

## Master Fee Schedule – FY2020

Section I	Miscellaneous Fees
Section II	Police Department Fees
Section III	Business License Fees
Section IV	Facility Rental Fees
Section V	IT/GIS Fees
Section VI	Growth Management Department Fees
Section VII	Storm Water Management Fees

# Master Fee Schedule – FY2020

## Section I – Miscellaneous Fees

Item/Description	Basis	Fee
<b>Printing, Reproduction, Documents</b>		
Black and White Photocopies (8.5" X 11" or smaller)	Per Page	\$ 0.20
Color Photocopies	Per Page	\$ 0.25
Photocopies Larger than 8.5" X 11"	Per Page	\$ 0.25
Photocopies Plotter/Large Format Copies of Plans	Per Page	\$ 6.00
CD Copy	Per Disc	\$ 5.00
Staff Time making copies (no less than a 30 minute charge)	Per Hour	\$ 25.00
<b>Election Fees</b>		
To Elect Council	Per Election	\$100.00
To Elect Mayor	Per Election	\$150.00
<b>Finance Fees</b>		
NSF Returned Check Fee	Per Check	\$ 30.00
<b>Old Town Business Directional Sign Fees Sign Production &amp; Installation</b>		
	Per Sign	At Cost

## Section II – Police Department Fees

Item/Description	Basis	Fee
<b>Police Services</b>		
Off-Duty Police Officer	Per Hour, Per Officer	\$52.50
<b>Police Reports, Photocopies &amp; Records</b>		
Police Report Copy Fee (No fee for victim)	Per Report up to 3 pages plus per page	\$ 5.00 + .25 cents per page above 3
Accident Report	Per Report up to 3 pages plus per page	\$ 10.00 \$ .25
Police Photographs, Audio or Video Recordings	Per Fee plus actual costs	\$ 20.00
	CD/DVD	\$ 5.00
<b>Police Permits</b>		
Precious Metal Permit	Allowed by State Law	\$ 50.00

## Section III – Business License Fees

Item/Description	Basis	Fee
<b>Taxation Fees</b>		
Hospitality Tax Fees	Per Quarter or Month	2% of Prepared Meals/ Beverages
Local Accommodation Tax Fees	Per Quarter	3% of Gross Revenue for rentals 30 days or less
Penalties – Business License, Hospitality Tax, and Accommodations Tax	Per Month	5% per month

# Master Fee Schedule – FY2020

## Section III – Business License Fees

Rate Class	Minimum Rate	Minimum Gross Receipt	Rate Per Thousand or Fraction Thereof Over Minimum Gross
1	\$ 50.00	\$ 10,000.00	\$ 1.00
2	\$ 50.00	\$ 10,000.00	\$ 1.20
3	\$ 50.00	\$ 10,000.00	\$ 1.40
4	\$ 50.00	\$ 10,000.00	\$ 1.60
5	\$ 50.00	\$ 10,000.00	\$ 1.80
6	\$ 50.00	\$ 10,000.00	\$ 2.00
7	\$ 50.00	\$ 10,000.00	\$ 2.20
8.1	\$ 50.00	\$ 10,000.00	\$ 1.00
8.2	See SC Code		
8.3	MASC Telecommunications		
8.4A	\$ 50.00	\$ 10,000.00	\$ 1.00
8.4B	\$ 50.00	\$ 10,000.00	\$ 1.00
8.5	\$ 50.00	\$ 10,000.00	\$ 1.00
8.6	\$ 30.00	\$ 10,000.00	\$ 1.00
8.7	MASC Insurance		
8.81	\$12.50 business license for operation of all machines (not on gross income)		PLUS \$12.50/machine
8.82	\$ 50.00	\$ 10,000.00	\$ 1.00
8.83	\$12.50 business license for operation of all machines (not on gross income)		PLUS \$12.50/machine
8.9A	\$ 50.00	\$ 10,000.00	\$ 1.00
8.9B	\$ 50.00	\$ 10,000.00	\$ 1.00
8.9C	\$ 50.00	\$ 10,000.00	\$ 2.20
Non Profit	N/A	N/A	N/A

**NON-RESIDENT RATES**

Unless otherwise specifically provided, all taxes and rates shall be doubled for nonresidents and itinerants having no fixed principal place of business within the municipality.

