



1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44

MONROE COUNTY, FLORIDA
MONROE COUNTY BOARD OF COUNTY COMMISSIONERS
RESOLUTION NO. 284 -2023

A RESOLUTION AMENDING RESOLUTION NO. 228-2022, THE PERMITTING FEE SCHEDULE; INCREASING FEES BASED ON THE CONSUMER PRICE INDEX FOR ALL URBAN CONSUMERS (CPI-U) FOR FY 23; ADDING FEES FOR SUBSEQUENT PERMIT APPLICATION EXTENSIONS AND TEMPORARY CERTIFICATES OF OCCUPANCY/ COMPLETION; AND PROVIDING FOR AN IMPLEMENTATION DATE

WHEREAS, the County protects life and safety through review of construction plans and inspection of construction work as provided by the Florida Building Code; and

WHEREAS, these services provided by the County are engaged at the discretion of applicants and for the benefit of applicants; and

WHEREAS, the Monroe County Board of County Commissioners wish to provide the citizens of the County with the best possible service in the most cost effective and reasonable manner; and

WHEREAS, the Board finds that it would be in the best interests of the public to charge costs for services, thereby placing the burden of such costs directly upon those parties deriving the benefit from such services; and

WHEREAS, the updated fee schedule prepared by the Building Department for providing these services includes the estimated direct costs associated with the review and processing of applications for permits issued by the County; and

WHEREAS, fees are being proposed to be increased by the CPI-U for County FY23, except that fee increases related to inspections are being delayed until October 1, 2024, or as provided by law; and

WHEREAS, the proposed \$100.00 fee for subsequent 90-day permit application extensions per permit and proposed \$100.00 fee for a temporary certificate of occupancy/completion represent expected cost recovery amounts for the required staff work to perform the required processes to result these procedures; and

WHEREAS, the Board heard testimony and evidence presented as to the appropriate fee schedule.

45 **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY**
 46 **COMMISSIONERS OF MONROE COUNTY, FLORIDA, THAT:**
 47

48 **Section 1.** The foregoing recitals are hereby incorporated as if fully stated herein.
 49

50 **Section 2.** Pursuant to Monroe County Code, the following building permit fees (and
 51 Floodplain and Developmental permit fees) were amended from those
 52 implemented in Resolution 228-2022 and are hereby established: (All
 53 applicable fees within this Fee Schedule are subject to Florida Permit
 54 Surcharge Program Fees as per F.S. 553.721 and F.S. 468.631, which shall
 55 be applied to all Building Permits at Issuance.)
 56

57 **(A) BUILDING PERMIT APPLICATION FEES:**
 58

- 59 1. Upon submission of application:
 60 a. Valuation-based permit jobs valued at \$5,000 or more require fifty percent
 61 (50%) of the building permit fee due, with remaining balance of building
 62 permit fee plus one hundred percent (100%) of planning, environmental,
 63 and/or fire fee as applicable due at issuance.
 64 b. Permit jobs valued at less than \$5,000 require one hundred percent (100%)
 65 of the fee due.
 66 2. Job value will be based upon the submitted, legitimate contract price or
 67 ICC/Construction Costs Valuation manuals.
 68

69 **(B) RESIDENTIAL BUILDING PERMIT FEES:**
 70

1. Sewer and Alarm Permits	
a. Sewer Lateral and Grinder Pump (Electric) Permits associated with Sewer Lateral Permits (fee includes plumbing, electric, code compliance fee, education fee, technology and document processing fee, DBPR and DEO fees and is exempt from PRP fees, although PRP review may be required)	\$70.00
b. Low Voltage Alarm System permits	\$40.00

- 71 2. For all other residential construction projects valued at less than \$5,000, fees
 72 for construction shall be based on the flat rates below.
 73
 74

Residential Fee per Application - Job Value <\$5,000					
Building Permits under \$5,000	Building	Planning	Environmental	Fire	Total
Residential	\$198.00	\$6.00	\$14.00	-	\$218.00

- 75 3. For residential construction projects valued at \$5,000 or more, fees for
 76 construction shall be based on the rates below and the applicant shall only be
 77 assessed the fees for those disciplines which are deemed necessary for code
 78 compliance. In the event a particular discipline review is not required for code
 79

80 compliance, the applicant shall not be assessed the rate of that particular
 81 discipline. For example, in the event only a Building review is deemed necessary
 82 to ensure a particular application complies with Monroe County Code, the
 83 applicant shall not be assessed the fee for Planning and Environmental.

84 a. A project whose value exceeds the lowest value band shall be priced based
 85 on value in band 1 times rate for band 1 plus the value in the next highest
 86 band times the rate for that higher band.

