEDIAN HOUSEHOLD INCOME	\$62,303	\$101,059
PERSONS IN POVERTY	15%	7%



# TOWN OF DUMFRIES COUNCIL



Derrick R. Wood  
Mayor



Monaé S. Nickerson  
Vice-Mayor

## COUNCIL MEMBERS



Charles C.  
Brewer



Selonia B. Miles



Brian K. Fields



Melva P. Willis



Cydney A. Neville



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# FINANCIAL POLICIES

## **BASIS OF BUDGETING, ACCOUNTING & FUND STRUCTURE**

The Town of Dumfries utilizes a modified accrual basis of accounting meaning that revenues are recognized when they become both measurable and available finance operations during the year. Expenditures are generally recorded when the liability is incurred. Interest and principal on long-term debt are recognized when due. Operating budgets are adopted on an annual basis for all funds except for Capital Improvement Plan Fund which is adopted on a project basis based on the availability of funds. The Town's budget is proposed and adopted in a manner consistent with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) and in accordance with legal mandates.

Governments use fund accounting to keep different types of revenue and expenditures separated from other types, depending upon the purpose of each fund. This budget establishes proper fund accounting for the Town of Dumfries. Each fund has a fund title and accounting code for reference purposes. Descriptions on each fund will be included in the Adopted Fiscal Plan.

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### **Balanced Budget**

By law, the Town must adopt a balanced budget meaning the total expenditures shall not exceed the total estimated available funds.

### **Structurally Balanced Budget**

Further, it is a goal of the Town to approve a structurally balanced budget in which one-time revenues are only utilized for one-time expenditures.

### **Fund Balance**

The Fiscal Plan 2020 Budget does not seek to finance current operations with General Fund equity (transfers from Unassigned Fund Balance).

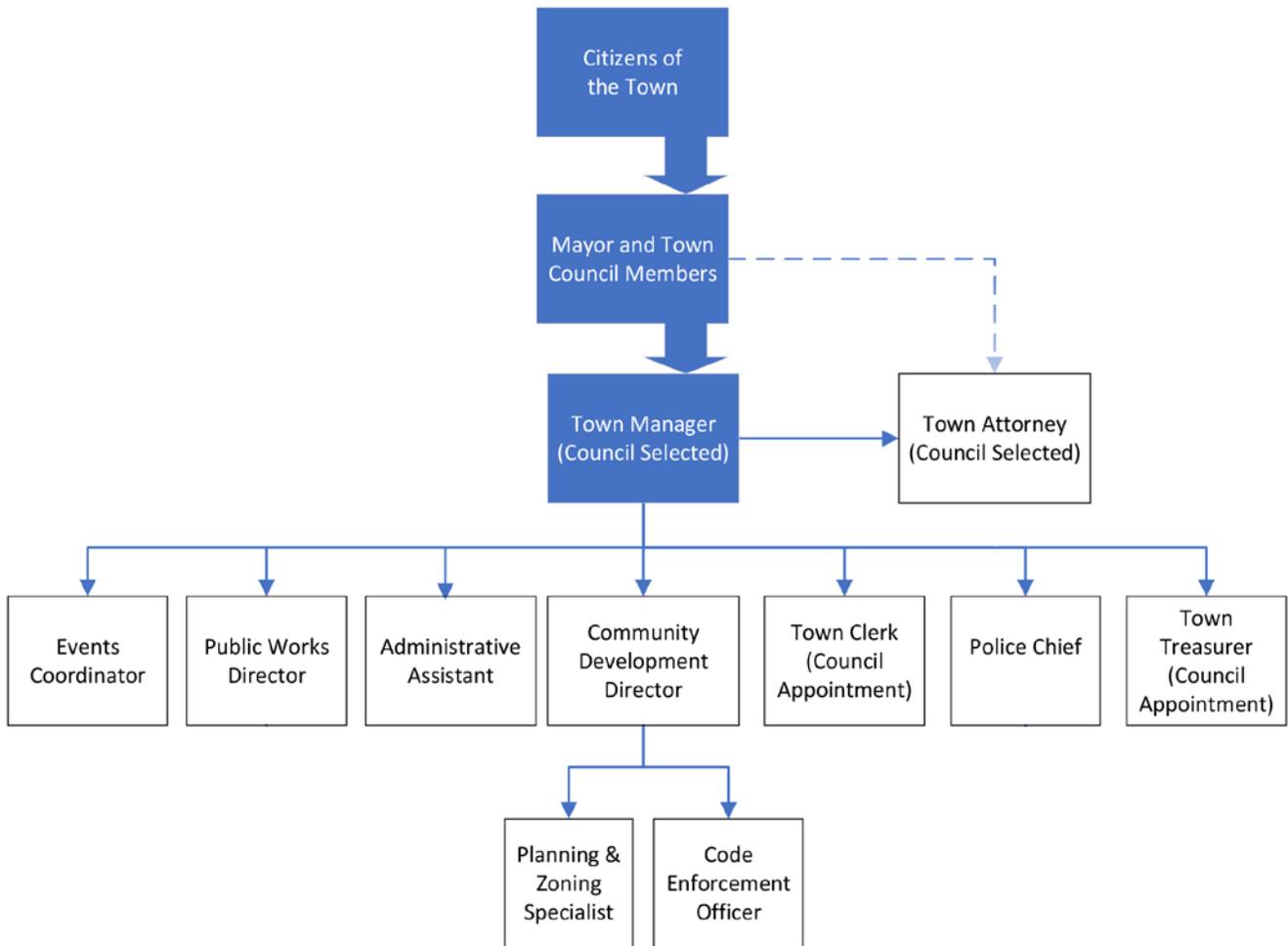
### **Capital Improvement Plan Budgeting & Debt Policy**

Beginning in Fiscal Year 2020 the Town of Dumfries plans to create and adopt a comprehensive Town Debt Policy that will enhance the Town's financial policies and practices while ensuring proper planning and management in relation to debt issuance. Considerations for the Town Debt Policy include but are not limited to; Pay-As-You-Go (cash) CIP funding, total debt to assessed taxable valuation, debt service as a percentage of total revenue, debt terms, and debt payout.



# ORGANIZATIONAL CHART

TOWN OF DUMFRIES  
ORGANIZATIONAL CHART



# BUDGET PROCESS

Throughout the country, performance based budget models have proven successful in improving local governance. This process begins with local leaders identifying the outcomes which the community values the most and prioritizing funding to achieve them. Performance metrics are established and used to measure success to ensure that organizations make the best use of finite resources. Community engagement is a critical aspect of this cyclical process.

To establish a foundation for performance based budgeting the Town Manager and the Executive Team reviewed the Town's 2030 Vision, the 2014 Comprehensive Plan and all legal mandates to establish areas of focus. All budgetary considerations for Fiscal Year 2020 were developed in alignment with the following four Focus Areas.

## Economic Vitality

Inclusive of Planning and Zoning services, economic and community development, parks and green space, arts and culture, tourism, historic, cultural and natural resources, and inclusive communities.

## Public Safety

Inclusive of law enforcement, emergency management, public right-of-way, and public facilities.

## Sustainability & Infrastructure

Inclusive of transportation services, stormwater management, and natural environment.

## Well-Managed Government

Inclusive of sound fiscal management, internal controls, human capital investments, policies and procedures, transparency, and leadership.



# BUDGET CALENDAR

Action	Statute	Timeline	Details
Time for preparation and approval of budget; contents	Va. Code § 15.2-2506	January - April	All officers and heads of departments, offices, divisions, boards, commissions, and agencies of every locality shall, on or before the first day of April of each year, prepare and submit to the governing body an estimate of the amount of money needed during the ensuing fiscal year for his department, office, division, board, commission or agency.
Submission of balanced budget to Council by Town Manager	Town Charter Section 6:02	April 1st	The Town Manager shall be responsible for the annual preparation of the proposed Town budget and budget message to the Town Council by April 15 and publication thereof.
Budget Message	Town Charter Section 6:03		Shall explain the budget both in fiscal terms and in terms of the work programs. It shall outline the proposed financial policies of the town for the ensuing fiscal year, describe the important features of the budget, indicate any major changes from the current year in financial policies, expenditures, and revenues together with the reasons for such changes, summarize the town's debt position and include such other material as is desirable.
Publication of Budget and Financial Information	Va. Code § 15.2-2506	April	A brief synopsis of the budget which, except in the case of the school division budget, shall be for informative and fiscal planning purposes only, shall be published once in a newspaper having general circulation in the locality affected, and notice given of one or more public hearings, at least seven days prior to the date set for hearing, at which any citizen of the locality shall have the right to attend and state his views thereon.
Introduction of Budget Ordinances	Va. Code § 15.2-1427	April	Furthermore, a descriptive notice of the intention to adopt the budget ordinance must be published at least once a week for two successive weeks prior to the public hearing and with at least seven days elapsing between the advertisements.



# BUDGET CALENDAR

Action	Statute	Timeline	Details
Tax Rates Deliberation	VA Code Section 58.1-3007	April -May	Before any local tax levy shall be increased in any county, city, town, or district, such proposed increase shall be published in a newspaper having general circulation in the locality affected at least seven days before the increased levy is made and the citizens of the locality shall be given an opportunity to appear before, and be heard by, the local governing body on the subject of such increase
Council action on budget	Town Charter Section 6:05	May - June	<p>Notice and hearing. The council shall publish in one or more local newspapers the general summary of the budget and a notice stating:</p> <p>(1) The times and places where copies of the message and budget are available for inspection by the public, and</p> <p>(2) The time and place, not less than two weeks after such publication, for a public hearing on the budget.</p> <p>(b) Amendment before adoption. After the public hearing, the council may adopt the budget with or without amendment. In amending the budget, it may add or increase programs or amounts and may delete or decrease any programs or amounts, except expenditures required by law or for debt service or for estimated cash deficit, provided that no amendment to the budget shall increase the authorized expenditures to an amount greater than the total of estimated available funds.</p> <p>(c) Adoption. The council shall adopt the budget before the first day of the fiscal year for which adopted. Adoption of the budget shall constitute appropriations of the amounts specified therein as expenditures from the funds indicated and shall constitute a levy of the property tax therein proposed.</p>



# FUND BALANCE

<b>SUMMARY OF REVENUE, APPROPRIATIONS &amp; FUND BALANCE</b>		
	<b>ADOPTED</b>	<b>ACTUAL</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	\$4,322,332	\$4,322,332
<b>TOTAL GENERAL FUND REVENUE</b>	\$5,307,294	\$4,510,548
<b>LESS</b>		
<b>LESS GENERAL FUND APPROPRIATIONS</b>	(\$4,452,841)	\$10,418,664
<b>APPROPRIATION TO INCREASE FUND BALANCE</b>	N/A	N/A
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	\$859,453	(\$5,908,116)
<b>OTHER FINANCING SOURCES (USES)</b>	(\$2,155,196)	(\$5,755,804)
<b>EXCESS OF REVENUES &amp; OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES</b>	(\$1,300,743)	(\$152,312)
<b>ESTIMATED ENDING FUND BALANCE</b>	\$3,021,589	\$4,170,020



# DEBT SERVICE

From time to time, the Town borrows money to support certain investments through the issuance of bonds. This agency reflects the General Fund payments used as the primary funding source for long-term debt payments. The Town's legal debt limit is governed by Article VII, Section 10 of the Virginia Constitution, which states in part, that the Town's General Obligation indebtedness shall not exceed 10% of the Assessed Valuation of Taxable Real Property. Based on assessed values, the Town's legal debt limit is \$47.2 million.

