



**CITY OF FORT LAUDERDALE  
City Commission Agenda Memo  
REGULAR MEETING**

**#25-0017**

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**TO:** Honorable Mayor & Members of the  
Fort Lauderdale City Commission

**FROM:** Susan Grant, Acting City Manager

**DATE:** March 4, 2025

**TITLE:** First Reading – Ordinance Amending Chapter 9 – Buildings and Construction, Article II. – Permits and Inspections, Division 2. Fees of the Code of Ordinances of the City of Fort Lauderdale to Establish Scanning Fees and Reduce Private Provider Discounts on Master Permit Fees for Services Related to Land Development and Permitting - **(Commission Districts 1, 2, 3 and 4)**

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**Recommendation**

Staff recommends the City Commission approve an ordinance amending Chapter 9 – Buildings and Construction, Article II. – Permits and Inspections, Division 2. Fees of the Code of Ordinances of the City of Fort Lauderdale to Establish Scanning Fees and Reduce Private Provider Discounts on Master Permit Fees for Services Related to Land Development and Permitting.

**Background**

On January 1, 2024, the Development Services Department (DSD) implemented a fully digitized process for accepting and processing building permit applications. As part of this transition, DSD no longer accepts paper permit applications or plans. All new applications must be submitted digitally through LauderBuild, the City's Land Management System.

Applicants who cannot access a computer or who need assistance can submit the paper application and required documents to DSD staff. Converting these documents into digital files and uploading them into LauderBuild takes an average of 30 minutes per permit type. It is common for a project to require several permit types.

DSD currently charges a fee ranging from \$0.15 to \$3.00 per page based on Section 119.07, Florida Statutes. Fees specified in the statute are for the production of public records, not for converting paper records into digital records and uploading them into LauderBuild. For this reason, DSD is proposing to adopt fees to recover costs associated with sorting, scanning, and uploading permits into LauderBuild.

If adopted, a fee of twenty dollars (\$20.00) per hour would be applied to each permit type, and staff would assess a scanning fee for each page based on the size of the document. The scanning fees per page are outlined below.

- a. 8.5 x 11: \$0.15
- b. 8 x 14: \$0.50
- c. 11 x 17: \$1.00
- d. 24 x 36: \$3.00

Additionally, the Department is also proposing a reduction in the discount percentages currently offered to permit applicants who use private providers for inspections and plan reviews. Currently, applicants receive an 18% discount on the master permit fee if a private provider conducts the permit inspection, or a 36% discount if the private provider conducts both the inspection and plan review. Due to the significant increase in private provider applications, DSD proposes adjusting these discounts to 5% for inspections and 10% for combined inspections and plan reviews. The discount is applied to recognize a reduction in the amount of work needed to process and administer a private provider permit versus a traditional building permit. Faced with an increase in private provider applications, the Department recommends recalibrating the reduction so that the City receives full cost recovery for the resources needed to address the volume of private provider applications.

The proposed ordinance is attached as Exhibit 1.

### **Resource Impact**

There is no fiscal impact associated with this action.

### **Strategic Connections**

This item supports the *Press Play Fort Lauderdale 2029* Strategic Plan, specifically advancing:

- The Business Growth and Support Focus Area, Goal 6: Build a diverse and attractive economy

This item advances the *Fast Forward Fort Lauderdale 2035* Vision Plan: We Are United

### **Attachments**

Exhibit 1 – Ordinance

Exhibit 2 – Business Impact Estimate

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