87 b. Building fees shall be applied as follows:

88 i. The rate table below itemizes the maximum Building fee, which
 89 includes all 5 building discipline reviews (Structural, Electrical,
 90 Mechanical, Plumbing, and Flood disciplines).

91 ii. If no Building disciplines are involved in reviewing the permit, the
 92 permit will be charged 25% of the maximum Building fee for
 93 processing and application costs.

94 iii. If less than 5 building disciplines are involved, the permit will be
 95 charged an additional 15% of the maximum Building fee (over the
 96 25% for processing and application costs) for each of the Building
 97 disciplines involved in reviewing the permit.
 98

		RESIDENTIAL PERMITS Job Value \$5,000 or More						
PROJECT VALUE		Permit Cost per \$1,000 Project Value						
Band	From	To	Building	Planning	Environmental	Fire	Total	
1	\$5,000	\$99,999	\$39.60	\$8.51	\$9.43	\$0.00	\$57.54	
2	\$100,000	\$299,999	\$17.11	\$4.90	\$4.60	\$0.00	\$26.61	
3	\$300,000	\$999,999	\$12.03	\$2.97	\$2.50	\$0.00	\$17.50	
4	\$1,000,000	+	\$10.31	\$3.10	\$0.92	\$0.00	\$14.33	

99
 100 4. For residential projects which require plan review by Fire, including, but not
 101 limited to, modular homes and community developments, the fees in Section (C)
 102 shall apply.
 103

104 **(C) COMMERCIAL BUILDING PERMIT FEES:**

105
 106 1. For commercial construction projects valued at less than \$5,000, fees for
 107 construction shall be based on the flat rates below.
 108

		Commercial Fee per Application - Job Value <\$5,000				
Building Permits under \$5,000	Building	Planning	Environmental	Fire	Total	
Commercial	\$198.00	\$6.00	\$14.00	\$13.00	\$231.00	

109
 110 2. For commercial construction projects valued at \$5,000 or more, fees for
 111 construction shall be based on the rates below and the applicant shall only be
 112 assessed the fees for those disciplines which are deemed necessary for code
 113 compliance. In the event a particular discipline review is not required for code
 114 compliance, the applicant shall not be assessed the rate of that particular

discipline. For example, in the event only a Building review is deemed necessary to ensure a particular application complies with Monroe County Code, the applicant shall not be assessed the fee for Planning and Environmental.

a. A project whose value exceeds the lowest value band shall be priced based on value in band 1 times rate for band 1 plus the value in the next highest band times the rate for that higher band.

b. Building Department fees shall be applied as follows:

i. The rate table below itemizes the maximum Building fee, which includes all 5 building discipline reviews (Structural, Electrical, Mechanical, Plumbing, and Flood disciplines).

ii. If no Building disciplines are involved in reviewing the permit, the permit will be charged 25% of the maximum Building fee for processing and application costs.

iii. If less than 5 building disciplines are involved, the permit will be charged an additional 15% of the maximum Building fee (over the 25% for processing and application costs) for each of the Building disciplines involved in reviewing the permit.

COMMERCIAL PERMITS Job Value \$5,000 or More								
PROJECT VALUE			Permit Cost per \$1,000 Project Value					
Band	From	To	Building	Planning	Environmental	Fire	Total	
1	\$5,000	\$99,999	\$39.60	\$8.51	\$9.43	\$3.25	\$60.79	
2	\$100,000	\$299,999	\$17.11	\$4.90	\$4.60	\$9.72	\$36.33	
3	\$300,000	\$999,999	\$12.03	\$2.97	\$2.50	\$7.18	\$24.68	
4	\$1,000,000	+	\$10.31	\$3.10	\$0.92	\$5.91	\$20.24	

(D) ADDITIONAL FEES APPLIED TO ALL BUILDING PERMITS AT ISSUANCE:

1. Code Compliance - Contractor Investigation	\$11.00
2. Education:	
a. Building - New Residential or Commercial	\$25.00
b. Building - All Other Permits (per discipline per permit)	\$2.00

(E) FLOODPLAIN MANAGEMENT FEES:

1. Flood Certificate of Compliance	\$50.00
2. Flood Sale Inspection/Transfer of Ownership	\$170.00
3. Initial or recertified LOMR; LOMR-F; LOMA; CLOMR; CLOMR-F	\$170.00
4. Variances to the Floodplain Management Requirements	\$1,934.00 Application Fee plus Hearing Fees*

