

34 Section 2. Town Code Amended. Section 14-29 – “Permit Fees” is hereby
35 amended as follows:

36 Sec. 14-29. Permit Fees.

37 ~~(a) For all buildings, structures, additions and alterations requiring a building permit as~~
38 ~~called for in Section 105 of the Florida Building Code, a fee for each building permit~~
39 ~~shall be paid as required, in accordance with the following fee schedule:~~

40 ~~(1) The minimum fee for any one permit shall be \$80.00.~~

41 ~~(2) For all construction activity where the construction costs are greater than~~
42 ~~\$1,000.00 but less than \$1,250,000.00, the fee shall be \$80.00 plus 2.3 percent~~
43 ~~of the cost of construction.~~

44 ~~(3) For all construction activity where the construction costs are \$1,250,000.00 or~~
45 ~~more, but less than \$3,000,000, the fee shall be calculated as in (1) + (2) plus~~
46 ~~1.6 percent of the cost of construction from \$1,250,000.00 up to \$3,000,000.00.~~

47 ~~(4) For all construction activity where the construction costs are \$3,000,000.00 or~~
48 ~~greater, the fee shall be calculated as in (1) + (2) + (3) plus 1.3 percent of the~~
49 ~~cost of construction greater than \$3,000,000.00.~~

50 ~~(5) Electrical, mechanical and plumbing permit fees shall be calculated in~~
51 ~~accordance with (1) through (4) above, except that when such electrical,~~
52 ~~mechanical or plumbing permit is a sub permit to a master permit, the fee for the~~
53 ~~sub permit shall be \$80.00 provided the cost of the electrical, mechanical or~~
54 ~~plumbing work is included in the overall cost of construction included in the~~
55 ~~master permit.~~

56 ~~(6) For purposes of this section, the cost of construction is calculated as no less than~~
57 ~~\$250.00 per gross square foot for multi-family and commercial developments and~~
58 ~~no less than \$150.00 per gross square foot for single family homes for new~~
59 ~~construction or substantial improvements as defined in the Florida Building Code.~~

60 ~~(7) The town reserves the right to conduct an audit of the construction costs for new~~
61 ~~construction or substantial improvements as defined in the Florida Building Code~~
62 ~~at the conclusion of the construction, based on a determination by the building~~
63 ~~official that the valuation is underestimated on the application. If a discrepancy is~~
64 ~~found, the applicant shall pay the difference in the building permit fee, if any, prior~~
65 ~~to issuance of the temporary certificate of occupancy. Applicant may provide~~
66 ~~evidence of final cost of construction and the Town will adjust the fee accordingly.~~

67

68 ~~(b) Other specialized operations. For other specialized operations for which permits are~~
69 ~~required, and the specialized operations are not specifically noted in this fee~~
70 ~~schedule, including but not limited to the moving of buildings or structures, the~~
71 ~~demolition of buildings or structures, the installation of driveways or sidewalks, the~~
72 ~~installation of underground fuel tanks, the installation of drainage facilities, the~~
73 ~~construction of roadways and site improvements, and the issuance of temporary~~
74 ~~structure or special event permits, the fee schedule listed above shall be applicable.~~

75 ~~(c) Failure to obtain permit. When work for which a permit is required is started prior to~~
76 ~~the obtaining of the permit, the applicant for a permit shall be required to pay \$100.00~~
77 ~~plus double the regular permit fee, as the cost of the permit. The payment of such~~
78 ~~double fee plus \$100.00 shall not relieve any person from fully complying with all the~~
79 ~~requirements of all applicable regulations and codes; nor shall it relieve them from~~
80 ~~being subject to any of the penalties therein. The double fee requirement shall be~~
81 ~~applicable to sub-permits and to all divisions of the building department.~~

82 ~~(d) Reinspection fee. A re-inspection fee shall be charged when extra inspection trips~~
83 ~~are necessary due to:~~

84 ~~(1) Wrong address being given on request for inspection;~~

85 ~~(2) Prior rejection of work due to faulty construction;~~

86 ~~(3) Work not being ready for inspection at time specified;~~

87 ~~(4) Failure to call for final or other inspections;~~

88 ~~(5) Required corrections not being made or completed at time specified.~~

89 ~~A fee of \$80.00 shall be charged for the first re-inspection. The Building Official may~~
90 ~~apply Florida Statutes Section 553.80(2)(c) for each subsequent re-inspection. The~~
91 ~~payment of re-inspection fees may be required before any further permits will be~~
92 ~~issued to the person owing same, and further inspections may be refused until~~
93 ~~payment of re-inspections fees has been made. The re-inspection fee requirement~~
94 ~~shall be applicable to all divisions of the building department.~~

95 ~~(e) Application processing fee.~~

96 ~~(1) A non-refundable fee may be charged at the time of submitting a permit~~
97 ~~application. The fee shall be \$80.00 or 25 percent of the building permit fee,~~
98 ~~whichever is greater. The fee paid will be deducted from the total permit fee at~~
99 ~~time of issuance of the permit.~~

100

101 ~~(2) A non-refundable fee shall be charged for reviewing plans on all new construction~~
102 ~~(or major remodeling) of multi-family residential structures and/or commercial~~
103 ~~structures. The fee shall be 25 percent of the estimated building permit fee. The~~
104 ~~fee will be deducted from the total permit fee at time of issuance of the permit.~~

105 ~~(3) A non-refundable zoning plan review fee of \$200.00 shall be charged at the time~~
106 ~~of application, for those projects requiring zoning review. This fee is in addition~~
107 ~~to the building permit fee and is not deductible from the building permit fee.~~

108 ~~(4) A non-refundable fee shall be charged for a preliminary review of plans and~~
109 ~~documentation prior to the submitting for a permit. The fee shall be calculated~~
110 ~~per subsection 14-29(g)(6) and (7).~~

111 ~~(f) Fee for changes after permit has been issued.~~

112 ~~(1) When changes in the plans and/or specifications are requested after the permit~~
113 ~~has been issued, and the changes do not result in an increase in the scope of~~
114 ~~the original project, the fee for review of said changes shall be based upon review~~
115 ~~time, hourly per trade, in accordance with subsection 14-29(g)(6) and (7).~~

116 ~~(2) When changes or revisions are requested after the permit has been issued, which~~
117 ~~result in an increase of square footage and/or the cost of construction, the fee for~~
118 ~~the additional work shall be calculated in accordance with the fee schedule for a~~
119 ~~new permit, in accordance with this section.~~

120 ~~(g) Refunds, time limitation. The fees charged pursuant to this section may be refunded~~
121 ~~by the town manager subject to the following:~~

122 ~~(1) No refund shall be made where any work has commenced, except where~~
123 ~~duplicate permits have been issued for the same work, in which case a refund~~
124 ~~may be granted to the initial permit holder provided the duplicate permits were~~
125 ~~issued within 90 days of each other.~~

