



TO: MAYOR & CITY COUNCIL

FROM: HELEN BALCH, PLANNING & DEVELOPMENT DIRECTOR

MEETING DATE: MONDAY, OCTOBER 5, 2026

CASE: PROPOSED FEE SCHEDULED

APPLICANT REQUEST: REVIEW OF PROPOSED PLANNING & DEVELOPMENT FEE SCHEDULE TO BRING THE CITY’S REGULATORY FEES INTO ALIGNMENT WITH HOUSE BILL 461, PASSED IN 2024.

PLANNING & DEVELOPMENT RECOMMENDATION: REVIEW OF PROPOSED FEES

PLANNING COMMISSION RECOMMENDATION: N/A

Summary

Staff propose amendments to the Planning & Development fee schedule to align the City’s regulatory fees with the requirements of House Bill 461 (HB 461). The proposed schedule updates fee calculations and structures to better reflect the regulatory services provided by the Department and ensures that regulatory fee revenue is used to support those related activities, rather than general City operations.

The updated fee schedule is intended to provide a consistent, transparent, and defensible approach to regulatory fees while maintaining reasonable and predictable costs for applicants.

Attachments/Exhibits

- **Proposed Fee Schedule Presentation**



PLANNING & DEVELOPMENT

Transition to HB461 Compliance

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STRUCTURAL CHANGES TO REGULATORY FEES &
PERMITTING

Why?



Mandate: Georgia House Bill 461

- Effective July 1, 2024

HB461 Altered method by which permit fees can be charged.

By: Representatives Thomas of the 21st, Momtahan of the 17th, Washburn of the 144th, Smith of the 138th, and Crowe of the 118th

A BILL TO BE ENTITLED
AN ACT

1 To amend Article 1 of Chapter 13 of Title 48 of the Official Code of Georgia Annotated,
2 relating to general provisions regarding specific, business, and occupation taxes, so as to
3 require that the proceeds of local government regulatory fees be used to pay for regulatory
4 activity and not general operations; to revise the lists of professions which may and may not
5 be subject to such regulatory fees; to remove and revise certain provisions authorizing
6 calculation of regulatory fees for renovation and other construction projects; to provide for
7 a definition; to provide for related matters; to provide for an effective date; to repeal
8 conflicting laws; and for other purposes.

9 BE IT ENACTED BY THE GENERAL ASSEMBLY OF GEORGIA:

10 **SECTION 1.**
11 Article 1 of Chapter 13 of Title 48 of the Official Code of Georgia Annotated, relating to
12 general provisions regarding specific, business, and occupation taxes, is amended in Code
13 Section 48-13-9, relating to limitation on authority of local government to impose regulatory
14 fee, examples of those which may be subject to fees, individuals and entities not subject to
15 fees, and general laws not repealed, by revising subsections (a), (b), (c), and (e) as follows:

Land Disturbance Permit Fees

Fee Type	Current	Proposed	Comparison to Gwinnett County
Clearing /Timber Harvesting Permit (no land disturbance)	\$10.00/Disturbed Acre. \$50 Minimum	\$25.00/Disturbed Acre (\$50.00 Minimum)	\$25/ Acre (Minimum \$50)
Clearing and Grubbing Permit	\$25.00/Disturbed Acre. \$50 Minimum	\$50.00/ Disturbed Acre (\$50.00 Minimum)	\$50/ Acre (Minimum \$50)
Grading Permit	\$25.00/Disturbed Acre. \$50 Minimum	\$50.00/ Disturbed Acre (\$50.00 Minimum)	\$50/ Acre (Minimum \$50)
Development Permit (includes all of the above)	Residential = \$40/ Lot Multi-family & Commercial = \$100 / Project Acre (includes buffers, etc.)	\$40.00/Lot (Minimum \$500.00) \$150.00/ Project Acre (includes buffers, etc.) (Minimum \$1000.00)	\$25-50/ Lot (Minimum \$500 for Subdivision) Commercial: Gwinnett: \$300-1500
Erosion Control Bond		\$3000/ Disturbed Acre	N/A

