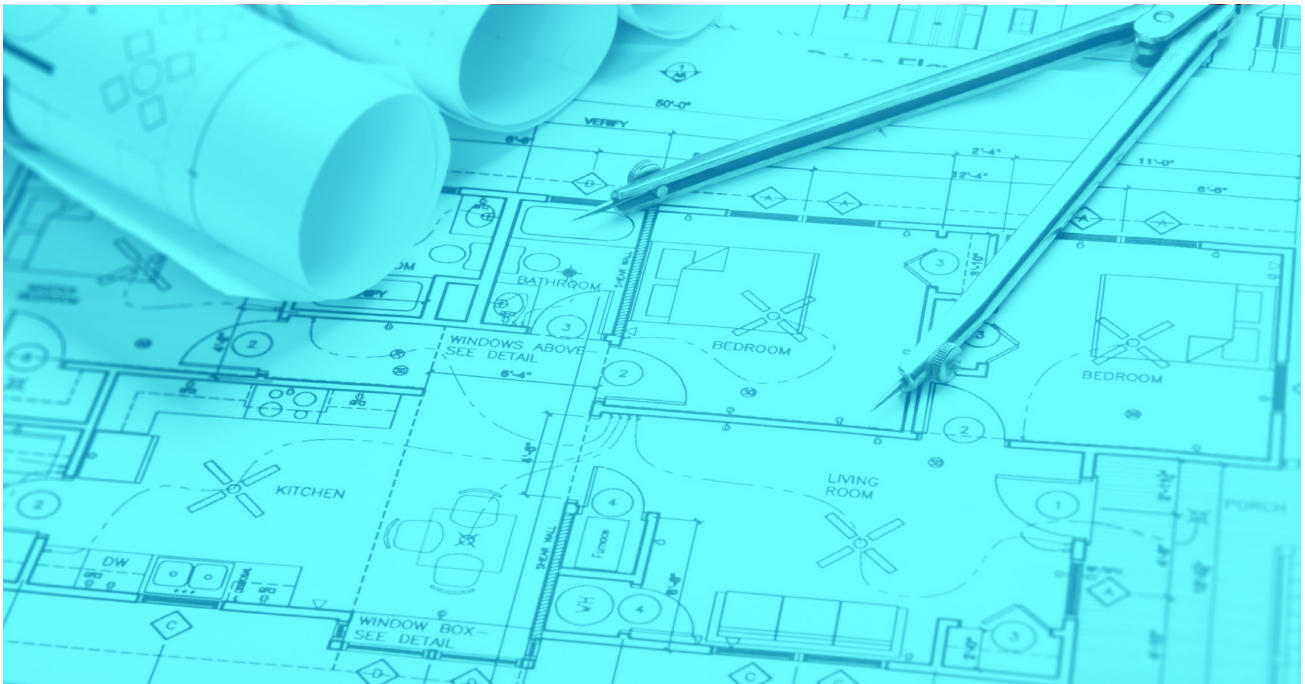




# CITY OF FORT LAUDERDALE

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## Permit Fee Study 2018



## City of Fort Lauderdale Permit Fee Study

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# City of Fort Lauderdale, Permit Fee Study

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## EXECUTIVE SUMMARY

### **Purpose:**

The Department of Sustainable Development of the City of Fort Lauderdale includes the Building Services Division, which issues permits for construction, remodeling and other activities. Under FS 166.222, the revenue from these permits cannot exceed the cost of providing the service. However, it is also essential for the revenue generated to cover all costs of maintaining the Division.

The last review of Permit Fees was completed in 2010 and revised the fee schedule to account for changes in construction activity due to the recession. This update will reflect the additional changes in activity as well as propose a change in the method of applying the permit fees. Many of the outcomes and recommendations of this review remain in place today, such as the establishment of a special revenue fund for construction permit revenue consistent with the Florida Building Code.

For the purpose of this study Building Permit Fees are identified as any fee charged to obtain a permit for a construction, renovation, replacement or physical improvement to a residential or commercial property within the corporate limits of the City of Fort Lauderdale. To clarify, revenues collected for permits issued under the title of building (structural), mechanical, electrical or plumbing are collected and deposited into a special revenue fund, commonly referred to as the Building Fund. Revenues for permits issued related to landscape, engineering, zoning and fire are deposited into the General Fund.

The Building Services Division currently evaluates job cost through a fixed fee per trade and using the sum of these charges as total permit fee amount. The Building Services Division has determined that a change from a fixed fee type of charge to one based on the construction cost of the project is a more appropriate method. This change reflects the new industry standards where most governmental agencies are shifting to the method. A discussion is included based on literature research regarding Best Practices as well as conversations with Building Officials regarding the appropriateness of the methodology.

### **Study Methodology:**

This study focuses on establishing the cost to perform the service and the revenue generated from the permit fees. This method will consider the ability of the fees charged to cover the expenditures of the Division.

The methodology includes:

- Research regarding Best Practices and discussion with Building Officials
- Financial Statement Analysis
- Determination of the cost to provide the service
- Comparison of fee rates with other municipalities
- Establishment of new fee schedule

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### **Permit History:**

The City of Fort Lauderdale has maintained a steady rate of growth for the issuance of Building Permits over the past six years. There is no indication that this growth rate will slow in the near future. Table ES-1 lists the number of Building Permits issued beginning in FY 11/12 continuing until FY 16/17.

**TABLE ES-1  
BUILDING PERMITS ISSUED BY YEAR**

Fiscal Year	Total Permits	% Change	Increase over Base Year
11/12 (Base Year)	22,404	NA	NA
12/13	23,095	3.1%	3.1%
13/14	23,581	2.1%	5.3%
14/15	26,342	11.7%	17.6%
15/16	25,640	-2.7%	14.4%
16/17	26,081	1.7%	16.4%

Source: City of Fort Lauderdale Building Services Division

### **New Building Fee Schedule:**

The proposed Building Permit Fee Schedule will change from a fixed fee to a percentage of construction value. Similar municipalities in Florida were researched to determine the rates charged by these entities.

The review determined that the rates vary across the range of municipalities and do not reflect any pattern based on size or location. The rates charged for Building Permits range from a low of 0.7% to a top level of 5%. In some cases, the rate drops as the construction value increases. It is essential to levy a Base/Minimum Fee to cover the basic costs of providing the service. Even with a low construction cost, the effort for application, filing paperwork and inspection remains the same.

A review of eight municipalities within in the State of Florida that charge a Building Permit Fee based on a percentage of construction value were surveyed. The result of that comparison is found in Table ES-2.

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**TABLE ES-2  
COMPARISON OF BUILDING PERMIT RATES IN OTHER MUNICIPALITIES USING % OF CONSTRUCTION METHOD**

Category	Boca Raton	Miami	Coral Springs	Hialeah	Orlando	Pembroke Pines	West Palm Beach	Hollywood
Minimum Fee	\$79	\$110	\$100 SF \$200 Others	\$130	\$50	\$100 Res \$500 Com	\$0	\$50
Percent of Value	1.75%	2.50%	Res range 0.70% to 2.90% Com range 0.80% to 1.90%	2.00%	Res .80% Com 1.00% +Application Fee	\$1.58% to 3.71%	1.00% to 2.50%	0.77% to 5.00%
Inspection Fee	Included	Included	\$55	Included	1.56% of Permit Fee	\$94.84	Included	Included
Re-inspection Fee	\$67.00	\$57.00	\$50.25	\$60.00	1.56% of Permit Fee	\$94.84	\$0 initial Re-inspection After the first, the fee ranges from \$50 to \$300	\$75.00
Additional Fees	DBPR 0.01% DCA .015%	None	2% Education and Training	11% of Fee Technology 3% of Fee Radon	None	None	1% Training .005 per square foot Radon	2% Technology 1% Education
Increases	None	None	None	None	None	CPI	None	None
Expedited Permitting	None	Actual Cost plus 10%	\$88/hour	\$345 plus \$71.50/hour	None	\$94.84 per hour \$142.25/hour Overtime	25% of fee	\$75/hour, 3 hour minimum
Private Provider Fee	1.5% for Plan Review; 1.25% for Plan and Inspection	16.5% discount of fee for Plan Review; 33% discount of fee for Plan Review and Inspection	No information available	12.5% disc for Plan Review; 25% disc for Plan Review and Inspection	1.5% disc for Plan Review; 3% disc for Plan Review and Inspection	Full fee	Full fee	No information available

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### **Proposed Fee Schedule:**

The analysis of the permits issued and the Construction Value associated with those permits has resulted in a calculation of the percentage that should be applied to each discipline. A Base/Minimum Fee should be applied to all applications. The recommended Base/Minimum Fee and percentages are found in Table ES-3.

**TABLE ES-3  
PERCENTAGE FEE SCHEDULE**

TRADE	BASE/MINIMUM FEE	VALUE CHARGE (PERCENT OF CONSTRUCTION VALUE)
Building	\$105	1.34%
Electrical	\$105	0.92%
Mechanical	\$105	0.70%
Plumbing	\$105	2.01%
Master Permit (multiple disciplines)	\$105	1.34%
Permit by Affidavit (provider completes)		
Inspection	\$105	1.10%
Plan Review and Inspection	\$105	0.86%
Fire	\$105	0.12%

Some Building Permits are more appropriate to be charged a rate based on the size of the activity rather than cost. Table ES-4 lists those categories.