126 ~~(2) No refunds shall be made where permit has become void as provided by section~~
127 ~~105.4 of the Florida Building Code.~~

128 ~~(3) No refunds shall be made on permit fees of \$80.00 or less.~~

129 ~~(4) Fifty percent refunds may be granted to a permit holder whose permit is canceled~~
130 ~~by owner authorization where work has commenced and such owner selects a~~
131 ~~second contractor to complete the work. The second contractor shall pay a full~~
132 ~~fee to complete the work unless the first contractor waives his opportunity to a~~
133 ~~refund in writing, in which case, the second contractor is entitled to a permit to~~
134 ~~cover the same work for a cost of 50% of the prevailing fee schedule.~~

135 ~~(5) A full refund may be granted to a permit holder who takes out a permit covering~~
136 ~~work outside the jurisdictional permitting and inspection area.~~

137 ~~(h) Other fees.~~

138 ~~—(1) Demolition: \$80.00 per discipline (trade) inspecting.~~

139 ~~—(2) Certificate of completion: \$80.00.~~

140 ~~—(3) Certificate of occupancy: \$120.00.~~

141 ~~—(4) Temporary certificate of occupapney: \$365.00 per period of temporary certificate.~~

142 ~~—(5) Duplicate permit card with list of passed inspections: \$50.00~~

143 ~~—(6) Special services:~~

144 ~~— a. — \$100.00 per hour, normal business hours (1 hour minimum).~~

145 ~~— b. — \$150.00 per hour outside normal business hours (3 hour minimum).~~

146 ~~— This fee is limited to client requested services outside the normal permitting and~~
147 ~~inspection process, and any such fee shall be estimated and agreed upon in~~
148 ~~advance.~~

149 ~~(7) Professional engineer review of structural drawings: \$150.00 per hour.~~

150 ~~(i) State and county fees.~~

151 ~~(1) \$0.01 per sq. ft. added to every building permit for the State of Florida to study~~
152 ~~the building code requirements for radon gas plus certification and regulation of~~
153 ~~building officials, inspectors, and plans examiners. This surcharge relates to new~~
154 ~~construction and under roof floor area being added, altered, or renovated.~~

155 ~~(2) Building code compliance fee (Miami Dade Code Compliance): \$0.60 per every~~
156 ~~\$1,000.00 of value of construction.~~

157 ~~(j) Waiver of fees and expedited permitting and development review. The town~~
158 ~~commission may by resolution waive building permit fees and other fees as provided~~
159 ~~herein, and provide for expedited permitting and development review for certain~~
160 ~~programs.~~

161 ~~(k) Reduction of building permit fees for condominiums. The permit fees for construction~~
162 ~~activity relating to condominium building recertifications, or any necessary structural~~
163 ~~and/or life safety repairs, as determined by the building official, shall be reduced by~~
164 ~~30 percent.~~

Coding: ~~Strikethrough~~ words are deletions to the existing words. Underlined words are additions to the existing words. Changes between first and second reading are indicated with highlighted double-strikethrough and double underline.

165 (a) *Levied.* Permits, inspections and other fees of the building department of the Town
166 are hereby levied and imposed and shall apply to building, plumbing, electrical and
167 mechanical permits and other activities undertaken by that department as specified
168 in appendix A. Permit fee line items include, but are not limited to: Building, plumbing,
169 electrical, and mechanical as well as those line items associated with planning, fire,
170 and public works. In addition, all permits will include line items for outside agencies;
171 State of Florida, Department of Business and Professional Regulation (DBPR),
172 Building Code Administrators and Inspectors (BCAI), and Miami Dade County
173 Building Code Compliance Office (BCCO). The Town Commission may direct the
174 Town Manager to waive building permit fees that include building, planning, public
175 works, parking, fire, and environmental permits that are directly related to Town
176 projects.

177 The town reserves the right to conduct an audit of the construction costs for new
178 construction or substantial improvements as defined in the Florida Building Code at
179 the conclusion of the construction, based on a determination by the building official
180 that the valuation is underestimated on the application. If a discrepancy is found, the
181 applicant shall pay the difference in the building permit fee, if any, prior to issuance
182 of the temporary certificate of occupancy. Applicant may provide evidence of final
183 cost of construction and the Town will adjust the fee accordingly.

184 (b) *Double fees.* Any person who commences any work on a building, structure,
185 electrical, gas, mechanical or plumbing systems before obtaining the building
186 official's approval or the necessary permits shall be subject to a penalty of 100
187 percent of the required permit fee, in addition to the required permit fees, plus a
188 penalty for the first, second and subsequent offenses as outlined in appendix A.

189 (c) *Reinspection fees.*

190 (1) With respect to inspections, if the Town finds it necessary, in order to enforce
191 compliance with the Florida Building Code, to conduct an inspection, after an
192 initial inspection and one subsequent reinspection, of any project or activity for
193 the same code violation specifically and continuously noted in each rejection,
194 including, but not limited to, egress, fire protection, structural stability, energy,
195 accessibility, lighting, ventilation, electrical, mechanical, plumbing, and gas
196 systems, or other requirements identified by the rule of the Florida Building
197 Commission, a fee of four times the cost of initial inspection or first reinspection,
198 whichever is greater, for each subsequent reinspection shall be paid. The
199 inspection cost is determined by multiplying the actual time spent by the inspector
200 by the inspection fee hourly rate, as specified in appendix A.

201 (2) Payment of the reinspection fee shall be required before any subsequent permits
202 are issued to the person or entity owing same. Further inspections shall be
203 withheld until payment of reinspection fees has been made.