Permit Fees

Fee Type	Current	Proposed	Comparison to Gwinnett County		
Minimum Permit Fee (All types)	\$25.00 + C.O. or C.C. fee	100 + C.O. or CC fee	\$100		
New Single Family Residential, New Duplexes, and Residential Additions	.006 x Value + C.O. fee	.006 x Value + C.O. fee	.004 x Value + C.O. fee		
Residential Remodel	.0015 x Value + C.O. fee	.006 x Value + C.O. fee			
			Minor Renovation Projects (valued less than \$75,000)	Residential Renovation Permit	\$125
				Non-residential Renovation Permit	\$150
			Extensive Renovation Projects (valued at \$75,000 or greater)	Extensive Renovation Permit	\$4 per \$1,000 of construction value
Residential Deck	.0015 x Value + C.O. Fee	\$125 + C.O. Fee	\$125		
House Plan/ Residential Building Permit Revision	\$25 plus the difference in valuation as calculated from the new area. Once permitted, negative difference due to reduced size will not be refunded.	\$50.00 plus the difference in valuation as calculated from the new area. Once permitted, negative difference due to reduced size will not be refunded.	\$50-150 or 25% of original permit fee		

Permit Fees

Fee Type	Current	Proposed	Comparison to Gwinnett County
New Commercial Building & Commercial Additions (Commercial = Any building which is not a single family residential or duplex dwelling.)	.005 x Value + C.O. fee	.006 x Value + C.O. fee	.004 x Value + C.O. fee
Commercial Building Shell	.00375 x Value + C.O. fee	.006 x Value + C.O. fee	.004 x Value + C.O. fee
Commercial Building Remodel or Interior Finish	.00125 x Value + C.O. fee	.006 x Value + C.O. fee	.004 x Value + C.O. fee
Construction Trailer	\$100 every 6 months	\$100.00 every 6 months	N/A
Retaining Wall (Height less than 4'.)	\$25.00	\$100 + C.C	N/A
Retaining Wall (Height greater than or equal to 4'.)	Engineer's certification required. 4' - 8' Height = \$50 8' - 12' Height = \$75 More than 12' Height = \$100	\$100 + C.C	N/A

Permit Fees

Fee Type	Current	Proposed	Comparison to Gwinnett County
Gas Station Canopies	.005 x Value + C.O. fee	.006 x Value + C.O. fee	.004 x Value + C.O. fee
Temporary Tents	\$25.00	\$50.00	N/A
New Mobile Home Compliance Permit	\$150.00 + C.O.	\$150.00 + C.O.	\$75
Pre-Owned Mobile Home Compliance Permit	\$300.00 + C.O.	\$300.00 + C.O.	N/A
Inter-city travel for pre-owned mobile home compliance inspection. Shall not exceed 100 miles round trip.	Current IRS Standard Mileage Rate per Mile traveled to and from destination beyond city limits.	Current IRS Standard Mileage Rate per Mile traveled to and from destination beyond city limits.	N/A
Detached Garage	.006 x Value + C.O. fee	.006 x Value + C.O. fee	.004 x Value + C.O. fee

Permit Fees

Fee Type	Current	Proposed	Comparison to Gwinnett County	
Temporary Use Permit	\$25.00 + C.O.	\$100.00 + C.O.	N/A	
Temporary Use Permit Extension	\$25.00	\$50.00	N/A	
Swimming Pool Permit	Residential = .006 x Value Specified by Applicant + C.O. fee Commercial = .005 x Value Specified by Applicant + C.O. fee	.006 x Value + C.C.	General building permit fee	
Demolition Permit	Residential = \$50 + C.O. fee Commercial = \$100 + C.O. fee	\$150.00 + C.C. fee	\$150	
Housing Relocation Permit	\$100.00 + C.C. fee	No change	N/A	
New Ground Telecommunication Tower	\$750.00	No change		
			Communication Tower	\$6,000
			Noncommunication Structure, Steeple, Silo, Tall Building	\$600
			Amateur Radio Tower	\$600
			Permitted Use Communication Tower	\$2,000
			Public Notice Sign Deposit	\$250