**TABLE ES-4  
SPECIAL CATEGORY FEES**

Category	Fee
Air Conditioners	% of Construction Value Table ES-3 Mechanical (\$105 Minimum Fee)
Roofs	% of Construction Value Table ES-3 Building (\$105 Minimum Fee)
Fences	\$.60 Per linear foot
Expedited Review	\$105 per hour (or part thereof) (regular rates apply for the actual permit)

All fee applications shall pay the Base/Minimum Fee (\$105)

# City of Fort Lauderdale, Permit Fee Study

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## BEST PRACTICES

One of the tasks requested by the City of Fort Lauderdale Building Services Division was to research building department “best practices”. The methodology used to achieve this listing of practices was a literature search for these procedures. Many of the documents reviewed had these measures in common.

Included also in this segment of the report, are some of the points that current, local building officials have felt were important to pass on regarding their experience.

The document research recommends that the “best practices” of these services provided, fall into specific groups. The first grouping has been renamed management. Within this group, are the following recommendations:

### 1. **Management:**

#### A. **Staffing flexibility**

- Ensure that staffing can be increased or decreased to deal with fluctuations in building permits.
  - Use consultants or temporary staff during times of high demand or for special projects.
  - Study and implement the possibility of cross training office staff.

#### B. **Current Trends**

- Staff and management needs to be aware of the newest and latest trends that could affect specific position within the Division and staff. While training may include travel to off-site seminars or workshops, and may be expensive, the investment in the professional is well worth the expenditure.

### 2. **Communication:**

#### A. **Building Relationships:**

- Provide excellent customer service.
- Have predictable/easy to calculate fees.
- Provide forums/seminars for permitting departments, neighbors, builders, and elected officials to build understanding of the needs of each other.

If mutual understanding and trust can be established, the services provided to our neighbors will come to a positive end.

#### B. **Communication with Neighbors & General Public:**

- Offer pre-submittal meetings
  - Consult with applicants to ensure that cost associated with pre-submittal meetings are low enough to provide benefit to applicants
- Answer applicant questions at the counter and over the phone

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- Provide an FAQ section on the website
- Provide various ways to communicate with the client. This will assist the client to start thinking about what they need, and what they wish to get from the Division, the costs associated with their needs and documents that will assist their journey through the world of building permits.

### **3. Ensure Complete Applications**

#### **A. Appoint a Business Assistance or Permit Assistance representative:**

- This point of contact will assist/guide the client through the permitting process.

#### **B. Create a user's guide and routinely update all forms and web based information and forms:**

- Provide the latest user's guide to help applicant through the permitting process.
- A Sample Flowchart and general timeline should be included as an example.
- A checklist to ensure that all information is provided on the submittal form prior to submittal. This can be a separate sheet that the client can mark off their progress and take responsibility for their actions. This can also be accomplished by the "Single Point of Contact" person or someone trained to evaluate "completed forms."
- Update the last revised pages only. It is essential to make sure that ALL the pages of forms carry the latest date of update and are the only ones being used. (A Date Guide could be kept in a convenient place which would show the form/number of form and the last update.)
  - This step is very important. All OLD types of printed media or e-mail forms must be destroyed. All forms, information sheets, checklists must show the date that the form was put in use. This should be identified by the month and year of the start of use.
- Minor changes in the field should be documented by the contractor throughout the job and an as-built package given to the city at C.O., costing the contractor nothing.

### **4. Use Technology to Enhance Customer Experience**

- Ensure forms are interactive and can be filled out and submitted online with ease. Test each type of submission monthly for accuracy and ease of use.
- Provide an online fee calculator.
- Measure accountability using tracking software.
- Use electronic permit tracking systems.
- Allow both the public/permit seeker and the departmental staff to view the status of permits online.

The last best practice that was investigated was renamed as the Analysis Step. In this recommendation, the authorities/agencies researched, laid out the practice of achieving the best possible, correct submission for permits and possible ways to evaluate the process.

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### 5. **Analysis:**

#### A. **Analyze Process, Performance, and Costs:**

- Analyze current process and performance to improve predictability, efficiency, speed and collaboration.
  - An on-going analysis of the process and performance needs to be undertaken. The entire process should not be static but it should continue to strive to make the process and procedures accurate while being easy to understand.

#### B. **Analyze costs of service to determine fees for service:**

- The on-going analysis of pricing needs to be one of the foremost activities that should be initiated. This analysis needs to include the justification of the various employees' times for the actual steps taken to complete the assigned task.

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### INDUSTRY FEEDBACK/PEER INSIGHTS

To provide some insights on the operational approaches at building departments we interviewed several building officials around South Florida. The questions posed to each official focused on existing fee schedule methodology, confirmation of construction costs, and detailed permit types that may be unique to that department. A summary report of the interviews and professional opinions are provided below.

#### **Coral Springs Building Officials Notes:**

- Alterations: Alteration need based on construction cost.
- New Construction: His belief is that new construction is easier if based on square footage, even though Coral Springs currently uses construction cost. His points are based on:
  - Less debate between the City officials and the contractor or resident the better
  - If cost is based on square footage, the cost is not subject to whim or a guess
  - Don't want to put yourself in the situation of calling a contractor/resident a liar or making them "defensive"
- RS Means testing is difficult and sometimes costs more than it is worth.
- Coral Springs has many different percentages based on type of permit
  - Original intent was to charge Commercial Contractors more
  - He is not aware of why mechanical, structural, plumbing and electric were all charged different rates
- Contractor fills out forms for permit and provides Coral Springs with a copy of the contract
  - Coral Springs at that point either accepts the contract price or challenges it
  - Challenging any contracting price can entail many ramifications and develop into many different problems

#### **Hialeah Building Official Notes:**

- Alterations: Hialeah does alterations based on percentage of construction cost.
  - Working for Hialeah means that there are not a lot of high end/custom homes.
  - Most of permits are for alterations.
- New Construction: New construction and the pricing for a permit are based on square footage.
- Completed forms, with the signed written contract for the work are given to department for review.
  - As most staff in the Building Department is former contractors, the Department relies on their knowledge of knowing "what is a fair value" of the submitted contract.
  - The Department will contest the permit submission if they don't think estimate is correct.
  - RS Means is used when the City contests any submitted permit and contract.

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- Sub permits (plumbing, mechanical, electric) are based on a per unit fee, so customization of new buildings is factored in.
- Plan reviewers always have the leeway to add fees, if necessary for special construction.

### **West Palm Beach Building Official Notes:**

- Current Schedule: The Currently used schedule was put into place in 2009 as part of a private/public effort.
  - Input from the development community was solicited and incorporated.
  - Two resolutions were made, (1) one for environment at the time (as the Great Recession was going on) and (2) another for when things had turned around (Post Great Recession).
- Current Building Fees: In West Palm Beach, almost everything is based on construction.
  - For a 2,000 square foot home, one contractor says 300k, another 450k, radically different permit fees, but the same amount of work for the building department.
  - Instead of using RS Means, West Palm Beach uses the ICC building value data or the less commonly used/known Marshall Swift. Both are used.
    - Preference for ICC because it is the simplest to use
    - Marshall Swift used for reroofing, hurricane shutters, doors, etc.
  - The Department has had to contest values, which is expensive:
    - Valuation is generally the value given on the ICC table based on square footage.
    - Builders, in the know, will use the lowest value that is acceptable.
    - Builders that give a higher value will get charged more.
    - Honest builders are just padding the reserves of the Building Department
  - Amount of work for low income housing is the same as high end housing.
    - Whether a regular toilet or solid gold toilet, inspection is exactly the same.
    - Some people think rich people should pay more.
  - By unit permit fees (e.g. per electrical socket) is a waste – archaic.
  - Signs can be expensive, sometimes as much as a house.
    - A lot more inspections are needed for a house than for a sign.
    - Sign fees may need to be adjusted, are a big money maker for the Building Department
  - Current Revision fees: Are charged by page
    - \$100 revision fee + \$50 per page + technology fee.
  - \$155 for one small change, on one page is a lot of money. As seven different people need to evaluate the one change on the one page the department feels justified in the high charge for revisions.
  - The installation of Hurricane Windows is expensive, and may range up to \$40,000. This charge would include 1 or 2 inspections.
  - In comparison, a kitchen renovation could range up to \$40,000 and that would include 10 or 12 inspections.
- Other Building Departments like to use a percent of value because it's easier to project revenue.
- Looking back at construction value past few years and projecting is way easier than looking back at new square footage and projecting,
- The preferred method for charging for permits:

## City of Fort Lauderdale, Permit Fee Study

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- The management of the department prefers basing permits for new construction on square footage.
  - There is inequity in the construction value schedule, should be evaluated.
- Demolition is based on value of the work, so home or hotel approximately the same.

