

RESOLUTION 2024-18

A RESOLUTION OF THE TOWN OF LONGBOAT KEY, FLORIDA, CONSOLIDATING, AMENDING, AND REVISING ALL USER AND FILING FEE SCHEDULES FOR PERMIT APPLICATIONS SUBMITTED PURSUANT TO THE LAND DEVELOPMENT CODE; RESTATING THE USER FEE SCHEDULE FOR PERMIT APPLICATIONS SUBMITTED PURSUANT TO THE BUILDING, SHORELINE CONSTRUCTION, DREDGING AND FILLING, FLOOD CONTROL, SUBDIVISION REGULATIONS, PLUMBING CODE, ZONING CODE, AND COMPREHENSIVE PLAN CHAPTERS OF THE LAND DEVELOPMENT CODE; ADOPTING USER FEE SCHEDULES FOR THE PERMIT AND PLAN REVIEWS BY THE BUILDING AND FIRE DEPARTMENT; REPEALING THE FEE SCHEDULES IN RESOLUTIONS 2020-21 AND 2022-20; PROVIDING FOR REPEAL OF ALL RESOLUTIONS IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Ordinance 98-24 establishes that permit application fees associated with Town Code Chapters 150, 151, 152, 153, 154, 155, 157, 158, and 160 be set by resolution of the Town Commission; and

WHEREAS, the Town Commission passed Resolution 2020-21 setting certain filing fees schedules for applications filed pursuant to the above-referenced Chapters of the Town Code; and

WHEREAS, on September 12, 2022, the Town Commission passed Resolution 2022-20 at a public hearing and set the user fee schedule for applications submitted to the Building and Fire Departments; and

WHEREAS, in addition to the above-listed user fees, the Town Commission also requires applicants filing permits under Chapters 98 (Trees) and 156 (Sign Code) of the Town Code to pay the Town user fees for the processing of those applications; and

WHEREAS, Town staff has recommended to the Town Commission that the Town evaluate a number of existing fee schedules; consider revising, consolidating, and reducing some existing fees; and consider the addition of a number of new user fees for services that were not previously included in the existing Fee Resolutions; and

WHEREAS, the Town seeks to consolidate all existing filing fee and user fee schedules into one comprehensive master schedule of fees; and

WHEREAS, it remains the Town's continued objective to establish reasonable filing and user fees that are paid for by the party requesting the Town's review and service that adequately cover the cost of the Town staff time provided performing the review and service; and

WHEREAS, the Town hired Berry Dunn ("Consultant") to conduct a user fee study of the existing Town building and fire user fees charged by the Town's building and fire plans reviewers and inspectors for the issuance of building permits and other related services; and

WHEREAS, the Consultant recommended adjustments to the Town's building and fire user fee schedule that were presented to the Town Commission for consideration; and

WHEREAS, the Town Commission determined that it was in the best interests of the Town to amend the fee schedule for the Planning, Zoning, and Building Department and adopt the adjusted fee schedule proposed by the Consultant; and

WHEREAS, based upon the recommendation of the Consultant, the Town Commission also determined that it is in the best interest of the Town to also allow for the adoption of an annual adjustment rate to the Building and Fire Fee Schedule that increases annually based on the Consumer Price Index (CPI); and

WHEREAS, based upon the recommendation of the Town staff and due to inflationary and economic impacts affecting construction costs, the Town Commission has determined it is in the best interest of the Town to not adopt an annual adjustment rate of fees this year; and

WHEREAS, the Town Commission finds it is in the best interest of the public to adopt a consolidated filing and user fee schedule as more particularly set forth and incorporated into this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF LONGBOAT KEY, FLORIDA, THAT:

SECTION 1. The Whereas clauses above are ratified and confirmed as true and correct, and are fully incorporated herein by reference.

SECTION 2. The fees and charges set forth in Exhibit "A" of this Resolution are hereby adopted.