Permit Fees

Fee Type	Current	Proposed	Comparison to Gwinnett County
New Rooftop Mounted Telecommunication Tower	\$750.00	\$750.00 + C.C. fee	\$2000
Co-locating Antennae on Existing Telecommunication Tower	\$100.00	\$500.00 + C.C. fee	\$2000
Amateur Radio Tower Over 70'	\$2.00/ foot (tower height)	\$2.00/ foot (tower height) + C.C. fee	\$600
Temporary Gas/ Power Connection	\$25.00	\$100.00 + C.C. fee	\$50
Permit Fee After Work Has Commenced	Double the usual permit fee.	100% of the initial permit fee	100% of the initial permit fee
Ground Sign	Total Sign Face Area per Sign Structure 0-80 = \$50 81-100 = \$75 101-160 = \$150 161-200 = \$250 Larger than 200 = \$300	\$150.00/Sign Oversized sign (over 160 square feet) \$500.00	\$150, \$500 oversized

Permit Fees

Fee Type	Current	Proposed	Comparison to Gwinnett County
Wall Sign	Total Sign Face Area per Sign Structure 0-75 = \$50 76-100 = \$75 101-150 = \$150 151-200 = \$250 201-300 = \$350 301-600 = \$450	\$150/Sign Oversized sign (over 150 square feet) \$500	\$150
Temporary Sign or Device	\$35.00	\$50.00	\$50
HVAC, Electrical, Plumbing & Low Voltage	\$25.00	\$100.00 + C.C. fee	\$125
Residential Keeping of Chickens*		\$50.00	N/A
Annual Mobile Food Vendor Permit*		100	N/A

* New Fee

Re-Permit Fees

Fee Type	Current	Proposed	Comparison to Gwinnett County
Re-Permit Fee	Permit renewal after expiration date as approved by the Building Official. 90% of original fee for 12-month extension 50% of original fee for 6-month extension 25% of original fee for 3-month extension	No Change	\$50

Certificate of Occupancy Fees

Fee Type	Current	Proposed	Comparison to Gwinnett County
Single-Family Residential	\$25.00	\$50.00	\$50
Duplex	\$50.00/ bldg	\$50.00/ unit	\$50
Multi-family/Apartments	\$50.00/ bldg	\$50.00/ bldg	\$50
Townhome/Condominium	\$50.00/ bldg	\$50.00/ unit	\$50
Commercial or Other Non-Single-Family Residential	\$50.00	\$50.00	\$50
Temporary/ Conditional C.O.	\$50.00	\$50.00	\$50
Certificate of Completion	Residential = \$25, Commercial = \$50	\$50.00	\$50
Swimming Pool	Residential = \$25, Commercial = \$50	\$50.00	\$50

Plan Review Fees

Fee Type	Current	Proposed	Comparison to Gwinnett County
Exemption Plats/ Lot Splits	Set by City Manager up to \$300 maximum	\$300.00	Review- \$50 + \$15/lot ; permit- \$50/lot (less than five lots)
Clearing and Grubbing Plan	Set by City Manager up to \$300 maximum	\$300.00	Review- \$200 ; permit- \$50/acre (minimum \$50)
Grading Plan	Set by City Manager up to \$300 maximum	\$300.00	Review- \$200 ; permit- \$50/acre (minimum \$50)
Retaining Wall (Height greater than or equal to 4')	\$1 per sq.ft. wall surface area (calculate by multiplying height and length of wall.) \$300 Minimum. \$750 Maximum. Engineer's certification required.	\$1.00 per sq.ft. wall surface area (calculate by multiplying height and length of wall.) \$300.00 Minimum. \$750.00 Maximum. Engineer's certification required.	N/A
New Ground Tower	\$750.00	\$750.00	communication tower- \$6,000