5. Appeals (Administrative) Regarding Floodplain Management Provisions	\$1,934.00 Application Fee plus Hearing Fees*
6. *Hearing Fees. Applicant shall pay half the cost of the hourly rate, travel and expenses of any hearing officer. An estimated amount of one-half of the hearing officer costs as determined by the County Attorney shall be deposited by the applicant along with the application fee and shall be returned to the applicant if unused. If additional costs are incurred the remaining fee due must be paid prior to permit issuance.	
<p data-bbox="289 508 1417 575">7. Appeal of Preliminary Floodplain Maps \$5,000.00 Deposit Plus \$170.00 Floodplain discipline review</p> <p data-bbox="334 617 1417 831">Property owners that appeal Preliminary Floodplain maps (on a form provided by the County), that require Monroe County to process and/or review and issue a technical opinion stating whether the evidence presented is sufficient to justify an appeal on behalf of such permits by the County in accordance with Part 67.6 of the NFIP regulations shall bear the cost of the technical review being performed by a consultant hired for such reviews.</p> <p data-bbox="334 873 1417 1016">At the request of the Floodplain Administrator Applicants shall be required to deposit a fee of \$5,000.00 into an escrow account to cover the cost of experts hired by the Department to review technical data/evidence submitted by the applicant compared to the FEMA Preliminary map data/modeling</p> <p data-bbox="334 1058 1417 1125">Any unused funds deposited by the applicant will be returned upon the County forwarding the appeal to FEMA.</p> <p data-bbox="334 1167 1417 1381">Monroe County shall obtain an estimate from the consultant they intend to hire to review and/or conduct the technical review and if the cost for the review on behalf of Monroe County is higher than the \$5,000.00, applicant shall remit the estimated amount. If, upon review by the technical consultant, the cost for the review is greater than \$5,000.00, and only \$5,000.00 was initially deposited, applicant shall pay additional fees.</p>	

139
140
141

(F) PLANNING AND ENVIRONMENTAL RESOURCES (DEVELOPMENTAL) FEES:

1. Research, minimum fee per hour or fraction thereof	\$65.00
2. Tree Removal / Tree Trimming / Landscaping – projects valued at less than \$5,000	\$78.00
3. Tree Removal / Tree Trimming / Landscaping – projects valued at \$5,000 or more	\$225.00
4. Invasive Exotic Vegetation Removal (10 or fewer stems) / Hazardous Tree Removal	No Fee
5. Environmental Education for Rip-Rap, Restoration, and Canal Restoration permits	\$10.00

142
143
144

6. Permit Referral Process (sent to Fish and Wildlife Service) – may affect determination	\$776.00
---	----------

(G) MISCELLANEOUS FEES:

1. Administrative Appeal of Building Official	\$1,934.00
a. plus Required Advertising	\$245.00
2. After Hours Inspections (per hour, two hour minimum)	\$97.00
3. Contractor Registration *State registered contractors are exempt	\$50.00
4. Copies	
a. Approved Plan Set Reproduction and other copies larger than 14 inches by 8 ½ inches	\$5.00 per page
b. Other copies not more than 14 inches by 8 ½ inches	Use legislated fee per page (per FS 119.07(4)(a)1. and 2.)
c. Copies requiring more than 15 minutes of staff time	Actual labor cost (per FS 119.07 (4)(a)3.and (d)
5. Extensions	
a. 90-day Permit Application Extension	
i. First 90-day Extension (per Permit)	No Fee
ii. Each subsequent 90-day Extension (per Permit)	\$100.00
b. Legislative Issued Permit Extension	No Fee
c. Monroe County 180-day Issued Permit Extension	\$250.00
6. Hurricane Shutters (valued less than \$2,500)	No Fee
7. Notice to Proceed	\$976.00
8. Permit Investigations related to closing open/expired permit on a real estate number / parcel ID:	
a. Investigation concluding that permit has passed all required inspections, including those where County did not close permit after inspection(s)	No Fee
b. Investigation requiring review by Building Official, Plans Examiners and/or Inspectors, minimum fee per real estate number / parcel ID (up to 1 hour staff time)	\$65.00
i. Each additional Hour of staff time or fraction thereof, per real estate number / parcel ID	\$65.00
c. Permit Investigations not related to closing open / expired permit on a real estate number / parcel ID, minimum fee per hour or fraction thereof	\$65.00
9. First failed inspection (per inspection code)	No Fee
10. Reinspection - Each subsequent failed reinspection (per inspection code)	\$100.00