## Revenue Bonds

\$1,615,000 in Revenue Refunding Bonds were issued in May 2010, maturing annually in installments ranging from \$15,000 to \$135,000 and interest ranging from 2.2% to 5.2% through October 1, 2026; payable semi-annually.

\$2,875,400 in IDA Revenue Bonds were issued in November 2010, due in annual installments ranging from \$50,000 to \$190,000 and interest ranging from 3% to 5.5%; payable semi-annually.

\$485,000 in Revenue Refunding Bonds were issued in July 2012, maturing annually in installments ranging from \$5,000 to \$45,000 and interest ranging from 3% to 5.5% through October 1, 2027; payable semi-annually.

## General Obligation Bonds

A General Obligation Public Improvement Bond in the amount of \$1,850,000 was issued in April 2018, maturing annually in installments ranging from \$30,000 to \$100,000 and interest ranging from 3.625% to 5.125% through April 1, 2048; payable semi-annually.

A General Obligation Public Improvement Bond in the amount of \$3,610,000 was issued in April 2018, maturing annually in installments ranging from \$70,000 to \$205,000 and interest ranging from 2.3% to 4.19% through April 1, 2048; payable semi-annually.

	<b>FY17 Actual</b>	<b>FY18 Actual</b>	<b>FY19 Budget</b>	<b>FY20 Proposed Budget</b>
<b>Debt Service</b>	383,893	384,373	381,097	342,314
<b>Town Municipal Bldg</b>	-	-	295,000	310,972
<b>Total</b>	<b>\$383,893</b>	<b>\$384,373</b>	<b>\$676,097</b>	<b>\$653,286</b>



# AMORTIZATION SCHEDULE

## VML Series 2010K

FISCAL YEAR	PRINCIPAL \$	INTEREST \$	TOTAL DEBT SERVICE \$
2038	165,000	39,480.00	204,480
2039	170,000	30,240.00	200,240
2040	180,000	20,720.00	200,720
2041	190,000	10,640.00	200,640

## 2003A VRA

FISCAL YEAR	PRINCIPAL \$	INTEREST \$	TOTAL DEBT SERVICE \$
2020	30,000	15,243.75	45,244
2021	30,000	13,706.25	43,706
2022	30,000	12,168.75	42,169
2023	35,000	10,503.13	45,503
2024	40,000	8,581.26	48,581
2025	40,000	6,606.26	46,606
2026	45,000	4,578.13	49,578
2027	40,000	2,600.00	42,600
2028	40,000	850.00	40,850



# AMORTIZATION SCHEDULE

## VML Series 2010K

FISCAL YEAR	PRINCIPAL \$	INTEREST \$	TOTAL DEBT SERVICE \$
2020	65,000	137,541.26	202,541
2021	65,000	134,795.00	199,795
2022	70,000	134,480.00	204,480
2023	75,000	127,910.00	202,910
2024	80,000	124,084.00	204,084
2025	80,000	120,005.00	200,005
2026	85,000	115,924.00	200,924
2027	90,000	111,590.00	201,590
2028	95,000	106,775.00	201,775
2029	100,000	101,692.50	201,693
2030	105,000	96,342.50	201,343
2031	110,000	90,725.00	200,725
2032	115,000	84,840.00	199,840
2033	125,000	78,400.00	203,400
2034	130,000	71,400.00	201,400
2035	140,000	64,120.00	204,120
2036	145,000	56,280.00	201,280
2037	155,000	48,160.00	203,160



# AMORTIZATION SCHEDULE

## VRA 2018A - Non-Taxable

FISCAL YEAR	PRINCIPAL \$	INTEREST \$	TOTAL DEBT SERVICE \$
2020	30,000	73,106.27	103,106
2021	35,000	71,440.64	106,441
2022	35,000	69,646.89	104,647
2023	35,000	67,853.14	102,853
2024	40,000	65,931.26	105,931
2025	40,000	63,881.26	103,881
2026	45,000	61,703.14	106,703
2027	45,000	59,396.89	104,397
2028	50,000	56,962.51	106,963
2029	50,000	54,400.01	104,400
2030	50,000	51,887.51	101,888
2031	55,000	49,296.89	104,297
2032	55,000	47,078.14	102,078
2033	60,000	45,056.26	105,056
2034	60,000	42,918.76	102,919
2035	60,000	35,771.88	95,772
2036	65,000	38,315.63	103,316
2037	65,000	35,765.63	100,766



# AMORTIZATION SCHEDULE

## VRA 2018A - Non-Taxable

FISCAL YEAR	PRINCIPAL \$	INTEREST \$	TOTAL DEBT SERVICE \$
2038	70,000	33,131.25	103,131
2039	75,000	30,278.13	105,278
2040	75,000	27,446.88	102,447
2041	80,000	24,650.00	104,650
2042	80,000	21,750.00	101,750
2043	85,000	18,759.38	103,759
2044	90,000	15,587.51	105,588
2045	90,000	12,325.01	102,325
2046	95,000	8,971.88	103,972
2047	100,000	5,437.50	105,438
2048	100,000	1,812.50	101,813



# AMORITIZATION SCHEDULE

## VRA 2018A

FISCAL YEAR	PRINCIPAL \$	INTEREST \$	TOTAL DEBT SERVICE \$
2020	70,000	137,865.52	207,865.52
2021	70,000	135,906.77	205,906.77
2022	75,000	133,776.76	208,776.76
2023	75,000	131,442.38	206,442.38
2024	80,000	128,923.26	208,923.26
2025	80,000	126,246.01	206,246.01
2026	85,000	123,419.13	208,419.13
2027	85,000	120,445.38	205,445.38
2028	90,000	117,318.51	207,318.51
2029	95,000	113,922.88	208,922.88
2030	95,000	110,342.88	205,342.88
2031	100,000	106,567.26	206,567.26
2032	105,000	102,520.38	207,520.38
2033	110,000	98,221.00	208,221.00
2034	115,000	93,664.13	208,664.13
2035	120,000	88,866.51	208,866.51
2036	125,000	83,858.88	208,858.88
2037	130,000	78,649.00	208,649.00



# AMORITIZATION SCHEDULE

## VRA 2018A

FISCAL YEAR	PRINCIPAL \$	INTEREST \$	TOTAL DEBT SERVICE \$
2038	135,000	73,233.13	208,233.13
2039	140,000	67,607.51	207,607.51
2040	145,000	61,632.00	206,632.00
2041	150,000	55,632.00	205,632.00
2042	160,000	49,217.25	209,217.25
2043	165,000	42,491.63	207,491.63
2044	170,000	35,557.51	205,557.51
2045	180,000	28,271.26	208,271.26
2046	95,000	8,971.88	103,971.88
2047	100,000	5,437.00	108,971.88
2048	100,000	1,812.50	105,437.00



# FEE SCHEDULE

TAXES AND FEES	FY18 BUDGET	FY19 BUDGET
Real Estate Taxes (per \$100 of assessed value)	0.1899	0.1899
Business License – Contractor/Construction	\$35.00 or .092 per 100, whichever is greater	\$50.00 or .092 per \$100, whichever is greater
Business License – Retail Sales	\$35.00 or .125 per \$100, whichever is greater	\$50.00 or .125 per \$100, whichever is greater
Business License -Financial/ Real Estate/Professional Services	\$35.00 or .29 per \$100, whichever is greater	\$50.00 or .29 per \$100, whichever is greater
Business License – Repair/ Personal/Business Service	\$35.00 or .18 per \$100, whichever is greater	\$50.00 or .18 per \$100, whichever is greater
Business License – Government Contractor receiving identifiable Federal Appropriations for R&D as defined in FAR 31.205-18(a)	\$100.00 or .03 per \$100, whichever is greater	\$100.00 or .03 per \$100, whichever is greater
Cigarette Tax	\$0.55 per (20 cigarette) pack	0.75 per (20 cigarette) pack
Communications Sales Tax (State rate; locality only received allocated share)	5.0% of gross receipts	5.0% of gross receipts
Meals Tax	4.0% of gross receipts	4.0% of gross receipts
Motor Vehicle License (Passenger Car; Not for Hire)	\$24.00	N/A



# FY20 BUDGET SUMMARY

REVENUES		EXPENDITURES	
Real Estate Taxes	\$869,386	Governing Body	\$82,559
Local Taxes	\$1,941,226	Administration	\$1,379,665
Permit, Privileges and Regulatory Licences & Fees	\$843,702	Police Department	\$1,388,647
Revenues from Other Governmental Entities	\$502,628	Community Development	\$420,516
Fines & Forfeitures	\$85,000	Public Works	\$830,741
Revenues from Town Owned Property	\$510,972	Stormwater Management	\$149,000
Revenues from Use of Money	\$6,000	Boards/Commissions	\$9,500
Miscellaneous Revenues	\$6,000	Debt Svc	\$653,286
Stormwater	\$149,000		
Total	\$4,913,914		\$4,913,914



# REVENUES

## ESTIMATED REVENUES BY FUND TYPE (ALL FUNDS)

Line Item	FY17 Actual	FY18 Actual	FY19 Adopted Budget	FY20 Adopted Budget
<b>Real Estate Taxes</b>				
Real Estate Taxes - Current	766,965	796,184	841,446	817,810
Real Estate Taxes - Delinquent	20,937	30,404	22,000	22,000
Real Estate Taxes - Public Service	18,600	18,943	18,945	20,776
Real Estate Taxes - Penalty	8,923	7,367	8,000	8,000
Real Estate Taxes - Interest	833	931	550	800
<b>TOTAL REAL ESTATE TAXES</b>	<b>\$816,258</b>	<b>\$853,829</b>	<b>\$890,941</b>	<b>\$869,386</b>
<b>Other Local Taxes</b>				
Sales Taxes	393,251	313,311	395,000	395,000
Rental Tax	78,373	79,883	84,000	84,000
Utility Taxes - Electric/Phone	177,527	170,161	176,000	176,000
Bank Stock Tax	41,968	45,298	41,419	47,526
Transient Tax	240,878	219,509	140,000	140,000
2% Regional Transient Occupancy Tax	39,877	33,036	40,700	40,700
Meals Tax	721,730	632,646	695,000	695,000
Telecommunications Tax	177,177	172,676	183,000	183,000
Cigarette Tax	192,680	171,595	251,808	180,000
<b>TOTAL OTHER LOCAL TAXES</b>	<b>\$1,948,804</b>	<b>\$1,839,196</b>	<b>\$1,938,119</b>	<b>\$1,914,226</b>