Plan Review Fees

Fee Type	Current	Proposed	Comparison to Gwinnett County		
New Rooftop Mounted Tower	\$750.00	\$750.00	\$750.00		
Co-locating on Existing Tower	\$375.00	\$375.00	N/A		
Concept Plan	\$200.00	\$400.00			
Preliminary Plat - Subdivision Construction	\$350.00 or \$10.00 per Lot	\$600.00 or \$10.00/ Lot whichever greater	Review- \$300 + \$20/lot ; permit \$25/lot (minimum \$500)		
Site Plan - Commercial	\$400.00 or \$100.00/ Acre	\$600.00 or \$100.00/ Acre	Review		Permit
			0 to 1 Acre	\$300	\$150/Acre (Minimum \$1,000)
			1.01 to 5 Acres	\$750	
			5.01 to 10 Acres	\$1,000	
			More than 10 Acres	\$1,500	
Final Plat	\$150.00 + \$10.00 per Lot	\$500.00 + \$10.00/Lot	Review- \$300 + \$20/lot ; permit- \$15/lot (minimum \$500)		
Revision of plan/plat (after initial approval)	\$150.00	50% of Original Review Fee	Minor revision- 20% of total plan review fee		
			Major revision- 50% of total plan review fee		
Final Plat Filing Fee	\$350.00	Eliminated. Developer must file own final plat	N/A		
Soil Erosion Review	\$100.00	\$200	\$15/disturbed acre		

Building Plan Review Fees

Fee Type	Current	Proposed	Comparison to Gwinnett County
Single Family Residential over 3,000 Sq.Ft.	\$250.00	\$250.00	Included in Building Permit Fee
Multi-Family and Non-Residential	1-5,000 sq. ft. = \$250.00 5,001-10,000 sq. ft. = \$500.00 Larger than 10,001 sq. ft. = \$750	1-5,000 sq. ft. = \$250.00 5,001-10,000 sq. ft. = \$500.00 Larger than 10,001 sq. ft. = \$750	Included in Building Permit Fee

Copies of Publications

Fee Type	Current	Proposed	Comparison to Gwinnett County
Zoning Ordinance	\$20.00	\$25.00	N/A
Development Regulations	\$25	\$25	N/A
Buffer, Landscape & Tree Ordinance	\$15.00	\$20.00	N/A
Zoning Certification Letter	\$10	\$75	\$50
Sign Ordinance	\$5	\$7.00	N/A

Miscellaneous Permits & Fees

Fee Type	Current	Proposed	Comparison to Gwinnett County
Re-issue of Permit Placard	\$25.00	\$25	N/A
Re-inspection Fees	2nd Re-inspection = \$25.00 3rd Re-inspection = \$50.00 4th Re-inspection = \$75.00 5th Re-inspection = \$100.00 6th Re-inspection (Each additional inspection) = \$125.00	First Re-inspection = \$50.00 Second and each subsequent follow-up Re-inspection = \$100.00	First Follow up Inspection= \$0 Second Follow up Inspection= \$50 Third and each subsequent follow up inspection= \$100
Compliance Inspection - Structure	\$100.00	\$200.00	Residential= \$200 Nonresidential= \$500
Compliance Inspection - Trade	\$25	\$100	N/A
Compliance Inspection - Commercial Occupancy Change	\$25.00	\$100.00 + CO	\$120
Trade License Registration (Subcontractors)	\$10.00 (Good for the entire calendar year.)	Eliminated	N/A