- 204 (d) *Lost plans fee.* When permitted set of plans are lost by the applicants, owners,
 205 contractors, or any of their representatives, a recertification fee will be required to
 206 reproduce, stamp and approve a new set of plans as a field copy. Such fee shall be
 207 based on a cost per page as specified in appendix A, plus an administrative
 208 processing fee as outlined in appendix A.
- 209 (e) *Revised plans processing fee.* The charge for plans processing of revisions to a
 210 permitted set of plans shall be as specified in appendix A, plus an administrative
 211 processing fee as outlined in appendix A.
- 212 (f) *Lost permit card fee.* After a permit has been issued, if the permit inspection card
 213 has been lost, a replacement fee as specified in appendix A shall be charged.
- 214 (g) *Inspection fee.* The inspection fee shall be as specified in appendix A.
- 215 (h) *Plans re-review fee.* When extra plans reviews are due to the failure to correct
 216 Florida Building Code discipline requirements specifically and continuously noted in
 217 each rejection, including, but not limited to, egress, fire protection, structural stability,
 218 energy, accessibility, lighting ventilation, electrical, mechanical, plumbing, and gas
 219 systems, or other requirements identified by the rule of the Florida Building
 220 Commission, in compliance with F.S. § 553.80(2)(b), each time after the third such
 221 review that plans are rejected for the same code requirement, a fee shall be charged,
 222 per discipline, as determined in appendix A.
- 223 (i) *Expedited plans review and inspection fee.* Upon request from the applicant, the
 224 department may schedule an expedited plan review or inspection, on an overtime
 225 basis by Town staff. When such service is provided, a fee as specified in appendix
 226 A shall be charged, in addition to the regular permit fee and other applicable fees.
 227 Expedited plan review service may be requested by the applicant at a charge, per
 228 discipline, as determined in appendix A, in addition to the other applicable fees
 229 required for the work.
- 230 (j) *Permits for work not identified in appendix A.* If it is determined that no specific fee
 231 category directly matches a permit application request, the building official may
 232 identify a category that closely matches the level of effort or determine what the work
 233 will be charged at based on the time dedicated for plans review and inspection. The
 234 building official may require an upfront fee and a deposit to cover the estimated cost
 235 of the services to be provided.
- 236 (k) *Town projects.* The cost of enforcing state statutes, the building code, or the Town's
 237 land development regulations on Town-related projects will be reimbursed based on
 238 the actual time spent in the processing, review and inspection of such projects. The
 239 payment will be due prior to issuance of the certificate of occupancy or completion
 240 for the project. Fees shall be based on the permit fee schedule in place at the time
 241 of the permit application submittal and should be paid accordingly.

- 242 (l) *[Annual adjustment of rates.]* The rates in appendix A pertaining to this division will
 243 be administratively adjusted annually to reflect increase(s) or decrease(s) in the
 244 Consumer Price Index for all urban consumers, CPI-U.
- 245 (m) *Electronic concurrent plan processing.* To create a more efficient permitting
 246 process, the building department may be implementing procedures to process
 247 plans electronically via an automated workflow. Once implemented, the
 248 department may request that applicants submit plans in an electronic format. If
 249 the applicant chooses to submit paper plans, the director, or his designee has
 250 the authority to invoice for reimbursement of the conversion of documents
 251 submitted to an electronic format.
- 252 (n) *Phase permits.* The building official is authorized by the Florida Building Code to
 253 provide early start approval. The holder of such permit shall proceed at the
 254 holder's own risk with the building's construction and without assurance that a
 255 permit for the entire structure will be granted. A fee as specified in appendix A
 256 shall be paid.
- 257 (o) *Private provider fee.* When a property owner uses the services of a licensed
 258 private company for plan review and inspections services (private provider), the
 259 fee will be assessed as a regular building permit with a discount of 40 percent of
 260 the original building permit fee. If only the inspections are done by the private
 261 provider, then the fee will be assessed as a regular building permit with a discount
 262 of 20 percent of the original building permit fee.
- 263 (p) *Photovoltaic waiver.* All photovoltaic related building permit fees will be waived
 264 to promote the use of photovoltaic energy.
- 265 (q) *Electric vehicle charging stations waiver.* All permitting fees for electric vehicle
 266 charging station installation projects on private property shall be waived, except
 267 for electric vehicle charging station installation projects with exterior or
 268 underground transformers. The waiver of permitting fees in this subsection shall
 269 automatically sunset and shall be repealed on December 31, 2024.
- 270 (r) *Up-front processing fee.*
- 271 (1) When the building permit application is received, the applicant shall pay an "up
 272 front" processing fee as specified in appendix A.
- 273 (2) This processing fee is non-refundable but shall be credited toward the final
 274 building permit fee. The "up front" processing fee, after it is calculated, shall be
 275 rounded up to the nearest \$5.00, with a minimum fee as specified in appendix A.
- 276 (s) *Refunds, time limitations, cancellations, change of contractor.* The fees charged
 277 pursuant to the schedule in appendix A, provided the same are for a permit

278 required by Section 105.1 of the Florida Building Code, may be refunded by the
279 building official subject to the following:

280 (1) No refunds shall be made on requests involving:

281 a. Minimum permit fee(s) and upfront fee(s), as specified in appendix A; or

282 b. Permits for which plans review has commenced or inspections performed; or

283 c. Permits revoked by the building official under authority granted by the Florida
284 Building Code; or

285 d. Permits cancelled by court order; or

286 e. Permits which have expired; or

287 f. Permits under which work has commenced as evidenced by any recorded
288 inspection having been made by the Town, unless the refund is due to an
289 overcharge by the Town.

290 (2) A full refund shall be granted to a permit holder who takes out a permit covering
291 work outside the jurisdictional inspection area.

292 (3) Permits under which no inspections were performed are entitled to a 50-percent
293 refund of the building permit fee line item if requested within 90 days of permit
294 issuance. No refund shall be provided after 90 days.

295 (4) Where there is a change of contractor (for all permit types) a fee as specified in
296 appendix A shall be paid. The original permit holder is not entitled to any refund.

297 (5) Where there is a change of architect or engineer (for all permit types) a fee as
298 specified in appendix A shall be paid. The original permit holder is not entitled to
299 any refund.

300 (6) A fee as specified in appendix A shall be paid by the permit holder who submits
301 a written request for a permit extension as authorized under Section 104.5.1.4 of
302 the Florida Building Code.

303 (7) Where the permit is revoked, or becomes null and void, or expires because of
304 lack of work or abandonment, a new permit covering the proposed construction
305 shall be obtained before proceeding with the work, pursuant to Section 105.4.1.1
306 of the Florida Building Code. If no more than 180 days before the expiration date
307 of the original permit has passed, and no refund has been made according to this
308 section, the applicant may apply to renew the permit. The reapplication must be
309 covering the same project and involving the same plans and must be submitted
310 with the plans and the applicant's validated copy of the original permit. A fee of

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311 25 percent of the original permit fee, plus an additional processing fee equivalent
312 to the base permit fee as specified in appendix A, shall be charged for a renewal
313 under these circumstances. No additional fees for outside agency line items will
314 be imposed.

315 For permits that have expired where the only missing component is one or more
316 final inspections, the fee for reopening the permit, performing the final
317 inspection(s), and providing a final approval on the permit shall be charged the
318 base building permit fee.

319 (8) Every application submitted for permit will be evaluated and fees assessed
320 accordingly whether it is for a master permit a stand-alone permit or a
321 subcontract/trade subsidiary permit. All submittals will be assessed the fees as
322 prescribed in appendix A, or the base permit fee, whichever is greater.

323 (t) Building permit fees are as specified in appendix A. Alterations are limited to interior
324 work without adding to square footage of structure/building; window change out with
325 no new openings; roofing repair/replace; and driveway/approach.

326 (u) Plumbing permit fees are as specified in appendix A.

327 (v) Electrical permit fees are as specified in appendix A.

328 (w) Mechanical permit fees are as specified in appendix A.

329 (x) *Certificate of occupancy or completion.* To obtain temporary, or final occupancy or
330 completion as required by the Florida Building Code, the following original fees shall
331 be paid for the purpose of defraying the costs of processing the certificate, including
332 any necessary inspections.