# REVENUES

Line Item	FY17 Actual	FY18 Actual	FY19 Adopted Budget	FY20 Adopted Budget
<b>Permits, Privileges, and Regulatory Licenses &amp; Fees</b>				
Right of Way Use Fee	38,763	39,683	39,455	39,455
Business License - Contractor	27,698	18,755	28,863	28,863
Business License - Retail Sales	110,622	134,577	133,327	133,327
Business License - Financial/Real Estate/Prof	49,892	38,301	84,100	84,100
Business License - Repair/Business Svcs	78,343	113,044	100,000	100,000
Business License, Wholesale, Other	18,118	17,903	25,157	25,157
Business License, Non-Profit, Tax Exempt	-	492	700	-
Franchise License	61,071	59,088	20,000	78,000
Vehicle Tags	62,292	61,581	-	60,000
Building Permits & Fees	47,755	66,562	50,000	80,000
Planning-Zoning Fees	10,805	736	3,000	16,000
Landfill Host Fees	96,710	58,588	109,500	195,000
Community Center Fees	612	2,340	1,400	1,800
TOWN EVENTS-charter day-festival	90	3,990	1,000	2,000
<b>Total Permit, Privileges, and Regulatory Licenses and Fees</b>	<b>\$602,771</b>	<b>\$615,640</b>	<b>\$596,502</b>	<b>\$843,702</b>
<b>REVENUES OTHER GOVERNMENTAL ENTITIES</b>				
MVC Rolling Stock Tax	5	10	6	61
Street/Highway Maintenance	266,718	271,191	275,739	275,739
Litter Control	2,863	2,792	2,792	2,792
Police Aid	139,312	139,312	144,467	150,101
DEQ Litter Prevention-Recycling Grant	-	3,000	3,000	2,935
DMV Grants	1,791	-	10,000	10,000

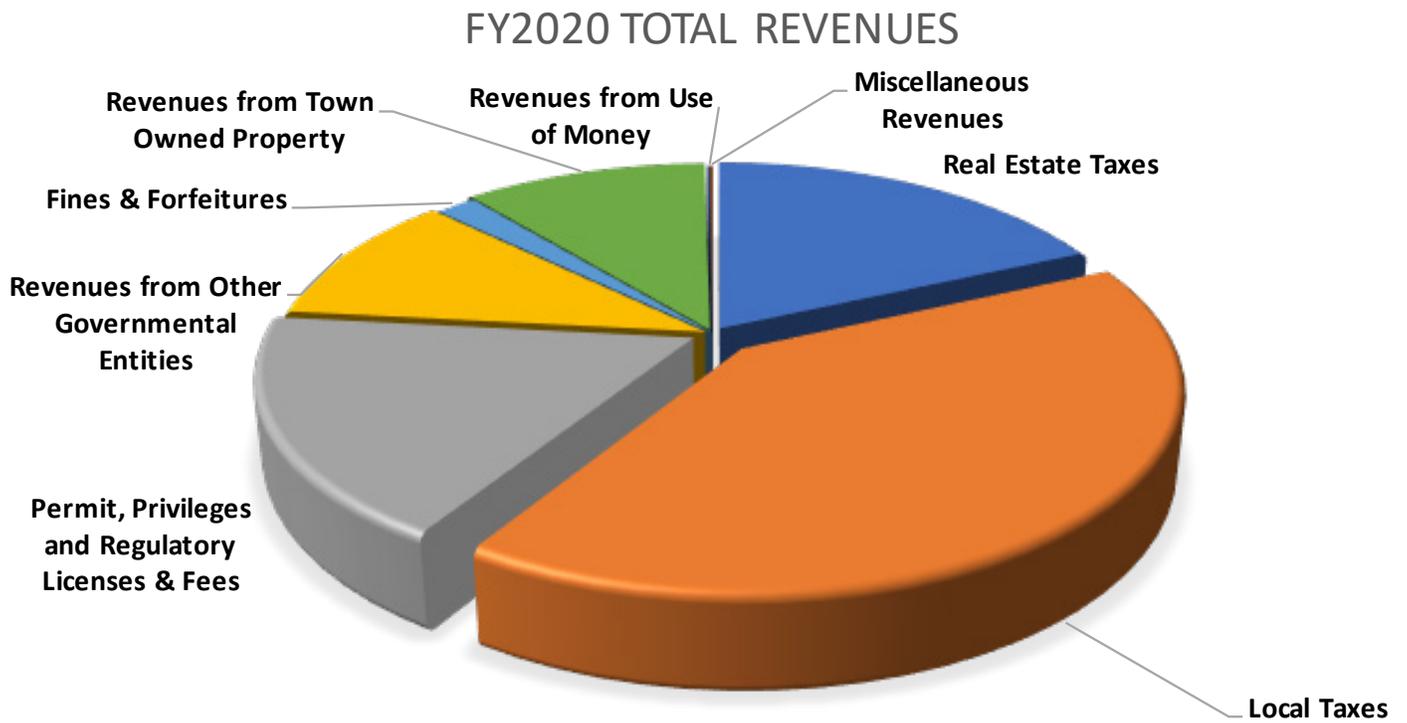


# REVENUES

Line Item	FY17 Actual	FY18 Actual	FY19 Adopted Budget	FY20 Adopted Budget
VML Risk Management Grant	-	2,000	2,000	2,000
VHDA Community Impact Grant	-	-	-	40,000
<b>Total Revenues Other Governmental Entities</b>	<b>\$410,689</b>	<b>\$418,305</b>	<b>\$438,004</b>	<b>\$502,628</b>
<b>FINES &amp; FOREFEITURES</b>				
Court Fines/Forfeitures	32,012	88,747	70,000	85,000
<b>Total Fines &amp; Forfeitures</b>	<b>\$32,012</b>	<b>\$ 88,747</b>	<b>\$70,000</b>	<b>\$85,000</b>
<b>REVENUES FROM TOWN OWNED PROPERTY</b>				
Proceeds from Sale of Property	-	206,471	-	200,000
Municipal Complex Revenue	-	-	517,835	310,972
<b>Total Revenue from Town Owned Property</b>	<b>-</b>	<b>\$206,471</b>	<b>\$517,835</b>	<b>\$510,972</b>
<b>REVENUES FROM USE OF MONEY</b>				
Interest	1,175	5,639	3,500	6,000
<b>Total Revenues from Use of Money</b>	<b>\$1,175</b>	<b>\$ 5,639</b>	<b>\$3,500</b>	<b>\$ 6,000</b>
<b>MISCELLANEOUS REVENUES</b>				
FOIA, Reports, and Miscellaneous Revenue	75,794	1,397	2,500	2,500
K-9 Unit	-	18,321	-	3,500
<b>Total Miscellaneous Revenues</b>	<b>\$75,794</b>	<b>\$19,718</b>	<b>\$2,500</b>	<b>\$6,000</b>
Stormwater Management Fee	\$152,103	\$142,329	\$149,000	\$149,000
<b>GRAND GENERAL FUND REVENUE TOTAL</b>	<b>\$4,170,362</b>	<b>\$4,063,049</b>	<b>\$4,714,776</b>	<b>\$4,913,914</b>