SECTION 3. Effective October 1, 2019, the fee and charge schedule provided for in Exhibit A may be adjusted annually each October 1st, at the Town Commission's discretion, based on the percentage change in the operating expenses in the Building Enterprise Fund or the Consumer Price Index (CPI) to address inflation. The Town shall measure the CPI using the Consumer Price Index for the South Urban Region, All items - All Urban Wage Earners and Clerical Workers, published by the United States Department of Labor (Series ID=CWUR0300SA0). If the source of the CPI is discontinued or substantially altered, the Town may select another relevant price index published by the United States government or by a reputable publisher of financial and economic indices. The Town shall determine the annual CPI based upon a comparison of the calendar year as measured from January to December of the preceding year and comparing that rate to the calendar year immediately preceding that year. The CPI shall be rounded to the nearest hundredth of a percent.

SECTION 4. Resolutions 2020-21 and 2022-20 and any portion of other Resolutions in conflict with this Resolution are hereby repealed.

SECTION 5. If any section, subsection, sentence, clause, or provision of this Resolution is held invalid, the remainder of the Resolution shall not be affected.

SECTION 6. This Resolution shall become effective on April 1, 2025.

Adopted at a meeting following a public hearing of the Town Commission held on the 7th day of October, 2024.

ATTEST:



Trish Shinkle, Town Clerk



Kenneth Schneier, Mayor

Attachment:
Exhibit "A": Planning, Zoning, and Building and Fire Department Fees



EXHIBIT "A"

PLANNING, ZONING, AND BUILDING AND FIRE DEPARTMENT FEES

The Planning, Zoning, and Building Department shall collect from each applicant for a permit the following fees as required by Title 15, Chapters 150-160 of the Town of Longboat Key Code of Ordinances. In addition to the following fee amounts, applicants for Building, Shoreline Construction, Fire Prevention and Permitting Inspections, Dredging and Filling, Electrical, Flood Control, and Plumbing permits, as well as Subdivision modifications, Zoning Code applications, and Comprehensive Plan amendments shall be responsible for all costs of advertising and other expenses reasonably incurred by the Town in connection with the processing of the application.

Charges for services not specifically listed in the following shall be calculated based on actual staff time provided for the service. Staff time charges shall be at the employee's fully burdened rate for the Department. When necessary, additional consultant or Town Attorney charges may be applicable.

Staff time charges per hour (per staff person per hour):

\$113.00

FLORIDA BUILDING CODE PERMIT FEES

These costs include hourly staff charges for each review after the third permit application plan review, Town Attorney expenses as submitted by the attorney, and fees and expenses as submitted by consultants deemed necessary by the Town. Changes or alterations to a permit are charged staff time for the initial review and any additional reviews.

Failure to obtain any and all required approvals prior to commencing work shall result in fines and penalties as set forth in the respective standards and codes, including a penalty of one hundred percent as set forth in section 109.4 of the Florida Building Code.

**FEES FOR BUILDING PERMITTING AND INSPECTION SERVICES
SHALL BE AS FOLLOWS:**

1. Building Permit - The intent of the Minimum Threshold Permit is to provide a new permit and fee that capture smaller projects, which do not fit into an existing permit category. The additional fees related to Mechanical, Plumbing, and Electrical Permits are not required for Minimum Threshold Permits. The Minimum Threshold Permit is not intended to replace other required permits. The Town's Building Official (or designee) will determine the use of a Minimum Threshold Permit based upon the scope of work proposed.