333 (1) *Final certificate of occupancy or completion.* Certificate of occupancy or
334 completion fees shall be as specified in appendix A.

335 (2) *Temporary certificate of occupancy or completion.* Temporary certificate of
336 occupancy or completion fees shall be as specified in appendix A. The certificate
337 of occupancy or completion is the certificate of use for that facility for the first
338 year of operation or part thereof.

339 (y) Unless waived by the Town, there shall be a fee per building as specified in appendix
340 A for the building recertification program, as required under Miami-Dade County
341 Code Chapter 8, Section 8-11(f) and as said section may be amended from time to
342 time. A six-month extension for building recertification may be granted by the building
343 official, which may be renewed at the discretion of the Building Official. An extension
344 fee as specified in appendix A shall be assessed.

345 (z) If a building has not been recertified in the time limitation established by the county
346 code section referred to in subsection (y), a late compliance fee as specified in
347 appendix A shall be paid in addition to the regular recertification fee. This fee shall
348 also apply if the building is declared unsafe and posted and the time limitation for
349 the requirement of a new inspection and report does not apply. However, if the
350 building has an open permit for complete alteration and remodeling, and the building
351 is not currently occupied, the late fee will be waived if the recertification report is
352 included at the time of the application for the certificate of occupancy or completion.

353 (aa) When the building recertification process has not been substantially completed
354 for a particular building within the maximum time limitations established by the
355 county code, a notice of violation shall be issued. If the process is not
356 substantially completed within a reasonable amount of time ~~45 days~~ of the notice
357 of violation date, as determined by the Building Official, the building may be
358 declared unsafe and vacated at owner's expense. The building shall remain
359 secured while vacant. If the recertification is not complete within 90 days of the
360 date when the building was declared unsafe a new inspection report with a new
361 fee as specified in appendix A shall be processed before the building can be
362 declared safe for occupancy.

363 (bb) Courtesy notices to building owners will be provided to building owners at least
364 one year prior to the anniversary date of their recertification as well as providing
365 an additional courtesy notice at least six months prior to the anniversary date of
366 their recertification; and a final notice 90 days prior to the anniversary dated of
367 their recertification due date. The failure to provide the courtesy notices does not
368 waive or release the building owner's obligation to comply with building
369 recertification requirements, in accordance with all applicable state, county and
370 municipal laws.

371 (cc) All building owners of buildings greater than five floors are required to submit a
372 yearly maintenance log on all routine structural repairs must be submitted
373 annually to the building department on a standard form provided by the building
374 department and by no later than January 31 of each year.

375 Late and incomplete forms shall be assessed a late fee after a 30-day notice as
376 specified in the appendix A, fee schedule, unless waived by Building Official. The
377 failure of the building owner to timely submit a yearly maintenance log does not
378 relieve or alter a property owner's obligation to maintain its property in
379 accordance with all applicable state, county and municipal laws. Building owners
380 of buildings less than five floors are not required to submit a yearly maintenance
381 log on all routine structural repairs.

382 (dd) *Employee training, education, safety and technology enhancements.* A
383 surcharge to building, electrical, mechanical, plumbing and demolition permits
384 will be added for training, education and safety of the building department
385 employees and contractors, and to procure and implement the latest

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386 technologies available for enhancement of services provided by the department,
387 according to the schedule specified in appendix A.

388 (ee) *Fees collected by the building department for other departments or agencies.*
389 Specific amounts are given in appendix A.

390 (1) A Department of Business and Professional Regulation/Florida Building
391 Commission surcharge will be added to all permit fees associated with
392 enforcement of the Florida Building Code for the Professional Regulation Trust
393 Fund as per F.S. § 553.721. This amount is nonrefundable.

394 (2) A surcharge will be added to building permits for the code compliance program
395 established by Miami-Dade County. This amount is nonrefundable.

396 (3) A Department of Business and Professional Regulation/Building Code
397 Administration and Inspectors Board surcharge will be added to all permit fees
398 associated with enforcement of the Florida Building Code for the Building Code
399 Administrators and Inspectors Fund as per F.S. § 468.631. This amount is
400 nonrefundable.

401 (4) A sanitation surcharge shall be charged for all building, electrical, plumbing, and
402 mechanical and demolition permits, as set forth in appendix A.

403 (5) A separate fire safety, public works and/or zoning review fee associated with the
404 building permit process shall be charged as set forth in appendix A.

405 (ff) *Temporary structure / Sheds.* Notwithstanding any provision of this Section, a
406 temporary structure or shed used as construction offices or as an accessory use in
407 the H120 zoning district shall be permitted in conjunction with the construction of a
408 building for which a valid building permit has been issued, subject to the following:

409 (1) The use of the temporary structure or shed shall relate directly to the building for
410 which a valid building permit has been issued.

411 (2) The temporary structure or shed shall be located on the same lot as the building
412 to which it relates ~~or on a lot within 400 feet of the lot to which it relates.~~

413 (3) The temporary structure or shed shall be permitted only after issuance of a
414 building permit for the building to which the temporary structure or shed relates,
415 and such temporary structure or shed shall be removed prior to issuance of a
416 certificate of occupancy for such building, or within 30 days after the building
417 permit for such building expires, whichever comes first, unless approved by the
418 Town pursuant to Section 86-31 of Town Code.

419 (gg) *Interest and other charges.* The Town is authorized to charge interest to any
420 amount due when not paid by the due date. The interest rate shall be at the highest
421 legal limit authorized by law, plus collection costs and attorneys' fees.

422 Requests for copies of building department records, inspection reports, logs, or
423 similar documents maintained by the Town and/or its building department will be
424 charged as specified in appendix A.

425 **Section 3. Severability.** If any section, sentence, clause or phrase of this
426 Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction,
427 then said holding shall in no way affect the validity of the remaining portions of this
428 Ordinance.

429 **Section 4. Inclusion in the Code.** It is the intention of the Town Commission,
430 and it is hereby ordained that the provisions of this Ordinance shall become and made a
431 part of the Town of Surfside Code of Ordinances, that the sections of this Ordinance may
432 be renumbered or re-lettered to accomplish such intentions; and the word "Ordinance" may
433 be changed to "Section" or other appropriate word.

434 **Section 5. Conflicts.** Any and all ordinances and resolutions or parts of
435 ordinances or resolutions in conflict herewith are hereby repealed.

436 **Section 6. Effective Date.** This ordinance shall become effective upon adoption
437 on second reading.

438 **PASSED** on first reading on the 23rd day of July, 2024.

440 **PASSED AND ADOPTED** on second reading on the 13th day of August, 2024.