# REVENUES

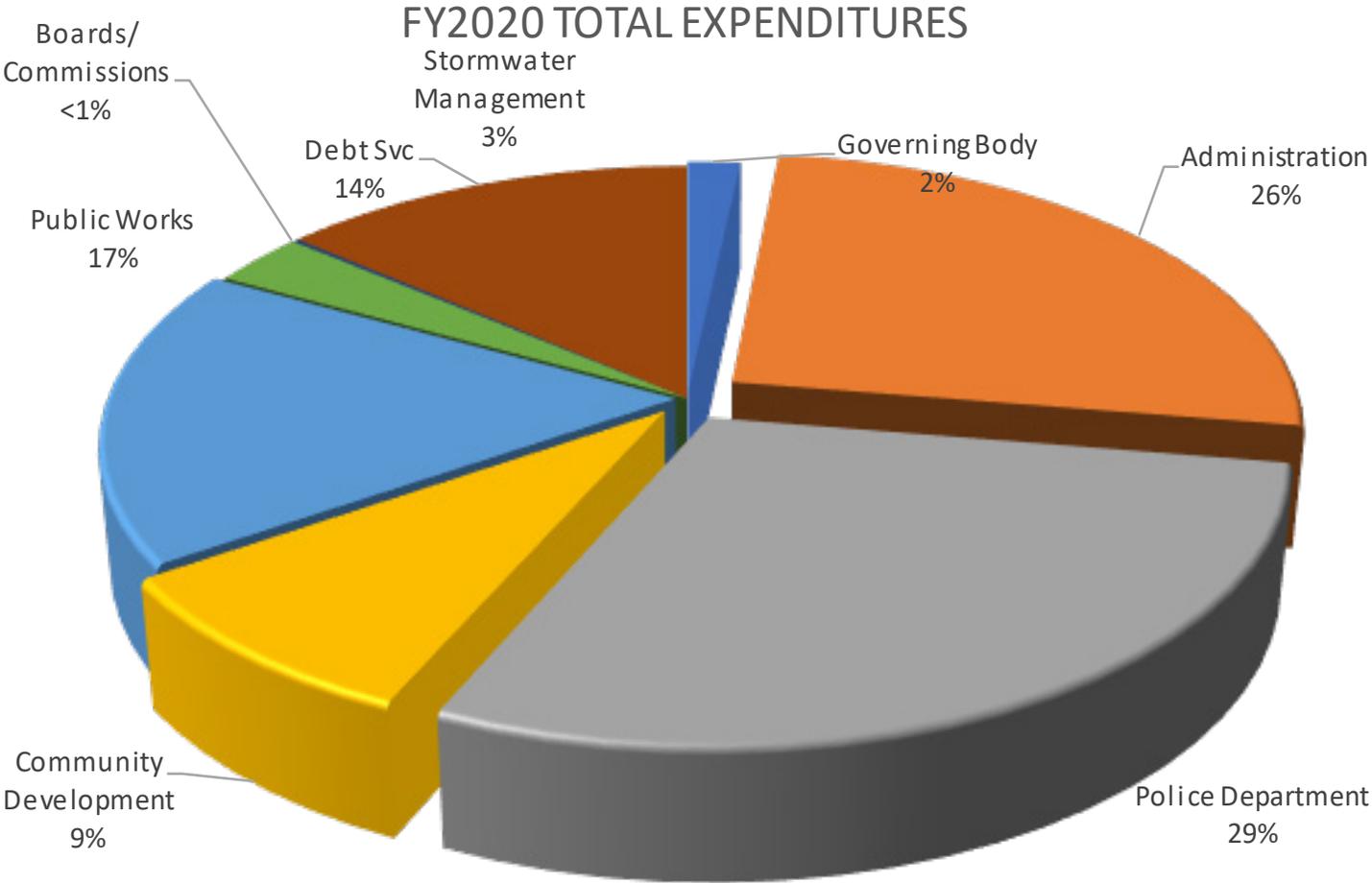


# EXPENDITURES

EXPENDITURES	FY17 Actual	FY18 Actual	FY19 Adopted Budget	FY20 Proposed Budget
Governing Body	75,204	72,075	96,856	82,559
Administration	860,273	865,299	999,632	1,379,665
Economic Development	-	-	-	-
Information Technology	148,471	191,130	167,500	-
Buildings & Grounds	57,368	134,566	241,487	-
Police Department	964,002	1,621,775	1,351,599	1,388,647
Street Maintenance	236,995	270,393	275,739	-
Community Development	117,195	162,338	245,005	420,516
Public Works	869,741	653,246	423,820	830,741
Stormwater Management	150,010	140,467	149,000	149,000
Events Coordinator	53,259	53,796	78,441	-
Boards/ Commissions	5,900	6,100	9,600	9,500
Transfer to Capital Projects	-	657,244	2,606,634	-
Debt Service	383,893	384,433	676,097	653,286
<b>Total</b>	<b>3,922,311</b>	<b>5,212,862</b>	<b>7,321,410</b>	<b>4,913,914</b>



# EXPENDITURES



# DEPARTMENT BUDGETS



# ADMINISTRATION

	FY17 Actual	FY18 Actual	FY19 Adopted Budget	FY20 Adopted Budget
<b>Personnel</b>	561,635	686,383	791,507	844,565
<b>Operating</b>	140,891	167,575	172,875	386,100
<b>Total</b>	<b>\$702,526</b>	<b>\$853,958</b>	<b>\$964,382</b>	<b>\$1,230,665</b>
<b>FTE Counts</b>	6.0	6.0	6.0	7.0

This agency represents the Executive appointees of the Town including the Town Manager, Town Attorney, Town Treasurer and Town Clerk and their staff. Key functions include finance, special events, legal services, management services and community partnership.

	FY17 Actual	FY18 Actual	FY19 Adopted Budget	FY20 Adopted Budget
<b>Personnel</b>				
<b>Full-Time Permanent</b>	387,345	481,469	545,259	575,218
<b>Payroll Taxes</b>	31,029	33,345	38,400	36,766
<b>Workman Comp/ Liability Insurance</b>	97,191	97,191	110,000	100,230
<b>Virginia Unemployment Tax</b>	1,712	4,000	4,000	4,000
<b>Pensions</b>	39,121	65,738	52,153	49,934
<b>Benefits</b>	35,886	50,230	90,000	51,732
<b>COLA</b>	-	-	-	26,685
<b>Operating</b>				
<b>Performance Management</b>	-	10,000	5,000	199,000
<b>Travel/Training</b>	3,150	13,000	16,000	16,000



# ADMINISTRATION

	FY17 Actual	FY18 Actual	FY19 Adopted Budget	FY20 Adopted Budget
Dues/Subscriptions	3,384	5,600	5,600	5,600
Legal Services	2,946	4,000	3,000	-
Independent Auditor	28,550	29,575	29,575	30,300
Municipal Building Rent Payment	-	-	-	-
Equipment/Repairs	1,620	500	500	-
Office Supplies	6,941	10,000	10,000	10,000
Ads/Notices	10,045	10,000	10,500	5,000
Vehicle Tag Prep/Postage	1,115	1,200	-	-
Ordinance Review	3,027	4,000	3,000	3,000
Postage	54	6,000	6,000	5,000
Community/Partner Grant Program	-	-	-	25,000
Events & Recognition	-	-	-	20,000
Utilities	36,094	37,000	37,000	37,000
2% Regional Transient Occupancy Tax	37,060	40,700	40,700	40,700
IT/Maintenance Contracts	6,905	6,000	6,000	138,500
<b>Total</b>	<b>\$702,526</b>	<b>\$853,958</b>	<b>\$964,382</b>	<b>\$1,379,665</b>



# BOARDS AND COMMISSIONS

	<b>FY17 Actual</b>	<b>FY18 Actual</b>	<b>FY19 Budget</b>	<b>FY20 Adopted Budget</b>
<b>Personnel</b>	5,350	5,000	6,500	6,500
<b>Operating</b>	550	3,100	3,100	3,000
<b>Total</b>	<b>\$5,900</b>	<b>\$8,100</b>	<b>\$9,600</b>	<b>\$9,500</b>
<b>FTE Counts</b>	17	17	17	17

The Boards and Commissions include the Planning Commission (PC), Board of Zoning Appeals (BZA) and the Architectural Review Board (ARB).

The Planning Commission advises the Town Council regarding the orderly development of the Town and its environs. They are responsible for preparing the Comprehensive Plan and the Capital Improvement Plan for the Town to be adopted by the Council. The BZA hears and decides on applications for variances and appeals from any order, requirement, decision, or determination made by the Zoning Administrator in the administration or enforcement of the Town Zoning Code. The ARB is responsible for overseeing the developmental changes and improvements within the Historic District or Districts of the Town. The ARB reviews applications for Certificates of Appropriateness regarding improvements or changes within the historic district or districts of the Town.

	<b>FY17 Actual</b>	<b>FY18 Actual</b>	<b>FY19 Budget</b>	<b>FY20 Adopted Budget</b>
<b>Travel/Training</b>	443	3,000	3,000	3,000
<b>Planning Commission</b>	3,750	3,500	3,500	3,500
<b>Architectural Review Board</b>	700	1,000	1,500	1,500
<b>Board of Zoning Appeals</b>	900	500	1,500	1,500
<b>Misc. Expense</b>	107	100	100	-
<b>Total</b>	<b>\$5,900</b>	<b>\$8,100</b>	<b>\$9,600</b>	<b>\$9,500</b>



# COMMUNITY DEVELOPMENT

Line Item	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Adopted Budget
<b>Personnel</b>	49,098	161,842	241,105	255,516
<b>Operating</b>	68,097	91,600	3,900	165,000
<b>Total</b>	<b>\$117,195</b>	<b>\$253,442</b>	<b>\$245,005</b>	<b>\$420,516</b>
<b>FTE Counts</b>	2.0	2.0	3.0	3.0

The Community Development Department is responsible for safe and strategic land-use development and planning. Key organizational units include Code Enforcement and Municipal Planning.

	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Adopted Budget
<b>Personnel</b>				
<b>Full-Time Permanent</b>	45,609	124,297	181,780	181,250
<b>Payroll Taxes</b>	3,489	9,432	13,906	13,866
<b>Pensions</b>	-	10,425	18,887	18,832
<b>Benefits</b>	-	17,688	26,532	41,568
<b>Operating</b>				
<b>Travel/Training</b>	57	1,000	1,000	10,000
<b>Local Match for Grants</b>	-	20,000	-	10,000
<b>Dues/Subscriptions</b>	-	600	400	5,000
<b>Outside Plan Review</b>	-	-	2,500	10,000
<b>Ads/Notices</b>	-	-	-	5,000
<b>Historic Dumfries Virginia</b>	-	-	-	20,000
<b>Professional Contracts</b>	68,040	70,000	-	105,000
<b>Total</b>	<b>\$117,195</b>	<b>\$253,442</b>	<b>\$245,005</b>	<b>\$420,516</b>



# GOVERNING BODY

	FY17 Actual	FY18 Actual	FY19 Adopted Budget	FY20 Adopted Budget
<b>Personnel</b>	36,064	36,064	44,719	44,719
<b>Operating</b>	38,638	26,557	51,437	37,840
<b>Total</b>	<b>\$64,702</b>	<b>\$52,621</b>	<b>\$86,156</b>	<b>\$82,559</b>

The Town of Dumfries is governed by a Town Council elected at-large in non-partisan elections. Led by the Mayor and comprised of six other members including a Vice-Mayor, the Town Council serves as the legislative body responsible for approving the budget, adopting laws and making policy decisions.

The Town of Dumfries utilizes the Council Manager form of government in which the Council is responsible for hiring a professional manager to oversee the day-to-day operations of the Town.

	FY17 Actual	FY18 Actual	FY19 Adopted Budget	FY20 Adopted Budget
<b>Personnel</b>				
<b>Town Council/ Mayor</b>	33,501	33,501	41,541	41,541
<b>Payroll Taxes</b>	2,563	2,563	3,178	3,178
<b>Operating</b>				
<b>Travel/Training</b>	5,475	1,000	10,000	10,000
<b>Retreat</b>	-	-	10,000	-
<b>Dues/ Subscriptions</b>	12,760	4,857	10,737	10,840
<b>Council Expense</b>	403	700	700	7,000
<b>Gen Heiser Boys &amp; Girls Club</b>	10,000	10,000	10,000	10,000
<b>Total</b>	<b>\$64,702</b>	<b>\$52,621</b>	<b>\$86,156</b>	<b>\$82,559</b>



# POLICE

	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Adopted Budget
<b>Personnel</b>	771,611	1,080,245	1,134,754	1,189,447
<b>Operating</b>	192,391	213,665	139,250	199,200
<b>Total</b>	<b>\$964,002</b>	<b>\$1,293,910</b>	<b>\$1,274,004</b>	<b>\$1,388,647</b>
<b>FTE Counts</b>	14.0	14.0	14.0	15.0

The Police Department serves as the Town's primary public safety agency and is responsible for the safety and wellbeing of our residents through law enforcement and community partnerships.