Item/Description	Basis	Fee
<b>Other Business License Fees</b>		
Annual Mobile Vending Fee	Paid Annually in addition to Business License Tax	\$400

## Master Fee Schedule – FY2020

### Section III – Business License Fees

#### Special Events

Item/Description	Basis	Fee
<b>Special Event Application Fee</b>	<ul style="list-style-type: none"> <li>• Per Application; or,</li> <li>• Per quarter if event is held more than twice a quarter</li> </ul>	\$ 50.00
<b>Special Event Permit Fee</b>	Paid by Special Event Sponsor	\$10.00
<b>Special Event Unlicensed Vendor Fee</b>	Per Unlicensed Vendor Paid by Sponsor	\$10.00

### Section IV – Facility Rental Fees

#### General

Item/Description	Basis	Fee
<b>Reservation Request (Non-Refundable)</b>	Per Facility	\$25.00
<b>Non-Resident Surcharge</b>	Percentage of Rental Fee	25%
<b>Bluffton Police Department Officer</b>	Per Hour	\$52.50
<b>Lost Key</b>	Each	\$25.00
<b>Lost Pass Card</b>	Each	\$25.00
Additional Notes: <ul style="list-style-type: none"> <li>• The Town Manager or designee may waive any or all fees if it is deemed in the best interests of the Town.</li> <li>• Upon approval of a facility rental request, the Reservation Request fee shall be applied towards the applicable facility rental fees.</li> </ul>		

# Master Fee Schedule – FY2020

## Section IV – Facility Rental Fees (continued)

### Rotary Community Center

Item/Description	Basis	Fee
<b>Private Event Rental</b>		
Rental Fee (6 hour Reservation; 1 hour Setup, 4 hour Event, 1 hour Cleanup)	Per Event	\$400.00
Daily Rate	Per Day	\$500.00
Security Deposit	Per Event	\$150.00
Cleaning Fee	Per Event	\$100.00
<b>Non-Profit Rental</b>		
Rental Fee (6 hour Reservation; 1 hour Setup, 4 hour Event, 1 hour Cleanup)	Per Event	\$200.00
Daily Rate	Per Day	\$300.00
Security Deposit	Per Event	\$150.00
Cleaning Fee	Per Event	\$100.00
<b>Meeting Rental</b>		
Rental Fee	Per Hour	\$ 50.00
Cleaning	Per Event	\$100.00
Additional Notes:		
<ul style="list-style-type: none"> <li>• The Town Manager or designee may waive any or all fees if it is deemed in the best interests of the Town.</li> <li>• All fees will be collected at the Customer Service Center at Town Hall.</li> <li>• Security Deposit may be refunded provided the park, facilities, and equipment are clean and returned to the condition that existed prior to the rental.</li> <li>• Meeting rental cleaning fees may be negotiated based on meeting type, length, use, and frequency.</li> <li>• A full refund of the Rental Fee and Security Deposit will be granted with cancellation notice at least 48-hours prior to the scheduled rental start.</li> </ul>		

### Field of Dreams

Item/Description	Basis	Fee
4 Hour Access (6 hour Reservation; 1 hour Setup, 4 hour Event, 1 hour Cleanup)	Per Event	\$100.00
All Day Access	Per Day	\$150.00
Security Deposit	Per Event	\$150.00
Additional Notes:		
<ul style="list-style-type: none"> <li>• The Town Manager or designee may waive any or all fees if it is deemed in the best interests of the Town.</li> <li>• All fees will be collected at the Customer Service Center at Town Hall.</li> <li>• Security Deposit may be refunded provided the park, facilities, and equipment are clean and returned to the condition that existed prior to the rental.</li> <li>• A full refund of the Rental Fee and Security Deposit will be granted with cancellation notice at least 48-hours prior to the scheduled rental start or if an event is rained out and the part not utilized.</li> </ul>		