441 **First Reading:**

442 Motion by: Commissioner Velasquez

443 Second by: Vice Mayor Paul

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446 **Second Reading:**

447 Motion by: Vice Mayor Paul

448 Second by: Commissioner Velasquez

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451 **FINAL VOTE ON ADOPTION**

452

453 Commissioner Gerardo Vildostegui Yes

454 Commissioner Ruben A. Coto Yes

455 Commissioner Nelly Velasquez Yes

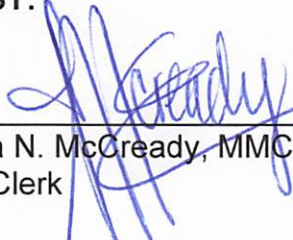
456 Vice Mayor Tina Paul Yes

457 Mayor Charles W. Burkett Yes

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ATTEST:

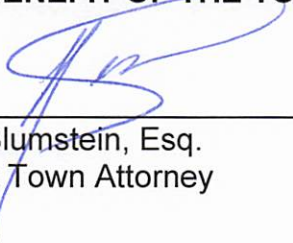


Sandra N. McCready, MMC
Town Clerk



Charles W. Burkett, Mayor

**APPROVED AS TO FORM AND LEGALITY FOR THE USE
AND BENEFIT OF THE TOWN OF SURFSIDE ONLY:**



Mark Blumstein, Esq.
Interim Town Attorney



Building Department

Fee Guide

Effective August 13, 2024

ORDINANCE 2024- APPENDIX A

BUILDING DEPARTMENT MISSION: We are dedicated to serving the public by the efficient and effective supervision of construction, business, professional and personal activities to safeguard the public health, safety and general welfare of the Town's residents and visitors by enforcing the Florida Building Code and the Town Code of Ordinances.

The Town of Surfside Building Department seeks to provide the very best service to our customers and for our residents and citizens as reflected in our mission statement.

The Town of Surfside is guided by the Florida Building Code, and building permits are required for any construction work conducted in the Town. All building permits must be processed through the Town of Surfside Building Department. The permitting process begins with the review of plans and may end with a Final Approved Inspection, a Certificate of Occupancy, or a Certificate of Completion.

Fee Schedule

This fee guide is pursuant to the Code of the Town of Surfside: Subpart A- General Ordinances / Chapter 14 – Buildings and Building Regulations / Article II – Building Code / Section 14-29 – Permit Fees; and Chapter 90 - Zoning review fees associated with the building permit process.

***Disclaimer:** This guide was created by the Building Department to assist the public to get a complete sense of the fees associated with the building development process; however, there are some fees that are not Building Department fees but are for processes and other reviews as required by other Town Ordinances such as Planning & Zoning, Parking, and Public Works. While those processes and fees are included in your Building permit, all fees are subject to change and should be confirmed with the respective department.

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Section 1 – All Permits *

All permits are assessed the following fees:

<u>Description</u>	<u>Fee</u>	<u>Ordinance number</u>
Up-front processing fee: Percent of estimated permit fee or the base fee, whichever is greater		
Percent of estimated permit fee	20%	14-29(r)
Surcharges from the State and County cannot be waived. Even if the permit fee is waived, the surcharges cannot be waived.		
Employee training, education, safety, and technology procurement and implementation for service enhancement surcharge is 6% of each building permit fee.	6% of every building permit fee	14-29(dd)
Pursuant to Florida Statutes § 553.721, in order for the department of business and professional regulation to administer the Florida Building Code, there is created a surcharge to be assessed at the rate of 1.0 percent of the permit fee associated with enforcement of the Florida Building Code. The minimum amount collected on any permit issued shall be \$2.00.	1% of the permit fee for enforcement of Florida Bldg. Code.	14-29(ee)(1)
Pursuant to Florida Statutes § 468.631, the building code administrator's and inspector's fund shall be funded through a surcharge to be assessed at the rate of 1.5 percent of all permit fees associated with enforcement of the Florida Building Code. The minimum amount collected on any permit issued shall be \$2.00.	1.5% of permit fee for enforcement of Florida Bldg. Code	14-29(ee)(3)
Pursuant to Miami-Dade County Code Section 8-12(e), a surcharge to building permits for County code compliance program, per \$1,000 of work valuation.	\$0.60	14-29(ee)(2)
Sanitation fees		
Sanitation surcharge for all building, electrical, plumbing, mechanical, demolition permits, 0.30% of estimated cost of project:	0.30% of job value	14-29(ee)(4)
<input type="checkbox"/> Minimum	\$15.00	
<input type="checkbox"/> Maximum	\$1,530.00	
Other fees		
A separate fire safety, public works and/or zoning review fee associated with the building permit process shall be charged as outlined in this guide, where applicable. See department fee sections.		14-29(ee)(5)
Interest and collection fees shall be charged for unpaid amounts (fees) due.		14-29(gg)
Documents. Requests for copies of building department records, inspection reports, logs, or similar documents maintained by the building department will be charged a fee as specified in subsection 14-61(d) of this guide.		14-29(gg)
Construction Parking Plan		
Pursuant to Town Code Sec. 14-28, an applicant for a building permit shall be required to provide parking on site for those assisting with the subject improvements subject to a construction parking plan (CPP) and pay the CPP permit fee.	\$144.00	14-28(c)

Section 2 – Building Permit Fees *

Description	Base Fee	Ordinance number
Permit Fees for Building Permits – Zoning Districts (H30C/H40/H120/SD-B40)		
New Construction Permit Fee	<u>\$350.00</u>	14-29(a)
Alterations Permit Fee	<u>\$250.00</u>	
<p>Permit fee for a building whose estimated construction cost is equal to or less than \$50 million is the base fee + 2.5% of the cost of construction, plus 2.0% of the construction cost for the amount over \$50 million up to and including \$100 million, plus 1.5% of the construction cost for the amount over \$100 million, as approved by the building official or his or her designee. The cost of construction is calculated at no less than \$700/sq. ft., except for detached, single family to be calculated at no less than \$300/sq. ft.</p>		
<p>Following a declared emergency, fees for minor repairs under a total value of <u>\$50,000</u>, the above fee shall be reduced by 100% for the following period: Three months from the termination of the declared emergency to pull permit. This does not apply to any permits needed for railing repairs and all repairs must be of a substantially similar design, quality, and appearance.</p>		
Phase Permits		
New Construction	\$6,071.00	14-29(n)
Alteration	\$4,856.00	
Planning Fees Associated with the Building Permit Process		
<p>Planning review fee for a commercial building permit shall be assessed at .75% of the cost of construction. Minimum Planning permit fee is \$75.00</p>		14-29(a)
<p>Employee training, education, safety and technology enhancements and other surcharge will be assessed consistent with subsection 14-29 (dd) and (ee), as applicable</p>		14-29(dd)
Fire Department Fees Associated with the Building Permit Process		
<p>Excluding Flooring, Demolition, Fence, Driveway/Approach, and Deck/Pavers</p>		
<p>Per Miami-Dade County Fire Prevention Fee Schedule effective October 1, 2023 (Implementing Order No. 04-123), as amended. Minimum Fire permit fee is \$75.00</p>		14-29(ee)(5)
<p>Employee training, education, safety and technology enhancements and other surcharge will be assessed consistent with subsection 14-29 (dd) and (ee), as applicable</p>		14-29(dd)
Public Works Department Fees Associated with the Building Permit Process		
<p>These sub-types are assessed these fees: New Construction, Marine, or Driveway/Approach</p>		
<p>Public Works review fee shall be assessed at .75% of the cost of construction. Minimum Public Works permit fee is \$75.00</p>		14-29(ee)(5)
<p>Employee training, education, safety and technology enhancements and other surcharge will be assessed consistent with subsection 14-29 (dd) and (ee), as applicable</p>		14-29(dd)