	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Adopted Budget
<b>Personnel</b>				
<b>Full-Time Permanent</b>	552,806	730,250	774,668	819,668
<b>Night Differential</b>	1,701	6,500	6,500	7,800
<b>Overtime/86</b>	17,268	43,000	40,000	40,000
<b>DMV Grant Program</b>	472	-	10,000	10,000
<b>Supplements</b>	902	5,000	2,500	2,500
<b>Line of Duty Act</b>	5,674	6,000	9,881	11,300
<b>Payroll Taxes</b>	44,755	60,033	64,426	67,126
<b>Operations</b>				
<b>Performance Mgt</b>	-	-	2,735	-
<b>Pensions</b>	67,037	105,646	88,244	91,169
<b>Benefits</b>	80,996	123,816	135,800	139,884
<b>Travel/Training</b>	13,377	15,000	15,000	20,000
<b>Physicals &amp; Hiring Costs</b>	5,295	2,500	1,000	5,000



# POLICE

	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Adopted Budget
<b>Uniforms/Maintenance</b>	10,591	20,665	12,500	9,360
<b>Quarterly Uniform Allowance</b>	-	-	-	8,640
<b>Dues/Subscriptions</b>	185	1,000	1,000	1,000
<b>Court Appointed Attorneys</b>	2,040	3,500	1,000	4,500
<b>Vehicle Maint/Operations</b>	15,217	15,000	12,000	18,000
<b>Fuel</b>	6,357	14,000	14,000	17,500
<b>Equipment/Repairs</b>	6,301	5,000	5,000	29,900
<b>Capital Equipment</b>	0	56,000	56,000	56,000
<b>Contracts</b>	2,978	5,000	5,000	5,000
<b>Supplies</b>	2,261	6,500	5,000	10,000
<b>K-9 Unit</b>	-	-	2,500	3,500
<b>Police Accreditation</b>	-	-	4,000	-
<b>Chief's Expense</b>	605	500	250	800
<b>Crime Prevention Program</b>	6,193	4,000	5,000	5,000
<b>Youth Academy</b>	-	-	-	5,000
<b>Rental Space</b>	120,991	65,000	-	-
<b>Total</b>	<b>\$964,002</b>	<b>\$1,293,910</b>	<b>\$1,274,004</b>	<b>\$1,388,647</b>



# PUBLIC WORKS

	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Adopted Budget
<b>Personnel</b>	267,189	361,012	173,020	232,878
<b>Operating</b>	465,143	507,800	520,339	597,863
<b>Total</b>	<b>\$732,332</b>	<b>\$868,812</b>	<b>\$693,359</b>	<b>\$830,741</b>
<b>FTE Counts</b>	3.0	3.0	2.0	3.0

The Department of Public Works is responsible for ensuring a safe and clean public right-of-way. This includes the management of major capital infrastructure projects, administering solid waste programs and maintaining public parks.

	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Adopted Budget
<b>Personnel</b>				
<b>Full-Time Permanent</b>	188,121	252,801	124,100	174,810
<b>Payroll Taxes</b>	14,752	22,383	9,494	13,373
<b>Pensions</b>	25,505	35,358	12,894	18,163
<b>Benefits</b>	38,811	50,470	26,532	26,532
<b>Operating</b>				
<b>Travel/Training</b>	786	1,500	1,500	5,000
<b>Uniforms/Maintenance</b>	337	500	500	500
<b>Dues/Subs</b>	330	600	400	600
<b>Solid Waste Contract</b>	214,082	224,000	226,000	230,000
<b>Vehicle Maint/Operations</b>	1,306	3,500	3,500	4,000
<b>Fuel</b>	1,858	2,500	3,000	3,000
<b>Equipment and Repairs</b>	3,850	3,000	3,000	4,500
<b>Tools/Equipment</b>	646	2,500	2,500	2,500
<b>Contractor Services</b>	4,657	4,000	4,000	50,232



# PUBLIC WORKS

	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Adopted Budget
Litter Control	296	200	200	2,792
Fire Program	-	-	-	19,000
Street/Highway Maintenance	236,995	265,500	275,739	275,739
<b>Total</b>	<b>\$732,332</b>	<b>\$868,812</b>	<b>\$693,359</b>	<b>\$830,741</b>



# STORMWATER MANAGEMENT

	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Adopted Budget
<b>Personnel</b>	-	-	66,838	42,886
<b>Operating</b>	150,010	133,600	82,162	106,114
<b>Total</b>	<b>\$150,010</b>	<b>\$133,600</b>	<b>\$149,000</b>	<b>\$149,000</b>
<b>FTE Counts</b>	-	-	1.0	1.0

Stormwater Management is a specific program administered by the Department of Public Works. Stormwater projects are designed to ensure adequate storm drainage systems and safe surface waters.

	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Adopted Budget
<b>Personnel</b>				
<b>Full-Time Permanent</b>	-	-	49,131	28,840
<b>Payroll Taxes</b>	-	-	3,759	2,206
<b>Pensions</b>	-	-	5,104	2,996
<b>Benefits</b>	-	-	8,844	8,844
<b>Operating</b>				
<b>Stormwater Management</b>	-	-	-	106,114
<b>Travel/Training</b>	-	1,000	3,000	-
<b>Annual Permit Maint Fee</b>	3,600	3,600	3,000	-
<b>Vehicle Maint/Operations</b>	-	-	-	-
<b>Fuel</b>	-	-	-	-
<b>Equipment/Repairs</b>	795	-	-	-
<b>Professional Contracts</b>	81,069	64,600	-	-
<b>Ads/Outreach</b>	-	-	-	-



# STORMWATER MANAGEMENT

	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Adopted Budget
Equipment & Materials	517	1,000	1,000	-
Quantico Creek Clean Up	251	100	100	-
Miscellaneous	35	1,300	3,463	-
Contract Services	18,957	62,000	70,969	-
<b>Total</b>	<b>\$105,224</b>	<b>\$133,600</b>	<b>\$148,370</b>	<b>\$149,000</b>



# LIST OF ACRONYMS

**FEMA** - Federal Emergency Management Agency - Independent Agency with a mission to reduce the loss of life and property and to protect infrastructure from hazards through a risk-based emergency management program of mitigation, preparedness response and recovery.

**FLSA** - Fair Labor Standards Act - Legislation that establishes minimum wage, overtime pay, recordkeeping, and youth employment standards.

**FOIA** – Freedom of Information Act - A law enacted in 1966 requiring that government records except those relating to national security, confidential financial data, and law enforcement is made available to the public on request.

**FTE** - Full-Time Equivalent - An employment indicator that translates the total number of hours worked in a year by all employees to an equivalent number of work years, based upon a work year of 2,080 hours equaling one Full-Time Equivalent (FTE).

**FY** - Fiscal Year - The twelve-month period of the budgetary year. The fiscal year for the City's operating budget begins on July 1st and ends the following June 30th.

**GAAP** – Generally Accepted Accounting Principles - Standards framework of guidelines for financial accounting used in any given jurisdiction.

**GASB** - Government Finance Officers Association - A professional association of state/provincial and local finance officers in the United States and Canada, and has served the public finance profession since 1906. The association's more than 18,000 members are dedicated to the sound management of government financial resources.

**ICMA** - International City/County Management Association - Creating excellence in local governance by developing and fostering professional A five year financial plan or budget that outlines spending for Capital projects such as buildings, parks, streets, etc., and their financing sources.

**PIO** - Public Information Officer - Responsible for providing the public information about services, programs and other information.

**RDF** - Rainy Day Fund/Unassigned Fund Balance - The fund has no specific or designated use.



# LIST OF ACRONYMS

**VRS** - Virginia Retirement Systems - A state system for public employees that provides its members with benefits at retirement or upon disability or death.



# GLOSSARY

**Accounting Basis** - The Town operates on a modified accrual basis where most revenue is recognized when it is earned or billed, and expenditures are recognized when the liability is incurred.

**Accruals** – Records of Town revenues and expenses in the period(s) in which they are incurred.

**Adopted Budget** – The budget ordained by Town Council for the fiscal year.

**Appropriation** - An authorization made by Town Council to expend funds for a certain purpose within a specific time frame.

**Assessed Value** - The fair market value set on real and other property as a basis for levying taxes.

**Bond** – An instrument of indebtedness of the bond issuer to the holders.

**Budget** - A financial plan showing estimated costs, revenues and service levels over a certain time period (fiscal year).

**Capital Improvement Plan (CIP)** - A five year financial plan or budget that outlines spending for Capital projects such as buildings, parks, streets, etc., and their financing sources.

**Capital Projects** - Projects for the purchase or construction of capital assets. Typically, a capital asset encompasses a purchase of land and/or the construction of a building or facility.

**Debt Service** - The amount necessary to pay principal and interest on outstanding bonds and notes.

**Delinquent Taxes** - Taxes remaining unpaid on or after the date, in which a penalty for nonpayment is incurred.

**Expenditure** - Where accounts are kept on the accrual or modified accrual basis of accounting (see Accounting Basis), the cost of goods received or services rendered, whether cash payment has been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payment is made.

**Financial Management** - Budget, payroll, procurement, accounts payable, accounts receivable, grants, and other financial functions.



# GLOSSARY

**Fiscal Year** - The twelve-month period of the budgetary year. The fiscal year for the Town's operating budget begins on July 1st and ends the following June 30th.

**Fund** - An independent fiscal and accounting entity with a self-balancing set of accounts recording its assets, liabilities, fund balances, retained earnings, revenues and expenditures.

**Fund Balance** - The accumulated revenues and other financing sources in excess of expenditures and other uses.

**General Fund** - The primary operating fund which accounts for all revenues and expenditures that are not accounted for in specific purpose funds. It finances the regular day-to-day operations of the Town.

**Operating Budget** - The Town's annual financial plan of the operating expenditures of the general fund, enterprise funds, and internal service funds, as well as the proposed means of financing them. This document is the primary tool by which most financing, acquisition, spending and service delivery activities of a government are planned and controlled.

**Proposed Budget** - The budget formally submitted by the Town Manager to the Town Council for its consideration.

**Revenue** - The yield from various sources of income, such as taxes, that the Town collects and receives into the treasury for public use.