## Master Fee Schedule – FY2020

### Section IV – Facility Rental Fees (continued)

#### Oyster Factory Park

Item/Description	Basis	Fee
<b>Reservation of Park East of Wharf Street</b>		
Rental Fee	Per Day	\$300.00
Less than Full Day (6 hour Reservation: 1 hour Setup, 4 hour Event, 1 hour Cleanup)	4-Hour Block	\$150.00
Rental Fee – Non-Profit	Per Day	\$150.00
Less than Full Day (6 hour Reservation: 1 hour Setup, 4 hour Event, 1 hour Cleanup)	4-Hour Block	\$75.00
Security Deposit	Per Rental	\$100.00
<b>Reservation of Park West of Wharf Street</b>		
Rental Fee	Per Day	\$100.00
Less than Full Day (6 hour Reservation: 1 hour Setup, 4 hour Event, 1 hour Cleanup)	4-Hour Block	\$50.00
Rental Fee – Non-Profit	Per Day	\$50.00
Less than Full Day (6 hour Reservation: 1 hour Setup, 4 hour Event, 1 hour Cleanup)	4-Hour Block	\$25.00
Security Deposit	Per Rental	\$100.00
Additional Notes:		
<ul style="list-style-type: none"> <li>• The Town Manager or designee may waive any or all of the fees if it is deemed in the best interests of the Town of Bluffton.</li> <li>• All fees will be collected at the Customer Service Center at Town Hall.</li> <li>• Security Deposit may be refunded provided the park, facilities, and equipment are clean and returned to the condition that existed prior to the rental.</li> <li>• A full refund of the Rental Fee and Security Deposit will be granted with cancellation notice at least 48-hours prior to the scheduled rental start or if an event is rained out and the park not utilized.</li> </ul>		

### Section V – IT/GIS Department Fees

Item/Description	Basis	Fee
<b>GIS Mapping Services – Existing Maps</b>		
11" X 17" (Tabloid Size) Printed and Trimmed	Per Map	\$ 10.00
34" X 44" (E-Size) Printed and Trimmed	Per Map	\$ 25.00
<b>GIS Mapping Services – Custom Maps</b>		
GIS Data Set Requests	Per Request	\$ 30.00
Anything up to Size 34" X 44" (E-Size) Printed and Trimmed	Per Hour	\$ 35.00
<b>Bluffton Street and Address Atlas</b>		
79 Double Sided 11" X 17" Bound Pages	Per Book	\$100.00

# Master Fee Schedule – FY2020

## Section VI – Growth Management Fees

### Building Safety Fees

Item/Description	Basis (Value of Construction)	Fee
<b>Applications – Calculated Fees</b>		
New Structures Commercial and Residential	\$500 - \$2,000	\$ 35.00
	\$2,001 - \$3,000	\$ 38.50
	\$3,001 - \$50,000	\$38.50 + \$5.00 per \$1,000 or fraction thereof over \$1,000
	\$50,001 and above	\$273.50 + \$4.50 per \$1,000 or fraction thereof over \$50,000
Miscellaneous Construction Commercial and Residential	\$0 - \$1,000	\$ 35.00
	\$1,001 - \$2,000	\$ 70.00
	\$2,001 - \$3,000	\$ 77.00
	\$3,001 - \$50,000	\$77.00 + \$9.00 per \$1,000 or fraction thereof over \$3,000
Miscellaneous Construction Commercial	\$50,000 and above	\$500.00 + \$4.50 per \$1,000 or fraction thereof over \$50,000
Miscellaneous Construction Residential	\$50,000 and above	\$500.00 + \$4.00 per \$1,000 or fraction thereof over \$50,000
Multi-Family and Commercial Plans Check Fee	Each	75% of permit fee (non-refundable)
Residential Plans Check Fee	Each	50% of permit fee (non-refundable)
<b>Application Fees</b>		
Construction Trailers	Each	\$100.00
Demolition	Each	\$ 50.00
Electrical < 200 amps	Each	\$ 25.00
Electrical (pools/spas/water features)	Each	\$ 25.00
HVAC Change Out (per unit, single family or multi-family residential)	Each	\$ 50.00
Water Heater Change Out (per unit, single family or multi-family residential)	Each	\$ 25.00
Manufactured Homes	Each	\$ 25.00
Moving a Structure	Each	\$100.00
Spa (portable)	Each	\$ 50.00
Swimming Pool or Spa Single Family	Each	\$100.00
Swimming Pool or Spa Commercial	Each	\$150.00
Irrigation Systems (per system)	Each	\$100.00
Tent or Air Supported Structure	Each	\$100.00
Water Feature (Fountains)	Each	\$100.00
First Re-inspection per each permit	Each	\$ 50.00
Failure to obtain inspection approval	Each	\$ 50.00
Subsequent re-inspections per each permit	Each	\$100.00