Permit Fees for Building Permits – Zoning Districts (H30A/H30B)		
<u>Description</u>	<u>Base Fee</u>	<u>Ordinance number</u>
New Construction Permit Fee	<u>\$350.00</u>	14-29(1)(a)
Alteration Permit Fee	\$150.00	14-29(5)
Permit fee for Alterations is base fee of <u>\$150 + 1.5%</u> where estimated construction cost is equal to or less than \$200,000.00. Otherwise, permit fee is same as new construction as follows: Permit fee for a structure whose estimated construction cost is up to and including \$5 million is the base fee + 2.5% of the cost of construction, plus 1.5% of the construction cost for the amount over \$5 million, as determined and approved by the building official or his/her designee. The cost of construction is calculated at no less than \$300/sq. ft. for detached, single-family.		
Following a declared emergency, fees for minor repairs under a total value of <u>\$50,000</u> , the above fee shall be reduced by 100% for the following period: Three months from the termination of the declared emergency to pull permit. This does not apply to any permits needed for railing repairs and all repairs must be of a substantially similar design, quality, and appearance.		
Phase Permits	\$4,000.00	14-29(n)
Planning Department Fees Associated with the Building Permit Process		
Planning review fee for a building permit shall be assessed at .75% of the cost of construction Minimum Planning permit fee is \$75.00		14-29(a)
Employee training, education, safety and technology enhancements and other surcharge will be assessed consistent with subsection 14-29 (dd) and (ee), as applicable		14-29(dd)
Planning Residential Major Revisions. Revised Plan Review fee shall be assessed at an additional .50% of the cost of construction		14-29(e)
Public Works Department Fees Associated with the Building Permit Process		
Following sub-types are assessed these fees: New Construction / Marine / Driveway/Approach		
Public Works review fee shall be assessed at .50% of the cost of construction. Minimum Public Works permit fee is \$75.00		14-29(ee)(5)
Employee training, education, safety and technology enhancements and other surcharge will be assessed consistent with subsection 14-29 (dd) and (ee), as applicable		14-29(dd)

Section 3 - Electrical Permit Fees *

<u>Description</u>	<u>Base Fee</u>	<u>Ordinance number</u>
Permit Fees for Electrical Permits – Zoning Districts (H30C/H40/H120/SD-B40)		
Base electrical permit fee.	<u>\$350.00</u>	14-29(v)
Permit fee for a building whose estimated construction cost is equal to or less than \$50 million is the base fee + 2.5% of the cost of construction, plus 2.0% of the construction cost for the amount over \$50 million up to and including \$100 million, plus 1.5% of the construction cost for the amount over \$100 million, as approved by the building official or his or her designee. The cost of construction is calculated at no less than \$700/sq. ft., except for detached, single family to be calculated at no less than \$300/sq. ft.		
Fire Department Fees Associated with the Building Permit Process		
Per Miami-Dade County Fire Prevention Fee Schedule effective October 1, 2023 (Implementing Order No. 04-123), as amended. Minimum Permit Fee for Fire permit is \$75.00		
Employee training, education, safety and technology enhancements and other surcharge will be assessed consistent with subsection 14-29 (dd) and (ee), as applicable		14-29(dd)
Permit Fees for Electrical Permits – Zoning Districts (H30A/H30B)		
Base electrical permit fee	<u>\$350.00</u>	14-29(v)
Permit fee for <u>Alterations</u> is base fee of \$150 + 1.5% where estimated construction cost is equal to or less than \$200,000.00. Otherwise, permit fee is same as new construction as follows: Permit fee for a structure whose estimated construction cost is up to and including \$5 million is the base fee + 2.5% of the cost of construction, plus 1.5% of the construction cost for the amount over \$5 million, as determined and approved by the building official or his/her designee. The cost of construction is calculated at no less than \$300/sq. ft. for detached, single-family.		

Section 4 - Mechanical Permit Fees*

<u>Description</u>	<u>Base Fee</u>	<u>Ordinance number</u>
<u>Permit Fees for Mechanical Permits – Zoning Districts (H30C/H40/H120/SD-B40)</u>		
Base mechanical permit fee.	<u>\$350.00</u>	14-29(w)
Permit fee for a building whose estimated construction cost is equal to or less than \$50 million is the base fee + 2.5% of the cost of construction, plus 2.0% of the construction cost for the amount over \$50 million up to and including \$100 million, plus 1.5% of the construction cost for the amount over \$100 million, as approved by the building official or his or her designee. The cost of construction is calculated at no less than \$700/sq. ft., except for detached, single family to be calculated at no less than \$300/sq. ft.		
<u>Planning Department Fees Associated with the Mechanical Building Permit Process</u>		
Planning review fee shall be assessed at .75% of the cost of construction. Minimum Permit Fee for Planning permit is \$75.00		14-29(w)
Employee training, education, safety and technology enhancements and other surcharge will be assessed consistent with subsection 14-29 (dd) and (ee), as applicable		14-29(dd)
<u>Fire Department Fees Associated with the Mechanical Building Permit Process</u>		
Per Miami-Dade County Fire Prevention Fee Schedule effective October 1, 2023 (Implementing Order No. 04-123), as amended. Minimum Permit Fee for Fire permit is \$75.00		
Employee training, education, safety and technology enhancements and other surcharge will be assessed consistent with subsection 14-29 (dd) and (ee), as applicable		14-29(dd)
<u>Permit Fees for Mechanical Permits – Zoning Districts (H30A/H30B)</u>		
Base mechanical permit fee	<u>\$350.00</u>	14-29(w)
Permit fee for <u>Alterations</u> is base fee of \$150 + 1.5% where estimated construction cost is equal to or less than \$200,000.00. Otherwise, permit fee is same as new construction as follows: Permit fee for a structure whose estimated construction cost is up to and including \$5 million is the base fee + 2.5% of the cost of construction, plus 1.5% of the construction cost for the amount over \$5 million, as determined and approved by the building official or his/her designee. The cost of construction is calculated at no less than \$300/sq. ft. for detached, single-family.		
<u>Planning Department Fees Associated with the Mechanical Building Permit Process</u>		
Planning review fee shall be assessed at .75% of the cost of construction. Minimum Permit Fee for Planning permit is \$75.00		
Employee training, education, safety and technology enhancements and other surcharge will be assessed consistent with subsection 14-29 (dd) and (ee), as applicable		14-29(dd)
Boilers and pressure vessels (as defined in the ASME Boiler and Pressure Vessel Code) - Installation permit fees, including initial inspections and certificate; does not include installation or connection of fuel and water lines.		
Annual Inspection for Boilers	\$318.00	