### **Pembroke Pines Building Official Notes:**

- A private consulting company handles the Building Permit Department functions for the City of Pembroke Pines.
- Old Schedule: the resident or contractor had to estimate the number of lights, sockets etc. per unit or project. This made it hard to estimate the permit fees. With new system it is easy to calculate the amount to charge such as the contraction value would be \$40,000 and at 3% the charge would be \$1,200.
- Current Schedule: Currently the City uses a percentage of construction cost model, with minimum base permit fees. Prior to this schedule, they had been using a fixed fee schedule
  - Happy with the current model.
  - Makes things easier for both contractors and the Building Department.
  - Submission of permit from contractor or resident requires a signed contract.
  - Building officials and plan reviewers look at the submission and will challenge if something looks out of the norm.
  - Permitting process stipulates that in event of a challenge by the city, latest RS Means is the deciding factor for the construction valuation figure.
  - Using the percentage of construction valuation allows ease of use for both the City and the applicant.

## City of Fort Lauderdale, Permit Fee Study

### HISTORIC AND EXISTING PERMIT DATA AND ACTIVITY

The Building Services Department serviced a steady number of permits annually from FY 2012 to FY 2014. A significant increase occurred in FY 2015 (12%) and has remained fairly constant since that time. This increase corresponds with a significant Revenue enhancement during that same time frame.

**TABLE 1**  
**BUILDING PERMITS ISSUED BY YEAR**

Fiscal Year	Total Permits
11/12	22,404
12/13	23,095
13/14	23,581
14/15	26,342
15/16	25,640
16/17	26,081

Source: City of Fort Lauderdale Building Services Division

Additional data was acquired that identified the permits issued and the reported Construction Value of the activity. This data is important to understand the amount of effort and the associated values of the construction. Data from FY 2016 and FY 2017 were provided by the Division.

**TABLE 2**  
**2016 PERMIT DATA**

Trade	Number of Permits	Value**
Building	9,878	\$ 883,524,910
Electrical	5,351	\$ 66,172,087
Mechanical	3,080	\$ 56,956,112
Plumbing	5,829	\$ 57,582,363
Permit by Affidavit	8	\$ 5,719,764
Fire	1	\$ 15,000
Engineering*	1,004	\$ 4,377,406
Landscaping*	483	\$ 2,031,141
Zoning*	6	\$ 530
<b>Grand Total</b>	<b>25,640</b>	<b>\$1,076,379,313</b>

Source: City of Fort Lauderdale Building Services Division

\*Permit revenues are deposited into General Fund

\*\* Construction Values are based on submittals by applicant

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**TABLE 3**  
**2017 PERMIT DATA**

Trade	Number of Permits	Value
Building	10,357	\$ 752,873,731
Electrical	5,701	\$ 117,304,128
Mechanical	3,177	\$ 82,970,108
Plumbing	5,016	\$ 92,701,652
Permit by Affidavit	20	\$ 214,031,462
Fire	10	\$ 716,385
Engineering*	1,262	\$ 21,690,175
Landscaping*	537	\$ 3,106,523
Zoning*	1	\$ 100
<b>Grand Total</b>	<b>26,081</b>	<b>\$1,285,394,264</b>

Source: City of Fort Lauderdale Building Services Division

\*Permit revenues are deposited into General Fund

\*\* Construction Values are based on submittals by applicant

**TABLE 4**  
**AVERAGE PERMIT FEE**

FY	Revenue	Permits	Average Permit Fee
2012	\$11,948,027	22,040	\$542.11
2013	\$14,223,668	23,095	\$615.88
2014	\$14,658,602	23,581	\$621.63
2015	\$21,272,565	26,342	\$807.55
2016	\$18,579,718	25,640	\$724.64
2017	\$22,248,741	26,081	\$853.06

Source: City of Fort Lauderdale Building Services Division; PMG Associates, Inc.

## City of Fort Lauderdale, Permit Fee Study

### FINANCIAL STATEMENT ANALYSIS

A review of the Financial Statements included the Annual Budgets and the Consolidated Annual Financial Reports. The first step in this process was to identify trends in the revenue generated by the Division and to assess the impacts of the Great Recession from late 2007 to mid-2009.

The information provided in Table 5 illustrates the experience of the Division over the past fifteen years. The data begins in FY 2004 and shows that the Division had steady gains through FY 2007. The impacts of the Great Recession were a dramatic decline in Revenue over the next three years. Total Revenue dropped nearly 50% annually during this time frame. A significant amount of pent up demand surfaced in FY 2011 with a nearly doubling of Revenue. In FY 2015 another jump in Revenue occurred due to another building boom. This pace should remain constant for the next few years.

It should be noted that after the last building fee study in 2010 revenues collected for permits issued under the title of building (structural), mechanical, electrical or plumbing are collected and deposited into a special revenue fund, commonly referred to as the Building Fund. Revenues for permits issued under the title landscape, engineering, zoning and fire are deposited into the General Fund. The information is provided in Table 6.

The City must be cognizant of the potential impacts should another Recession occur in South Florida. Although there are no signs of that situation, at present, it is essential the City is mindful of that potential.

**TABLE 5**  
**ANNUAL REVENUE BUILDING SERVICES DIVISION**

Year	Revenue	Change
2004	\$8,706,850	---
2005	\$8,372,970	-3.83%
2006	\$9,830,507	17.41%
2007	\$10,398,708	5.78%
2008	\$7,969,916	-23.36%
2009	\$6,002,708	-24.68%
2010	\$5,453,730	-9.15%
2011	\$10,658,329	95.43%
2012	\$11,948,027	12.10%
2013	\$14,223,668	19.05%
2014	\$14,658,602	3.06%
2015	\$21,272,565	45.12%
2016	\$18,579,718	-12.66%
2017	\$22,248,741	19.75%
*2018 (projected)	\$24,289,066	9.17%

Sources: Consolidated Annual Financial Reports FY 2004 – FY 2016; Unaudited FY 2017, Annual Budget FY 2018

## City of Fort Lauderdale, Permit Fee Study

A review of the FY 2018 Budget reveals that the current rate structure generates Revenue in excess of Expenditures. Nearly \$4.3 million will be added to the Fund Balance, if the financial projections are confirmed by actual experience. To break-even, the Revenue must be reduced by approximately 18.7%. This reduction does consider some capital expenditures. If additional capital plans occur, this excess will be reduced. Table 6 is taken from the budget projections. The full 2018 Building Services Division Budget is found in the Appendix.

**TABLE 6**  
**ANNUAL REVENUE ENGINEERING, LANDSCAPING AND ZONING PERMITS**

Year	Revenue	Change
2011	\$ 542,611	NA
2012	\$ 624,926	15.2%
2013	\$ 660,735	5.7%
2014 <sup>(1)</sup>	\$ 880,710	33.3%
2015	\$ 992,121	12.7%
2016	\$1,135,047	14.4%
2017	\$1,251,123	10.2%
2018 <sup>(2)</sup>	\$1,282,430	2.5%

(1) Engineering Permit Fees were not calculated separately until 2014

(2) Projected based on Year-to-date

**TABLE 7**  
**BUILDING FUND REVENUE AND EXPENDITURE SUMMARY FY 2018 BUDGET**

Total Building Funds Revenue	\$24,289,066
Total Building Funds Expense	\$19,991,247
Budgeted Revenue Less Expense	\$ 4,297,819

## City of Fort Lauderdale, Permit Fee Study

### COST OF SERVICE PROVIDED

Another form of analysis is based on the actual costs incurred for providing the service. The costs identified in this analysis reflect the combination of salary and direct expenses incurred by the City of Fort Lauderdale. City personnel must provide the required service and, in some cases, incur direct costs. The time required to provide the service is multiplied by the salary rate for each job classification to generate a total salary cost for each function. These direct salary costs are then increased by the fringe benefit rate to arrive at a true total cost for the service. The direct salary fringe benefit rate for the City of Fort Lauderdale was provided by the Building Services Division and was determined to be 35% of direct salaries.

Indirect and administrative operating costs include Operating Expenditures as well as Administrative salaries. Data provided by the Division leads to a determination that Administrative and Overhead Costs are 72.4% of direct salary costs.

The cost calculations for the individual services were also reviewed to determine appropriateness. This review involved extensive interviews with staff and examined the hours dedicated to the provision of service to determine if they were appropriate. In other words, was the time expended by the City of Fort Lauderdale appropriate for the service provided and it is our determination that the hours assigned to these tasks are appropriate and were not inflated.

A significant number of the permits are small projects and do not have a large construction value. Approximately 60% of all permits fall into this category. Despite the smaller construction value, these permits still require a measurable amount of effort to produce the permit and to conduct the inspection. All permit activities must contain a minimum permit fee to account for the services rendered and the resources expended. A calculation of the minimum permit fee is provided in the following table. This minimum fee should be applied across all trades and permit types.

**TABLE 8**  
**BASE/MINIMUM PERMIT FEE**  
**ELECTRICAL/PLUMBING/STRUCTURAL/MECHANICAL**

Category	Rate	Hours	Cost
Personnel			
Clerk	\$20.12	0.25	\$5.03
Plan Reviewer	\$33.83	0.50	\$16.92
Inspector	\$29.90	0.75	\$22.43
Clerk Supervisor	\$21.15	0.10	\$2.12
Inspection Supervisor	\$36.69	0.10	\$3.67
Subtotal		1.70	\$50.15
Fringes	35.00		\$17.55
Indirect & Admin	72.40		\$36.31
TOTAL			\$104.02

Engineering, Landscaping and Zoning Minimum Fee calculation is found in Table 19

## City of Fort Lauderdale, Permit Fee Study

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The current Building Permit Fee Schedule was compared for eight municipalities in the State of Florida who levy fees based on a percentage of construction value. This comparison is designed to illustrate the range of the fees in various communities. It is also important to note that the fees are established based on the effort required and the costs associated with that Division. The percentage established in any community should represent the costs incurred to provide the service.