# Master Fee Schedule – FY2020

## Section VI – Growth Management Fees Continued

### Building Safety Fees (continued)

Item/Description	Basis (Value of Construction)	Fee
<b>Application Fees Continued</b>		
Safety Inspection	Each	\$100.00
Residential Plan Remarketing	Each	\$ 50.00
Commercial Plan Remarketing	Each	50% of plan check or \$200.00, whichever is less
Construction Board of Adjustments and Appeals Application	Each	\$ 75.00
Work without Applicable Permit	Each	Value of permit fee X 2

**Additional Notes:**

- Waiver of Fees.
  - Fees shall be waived for single family construction alterations to enlarge, alter, repair, remodel or add additions to existing structures when the value of said alteration is less than one thousand dollars (\$1,000.00). A permit is required. Mechanical work is not subject to this waiver.
  - Fees of less than two hundred dollars (\$200.00) for repair or renovation of single-family structures when the work to be performed is sponsored by a 501(C)(3) organization shall be waived upon submission of a letter to the building official verifying the sponsorship of the work to be performed.
  - The Town Council may waive any or all fees if it is deemed in the best interests of the Town.
- Plan checking fees.
  - When the value of construction for multi-family or commercial structures exceeds one thousand dollars (\$1,000.00) and a plan is required to be submitted, a plan checking fee shall be paid to the building department at the time of plan submittal and specifications for checking. Said plan checking fee shall be equal to seventy-five (75) percent of the building or miscellaneous permit fee.
  - Residential (Single Family) Plan Check Fees are required for all permits that require a plans check regardless of the value of construction. Said plans checking fee shall be equal to fifty percent (50%) of the building or miscellaneous fee.
  - A fee of fifty dollars (\$50.00) shall be charged for all remarking/rechecking of single family plans. Commercial remarking/rechecking fee shall be one half (½) of the original plan checking fee or \$200.00 whichever is less.
- Residential HVAC change out permits do not include duct work.
- Additional details regarding fees are contained in the Municipal Code of the Town of Bluffton, Chapter 5, Official Construction Code, Section 109.Fees.



# Master Fee Schedule – FY2020

## Section VI – Growth Management Fees Continued

### Planning and Environmental Applications and Permits

Item/Description	Basis	Application Fee
Addressing	Each	\$0.00
Annexation:		
100% Petition	Each	\$500.00
75% Petition	Each	\$650.00
25% Petition	Each	\$650.00
Appeal	Each	\$250.00
Certificate of Appropriateness:		
Highway Corridor Overlay District	Each	\$100.00
Amendment	Each	\$50.00
Extension	Each	\$50.00
Historic District	Each	\$100.00
Amendment	Each	\$50.00
Extension	Each	\$50.00
Historic District – Demolition	Each	\$250.00
Certificate of Construction Compliance	Each	\$50.00
Comprehensive Plan Amendment	Each	\$500.00
Designation of Contributing Structure	Each	\$250.00
Development Agreement:		
New	Each	\$2,000.00
Amendment	Each	\$2,000.00
Development Plan:		
Preliminary	Each	\$500.00
Final	Each	\$1,000.00
Amendment	Each	\$750.00
Extension	Each	\$300.00
Development Surety	Each	\$100.00
Emergency Permitting	Each	\$0.00
HD Signage and Site Features	Each	\$25.00
Exempt Plat	Each	\$25.00
Printed Copy:		
Annexation Policy & Procedure Manual	Each	\$25.00
Application Manual	Each	\$55.00
Stormwater Design Manual	Each	\$60.00
UDO	Each	\$95.00
PUD Concept Plan:		
New	Each	\$500.00
Amendment	Each	\$250.00
PUD Master Plan:		
New	Each	\$500.00
Amendment	Each	\$250.00
Extension	Each	\$250.00
Public Project	Each	\$0.00
Sign	Each	\$25.00
Silviculture	Each	\$1,500.00
Special Exception	Each	\$250.00