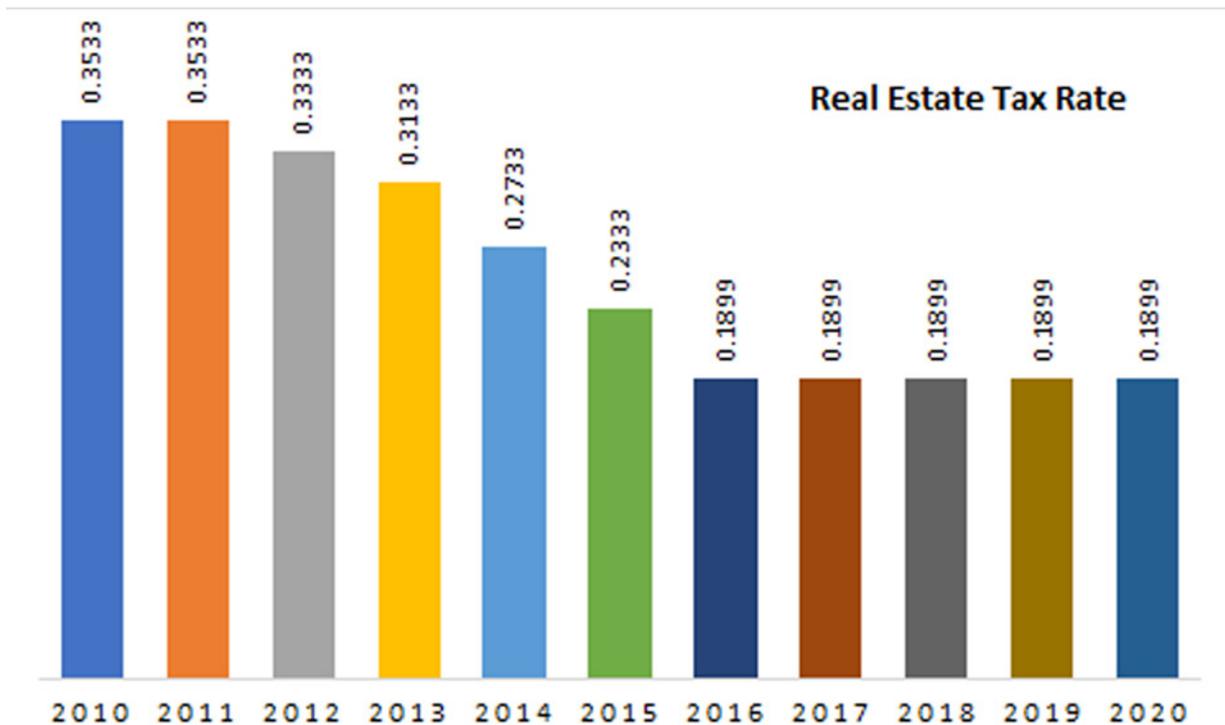


# APPENDIX



# STATISTICAL DATA

Real Estate Tax Rate (per \$100 of assessed value)										
.3533	.3533	.3333	.3133	.2733	.2333	.1899	.1899	.1899	.1899	.1899
2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020



# POSITION SUMMARY SCHEDULE

DEPARTMENT	TITLE	FY17 ACTUAL	FY18 ACTUAL	FY19 ADOPTED	FY20 PROPOSED
ADMINISTRATION	TOWN MANAGER	1	1	1	1
ADMINISTRATION	TOWN ATTORNEY	1	1	1	1
ADMINISTRATION	TOWN TREASURER	1	1	1	1
ADMINISTRATION	TOWN CLERK	1	1	1	1
ADMINISTRATION	ADMINISTRATIVE ASSISTANT	1	1	1	1
ADMINISTRATION	EVENTS COORDINATOR	-	-	1	1
ADMINISTRATION	MANAGEMENT ANALYST	-	-	-	1
PUBLIC WORKS	DIRECTOR OF PUBLIC WORKS	1	1	1	1
PUBLIC WORKS	PROGRAM MANAGER	1	1	1	1
PUBLIC WORKS	MAINTENANCE CREW LEADER	1	1	1	1
STORMWATER MANAGEMENT	MAINTENANCE WORKER	1	1	1	1
COMMUNITY DEVELOPMENT	BUILDING OFFICIAL AND ZONING ADMINISTRATOR	1	1	1	1
COMMUNITY DEVELOPMENT	TOWN PLANNER	-	-	1	1
COMMUNITY DEVELOPMENT	CODE ENFORCEMENT OFFICER	1	1	1	1
POLICE DEPARTMENT	CHIEF OF POLICE	1	1	1	1
POLICE DEPARTMENT	SERGEANT	4	4	4	4
POLICE DEPARTMENT	POLICE OFFICER	9	9	9	9
POLICE DEPARTMENT	ADMINISTRATIVE ASSISTANT	-	-	-	1



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# TOWN OF DUMFRIES



## FEE SCHEDULE

EFFECTIVE JULY 1, 2017

ADOPTED 6-20-17 O-2017-008



**SITE PLAN REVIEW FEES**

Non-Residential Site Plan, Multi-Family Site Plan and major revisions to an approve Site Plan.	\$1,000
Single Family & Townhouse Subdivision Plan, Minor non-residential Site Plan, and Grading Plan over 2,500 square feet	\$500
Plat Review – Subdivision, Easement, Consolidation, or Vacation of:	\$350
Waiver Request	\$300
Pre-Submission Meetings – per hour per discipline	\$100
Subsequent Reviews and Minor Revisions to an approve Plan	\$100 per sheet
Erosion and Sediment Control Plan Submission	\$100
Street Cut Permits	\$100
Land Disturbance Permit Fee (minimum)	\$100
Land Disturbance Plan Permit Fee (per sheet)	

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

**See Code of Virginia Administrative Code**

Fees for Individual Permit or Coverage - Per (9VAC25-870-820)	
Modification or Transfer of Individual Permit Fees – (9VAC25-870-825)	
State Permit Maintenance Fees - (9VAC25-870-8230)	
Storm Water Management Appeal	\$850

**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.	
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## **BUILDINGS, OCCUPANCIES, AND ACCESSORY STRUCTURES**

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

## **PLANNING APPLICATIONS**

<b>Application for Rezoning</b>		
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
b.	Plus additional fee per acre based upon desired zoning district	
	i. PMUD and Residential	\$175
	ii. B-1	\$150
	iii. B-2	\$125
	iv. FB/O-1	\$175
	v. SP-1 and M-1	\$200
<b>Zoning Text Amendment (per test amendment)</b>		<b>\$1,000</b>

## **CONDITIONAL USE PERMITS (CUP)**

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

## **APPEALS/BZA APPLICATIONS**

Appeal to Maintenance Code Board of Appeals	\$850
Appeal to the Board of Zoning Appeals (residential and non-residential)	\$850
Appeal to the Town Council	\$850

## **ARCHITECTUAL REVIEW BOARD**

Certificate of Appropriateness	\$25
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## **ZONING DETERMINATIONS AND CERTIFICATIONS**

Certificate of Non-Conforming Use (residential)	\$65
Verification of/interpretation of or changes to a Non-Conforming Use (Commercial and Industrial)	\$100
Zoning Interpretations/Proffer/SUP Determinations	\$100
Zoning Certification Letter required by banks prior to lending	\$65
Zoning Compliance Certification – Signature of Zoning Administrator required on DMV forms for (Motor Vehicles Sales, Salvage, Vehicle Removal Operator, etc.)	\$25

## **HOME BUSINESSES**

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

Sign Permit (new) – also requires Building Permit	\$55 + \$1 per square foot, or \$75 whichever is less
Sign (Re-facing) – No Building Permit Required	\$25 + \$1 per square foot or \$50 whichever is less
<b>30 Day Temporary Sign Banner</b>	<b>\$25, **, **, ***</b>
*- 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.	
<b>Temporary Sign Deposit Fee</b>	<b>\$50</b>

## **TEMPORARY USES**

<b>Temporary Use Permit</b>			
	i.	Minimum fee for small events	\$50
	ii.	Fee for Medium-impact events	\$150
	iii.	Fee for Large events such as Carnivals or Circuses – subject to increase by Zoning Administrator if previous approvals were violated in any way.	\$500
<b>Temporary Use Deposit</b>			
	i.	Minimum fee for small events	\$100
	ii.	Fee for Medium-impact events	\$500
	iii.	Fee for Large events such as Carnivals or Circuses – subject to increase by Zoning Administrator if previous approvals were violated in any way.	\$5000

## **FAILURE TO OBTAIN ZONING PERMIT**

<b>Failure to obtain a Zoning Permit</b>	<b>\$500 plus permit costs</b>
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## **BUILDING DEPARTMENT PERMIT APPLICATION FEES**

### **GENERAL**

**This fee schedule includes:**

- **2% Fee Levy as authorized by Section 107.2 of the USBC to support the activities of the Prince William County Code Academy.**

### **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 B and 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, occupiable 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

<b>Failure to obtain a Building Permit</b> (plus the cost of permit)	<b>\$500</b>
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

### **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, housing 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 valveManufacturing 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.

**Exceptions from application for permit:**

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 pre-fabricated 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 impounding 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:
  - 10.1. 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 where serving a single dwelling unit and in Groups R-3.
  - 10.2. Replacement of plumbing fixtures in all groups without alteration of the water supply and distribution systems, sanitary drainage systems or vent systems.
  - 10.3. 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 where serving a single dwelling unit and in all other Group R occupancies.
  - 10.4. Exact replacement of mechanical appliances provided such equipment is not fueled by gas or oil in Group R, and where serving a single family dwelling.
  - 10.5. 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.
  - 10.6. 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.

10.7. Installation or replacement of floor finishes in all occupancies.

10.8. 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.

10.9. Installation of replacement cabinetry or trim.

10.10. Application of paint or wallpaper.

10.11. Other repair work deemed by the building official to be minor and ordinary which does not adversely affect public health or general safety.

15. **Signs** installed on buildings and/or grounds.

16. **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.

17. **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 for and/or by 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:

- a. Fairfax County Peer Plan Review List
- b. International Building Technology Services (IBTS)
- c. 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.

C. CONTRACTOR LICENSING AND TRADESMAN CERTIFICATION

1. License Fees

Not Applicable at this time.

D. FEES, OTHER

- 1. 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.

Kiddie Rides, each	\$35.70
Adult Rides, each	\$56.10
Spectacular Rides, each	\$76.50
Roller Coasters exceeding 30’ height	\$204.00
Generators, each	\$168.30

2. ANNUAL PERMITS

Fee per square foot of gross floor/area building	\$.0056
Minimum fee for each unattached building	\$401.22
Tents {greater than 900 square feet}	
i. First tent	\$287.26
ii. Each additional tent	\$96.29

- 3. 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	\$96.29
b.	Residential R-1 and R-2	\$142.82
c.	Home Business for business approved by Zoning	\$86.28
d.	Temporary Certificates	
i.	Residential R-3 Condos, Multi-family, per unit first issuance	\$86.28
ii.	Residential R-1, R-2 Multi-story and Use Groups, per Building – first issuance	\$142.82
iii.	Renewal of expired Temporary Occupancy Permit	\$190.96
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.	\$142.82
f.	Replacement of Occupancy Load Posting Sign, Per sign.	\$96.29
g.	Duplicate copy of Certificate of Use and Occupancy where building permit issue date later than June 30, 2000.	\$96.29

**4. 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.	\$86.28
b.	Nonresidential and all Multistory Residential structures – A minimum fee shall apply to all permits.	\$142.82

**5. CODE MODIFICATION REVIEW:**

a.	R-3 (one dwelling) – Groups per dwelling unit	\$86.28
b.	All other Use Groups, per structure or tenant space, whichever is greater	\$142.82
c.	When multiples of “a.” or “b.” above are submitted simultaneously for the same project, the maximum fee shall be:	\$857.09

**6. INSPECTIONS:**

a.	<b>After hour inspection</b> – Inspection are normally performed on Tuesday, Thursday and Friday. After hours or off hour inspection can be provided at an additional fee as listed. <b>Fee shown is per hour:</b>	\$37.55
b.	<b>Post Concealment inspection</b> Analysis, per permit	\$86.28
c.	<b>Inspection Cancellation Fee</b>	
i.	Up to 8:00 am day of inspection	\$34.52
ii.	After 8:00 am and before the inspector arrives at the site	\$34.52
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.	\$34.52
d.	<b>Re-Inspection Fee</b>	
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.	\$127.99
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.	\$127.99
iii.	All cancellation and rejection fees shall be paid prior to the scheduling of the final inspection.	\$127.99

	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.	\$127.99
e.		Code Compliance Inspection requested by customer. <b>Fee shown is by hour:</b>	\$127.99

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

To offset the cost of expense 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.