The survey addressed several key items and includes: (a full description of the fee schedule is found in Appendix B)

- Minimum Fee
- Rate Charged
- Inspection Fee
- Re-inspection Fee
- Additional Fees
- Programmed Increases
- Expedited Permitting
- Permit by Affidavit

Table 9 is a comparison of Building Permit Fees from building departments in South Florida..

## City of Fort Lauderdale, Permit Fee Study

**TABLE 9  
COMPARISON OF BUILDING PERMIT FEE SCHEDULE**

Category	Boca Raton	Miami	Coral Springs	Hialeah	Orlando	Pembroke Pines	West Palm Beach	Hollywood
Minimum Fee	\$79	\$110	\$100 SF \$200 Others	\$130	\$50	\$100 Res \$500 Com	\$0	\$50
Percent of Value	1.75%	2.50%	Res range 0.70% to 2.90% Com range .80% to 1.90%	2.00%	Res .80% Com 1.00% +Application Fee	1.58% to 3.71%	1.00% to 2.50%	0.77% to 5.00%
Inspection Fee	Included	Included	\$55	Included	1.56% of Permit Fee	\$94.84	Included	Included
Re-inspection Fee	\$67.00	\$57.00	\$50.25	\$60.00	1.56% of Permit Fee	\$94.84	\$0 initial Re-inspection After the first, the fee ranges from \$50 to \$300	\$75.00
Additional Fees	DBPR 0.01% DCA .015%	None	2% Education and Training	11% of Fee Technology 3% of Fee Radon	None	None	1% Training .005 per square foot Radon	2% Technology 1% Education
Increases	None	None	None	None	None	CPI	None	None
Expedited Permitting	None	Actual Cost plus 10%	\$88/hour	\$345 plus \$71.50/hour	None	\$94.84 per hour \$142.25/hour Overtime	25% of fee	\$75/hour, 3 hour minimum
Private Provider Fee	1.5% for Plan Review; 1.25% for Plan and Inspection	16.5% discount of fee for Plan Review; 33% discount of fee for Plan Review and Inspection	No information available	12.5% disc for Plan Review; 25% disc for Plan Review and Inspection	1.5% disc for Plan Review; 3% disc for Plan Review and Inspection	Full fee	Full fee	No information available

## City of Fort Lauderdale, Permit Fee Study

### METHODOLOGY AND STRUCTURE

The calculation of the fee schedule based on the Construction Value of the activity should include two parts. The first is the Base Fee, which is an amount required to cover the basic costs of providing a permit, inspection and all of the required documentation. In addition, a fee based on the Construction Value of the project is also charged. This portion of the fee addresses the effort required by the Division to serve the client. This percentage of the Construction Value will differ between the various trades due to required service and the cost of the construction.

The Base/Minimum Fee is determined through examination of the minimum effort required by the Division. The calculation of this amount is presented in Table 8 which includes the time expended to produce the permit and conduct the inspection. All support costs are also included. The Base/Minimum Fee is established at \$105 for all applications.

The fee based on the percentage of Construction Value was calculated based on several factors:

- The historic data from the permits
- The 2018 Budget
- Desired annual Balance

Data received from the Building Services Division for FY 2017 reveals the following activity for the total number of permits issued for the year. This data served as a base for the calculations.

**TABLE 10**  
**FY 2017 AVERAGE PERMIT DATA**

Trade	Number of Permits	Average Value per Permit	Construction Value
Building	10,357	\$72,692	\$752,873,731
Electrical	5,701	\$20,576	\$117,304,128
Mechanical	3,177	\$26,116	\$82,970,108
Plumbing	5,016	\$18,481	\$92,701,652
Permit by Affidavit	20	\$10,701,573	\$214,031,462
Fire	10	\$71,639	\$716,385
Grand Total	24,281	\$51,917	\$1,260,597,466

The next step was the projection of Revenue for each permit type in the FY 2018 Budget. As acknowledged earlier, the projected Revenue for FY 2018 exceeds Expenditures by nearly \$4.3 million. Therefore, the projected Revenue must be reduced by approximately 18.7%. The Revenue generated by the new Fee Schedule includes the Base Rate (\$105) and the percentage of Construction Value which is determined by dividing the required Revenue by the estimates of Construction Value.

Tables 11 through 14 illustrate the calculation of the percentage charge for the Building, Electrical, Plumbing and Mechanical Trade Permits.

## City of Fort Lauderdale, Permit Fee Study

**TABLE 11  
CALCULATION OF BUILDING TRADE PERCENTAGE AMOUNT**

Category	Amount
Revenue Building Trade Permits	\$13,768,287
Reduction Due to Overage	18.7%
Target Revenue	\$11,193,617
Base/Minimum Fee Amount	\$1,087,485
Amount For Percentage Rate	\$10,106,132
Construction Value	\$752,873,731
Percentage Charge Rate	1.34%

**TABLE 12  
CALCULATION OF ELECTRICAL TRADE PERCENTAGE AMOUNT**

Category	Amount
Revenue Electrical Trade Permits	\$2,062,134
Reduction Due to Overage	18.7%
Target Revenue	\$1,676,515
Base/Minimum Fee Amount	\$598,605
Amount For Percentage Rate	\$1,077,910
Construction Value	\$117,304,128
Percentage Charge Rate	0.92%

**TABLE 13  
CALCULATION OF PLUMBING TRADE PERCENTAGE AMOUNT**

Category	Amount
Revenue Plumbing Trade Permits	\$2,939,983
Reduction Due to Overage	18.7%
Target Revenue	\$2,390,206
Base/Minimum Fee Amount	\$526,680
Amount For Percentage Rate	\$1,863,526
Construction Value	\$92,701,652
Percentage Charge Rate	2.01%

**TABLE 14  
CALCULATION OF MECHANICAL TRADE PERCENTAGE AMOUNT**

Category	Amount
Revenue Mechanical Trade Permits	\$1,126,863
Reduction Due to Overage	18.7%
Target Revenue	\$916,140
Base/Minimum Fee Amount	\$333,585
Amount For Percentage Rate	\$582,555
Construction Value	\$82,970,108
Percentage Charge Rate	0.70%

## City of Fort Lauderdale, Permit Fee Study

**TABLE 15  
PERCENTAGE FEE SCHEDULE**

TRADE	BASE/MINIMUM FEE	VALUE CHARGE (PERCENT OF CONSTRUCTION VALUE)
Building	\$105	1.34%
Electrical	\$105	0.92%
Mechanical	\$105	0.70%
Plumbing	\$105	2.01%
Master Permit (multiple disciplines)	\$105	1.34%
Permit by Affidavit (provider completes)		
Inspection	\$105	1.10%
Plan Review and Inspection	\$105	0.86%
Fire	\$105	0.12%

**TABLE 16  
SPECIAL CATEGORY FEES**

Category	Fee
Air Conditioners	% of Construction Value from Table 15 Mechanical (\$105 Minimum Fee)
Roofs	% of Construction Value from Table 15 Building (\$105 Minimum Fee)
Fences	\$.60 Per linear foot
Expedited Permitting	\$105 per hour (or part thereof) (regular rates apply for the actual permit)

All fee applications must pay the Base/Minimum Fee (\$105)

### **Technology/Education Fee:**

The City had previously levied a Technology and Education Fee which was added to each permit. These fees have been included in the Administrative Costs and are addressed by the new fee schedule

### **Verification of rate structure:**

An analysis was performed to determine if the Rate Structure would generate sufficient Revenue to meet the obligations of the Division. Table 18 provides the calculation of the total revenue expected on annual basis.

## City of Fort Lauderdale, Permit Fee Study

**TABLE 17**  
**SAMPLE PERMIT APPLICATION FEES (PLUMBING) FOR INSPECTION AND PLAN REVIEW**

CATEGORY	AMOUNT
Average Construction Value of Permit Application	\$18,500
Base Fee	\$105.00
Value Charge for Plumbing Discipline (2.01 %)	\$371.85
Total Permit Fee	\$476.85

**TABLE 18**  
**REVENUE GENERATED BASED ON PERCENTAGE OF CONSTRUCTION VALUE PER TRADE**

Trade	Permits	Value	Base	Rate	Rate Charge	Total Fee
Building	10,357	\$752,873,731	\$1,087,485	1.34	\$10,088,508	\$11,175,993
Electrical	5,701	\$117,304,128	\$598,605	0.92	\$1,079,198	\$1,677,803
Mechanical	3,177	\$82,970,108	\$333,585	0.70	\$580,791	\$914,376
Plumbing	5,016	\$92,701,652	\$526,680	2.01	\$1,863,303	\$2,389,983
Affidavit	20	\$214,031,462	\$2,100	1.05	\$2,247,330	\$2,249,430
Fire	10	\$716,385	\$1,050	0.12	\$860	\$1,910
FEE TOTAL	24,281	\$1,260,597,466	\$2,549,505		\$15,859,990	\$18,409,495
Other Fees*						\$850,000
Total Revenue						\$19,259,494

- The formulae for the Base Rate and Percentage Rates are found in Tables 8, 11, 12, 13 and 14
- Other Fees include Reinspection and other Miscellaneous Fees

## City of Fort Lauderdale, Permit Fee Study

### NON-BUILDING FUND PLAN REVIEW AND INSPECTION WORKLOAD ANALYSIS

A significant number of the permits are small projects and do not have a large construction value. Approximately 60% of all permits fall into this category. Despite the smaller construction value, these permits still require a measurable amount of effort to produce the permit and to conduct the inspection. All permit activities must contain a minimum permit fee to account for the services rendered and the resources expended. A calculation of the minimum permit fee is provided in the following table. This minimum fee should be applied across all trades and permit types.