# Master Fee Schedule – FY2020

## Section VI – Growth Management Fees Continued

### Planning and Environmental Sustainability Fees (continued)

Item/Description	Basis	Application Fee
Street Naming	Each	\$0.00
Street Renaming	Each	\$250.00
Subdivision:		
General:		
New	Each	\$100.00 + \$10.00/lot
Amendment	Each	\$50.00 + \$10.00/lot
Extension	Each	\$50.00 + \$10.00/lot
Historic District:		
New	Each	\$100.00 + \$10.00/lot
Amendment	Each	\$50.00 + \$10.00/lot
Extension	Each	\$50.00 + \$10.00/lot
Transfer of Development Rights	Each	\$1,000.00
Tree Removal	Each	\$25.00
UDO Text Amendment	Each	\$500.00
Variance	Each	\$250.00
Zoning Map Amendment	Each	\$500.00
Zoning Permit	Each	\$25.00
<b>Additional Notes:</b>		
<ul style="list-style-type: none"> <li>• Town Council may waive any or all fees for applications if it is deemed in the best interests' of the Town.</li> <li>• Applications requiring additional Public Hearings above and beyond the number specified in the Growth Management Application Table in the UDO Application Manual shall be subject to a \$200.00 fee per additional Public Hearing.</li> <li>• In the event that a Feasibility Study for an Annexation Application will need to be contracted out to a third party, the Application shall be responsible for the full cost of the Study.</li> <li>• Building Permit and Business License Application Fees include the Zoning Permit Application Fee therefore, no additional fee is necessary.</li> </ul>		



# Master Fee Schedule – FY2020

## Section VI – Growth Management Fees Continued

### Developmental Agreement Fees (continued)

Item/Description	Basis	Fee
<b>Village at Verdier Plantation</b>		
Single Family Residential (SFR) < 1,800 sq. ft.		Fee Per Development Agreement
SFR 1,801 – 2,400 sq. ft.		Fee Per Development Agreement
SFR 2,401 – 3,000 sq. ft.		Fee Per Development Agreement
SFR > 3,000 sq. ft.		Fee Per Development Agreement
Multi-Family (MF) – 1 bedroom		Fee Per Development Agreement
Multi-Family (MF) – 2 bedroom		Fee Per Development Agreement
Multi-Family (MF) – 3 bedroom		Fee Per Development Agreement
Commercial Development		Fee Per Development Agreement
Boat Ramp Fee (per dwelling units)	Each	\$25.00
Additional Notes:		
<ul style="list-style-type: none"> <li>Town Council may waive any or all fees if it is deemed in the best interests of the Town.</li> </ul>		

## Section VII – Stormwater Management Fees

### Residential Land Uses

Residential Type	Equivalent Single Family Units	Fee
Tier 1 – Single Family Unit < 2,521 sq. ft.	0.50	\$ 49.00
Tier 2 – Single Family Unit 2,522 to 7,265 sq. ft.	1.00	\$ 98.00*
Tier 3 – Single Family Unit > 7,266 sq. ft.	1.50	\$147.00
Mobile Homes	0.36	\$ 35.28
Apartments	0.39	\$ 38.22
Townhouses	0.60	\$ 58.80
Condominiums	0.27	\$ 26.46
*Equivalent SFU Base Rate for Town of Bluffton - \$98.00		
<p><b>Non-residential</b> properties are charged the same rate as residential properties. The formula is as follows:</p> <p style="text-align: center;">Total impervious square footage on property divided by 4,906 (one unit median) = X X times \$98 = fee due</p>		
<p><b>Vacant Land</b> is charged various runoff rates based on parcel category and whether land is disturbed or undisturbed. Fees can vary from \$0.44 to \$21.79 per acre.</p>		