**8. 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 dwellings	\$86.28
	ii.	Non-residential (including R-3, R-2, R-3, multi-story, and multi-family)	\$190.96
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 dwellings	\$86.28
	ii.		\$190.96
c.		Re-review of lost plans/additional plans; no minimum or maximum fee; per page.	\$19.96

**9. 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.

**10. REINSTATEMENT OF RESCINDED PERMITS**

		Reinstatement of Permit Fee	\$127.99
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**11. REASSIGNMENT OF RESPONSIBLE PARTIES**

		Reassignment of responsible parties for permits	\$127.99
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**12. RESIDENTIAL LIMITED SERVICE/REPAIR PERMIT**

a.	Base Fee	\$69.04
b.	Fee for each additional item inspected (requested or required)	\$15.82

**13. 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.

**E. REFUNDS**

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

	Minimum administrative fee for refund request:	\$86.28
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**F. RETURNED CHECK**

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

## **II. 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.	\$.125
b.	Minimum fee for new dwelling units, garages, carports, additions, breezeways, gazebos, open porches with roofs, decks greater than 250 SF	\$214.28
c.	Minimum Fee (decks, and detached sheds) 250 SF or less	\$86.28

2. **NON-RESIDENTIAL STRUCTURES** – Includes all residential multi-family and multi-story.
- 3.

a.	Fee per square foot of gross floor area for complete building	\$.2354
b.	Minimum fee per structure or tenant space	\$287..26
c.	Joint Occupancy Evaluation (JOE) Program with Safety Inspection (Additional fees apply for Fire Marshal, Certificate of Use and Certificate of Occupancy)	\$287.26
d.	JOE Program without Safety Inspection	\$77.04
e.	Tents (greater than 900 SF)	\$142.82
f.	Framing and Rough-in permit	\$287.26

### **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.	\$.1206
b.	Fee per square foot of gross floor area for shell. Does not include footing/foundation/slab.	\$.1206
c.	Fee per square foot of gross floor area for shell buildings, to include foundations.	\$.2126
d.	Fee per square foot for tenant floor area of leased and/or occupied tenant space, or minimum fee.	\$.0805
e.	Fee per square foot of gross floor area (without footing/foundation/slab), base building with tenant improvements.	\$.1723

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

a.	Footing and foundation in addition to the regular Building Permit (when permitted separately).	\$86.28
b.	Fee per square foot for superstructure, including basements.	\$.1235

**C. ERECTION OF STRUCTURES OTHER THAN BUILDINGS**

a.	Multiplier applied to construction value.	\$ .0104
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**D. REPAIRS AND ALTERATIONS**

a.	Residential single family dwellings	\$86.28
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).	\$ .0104

**E. FINISHED BASEMENTS (RESIDENTIAL)**

a.	Fee per square foot of gross floor area	\$ .2469
b.	Minimum fee when permit taken after occupancy of unit	\$86.28

**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.	\$ .1243
b.	Fee per square foot for additional square footage over 10,00 SF.	\$ .0081

**G. RECALCULATION OF OCCUPANCY LOAD POSTING PLACARD**

a.	Fee per Placard.	\$86.28
b.	Minimum fee.	\$86.28

**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)	\$86.28
b.	Non-residential. Multi-family and Multi-story base fee. Plus fee per square foot of gross floor area of basement, garages, or additions.	\$ .2354

**I. MANUFACTURED HOME – INSTALLATION**

a.	New installation (set up)	\$86.28
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## **J. OTHER FEES**

### 1. Building Demolition

a.	Demolition Fee.	\$142.82
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### 2. Retaining Wall (SF of Total Wall Face)

a.	Minimum Fee for retaining walls.	\$142.82
b.	Retaining Walls with less than 8 feet of backfill.	\$.4786
c.	Retaining Walls with 8 feet or more of backfill.	\$.574

### 3. Outdoor Sign

a.	Fee per sign.	\$142.82
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### 4. Indoor Sign – fee per sign.

a.	First sign	\$142.82
b.	Each additional sign.	\$38.51

### 5. Ground Signs

a.	Non-residential. Multi-family and Multi-story base fee. Plus fee per square foot of gross floor area of basement, garages, or additions.	\$.2354
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### 6. Poles over 30 feet for flags and site lighting system.

a.	Flat fee per project.	\$142.82
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### 7. Private Residential Swimming Pools

a.	Permit fee.	\$142.82
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8. Public or semi-public Swimming Pools

a.	Permit fees.	\$287.26
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9. Special Inspection Project – the following shall apply when structure is designated as a Special Inspection Project.

a.	Building Projects	
i.	Up to 5,000 square feet, single story (unless covered by 9c.)	\$956.47
ii.	5,000 to 10,000 square feet	\$1,914.53
iii.	10,000 to 20,000 square feet	\$3,829.06
iv.	20,000 to 50,000 square feet	\$5,741.99
v.	50,000 to 100,000 square feet	\$7,656.51
vi.	100,000 square feet and above	\$9,571.05
b.	Retaining Wall Projects	
i.	Up to 1,000 square feet (unless covered by 9c.)	\$956.47
ii.	1,000 to 3,000 square feet	\$1,914.53
iii.	3,000 to 5,000 square feet	\$2,871.00
iv.	5,000 square feet and above	\$3,829.06
c.	Individual Structural Components including, but not limited to, Projects to which the Minor Critical Projects policy applies, up to four, per component.	\$383.55

**K. PLAN REVIEW FILING FEES**

a.	Residential (Single Family, Duplex, Townhouse, etc.) per unit.	\$112.17
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 - **Base fee applies see Item 4.**

(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.	\$ .0978
b.	Minimum Fee.	\$86.28
c.	Temporary Service Fee	\$127.99

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

a.	Base Fee, plus items 1 through 6 below	\$43.14
i.	New Service (new and replacement)	\$43.14
ii.	Fixtures/Receptacles (includes switches, each 10 or portion thereof:	\$8.62
iii.	Circuits, each	\$2.86
iv.	Stationary equipment, each (includes, but not limited to; bathroom exhaust fans, motors, pumps, welders, generators, car charging stations and solar panels).	\$11.51
v.	Subpanels	\$24.45
vi.	Pumps, each	\$86.28
b.	Service Connection Fee or reconnect (total fee – no base plus)	\$86.28
c.	Swimming Pools (total fee – no base plus)	\$86.28

#### B. **NON- RESIDENTIAL** – Includes all R-3, multi-family and multi-story. **Base fee applies see Item 4.**

##### 1. Base fee

a.	Base fee plus the following items: 7, 11, 15, 18, 20, 21 and 22.	\$142.82
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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.	\$12.83
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**3. Circuits**

a.	New, extensions and feeders; bath fans are counted as circuits.	\$3.21
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**4. Dental Chairs**

a.	Each chair	\$22.46
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**5. Duct Heaters**

a.	For first unit	\$46.52
b.	For additional unit, each	\$25.68

**6. Electrical Unit Heaters**

a.	Space or Base Board Heaters, each	\$12.83
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**7. Fire Alarm Systems (total fee – no base plus)**

a.	Fee for systems up to 10 devices	\$190.96
b.	For each additional device	\$4.83

a.	Base fee plus the following items: 7, 11, 15, 18, 20, 21 and 22.	\$142.82
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**8. Fixtures/Receptacles – includes switches, disconnects and smoke detectors.**

a.	Fee for each 10 or portion thereof:	\$8.04
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### 9. Track Lighting

a.		Per lineal foot	\$ .7657
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### 10. Gasoline Pumps/Dispensers

a.		Submerged pumps – see motors	\$12.83
b.		Dispensers, each unit	\$12.83

### 11. Generators (all types and voltage) total fee – no base plus

a.		Less than 100 KVA each unit	\$60.98
b.		100 KVA and above each unit	\$184.54

### 12. Groundworks

a.		Concealing of Conduits only	\$87.67
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### 13. Heating and Air Conditioning

a.		Less than 5 tons (each unit)	\$28.90
b.		5 tons and above (each unit)	\$86.67

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

a.		Less than 5 H.P.	
	i.	First unit	\$12.83
	ii.	Each additional unit	\$8.04
b.		5 H.P. and above	
	i.	First unit	\$27.30
	ii.		\$14.46

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

a.		First Pole	\$28.90
b.		Each additional Pole	\$20.88

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

a.		Service 600 volts or less	
	i.	Less than 600 amps	\$105.91
	ii.	600 amps to less than 1200 amps	\$152.45
	iii.	1200 amps and above	\$306.51
b.		Service over 600 volts	\$410.83
c.		Service Reconnect Fee	\$142.82
d.		Temporary Service, for construction only	\$96.29

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

a.		First Sign	\$142.82
b.		For each additional Sign	\$38.51

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

a.		First sign	\$142.82
b.		For each additional sign	\$38.51

**19. Neon Signs**

a.		Fee per transformer	\$38.51
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**20. Subpanels/Control Panel**

a.		Total fee – no base plus	\$25.68
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**21. Swimming Pools**

a.		Non-residential swimming pools (total fee – no base plus)	\$287.26
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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)	\$142.82
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**23. Transformers – all types and voltages)**

a.	Less than 100 KVA (each unit)	\$60.98
b.	100 KVA and above (each unit)	\$184.54

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

a.	Less than 100 KVA (each unit)	\$60.98
b.	100 KVA and above (each unit)	\$184.54

**25. Variable Air Volume Boxes**

b.	Fees for Variable Air Volume Boxes	\$16.04
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**26. Welders**

a.	Welders	\$12.83
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**27. X-Ray Machines**

a.	X- Ray Machines, each	\$12.83
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**28. Low voltage Systems**

a.	Per square foot for first 10,000 SF area to be wired	\$.0286
b.	Per square foot for each additional square foot over 10,000 SF of area to be wired	\$.0056

**29. Electrical Demolition**

a.	Electrical Demolition Fee	\$142.82
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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.