In the “Cost of Service” section on page 16 we developed and applied a base fee for staff costs to review permits and conduct inspections for Building, Mechanical, Electrical and Plumbing disciplines. To analyze the cost of service associated with non-building fund reviews and inspections a similar cost of service table (Table 19) was developed. The table identifies costs as a combination of salary and direct expenses incurred by the City of Fort Lauderdale. The cost per employee category includes the average salary of an employee for each discipline. The assumption also includes the direct salary fringe benefit rate for the City of Fort Lauderdale of 35% of direct salaries. Also added are the additional overhead and admin costs which are assumed to be 72.4% of all direct salary costs. The cost of service outlined in Table 19 is provided to display typical staff resources needed to review plans and perform inspection for engineering, zoning and landscaping, however the existing building permit fee structure does not recover the cost of these resources based on all work required to issue a building permit.

**TABLE 19**  
**TYPICAL COST OF SERVICE FOR PLAN REVIEW AND INSPECTION**  
**ENGINEERING/LANDSCAPING/ZONING**

Employee Category	Rate	Hours	Cost
Plan Reviewer*	\$37.50	0.5	\$18.75
Inspector	\$26.00	0.75	\$19.50
Review/Inspection Supervisor*	\$42.67	0.1	\$4.27
Subtotal		1.7	\$49.66
Fringes	35%		\$17.38
Indirect & Admin	72.4%		\$35.96
TOTAL			\$88.18

\*Combined average salary rates for plan reviewer and supervisors for engineering, zoning and landscaping

For example, a new commercial building requires plan reviews and inspections by ten different disciplines – building, mechanical, electrical, plumbing, flood, fire, engineering, landscaping, and zoning. At permit application each permit is assigned a number of plan reviews and inspections to ensure compliance with the Florida Building Code, Urban Land Development Regulations and local municipal codes. Because of the multiple levels of compliance permit stops will include plan reviews and inspection by building code disciplines and non-building code disciplines.

## City of Fort Lauderdale, Permit Fee Study

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**TABLE 20**  
**COMPARSION OF ENGINEERING, LANDSCAPING AND ZONING FEES**

Category	Boca Raton	Miami	Coral Springs	Hialeah	Orlando	Pembroke Pines	West Palm Beach	Hollywood
Engineering	\$79 Base Fee + 1.75% of Construction Cost	As per Fee Schedule	As per Fee Schedule	As per Fee Schedule	>\$200k = 3% >\$500k = 2% <\$500k = 1%	\$20.68 Residential \$801 Commercial	As per Fee Schedule	\$101
Landscaping	\$79	As per Fee Schedule	\$38.25	Multi-family \$200 Commercial \$225	As per Fee Schedule	\$57.95	As per Fee Schedule	\$101
Zoning	\$125	\$50	As per Fee Schedule	Residential \$25 Commercial \$50	\$50	\$68.49 Residential \$158.06 Commercial	\$75	\$115

## City of Fort Lauderdale, Permit Fee Study

A more detailed review of the permitting process found that the number of permit types requiring engineering, zoning and landscaping plan review and inspection have a significant impact on the time involved to issue a permit. For context, there are approximately 140 building permit types, ranging from air conditioning unit installation to wall signs. At building permit application all fees collected are deposited into the building fund and does not cover staff expenses for plan reviews and inspections not in accordance with the Florida Building Code. Table 21 highlights how compliance with statutory and local requirements has caused the number of plan reviews to increase. The increase in the number of plan reviews is also a byproduct of the increase in size, scope, and complexity and construction value over the last four years.

**TABLE 21  
COMPARISON OF TOTAL PERMITS ISSUED AND TOTAL PLAN REVIEWS**

Fiscal Year	Total Permits	B,M,EP Reviews	Engineering Plan Reviews	Zoning Plan Reviews	Landscape Plan Reviews	Total # of Plan Reviews
13/14	23,581	41,822	2,241	5,050	2,620	51,733
14/15	26,342	55,942	2,941	5,709	2,584	67,176
15/16	25,640	62,685	4,311	6,320	2,749	76,065
16/17	26,081	63,315	4,541	6,426	2,823	77,105

By comparing the number of permits issued to the number of plan reviews we can review side by side the correlation between permit volume and workload effort. The total number of permits issued between FY 2014 and FY 2017 has increased approximately 10%, but the number of plan reviews during the same period has increased by approximately 67%. Between FY 2014 and FY2017 the Building Services Division hired more plan reviewers to match this workload. Plan reviewers in engineering, zoning, and landscaping have not been hired at the same pace. To fill this gap, the Division has supplemented staff resources through contract staff. In summary the engineering, zoning and landscaping plan reviews are permit review stops that subsidize building permit efforts without being able to use building fund resources to pay for additional full-time, contract or part-time resources without competing for funding against other general fund priorities.

To address the staff resource and revenue gap, it is recommended that a new fee be added to the existing building permit fee structure. The new fee is similar to the new building fee as it consists of a base fee and percentage fee. We are calling the percentage fee a premium fee, since it not applied to all permits but only those with review and inspection by engineering, zoning and landscaping. First, a base permit fee rate of \$88 would be added for permit applications where plan review and inspection by engineering, zoning and landscaping personnel is required. Second, it is also recommended that a premium fee be added to all permit application where plan review and inspection by engineering, zoning and landscaping is required. The premium fee would be calculated based on a value percentage charge of .31% of construction value at building permit application. In summary, Table 22 is a sample permit application that involved engineering, zoning and landscaping plan review and inspection would include the following fees.

## City of Fort Lauderdale, Permit Fee Study

**TABLE 22**

**SAMPLE PERMIT APPLICATION FEES FOR BUILDING AND NON-BUILDING INSPECTION AND PLAN REVIEW**

Typical Building Permit Fee (New Construction)  
 20-Story Mixed-Use Tower  
 Construction Costs      \$43,000,000

Disciplines Required for Plan Review and Inspection	Base Fee	Value Charge Per Discipline	Fees Assessed
Building, Mechanical, Electrical, Plumbing, Fire	\$ 105	0.0134	\$ 576,305
Engineering, Zoning and Landscaping	\$ 88	0.0031	\$ 133,388
Total Fees			\$ 709,693

## City of Fort Lauderdale, Permit Fee Study

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A projection of revenues generated using an if permits that include plan review and inspections applied a premium fee to the number of plan reviews using the FY2016/2017 to issue 26,081 permits is below in Table 23.

**TABLE 23**  
**PROJECTED BASE FEE AND PREMIUM FEE REVENUE FOR ENGINEERING, ZONING, AND LANDSCAPING REVIEWS**

Technical Review	Projected # of Permit Applications with Premium Fee	Average Construction Value	Base Rate	Base Fee Revenue	Permit Premium Rate Charge	Premium Fee Revenue	Base fee + Premium Fee
Engineering, Zoning or Landscaping	4,000	\$100,000	\$88	\$352,000	.31	\$1,240,000	\$1,640,000

## City of Fort Lauderdale, Permit Fee Study

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### RECOMMENDATIONS

The following recommendations are designed to simplify the permit fee schedule , insure that the fees are based on sound research and industry standards, provide resources to meet the operational demands of the Fort Lauderdale community and meet the operational expenditure needs of the Division.

1. Shift the Fee Schedule to a Base Fee plus a Percentage of Construction Value method
2. Require executed contracts for the construction where a dispute regarding Construction Value exists between the Applicant and the Division
3. Use industry standard information, such as RS Means, to settle differences in construction values
4. Insure that a statement is located on the application that all information provided must be accurate or the applicant will be held liable
5. Review permit fee percentages periodically, at least every three years, to insure that they are up-to-date
6. Refer to Best Practices section for reference and adaptation of as many as are practical for Fort Lauderdale
7. Adopt and apply an additional base rate and permit premium fee for all permit types that include plan reviews and inspections by engineering, landscaping and zoning to support staff resources associated with permitting
8. Maintain appropriate staff levels to keep pace with operational needs.
9. Hire specialized staff to address Division/division specific issues success permit processing and technical expertise to support Accela and electronic permitting platforms.
10. Develop online transparency portal that highlights statistics such as approval time and permit volume
11. Hold regular meetings with contractors, builders, developers, permit expeditors and general public to facilitate customer feedback and proactive continuous improvement.