Public Hearing Fees

Fee Type	Current	Proposed	Comparison to Gwinnett County										
Annexation Fee	Residential = \$1000.00 Commercial = \$500.00	Flat Fee - \$500.00	N/A										
Rezoning Fee	CLASS 1 - AF, RS-200, RS-175, RS-150, RS-100, RS-72, R36, MH Less than 1 Acre = \$350.00 1.01-5 Acres = \$500.00 More than 5 Acres - 10 Acres = \$1000.00 Larger than 10 Acres = \$1000.00 plus \$30.00 per additional Acre or portion thereof CLASS 2 - OI, HSB, BG, LM, HM-1, HM-2 0-10 Acres = \$500.00 More than 10 Acres - 15 Acres = \$1000.00 More than 15 Acres = \$1000.00 + \$50.00 per additional Acre or portion thereof. \$2000.00 Maximum	No Change	<table><tr><td>Single-Family 0-5 acres= \$750 5.01- 10 acres= \$1,000 10.01- 20 acres= \$1,500 20.01-100 acres= \$2,500 Over 100 acres= \$2,500 + \$40/acre for each additional Acre over 100 acres, not to exceed \$10,000</td><td>Multifamily and Special Residential & Nonresidential 0-5 acres= \$1,000 5.01- 10 acres= \$1,500 10.01- 20 acres= \$2,000 20.01-100 acres= \$2,500 Over 100 acres= \$2,500 + \$40/acre for each additional Acre over 100 acres, not to exceed additional acre over 100, not to exceed \$10,000 ed \$10,000 (nonresidential= \$3,000- +\$50 for each additional acre over 100</td></tr><tr><td colspan="2">Mixed-Use (MU-N, MU-C, MU-R)</td></tr><tr><td>MU-N</td><td>\$1,000 + \$100/acre, not to exceed \$10,000</td></tr><tr><td>MU-C</td><td>\$2,000 + \$150/acre, not to exceed \$10,000</td></tr><tr><td>MU-R</td><td>\$3,000 + \$200/acre, not to exceed \$10,000</td></tr></table>	Single-Family 0-5 acres= \$750 5.01- 10 acres= \$1,000 10.01- 20 acres= \$1,500 20.01-100 acres= \$2,500 Over 100 acres= \$2,500 + \$40/acre for each additional Acre over 100 acres, not to exceed \$10,000	Multifamily and Special Residential & Nonresidential 0-5 acres= \$1,000 5.01- 10 acres= \$1,500 10.01- 20 acres= \$2,000 20.01-100 acres= \$2,500 Over 100 acres= \$2,500 + \$40/acre for each additional Acre over 100 acres, not to exceed additional acre over 100, not to exceed \$10,000 ed \$10,000 (nonresidential= \$3,000- +\$50 for each additional acre over 100	Mixed-Use (MU-N, MU-C, MU-R)		MU-N	\$1,000 + \$100/acre, not to exceed \$10,000	MU-C	\$2,000 + \$150/acre, not to exceed \$10,000	MU-R	\$3,000 + \$200/acre, not to exceed \$10,000
Single-Family 0-5 acres= \$750 5.01- 10 acres= \$1,000 10.01- 20 acres= \$1,500 20.01-100 acres= \$2,500 Over 100 acres= \$2,500 + \$40/acre for each additional Acre over 100 acres, not to exceed \$10,000	Multifamily and Special Residential & Nonresidential 0-5 acres= \$1,000 5.01- 10 acres= \$1,500 10.01- 20 acres= \$2,000 20.01-100 acres= \$2,500 Over 100 acres= \$2,500 + \$40/acre for each additional Acre over 100 acres, not to exceed additional acre over 100, not to exceed \$10,000 ed \$10,000 (nonresidential= \$3,000- +\$50 for each additional acre over 100												
Mixed-Use (MU-N, MU-C, MU-R)													
MU-N	\$1,000 + \$100/acre, not to exceed \$10,000												
MU-C	\$2,000 + \$150/acre, not to exceed \$10,000												
MU-R	\$3,000 + \$200/acre, not to exceed \$10,000												
Administrative Variance	Residential = \$200.00 Commercial = \$250.00	Residential = \$150.00 Commercial = \$200.00	N/A										

Public Hearing Fees

Fee Type	Current	Proposed	Comparison to Gwinnett County
Appeals Variance	Residential = \$300.00 Commercial = \$350.00	No Change	Single-Family Residential \$250 Multifamily Residential \$450 Nonresidential & Mixed-use \$700 Appeal \$100
Development Regulation Waiver	\$275	No Change	\$250
Drainage Easement Agreement	\$275	No Change	N/A
Certificate of Design Review (TCO)	\$0	No charge if associated with a rezoning \$500 standalone	N/A
Certificate of Design Review (CBD)	\$0	No charge if associated with a rezoning \$500 standalone	N/A

NEXT STEPS FOR COUNCIL ADOPTION

Fee Schedule Update

Review proposed Fees

Public Hearing

Discussion

Ordinance Adoption

Adoption & Implementation



THANK YOU!

Contact Information: Helen Balch, hbalch@cityofsugarhill.com