Section 5 - Plumbing Permit Fees *

<u>Description</u>	<u>Base Fee</u>	<u>Ordinance number</u>
<u>Permit Fees for Mechanical Permits – Zoning Districts (H30C / H40 / H120 / SD-B40)</u>		
Base plumbing permit fee.	<u>\$350.00</u>	14-29(u)
Permit fee for a building whose estimated construction cost is equal to or less than \$50 million is the base fee + 2.5% of the cost of construction, plus 2.0% of the construction cost for the amount over \$50 million up to and including \$100 million, plus 1.5% of the construction cost for the amount over \$100 million, as approved by the building official or his or her designee. The cost of construction is calculated at no less than \$700/sq. ft., except for detached, single family to be calculated at no less than \$300/sq. ft.		
<u>Fire Department Fees Associated with the Plumbing Building Permit Process</u>		
Per Miami-Dade County Fire Prevention Fee Schedule effective October 1, 2023 (Implementing Order No. 04-123), as amended. Minimum Permit Fee for Fire permit is \$75.00.		
Employee training, education, safety and technology enhancements and other surcharge will be assessed consistent with subsection 14-29 (dd) and (ee), as applicable		14-29(dd)
<u>Permit Fees for Plumbing Permits – Zoning Districts (H30A / H30B)</u>		
Base plumbing permit fee	<u>\$350.00</u>	14-29(u)
Permit fee for <u>Alterations</u> is <u>base fee of \$150 + 1.5%</u> where estimated construction cost is equal to or less than \$200,000.00. Otherwise, permit fee is same as new construction as follows: Permit fee for a structure whose estimated construction cost is up to and including \$5 million is the base fee + 2.5% of the cost of construction, plus 1.5% of the construction cost for the amount over \$5 million, as determined and approved by the building official or his/her designee. The cost of construction is calculated at no less than \$300/sq. ft. for detached, single-family.		

Section 6 – Temporary and Special Event Permit Fees *

<u>Description</u>	<u>Base Fee</u>	<u>Ordinance number</u>
Temporary Platforms for public assembly, first approval	\$184.00	14-29(ff)
Temporary Bleachers for public assembly, first approval	\$184.00	
Temporary Platforms or Bleachers for public assembly, re-approval	\$124.00	
Tents – excluding electric and plumbing, per tent:		
<input type="checkbox"/> Up to 1,000 square feet per tent	\$184.00	
<input type="checkbox"/> Per tent/Each additional 1,000 square feet over 1,000	\$62.00	
Temporary Structure/Trusses/Statues/Each <u>Shed</u> (no electric or plumbing)	\$184.00	
Temporary Chiller	\$608.00	
Temporary Generator	\$608.00	
Construction Trailer, per trailer [Base Fee + 2.3% of value/cost (L+M)]	\$608.00	
Office Trailer, per trailer [Base Fee + 2.3% of value/cost (L+M)]	\$608.00	
Temporary Power for Construction	\$366.00	
Temporary Power for Test	\$244.00	
Temporary Multi-seat Toilet Trailer, per trailer	\$124.00	
Temporary Individual Toilet, per event	\$62.00	
Temporary Fencing [Base Fee + 2.3% of value/cost (L+M)]	\$184.00	
Electrical Installation – Small events (1-10 tents, bleachers, stages, and other structures)	\$305.00	
Electrical Installation – Large events (more than 10 tents, bleachers, stages, and other structures)	\$608.00	
Mechanical Installation – Small events (1-10 tents, bleachers, stages, and other structures)	\$305.00	
Mechanical Installation – Large events (more than 10 tents, bleachers, stages, and other structures)	\$608.00	
Plumbing Installation – Small events (1-10 tents, bleachers, stages, and other structures)	\$305.00	
Plumbing Installation – Large events (more than 10 tents, bleachers, stages, and other structures)	\$608.00	

Section 7 - Private Provider

<p>When a property owner uses the services of a licensed private company for plan review and inspections services (Private Provider), the fee will be assessed as a regular building permit with a discount of 40% of the original building permit fee. If only the inspections are done by the Private Provider, then the fee will be assessed as a regular building permit with a discount of 20% of the original building permit fee. The use of a Private Provider for plan review only is not permissible.</p>		
Private provider used for plan review and inspections services	40% off building permit fee only	14-29(o)
Private provider used for just inspections services	20% off building permit fee only	14-29(o)

Section 8 - Certificate of Occupancy & Completion Fees *

<u>Description</u>	<u>Fee</u>	<u>Ordinance number</u>
Certificate of Occupancy		
Residential Units H30A and H30B, per Unit	\$400.00	14-29(x)
All occupancies except H30A and H30B residential units per square foot	\$0.07	
Minimum fee for certificates of occupancy except H30A and H30B	\$400.00	
When a temporary certificate of occupancy or completion has been issued and the fee has been paid, the fee for a final certificate of occupancy or completion is \$100	\$100.00	
Temporary Certificate of Occupancy or Completion		
100% of final certificate of occupancy or completion and letter of final completion fee plus the cost of any additional required inspections. Additional required inspections will be charged based on actual time spent on inspection	\$400.00	14-29(x)
Extension of temporary certificate of occupancy or completion, per period as set by the Building Official. Percent of final certificate of occupancy or completion fee:	100%	14-29(x)

Section 9 - Miscellaneous Fees *

<u>Description</u>	<u>Fee</u>	<u>Ordinance number</u>
Change of Contractor	\$124.00	14-29(4)
Change of Architect or Engineer	\$124.00	14-29(5)
Expedited Plan Review and Inspection fee - Upon request from the applicant, the Department may schedule an expedited plan review by Department staff.	\$305.00/ review or inspection requested	14-29(i)
<u>Building Recertification</u>		
Recertification - per building	Waived	14-29(y)
Building Official approval of 6-month extension for building recertification	\$1,000.00	14-29(z)
New inspection report fee if recertification not completed within 90 days of building's being declared unsafe	\$1,500.00	14-29(aa)
Untimely Annual Maintenance Log Submission (After Notice + 30 days)	\$100/day	14-29 (cc)

Records Requests / Lost plans and permit card fee:		
Lost permit card, Fee per required signature	\$100.00	14-29(f)
The cost per page reproduced:		14-29(gg)
Letter (8 ½ x 11), Legal (8 ½ x 14), single-sided, per page	\$0.25	14-29(gg)
Letter (8½ x 11), double-sided, per page	\$0.50	14-29(gg)
Ledger (11 x 17)	\$1.00	14-29(gg)
Documents on Compact Discs (CDs) / Flash Drive	\$10.00	14-29(gg)