## City of Fort Lauderdale, Permit Fee Study

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# **APPENDIX A**

## **COST TO PROVIDE SERVICE SELECTED PERMITS**

<b>Minimum Fee (all disciplines)</b>			
<b>Category</b>	<b>Rate</b>	<b>Hours</b>	<b>Cost</b>
<b>Personnel</b>			
<b>Clerk</b>	\$20.12	0.25	\$5.03
<b>Plan Reviewer</b>	\$33.83	0.50	\$16.92
<b>Inspector</b>	\$29.90	0.75	\$22.43
<b>Clerk Supervisor</b>	\$21.15	0.10	\$2.12
<b>Inspection Supervisor</b>	\$36.69	0.10	\$3.67
<b>Subtotal</b>		1.70	\$50.15
<b>Fringe</b>	35.00		\$17.55
<b>Indirect &amp; Admin</b>	72.40		\$36.31
<b>TOTAL</b>			\$104.02

<b>Storm Shutters - Other</b>			
<b>Category</b>	<b>Rate</b>	<b>Hours</b>	<b>Cost</b>
<b>Personnel</b>			
<b>Clerk</b>	\$20.12	0.25	\$5.03
<b>Inspector</b>	\$29.90	0.75	\$22.43
<b>Plan Reviewer</b>	\$33.83	0.50	\$16.92
<b>Clerk Supervisor</b>	\$21.15	0.10	\$2.12
<b>Inspection Supervisor</b>	\$36.69	0.10	\$3.67
<b>Subtotal</b>			\$50.15
<b>Fringe</b>	35.00		\$17.55
<b>Indirect &amp; Admin</b>	72.40		\$36.31
<b>TOTAL</b>			\$104.02

<b>Signs-Nonelectric each type</b>			
<b>Category</b>	<b>Rate</b>	<b>Hours</b>	<b>Cost</b>
<b>Personnel</b>			
<b>Clerk</b>	\$20.12	0.50	\$10.06
<b>Inspector</b>	\$29.90	1.25	\$37.38
<b>Plan Reviewer</b>	\$33.83	0.50	\$16.92
<b>Clerk Supervisor</b>	\$21.15	0.10	\$2.12
<b>Inspection Supervisor</b>	\$36.69	0.10	\$3.67
<b>Subtotal</b>			\$70.13
<b>Fringe</b>	35.00		\$24.55
<b>Indirect &amp; Admin</b>	72.40		\$50.78
<b>TOTAL</b>			\$145.46

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<b>Awnings, Canopies, Screen Enclosures,</b>			
<b>Category</b>	<b>Rate</b>	<b>Hours</b>	<b>Cost</b>
<b>Personnel</b>			
<b>Clerk</b>	\$20.12	0.50	\$10.06
<b>Inspector</b>	\$29.90	0.75	\$22.43
<b>Plan Reviewer</b>	\$33.83	0.50	\$16.92
<b>Clerk Supervisor</b>	\$21.15	0.10	\$2.12
<b>Inspection Supervisor</b>	\$36.69	0.10	\$3.67
<b>Subtotal</b>			\$55.18
<b>Fringe</b>	35.00		\$19.31
<b>Indirect &amp; Admin</b>	72.40		\$39.95
<b>TOTAL</b>			\$114.45

<b>Roofing (Reroof)</b>			
<b>Category</b>	<b>Rate</b>	<b>Hours</b>	<b>Cost</b>
<b>Personnel</b>			
<b>Clerk</b>	\$20.12	0.25	\$5.03
<b>Inspector</b>	\$29.90	2.50	\$74.75
<b>Plan Reviewer</b>	\$33.83	0.50	\$16.92
<b>Clerk Supervisor</b>	\$21.15	0.10	\$2.12
<b>Inspection Supervisor</b>	\$36.69	0.10	\$3.67
<b>Subtotal</b>			\$102.48
<b>Fringe</b>	35.00		\$35.87
<b>Indirect &amp; Admin</b>	72.40		\$74.19
<b>TOTAL</b>			\$212.54

<b>Paving/Resurfacing (Commercial) 500 sq. ft</b>			
<b>Category</b>	<b>Rate</b>	<b>Hours</b>	<b>Cost</b>
<b>Personnel</b>			
<b>Clerk</b>	\$20.12	0.50	\$10.06
<b>Inspector</b>	\$29.90	0.75	\$22.43
<b>Plan Reviewer</b>	\$33.83	0.50	\$16.92
<b>Clerk Supervisor</b>	\$21.15	0.10	\$2.12
<b>Inspection Supervisor</b>	\$36.69	0.10	\$3.67
<b>Subtotal</b>			\$55.18
<b>Fringe</b>	35.00		\$19.31
<b>Indirect &amp; Admin</b>	72.40		\$39.95
<b>TOTAL</b>			\$114.45

<b>Fences</b>			
<b>Category</b>	<b>Rate</b>	<b>Hours</b>	<b>Cost</b>
<b>Clerk</b>	\$20.12	0.50	\$10.06
<b>Inspector</b>	\$29.90	0.75	\$22.43
<b>Plan Reviewer</b>	\$33.83	0.50	\$16.92
<b>Clerk Supervisor</b>	\$21.15	0.10	\$2.12
<b>Inspection Supervisor</b>	\$36.69	0.10	\$3.67
<b>Subtotal</b>			\$55.18
<b>Fringe</b>	35.00		\$19.31
<b>Indirect &amp; Admin</b>	72.40		\$39.95
<b>TOTAL</b>			\$114.45

<b>Signs-electric each type</b>			
<b>Category</b>	<b>Rate</b>	<b>Hours</b>	<b>Cost</b>
<b>Personnel</b>			
<b>Clerk</b>	\$20.12	1.00	\$20.12
<b>Electrical Inspector</b>	\$29.90	1.25	\$37.38
<b>Plan Reviewer</b>	\$33.83	0.50	\$16.92
<b>Clerk Supervisor</b>	\$21.15	0.10	\$2.12
<b>Inspection Supervisor</b>	\$36.69	0.10	\$3.67
<b>Subtotal</b>			\$80.19
<b>Fringe</b>	35.00		\$28.07
<b>Indirect &amp; Admin</b>	72.40		\$58.06
<b>TOTAL</b>			\$166.32

<b>Flood</b>			
<b>Category</b>	<b>Rate</b>	<b>Hours</b>	<b>Cost</b>
<b>Personnel</b>			
<b>Clerk</b>	\$20.12	0.25	\$5.03
<b>Plan Reviewer</b>	\$33.83	0.50	\$16.92
<b>Clerk Supervisor</b>	\$21.15	0.25	\$5.29
<b>EC Reviews</b>	\$36.52	0.25	\$9.13
<b>Subtotal</b>			\$36.36
<b>Fringe</b>	35.00		\$12.73
<b>Indirect &amp; Admin</b>	72.40		\$26.33
<b>TOTAL</b>			\$75.42

<b>Storm shutters-mechanical</b>			
<b>Category</b>	<b>Rate</b>	<b>Hours</b>	<b>Cost</b>
<b>Personnel</b>			
<b>Clerk</b>	\$20.12	0.50	\$10.06
<b>Inspector</b>	\$29.90	0.75	\$22.43
<b>Plan Reviewer</b>	\$33.83	0.50	\$16.92
<b>Clerk Supervisor</b>	\$21.15	0.10	\$2.12
<b>Inspection Supervisor</b>	\$36.69	0.10	\$3.67
<b>Subtotal</b>		1.95	\$55.18
<b>Fringe</b>	35.00		\$19.31
<b>Indirect &amp; Admin</b>	72.40		\$39.95
<b>TOTAL</b>			\$114.45

<b>Swimming pools Residential (20,000 gal.)</b>			
<b>Category</b>	<b>Rate</b>	<b>Hours</b>	<b>Cost</b>
<b>Personnel</b>			
<b>Clerk</b>	\$20.12	1.50	\$30.18
<b>Inspector</b>	\$29.90	0.75	\$22.43
<b>Plan Reviewer</b>	\$33.83	3.00	\$101.49
<b>Clerk Supervisor</b>	\$21.15	0.50	\$10.58
<b>Inspection Supervisor</b>	\$36.69	1.00	\$36.69
<b>Subtotal</b>			\$201.36
<b>Fringe</b>	35.00		\$70.48
<b>Indirect &amp; Admin</b>	72.40		\$145.78
<b>TOTAL</b>			\$417.62

<b>Swimming pools and pool decks commercial</b>			
<b>Category</b>	<b>Rate</b>	<b>Hours</b>	<b>Cost</b>
<b>Personnel</b>			
<b>Clerk</b>	\$20.12	2.50	\$50.30
<b>Inspector</b>	\$29.90	0.75	\$22.43
<b>Plan Reviewer</b>	\$33.83	6.00	\$202.98
<b>Clerk Supervisor</b>	\$21.15	1.00	\$21.15
<b>Inspection Supervisor</b>	\$36.69	2.00	\$73.38
<b>Subtotal</b>			\$370.24
<b>Fringe</b>	35.00		\$129.58
<b>Indirect &amp; Admin</b>	72.40		\$268.05
<b>TOTAL</b>			\$767.87