11. Reopen permit (per discipline)	\$65.00
12. Revision – New or Replacement Building	Valuation-based (Section B or C, with applicable items from D and/or G) at issuance. However, if any and all revisions are submitted within three years of the original permit issuance date, then 50% of the original fees from Section B. or C. shall be credited toward the revision fees; however in no case shall a refund be provided.
13. Revision – Not New or Replacement Building shall be based on the value of the revision only and the value of the revision shall not be added back to the original permit valuation with a recalculation of all disciplines.	Valuation-based (Section B or C, with applicable items from D and/or G) for any and all additional work at issuance. In no case shall a refund be provided.
14. Corrections (to applications)	No Fee
15. Temporary Construction Trailer	\$255.00 per trailer
16. Temporary Use / Temporary Tent	\$64.00 permit fee and an additional \$64.00 per tent
17. Work commencing before permit issuance	<i>100% penalty above the applicable valuation-based fee or flat fee for the work, plus code check compliance fees</i>

<p>18. Private Provider Fee Credit – A credit of 50% of the Permit fees for projects valued at \$5,000 or more shall be given toward fees charged under Section (B) (3) or (C) (2) for projects that indicate they will use private provider for inspections AND plan review prior to submitting an application for permitting.</p> <p>A credit of 25% of the Permit fees for projects valued at \$5,000 or more shall be given toward fees charged under Section (B) (3) or (C) (2) for projects that indicate they will use private provider for inspections OR plan review prior to submitting an application for permitting.</p> <p>If a project indicates they will use private provider in advance of the permit application and decides not to continue using a private provider after construction starts, they will owe the full permit fee prior to the County plans examiners or inspectors pursuing work under the permit.</p>	<p>Valuation-based (Section B or C)</p>
<p>19. Temporary Certificate of Occupancy / Completion</p>	<p>\$100.00</p>

145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171

- Section 3.** Fee schedules are provided for applicant convenience, but County staff shall be responsible for confirming the facts of each application and the amount of fees due, with the Building Official making the final decision.
- Section 4.** All applications for permits shall pay the amount confirmed by the County prior to and as a condition of issuance of the permit. Fees that accumulate after permit issuance shall be collected prior to Certificate of Occupancy or prior to the permit being closed/completed, if applicable.
- Section 5.** Staff are directed to cancel uncollectable fees from permits in the system after a permit is void or closed/completed if fees are determined to be uncollectable by the written determination of the Building Official with written concurrence from the Planning Director.
- Section 6.** Termination of the related construction work prior to completion shall not entitle the applicant to a refund of fees paid.
- Section 7.** Projects of an infrequent or unusual nature that are not otherwise addressed in this resolution shall be subject to an estimate of permit fees by County staff as needed.
- Section 8.** The fees established in this resolution shall be applicable through September 30, 2024. Thereafter, annually, beginning October 1 of each following year, they shall be adjusted by the percentage change in the CPI from the previous year; except for those in **Section 2.** (B) 1, (D), (E) 1, 2, 3, 6 and 7, (F) 5, (G)1a., 3, 4, 5, 7, 10, 19, and all other No Fee and Valuation-

172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188

based items. Every four to five years, the County will adjust fees based on the most current appropriations applicable to provide development approval services as conditions merit.

Section 9. Resolution No. 228-2022 is hereby rescinded.

Section 10. The staff is hereby directed to implement these fees on all applications submitted on or after October 1, 2023.

Section 11. The Clerk of the Court is hereby directed to forward one (1) certified copy of this Resolution to the Building Department.

PASSED AND ADOPTED by the Board of County Commissioners of Monroe County, Florida, at a regular meeting held on the 20th day of September, 2023.

Mayor Craig Cates	<u>Yes</u>
Mayor Pro Tem Holly Merrill Raschein	<u>Yes</u>
Commissioner Michelle Lincoln	<u>Yes</u>
Commissioner James Scholl	<u>Yes</u>
Commissioner David Rice	<u>Yes</u>

189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205

BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, FLORIDA

BY:


Mayor Craig Cates



ATTEST KEVIN MADOK, CLERK.

By


As Deputy Clerk

MONROE COUNTY ATTORNEY
APPROVED AS TO FORM:

Kelly Dugan

Digitally signed by Kelly Dugan
DN: cn = Kelly Dugan, o = Monroe County BOCC, ou = email@dugan.kel.jammonroe.com, email=k.dugan@monroe.fl.gov, c=US
Date: 2023.08.30 18:53:04-00'

KELLY DUGAN

ASSISTANT COUNTY ATTORNEY

Date: 8/30/23

FILED FOR RECORD
2023 SEP 26 PM 4: 11
CLK. CHR. CL.
MONROE COUNTY, FLA