Certified documents (letter or legal)	\$1.00/page	14-29(gg)
Notary Fee	\$25.00	14-29(a)
Reproduction of documents beyond legal	Town cost	14-29(gg)
Additional cost of labor will be charged if the nature or volume of the records request exceeds half an hour. An estimate will be provided to the requestor for approval and payment prior to the commencement of work.		Town procedure
Inspection Fees		
Initial Inspection	\$0.00	14-29(g)
Re-inspection Fee		
In compliance with F.S. 553.80(2)(c), any inspection after initial inspection, shall be charged a fee of four times the amount of the fee imposed for the initial inspection or first reinspection, whichever is greater, for each such subsequent inspection.	\$104.00	14-29(c)
Expedited Inspection Fee	\$305.00 for each inspection requested	14-29(i)
Extension of permits		
One-time request for building permit extension (permit must not be expired)	\$124.00	14-29(s)
Additional request for building permit extension (permit must not be expired): 50% of building permit fee line item only.	50% of the building permit fee line only	14-29(s)
Renewal of expired permits		
New or renewed permits for expired, revoked, and nullified or voided permits. A fee of 25 percent of the original permit fee, plus an additional processing fee equivalent to the minimum permit fee of the permit type being renewed, shall be charged for a renewal under these circumstances. No additional fees for outside agency line items will be imposed. Issued permits with no activity for 180 days, will be assess the same fees listed in this section.	25% of original permit fee plus a processing fee equivalent to the minimum permit fee	14-29(s)
For permits that have expired where the only missing component is one or more final inspections, the fee for reopening the permit, performing the final inspection(s), and providing a final approval on the permit shall be charged based on the minimum building permit fee.	Minimum building permit fee	14-29(s)

Plans Re-review fee		
First and second re-review	\$0.00	14-29(h)
Plans re-review fee. Pursuant to the Florida Building Commission, and in compliance with F.S. § 553.80(2)(b), when extra plans reviews are due to the failure to correct code rejections specifically and continuously noted in each rejection, each time after the third such review that plans are rejected for the same code rejections, a fee of \$255.00 per discipline shall be attributed to plans review	\$350.00	14-29(h)
Administrative processing fee for all supplementary processes and permits or work not identified in this guide.	\$62.00	
Revised plans, Shop Drawings, and “As-Built” processing fees		
Zoning Districts H30C/H40/H120/SD-B40 minor revisions: 1 to 5 pages	\$244.00	14-29(e)
Zoning Districts H30C/H40/H120/SD-B40 minor revisions: 6 to 35 pages	\$627.00	
Zoning Districts H30C/H40/H120/SD-B40 major revisions: over 35 pages	\$26.00/page	
Zoning Districts H30C/H40/H120/SD-B40 total revision as determined by the Building Official (e.g., over 50 pages)	50% of Permit Fee	
Zoning Districts H30A/H30B minor revision: 1 to 5 pages	\$124.00	
Zoning Districts H30A/H30B minor revision: 6 to 15 pages	\$253.00	
Zoning Districts H30A/H30B major revision: over 15 pages	\$26.00/page	
Zoning Districts H30A/H30B total revision as determined by the Building Official (over 25 pages).	50% of Permit Fee	
Starting work without a permit		
Double fees for starting work prior to issuance of permit, plus the following penalty:		
First offense	\$500.00	14-29(b)
Second offense	\$1,000.00	14-29(b)
Subsequent offenses	\$2,000.00	14-29(b)
Planning and Zoning Department Fee Schedule (Cost Recovery Deposits shall be two times fees below)		
Waiver of Plat / Unity of Title Letter	\$500.00	14-29(ee)
Application for Subdivision	\$43500.00	
Zoning Verification Letter	\$1,000.00	
<u>General Building Permit (Zoning / After Fact / Landscaping)</u>	<u>\$250/\$500/\$750</u>	
Site Plan Approval <u>H30C/H40/SD-B40</u>	\$10,000.00	
Site Plan Approval H120	\$25,000.00	
Site Plan Amendment	Same as Above	
Presentation to P&Z Board (New Construction – Detached, Single Family)	\$5,000.00	
Presentation to P&Z Board (Addition, Alteration – Detached, Single Family)	\$1,000.00	
Presentation to P&Z Board (Signs/Façade – SD-B40/H40/H30C/H120)	\$1,000.00	
Presentation to P&Z Board (Variance – Detached, Single Family)	\$5,000.00	
Presentation to P&Z Board (Variance – All Others)	\$15,000.00	
<u>Regulation Change (Zoning / Comp Plan)</u>	<u>\$7,500.00</u>	

Section 10 - Refunds

Refunds	
<p>The fees charged pursuant to the schedule in appendix A of the Town Code, provided the same are for a permit required by Section 105.1 of the Florida Building Code, may be refunded by the Building Official subject to the following:</p> <ol style="list-style-type: none"> 1. No refunds shall be granted on requests involving: <ol style="list-style-type: none"> a. Minimum permit fees and upfront fees b. Permits for which plans review has commenced or inspections performed c. Permits revoked by the building official under authority granted by the Florida Building Code d. Permits canceled by court order e. Permits which have expired f. Permits under which work has commenced as evidenced by any recorded inspection having been made by the Town, unless the refund is due to an overcharge by the Town g. No refund shall be provided after 90 days of the issuance of a permit. 2. A full refund shall be granted to a permit holder who takes out a permit covering work outside the jurisdictional inspection area. <p>Permits under which no inspections were performed are entitled to a 50 percent refund of the building permit fee line item only if requested within 90 days of permit issuance. No refund shall be provided after the 90 days expires.</p> <p><u>IMPORTANT:</u> The Town is not responsible for permits pulled in error. It is the Applicant’s responsibility to manage all features and subs accordingly. Permits applied for online under the incorrect category, that had to be recreated and have been repaid are subject to a cancellation fee that will be deducted from the total refund amount on the incorrect permit.</p>	14-29(s)
* Indicates Annual CPI (Consumer Price Index) Adjustment.	
Municode	
Appendix A-Fee Schedule	



TOWN OF SURFSIDE

Building Department

9293 Harding Avenue

Surfside, FL 33154

Ph. 305-777-2184

<https://www.townofsursidefl.gov/>

*We are committed to providing excellent public service and safety to all who live,
work and play in our vibrant, tropical, historic community*

To request this material in accessible format, sign language interpreters, information on access for persons with disabilities, and/or any accommodation to review any document or participate in any Town-sponsored proceeding, please contact: 305-861-4863 (voice), 305-861-1302 (fax) . TTY users may call 711 (Florida Relay Service).

Revised August 13, 2024