<b>Roofing (New)</b>			
<b>Category</b>	<b>Rate</b>	<b>Hours</b>	<b>Cost</b>
<b>Personnel</b>			
<b>Clerk</b>	\$20.12	0.25	\$5.03
<b>Inspector</b>	\$29.90	2.50	\$74.75
<b>Plan Reviewer</b>	\$33.83	0.50	\$16.92
<b>Clerk Supervisor</b>	\$21.15	0.10	\$2.12
<b>Inspection Supervisor</b>	\$36.69	0.10	\$3.67
<b>Subtotal</b>			\$102.48
<b>Fringe</b>	35.00		\$35.87
<b>Indirect &amp; Admin</b>	72.40		\$74.19
<b>TOTAL</b>			\$212.54

<b>Paving/Resurfacing (SF Residential) 500 sq. ft.</b>			
<b>Category</b>	<b>Rate</b>	<b>Hours</b>	<b>Cost</b>
<b>Personnel</b>			
<b>Clerk</b>	\$20.12	0.50	\$10.06
<b>Inspector</b>	\$29.90	0.75	\$22.43
<b>Plan Reviewer</b>	\$33.83	0.50	\$16.92
<b>Clerk Supervisor</b>	\$21.15	0.10	\$2.12
<b>Inspection Supervisor</b>	\$36.69	0.10	\$3.67
<b>Subtotal</b>			\$55.18
<b>Fringe</b>	35.00		\$19.31
<b>Indirect &amp; Admin</b>	72.40		\$39.95
<b>TOTAL</b>			\$114.45

<b>Paving/Resurfacing (Commercial)/1,000sq.ft.</b>			
<b>Category</b>	<b>Rate</b>	<b>Hours</b>	<b>Cost</b>
<b>Personnel</b>			
<b>Clerk</b>	\$20.12	0.00	\$0.00
<b>Inspector</b>	\$29.90	0.75	\$22.43
<b>Plan Reviewer</b>	\$33.83	0.50	\$16.92
<b>Clerk Supervisor</b>	\$21.15	0.00	\$0.00
<b>Inspection Supervisor</b>	\$36.69	0.10	\$3.67
<b>Subtotal</b>			\$43.01
<b>Fringe</b>	35.00		\$15.05
<b>Indirect &amp; Admin</b>	72.40		\$31.14
<b>TOTAL</b>			\$89.20

<b>Doors/Windows</b>			
<b>Category</b>	<b>Rate</b>	<b>Hours</b>	<b>Cost</b>
<b>Clerk</b>	\$20.12	0.50	\$10.06
<b>Inspector</b>	\$29.90	0.75	\$22.43
<b>Plan Reviewer</b>	\$33.83	0.50	\$16.92
<b>Clerk Supervisor</b>	\$21.15	0.10	\$2.12
<b>Inspection Supervisor</b>	\$36.69	0.10	\$3.67
<b>Subtotal</b>			\$55.18
<b>Fringe</b>	35.00		\$19.31
<b>Indirect &amp; Admin</b>	72.40		\$39.95
<b>TOTAL</b>			\$114.45

<b>Reinspection</b>			
<b>Category</b>	<b>Rate</b>	<b>Hours</b>	<b>Cost</b>
<b>Personnel</b>			
<b>Clerk</b>	\$20.12	0.50	\$10.06
<b>Inspector</b>	\$29.90	0.75	\$22.43
<b>Plan Reviewer</b>	\$33.83	0.00	\$0.00
<b>Clerk Supervisor</b>	\$21.15	0.10	\$2.12
<b>Inspection Supervisor</b>	\$36.69	0.10	\$3.67
<b>Subtotal</b>			\$38.27
<b>Fringe</b>	35.00		\$13.39
<b>Indirect &amp; Admin</b>	72.40		\$27.71
<b>TOTAL</b>			\$79.37

**APPENDIX B**

**COMPARISON OF BUILDING PERMIT  
SCHEDULES  
SELECTED MUNICIPALITIES**

## COMPARISON OF MUNICIPAL BUILDING PERMIT FEE SCHEDULES

The following comparisons of fees and percentages are from jurisdictions across Florida. These municipalities are currently charging a percentage of the construction cost valuation. There are also fees within each municipal fee structures that charge a minimum, flat fee.

### City of Boca Raton

Initial Processing Deposits: plan review and administrative costs will be credited against the actual cost of the building permit at the time of permit issuance. If a permit is not issued for any reason subsequent to plan review, the City will retain the initial deposit (non-refundable).

- \$79 fee minimum or
- 1.00% of Valuation of Construction Cost, whichever is greater

For one or two family houses:

- Up to \$500 of Valuation of Construction Cost - \$79 fee minimum
- \$501 and up - 1.75% Valuation of Construction Cost

New construction, Multifamily and commercial core and shell, each multifamily and commercial condominium unit, each townhouse unit, parking garage guard house, shed and industrial buildings:

- Up to \$500 of Valuation of Construction Cost - \$79 fee minimum
- \$501 and up - 1.75% Valuation of Construction Cost

Additions, alterations, repairs (Single family, multi family, commercial and industrial):

- Up to \$500 of Valuation of Construction Cost - \$79 fee minimum
- \$501 and up - 1.75% Valuation of Construction Cost

For Plan revisions requiring review, per discipline, one or two family residential:

- Up to \$500 of Valuation of Construction Cost - \$79 fee minimum
- \$501 and up - 1.75% Valuation of Construction Cost

New construction, Multifamily and commercial core and shell, each multifamily and commercial condominium unit, each townhouse unit, parking garage guard house, shed and industrial buildings:

- Up to \$500 of Valuation of Construction Cost - \$79 fee minimum
- \$501 and up - 1.75% Valuation of Construction Cost

Additions, alterations, repairs (Single family, multi family, commercial and industrial):

- Up to \$500 of Valuation of Construction Cost - \$79 fee minimum
- \$501 and up - 1.75% Valuation of Construction Cost

## **City of Miami**

All Residential up to three dwelling units: 0.5% of total construction cost value (including labor and materials) for new construction or additions or \$45 if total construction cost value less than \$2,500.

Commercial/multifamily master permit: 1% of the total construction cost value up to \$30 million dollars. If over \$30 million, the amount up to \$30 million plus 0.5% of the excess of \$30 million.

Minimum fee: \$110 for all permits (applicable to any building permit, shop drawing, or revision of any category regardless of construction cost or number of pages)

Residential Surcharges: \$0.22 per \$100.00 of the estimated cost of construction with a minimum fee of \$26.00 and a maximum fee of \$600.00.

Commercial Surcharges: A surcharge of two and one-half percent of the cost of construction with a minimum of \$57.00 and a maximum of \$10,500.00.

Fee Changes: The building department will modify the permit fee calculation using the Engineering News Record- Building Cost Index (ENR-BCI) published each January. A credit will be applied to the total cost of the building permit fee using the ENR-BCI should the ENR-BCI increase.

## City of Coral Springs

“A deposit of one hundred dollars (\$100.00) per single-family residential unit and two hundred dollars (\$200.00) for all other building permits shall be required to be paid at the time application for building permits is made. Each deposit so made shall be nonrefundable with the monies being retained by the City of Coral Springs in the event a building permit is not issued to offset the administrative costs incurred in processing said application. If, however, a building permit is issued pursuant to said application then the monies so deposited shall be credited to the building permit cost at the time of issuance. Applications made for building permits shall be held by the city for a period of sixty (60) calendar days and if, at the expiration of this time period, a building permit has not been issued pursuant to said application then said application shall be voided by the city and the deposit monies credited to administrative expense.”

New Construction - Residential: Structural - % of total construction value 0.87%  
New Construction - Residential: Electrical - % of total construction value 0.31%  
New Construction - Residential: Plumbing - % of total construction value 0.15%  
New Construction - Residential: Mechanical - % of total construction value 0.14%

New Construction - Commercial: Structural - % of total construction value 0.62%  
New Construction - Commercial: Electrical - % of total construction value 0.35%  
New Construction - Commercial: Plumbing - % of total construction value 0.09%  
New Construction - Commercial: Mechanical - % of total construction value 0.06%  
Residential Alterations or Additions: Value over 12,500 - \$100.00 Submittal Fee Plus:

Residential Additions: Structural 2.80%  
Residential Additions: Electrical 0.80%  
Residential Additions: Plumbing 1.20%  
Residential Additions: Mechanical 0.60%

### Residential Alterations:

Structural: % of total construction value 2.90%

(The value of counter tops shall be deducted from the total construction value. The value of cabinet replacement only will be a min. of \$170.00 or 2% of total construction value, whichever is greater)

Electrical: % of total construction value 0.90%  
Plumbing: % of total construction value 1.10%  
Mechanical: % of total construction value 1.10%

### Commercial alterations/additional/tenant improvements:

- “Tenant Improvements, Additions, Alterations Value over \$25,000 - \$200.00 Submittal Fee”

Structural: % of total construction value 1.90%

Electrical: up to \$120,000 - % of total construction value 1.80%

over \$120,000 - per inspection \$55.00  
per hour plan review fee \$103.00

Plumbing: Up to \$120,000 - % of total construction value 1.30%  
Over \$120,000 - per inspection 55.00  
per hour plan review fee \$103.00

Mechanical: Up to \$120,000 - % of total construction value 0.80%  
Over \$120,000 - per inspection \$55.00  
per hour plan review fee \$103.00

- Reinspection all disciplines - \$50.25

Miscellaneous Fees:

All construction include educational & training fees (per thousand of estimated cost) 0.21

## City of Hialeah

The Building Department may require the permit applicant to submit appropriate documentation as proof of estimated cost of construction used to compute permit fees.