#### **IV. 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.

##### **A. RESIDENTIAL – base fee applied see item 4.**

##### **1. Duct Work Only**

a.	One Zone fee plus	\$176.90
b.	Each additional Zone	\$112.17
c.	1 zone system over 4 tons shall be charged as 2 zones	

##### **2. A/C Equipment Replacement**

a.	Indoor or Outdoor	\$86.28
b.	Both	\$127.99

##### **3. Furnace Replacement**

a.	Replacement Fee	\$86.28
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##### **4. Wood Stoves, gas logs**

a.	Stoves or Gas Log Installations or replacement	\$86.28
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##### **5. 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.	\$86.28
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##### **6. Oil and L. P Tanks**

a.	New or Removal, in or above ground	\$86.28
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## 7. Building Fire Suppression Systems

a.	Fire Suppression System Fee	\$86.28
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## 8. Ductwork only

a.	Additions and Finished Basements Fee	\$86.28
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## B. NON-RESIDENTIAL MECHANICAL – base fee applies see Item 4.

### 1. Ductwork

a.	0 - 2,500 square feet fee per square feet, plus equipment schedule	\$.0805
b.	2,501 – 5,000 sq. ft. fee per sq. ft. plus above fee	\$.0516
c.	5,001 – 40,000 sq. ft. fee per sq. ft. plus above fee	\$.0345
d.	40,000 sq. ft. fee per sq. ft. plus above fee	\$.0191

### 2. Hoods

a.	Exhaust fans for hoods (fee per fan)	\$142.82
b.	Hood Fee – per sq. ft. of each hood area	\$6.42
c.	Hood Fire Suppression, per system	\$142.82

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

a.	0 – 2,00 2,500 square feet fee per square feet, plus equipment schedule	\$.0422
b.	2,501 – 5,000 sq. ft. fee per sq. ft. plus above fee	\$.0345
c.	5,001 sq. ft. and above fee per sq. ft. plus above fee	\$.0262

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

a.	Power boilers		
	i.	Base fee plus	\$142.82
	ii.	Fee Per H.P.	\$1.39
b.	Hot water boiler or steam boiler		
	i.	Base fee plus	\$142.86
	ii.	Fee for each 100,000 BTU/HR or fraction thereof over 200,000 BTU/HR	\$16.04
c.	Incinerators and crematory per 100/HR burning rate or fraction thereof:		\$56.15

d.		Furnaces (central heating, duct, oil and solid burning rate or fraction thereof:	
	i.	Up to 200 MBH input – base fee plus	\$142.82
	ii.	For each additional 100 MBH or fraction thereof:	\$14.46
e.		Refrigeration (product cooling)	
	i.	Base fee plus	\$142.82
	ii.	Fee for each ton over 5	\$9.63
f.		Heating and Air Conditioning (all units)	
	i.	Base fee plus	\$197.39
	ii.	Fee for each ton over 5	\$25.68
g.		Relocation of existing heating and air conditioning, fee for each relocated unit, to include relocation of ductwork	\$171.71
h.		Conversion of burner	\$142.82
i.		Air Compressors	\$142.82
j.		Auto lifts, each (or minimum fee)	\$28.90
k.		Auto Emissions System (in slab or above floor) includes the exhaust fan.	\$142.82
l.		Chiller/Cooling Tower	
	i.	Base fee plus	\$142.82
	ii.	Fee per ton	\$1.41
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	\$142.82
	ii.	Fee each additional thereof:	\$12.83
n.		Additional equipment not listed, to include generators; each type counted separately.	\$142.82

## 5. Smoke Evacuation System

a.		Volume of air is only to be calculated for the affected area, not additional areas not part of the zone	
	i.	Per cubic foot up to 25,000 cubic feet	\$.0073
	ii.	Per cubic foot 25,001 – 50,000 cubic feet plus above fees	\$.0040
	iii.	Per cubic foot 50,001 – 400,000 cubic feet plus above fees	\$.0030
	iv.	Per cubic foot 400,000 and above, plus above fees	\$.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.	\$142.82

## 6. Gas Piping

a.		LP or Natural gas – fee per meter plus	\$142.82
	i.	Regulators, up to 10	\$142.82
	ii.	Regulators, 11 or more	\$239.11
b.		Fee for each connected appliance per system	\$12.83
c.		Medical gas piping fee	\$142.82
	i.	Per manifold per type of gas	\$142.82

	ii.	Fee per outlet, up to 30 outlets	\$11.26
	iii.	Fee for each additional 10 outlets, or part of thereof:	\$4.83
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	\$142.82
	ii.	Each additional unit plus	\$11.26
	iii.	Fee for each appliance outlet	\$11.26

## 7. Flammable and combustible liquid tanks

a.		Storage tank removal or abandonment (each tank)	\$184.54
b.		Storage tank installation and testing, each tank including piping.	\$439.71
c.		Piping only (each tank)	\$258.36
d.		Above or underground tanks up to 550 gallons, each (or minimum fee)	\$60.98

## 8. Elevator

a.		New Elevators and Escalators, each	\$142.82
b.		Miscellaneous: Sidewalk lifts, material lifts, cart lifts, stair lifts and porch lifts, per lift.	\$142.82

## 9. Building Fire Suppression

a.		<b>Sprinkler Limited Areas</b>	\$184.54
b.		<b>Sprinkler Light Hazard Occupancy – minimum fee</b>	\$335.40
	i.	1–100 heads (fee per head)	\$6.12
	ii.	101–300 heads fee per head	\$4.83
	iii.	301-500 heads fee per head	\$3.21
	iv.	501 and above sprinkler heads – fee per head	\$3.21
c.		<b>Sprinkler Ordinary Hazard and Rack Storage –minimum fee</b>	\$335.40
	i.	1–100 heads (fee per head)	\$6.12
	ii.	101–300 heads fee per head	\$4.83
	iii.	301-500 heads fee per head	\$3.21
	iv.	501 and above sprinkler heads – fee per head	\$3.21
d.		<b>Sprinkler Extra Hazard – minimum fee</b>	\$335.40
	i.	1–100 heads (fee per head)	\$6.12
	ii.	101–300 heads fee per head	\$4.83
	iii.	301-500 heads fee per head	\$3.21
	iv.	501 and above sprinkler heads – fee per head	\$3.21
e.		<b>NFPA 13D Systems – fee per system</b>	\$335.40
	i.	1–100 heads (fee per head)	\$6.12
	ii.	101–300 heads fee per head	\$4.83
	iii.	301-500 heads fee per head	\$3.21
	iv.	501 and above sprinkler heads – fee per head	\$3.21

f.		<b>Dry Pipe System added on (per dry pipe valve)</b>	\$142.82
g.		<b>Sprinkler with stand pipe on (per standpipe riser)</b>	\$96.69
h.		<b>Stand Pipe System only – base fee plus</b>	\$335.40
	i.	<b>each additional riser after one</b>	\$96.69
i.		<b>Fire Pumps, per pump</b>	\$335.40
j.		<b>Underground fire line, per line</b>	\$287.26
k.		<b>Carbon Dioxide Extinguishing System (per system)</b>	\$287.26
l.		<b>Clean Agent Extinguishing System (per system)</b>	\$142.82
m.		<b>Dry chemical system (per system)</b>	\$142.82
n.		<b>Wet chemical system (per system)</b>	\$142.82

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

a.		Base Fee plus	\$127.99
b.		<b>Add all additional equipment with fees – see Mechanical Equipment under Item 4.</b>	

**11. Mechanical Demolition**

a.		Mechanical demolition fee	\$142.82
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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	\$86.28
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)	\$7.18

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

a.	Base Fee plus	\$86.28
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)	\$7.18

#### 3. Lawn Sprinklers

a.	(backflow prevention only)	\$86.28
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#### 4. Water Service

a.	Per service when new, repaired or replaced.	\$86.28
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#### 5. Building Sewer

a.	Per each 100 feet or portion thereof;	\$86.28
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#### 6. Pressure Reducing Valve

a.	Each Valve	\$11.51
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7. Backwater valves for sewers

a.	Each Valve	#11.51
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8. Cross Connection Fee

a.	Per Device	\$11.51
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9. Natural Gas/L. P. Gas

a.	Base Fee	\$86.29
b.	Each Gas Appliance	\$7.18

10. Liquid Petroleum Storage Tanks

a.	New or removals, in or above ground (per permit)	\$86.29
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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	\$190.96
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.)	\$8.04
c.	Removal or capping off fixtures.	\$8.04

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.	\$30.47
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3. Storm Drains

a.	Per 50,000 square feet of roof, or portion thereof:	\$142.82
b.	Each roof drain and/or downspout tying into the storm drain.	\$30.47

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

a.	Sewer Tap if inspected by Building Department.	\$142.82
a.	Sewer line to building drain connection if separate permit	\$142.82

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.	\$142.82
b.	Water main tap if inspected by the Building Department	\$142.82
c.	Water Service to building if separate permit.	\$142.82

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

a.	Minimum Fee per building	\$142.82
b.	Maximum Fee per building	\$861.78

7. Water Softeners, filter systems

a.	Fee per each device	\$96.29
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8. Building Drain

a.	Without any fixtures (Base fee)	\$190.96
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9. Ground Work

	May be assessed through a Site Plan Fee	
a.	Base fee	\$190.96
b.	Each Fixture	\$8.04

10. Trap Primer

a.	Each Trap	\$12.83
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11. Pressure Reducing Valve

a.	Each Reducing Valve	\$12.83
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12. Backwater Valve

a.		Each Backwater Valve	\$12.83
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13. Mixing Valves

a.		Each Mixing Valve	\$12.83
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14. Recirculating Pumps

a.		Each Mixing Valve	\$12.83
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15. Sauna or Steam Baths

a.		Each	\$142.82
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16. Plumbing Demolition

a.		Demolition Fee	\$142.82
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17. Gas Demolition

a.		Demolition Fee	\$142.82
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**C. INDUSTRIALIZED BUILDING AND MANUFACTURED HOMES**

1. Residential Plumbing

a.		Base Fee for water and sewer connections	\$127.99
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2. Residential Gas

a.		Base Fee for Gas connections	\$86.28
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3. Non-residential

a.		Base fee for Non-residential sewer and water connection	\$171.14
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