Minimum Fee: per discipline - \$130.00

New Construction:

New Single Family Fees: (still go by square foot)

0-1,000 square feet - \$750.00

1,001 to 2,000 square feet - \$1,500.00

Over 2,000 square feet - \$0.75 per square foot

Commercial/Multi-Family Fees: 2% of Construction Cost (submit contract with permit)

- Minimum fee of \$1,500.00

Industrial & Storage Use of Group F & S occupancies: 1.5 % of Construction Cost (submit contract with permit)

- Minimum fee of \$1,500.00

Alterations:

Building Permit Fees for alterations Single Family Residence or Duplex – per \$1.00 of estimated cost or fractional part-\$0.075

- Minimum Fee \$ 180.00
- Maximum Fee \$ 1,500.00

Commercial, Buildings and Other Structures, Alterations - per \$1.00 of estimated cost or fractional part \$ 0.20

- Minimum Fee of \$ 290.00; No maximum listed

11% surcharge for a technology fee

3% added for State of Florida to Study Radon Gas, minimum \$4.00

### **FLOOD REVIEW FOR BUILDING PERMITS**

New Residential/Alteration.....\$ 75.00

New Commercial/Alteration.....\$ 150.00

### **UP FRONT FEE INFORMATION**

Roof Residential.....	\$ 100.00
Commercial Roof.....	\$ 200.00
Residential New Construction (Single Family & Duplex).....	\$ 500.00
Residential Additions/Alterations & Repairs.....	\$ 350.00
Commercial (Multi-family) New Construction.....	\$ 1,000.00
Commercial Addition/Alteration.....	\$ 500.00
Minor Repairs.....	\$ 130.00
Large Repairs/Alterations.....	\$ 1,000.00

## City of Orlando

1.5% of permit fee (\$2 minimum) for Administrative Inspection Fund

Building permit - \$50 for first \$1,000, plus \$8 per additional \$1,000 of construction cost (\$25,000);

plus \$7.50 per additional \$1,000 of construction cost (\$25,001-\$100,000);

plus \$7 per additional \$1,000 of construction cost (\$100,000-\$1,000,000);

plus \$6.50 per additional \$1,000 of construction cost (\$1,000,001-\$2,000,000);

plus \$6.00 per additional \$1,000 of construction cost greater than \$2,000,000)

- Commercial Application Fee- 25% of the initial estimated permit fee, based upon the estimated cost of work at the time of submission. Any Trade permit application submitted not associated with a Building permit and requires plans to be submitted shall require this fee. This fee will be credited against the final permit fee. Due at the time of plan submission, this fee is non-refundable.

\*\*Construction costs will be calculated using the "Building Valuation Data" chart as published in the *Building Safety Journal*, a publication of the International Code Council, or the contracted price, whichever is greater.

Electrical - \$50 for first \$1,000, \$10 for each additional \$1,000 up to \$25,000; plus \$7.50 for each additional \$1,000 of construction cost or fraction thereof greater than \$25,000.

- Commercial Electric Application Fee -25% of the initial estimated permit fee, based upon the estimated cost of work at the time of submission. Any Trade permit application submitted not associated with a Building permit and requires plans to be submitted shall require this fee. This fee will be credited against the final permit fee. Due at the time of plan submission, this fee is non-refundable.

Mechanical - \$50 for first \$1,000, \$10 for each additional \$1,000, up to \$25,000; plus \$7.50 for each additional \$1,000 of construction cost or fraction thereof greater than \$25,000

- Commercial Mechanical Application Fee -25% of the initial estimated permit fee, based upon the estimated cost of work at the time of submission. Any Trade permit application submitted not associated with a Building permit and requires plans to be submitted shall require this fee. This fee will be credited against the final permit fee. Due at the time of plan submission, this fee is non-refundable.

Fire Suppression - \$50 for first \$1,000, \$8 for each additional \$1,000, up to \$25,000

Plumbing – \$50 for the first \$1,000 of construction cost or fraction thereof, plus \$10 for each additional \$1,000 of construction cost or fraction thereof up to and including \$25,000; plus \$7.50 for each additional \$1,000 of construction cost or fraction thereof greater than \$25,000

- Commercial Plumbing Application Fee -25% of the initial estimated permit fee, based

upon the estimated cost of work at the time of submission. Any Trade permit application submitted not associated with a Building permit and requires plans to be submitted shall require this fee. This fee will be credited against the final permit fee. Due at the time of plan submission, this fee is non-refundable.

## City of Pembroke Pines

### Building Permit Submittal Fee (Deposit)

- |  |          |
|--|----------|
| A. Residential (Accessory Structures and/or Uses)  | \$100.00 |
| B. Residential (New Construction and/or Additions) | \$500.00 |
| C. Non-Residential                                 | \$500.00 |

If permit estimate is less than above, applicant shall pay estimate in full.

### Building Code Services Permit Fee Structure

#### A. Valuation

The Building Permit Fee shall be based upon the cost of construction as attested to by the applicant on the submitted permit application. The Building Official, in addition to verifying the completeness and accuracy of the application, shall review the application for the cost of construction. If the Building Official determines that the cost of construction attested to does not accurately reflect the cost of construction for the scope of work covered by the permit, he/she can use any of the following to calculate the fee:

1. Copy of a signed contract for work to be completed under requested permit.
2. Apply the values in the most current edition of the RS Means Construction Valuation system.

The greatest of the methods of the applicant's statement of value, or (1.) or (2.) above shall be used in calculating the permit fee.

Reference: The initial permit fee shall be based on the total cost of construction. All additional sub permit fees shall be based on the job value for the work covered by that particular permit.

#### Permit –

- \$92.80; up to valuation of \$2,500 (Per structure per trade)
- Valuation of - \$2,500 to \$1,000,000 apply-2.89%
- Valuation of \$1 million to \$3 million – Plus 2.11% of value of construction over \$1 million or \$ 28,945.14
- Construction costs greater than \$3,000,000.00 plus 1.58% of the construction cost or \$71,051.54
- Each of the remaining main permits for the completion of the building (Mechanical, Electrical and Plumbing) shall be a minimum fee per trade up to a construction cost of \$5,000 and 1.9% construction costs above \$5000.

Besides the fees as described above, the minimum permit application fees shall not be less than the number of mandatory inspections multiplied by the minimum inspection fee \$94.84

On October 1st of each year, the fees referred to above shall be increased in accordance with the Consumer Price Index for urban consumers in the United States published by the Bureau of Labor Statistics for the twelve (12) months ending April of each year unless otherwise instructed by the City Commission. Notwithstanding the foregoing, any fees quoted as a percentage of either total estimated construction cost or original fee (for re-inspections) shall remain unchanged by the City Commission. These adjustments will be effective on the following October 1. This increase does not apply to State or County fees.

## City of West Palm Beach

The City uses Marshall and Swift, ICC Building Valuation Data for percentages.

For the first \$10,000 - 2.50% of the total Construction Valuation of the first \$10,000 plus

Up to \$100,000 - 2.25% of the total Construction Valuation up to \$100,000 plus

\$100,000-\$500,000 – 2.00% of the total Construction Valuation plus

\$500,001- \$1,000,000 – 1.50% of the total Construction Valuation plus

\$1,000,000- \$10,000,000 – 1.25% of the total Construction Valuation plus

Over 10,000,0000 – 1.00% of the remainder of the total Construction Valuation

Fire fee 10% of the permit fee or \$10 whichever is greater.

Training fee of 1% or \$1 whichever is greater.

## Hollywood

Process Fee: Processing fee for New Buildings, Additions or Alterations to existing buildings shall be calculated based on 25% of the estimated building permit fee. This processing fee will be part of the total building permit fee calculated and is non-refundable.

Processing fees for permits related to general repairs, re-roof, air conditioning change outs, electrical services charges, swimming pools, fences, sheds and other permits (excluding new buildings, additions and alterations to existing buildings) shall be calculated on a charge of \$10.00 per building discipline (structural, electrical, mechanical and plumbing) with a minimum fee of \$10.00 and is non-refundable.

The permit fee is based on the value of the work, labor and material; the minimum permit fee for work valued up to \$1,000 is \$50.00. Work valued over \$1,000 is the cumulative value of all that apply listed below:

- Work valued up to \$1000 total cost including all systems shall be charged at a rate of 5%.
- Work valued from \$1000 to \$1,000,000 at a rate of 2.2%
- Work valued from 1,000,000 to 2,000,000 at a rate of 1.65%
- Work valued in excess of \$2,000,000 at a rate of 0.77%

“NOTE: The value of the work will be the estimated total cost of construction including all labor, material, site work and sub-trades. The cost estimate can be a verified contract figure that will be compared to the calculated cost estimate as derived from the latest edition of R.S. Means Building Construction Cost Data. Sub permit fees will be calculated in the same way as the master permit, the fee is based on the value of that particular trades work.”

Technology Fee: 2% of calculated building permit fee shall be charged for all permits issued.

Educational Fee: 1% of the calculated building permit fee shall be charged for all permits issued (2% Tech. + 1% Educational) or a Total of 3%.

Fire and Utilities fees are calculated and added separately