- a. **Commercial (170 square feet or less)** **\$500.00**
- b. **Residential (170 square feet or less)** **\$500.00**
- c. **Interior Alteration (170 square feet or less)** **\$500.00**

2. Master Building Application/Processing Fee. 25% of the building permit fee shall be payable at the time the Building application is processed, and shall be non-refundable. The remaining portion of the full building permit fee shall be payable at the time the building permit is issued. The application/processing fee shall not be applicable to those building permit applications that result in estimated permit fees of less than \$1,000 or those jobs that have a flat permit fee. In such cases, the full building permit fee shall be payable at the time the building permit issued. - **\$ 2.62 per square foot for the job**

- a. For new additions or construction (Residential or Commercial) fees will be calculated based on the under-roof area.
- b. For alterations, fees will be calculated based on the actual work area.
- c. Fees listed above are for the General Contractor including their Trade sub-contractors (i.e. Mechanical, Electric, Plumbing, Gas and Roofing)
3. Some Building Application/Processing Fee based on a flat fee of the cost of construction not to exceed amount. If the cost of construction value is greater than the flat fee additional fees will apply- \$12.00 per \$1,000 of construction value above flat fee
4. Staff Plan Review Charges after the third review (per person per hour) \$113.00
5. Changes or alterations to a permit (per person per hour) \$113.00
6. Moving Fee - The Fee for moving any building or structure \$450.00
7. Mobile/Manufactured Home – (Within a Mobile Home Park) \$250.00
8. Swimming Pool/Spa \$450.00
9. Pool Resurfacing \$250.00
10. Pool Barrier \$60.00
11. Deck plus \$12.00 per \$1,000.00 of construction value over \$5,000.00 \$180.00 flat fee
12. Lanai and Screen Enclosures plus \$12.00 per \$1,000.00 of construction value over \$9,000.00 \$250.00 flat fee
13. Roof Repair plus \$1.00 per square over 35 square* \$100.00 flat fee
14. Roof (including Recovering/New/Reroof) plus \$1.00 per square over 35 square* \$310.00 flat fee

*Square refers to ten-foot by ten-foot area.

15. Dock plus \$12.00 per \$1,000.00 of construction value over \$20,000.00 \$450.00 flat fee
16. Davit, Lift, or Hoist plus \$12.00 per \$1,000.00 of construction value over \$10,000.00 \$450.00 flat fee
17. Combination of Dock and Davit, Lift, or Hoist plus \$12.00 per \$1,000.00 of construction value over \$30,000.00 \$600.00 flat fee
18. Seawalls plus \$12.00 per \$1,000.00 of construction value over \$50,000.00 \$450.00 flat fee
19. Gutter, Soffits, Siding, and Facia \$250.00
20. Pre-Construction/Pre-Engineered Structures \$100.00
21. Solar System \$400.00 flat fee
22. Demolition Fee \$400.00
23. Permanent Free-Standing Sign \$280.00 flat fee

24. Permanent Sign Non-illuminated \$140.00

25. Illuminated Sign \$170.00

26. Sign Face Change \$30.00

27. Concrete Repair plus \$12.00 per \$1,000.00 of construction value over \$30,000.00 \$280.00 flat fee

28. Garage Door \$60.00

29. Windows/Sliding Glass Doors/Entry Doors (up to five openings) \$60.00

30. Windows/Sliding Glass Doors/Entry Doors (six or more openings) plus \$12.00 per \$1,000.00 of construction value over \$5,000.00 \$100.00 flat fee

31. Shutters \$60.00

32. Stairs plus \$12.00 per \$1,000.00 of construction value over \$2,500.00 \$60.00 flat fee

33. Handrails plus \$12.00 per \$1,000.00 of construction value over \$5,000.00 \$60.00 flat fee

34. Combination of Handrails and Stairs plus \$12.00 per \$1,000.00 of construction value over \$5,000.00 \$100.00 flat fee

35. Privacy Walls plus \$12.00 per \$1,000.00 of construction value over \$5,000.00 \$310.00 flat fee

36. Other work requiring a building permit that cannot be evaluated on a square footage basis. plus, at the discretion of the Building Official, either:

(1) a \$12.00 per \$1,000.00 of construction value over \$5,000.00 or;

(2) an additional charge based on the estimated number of inspections at the inspection Fee rate, whichever is less.

37. Additional/Re-Inspection Fee \$85.00

38. Temporary Certificate of Occupancy (Not to Exceed 30 days per TCO**) \$500.00

39. Certificate of Occupancy **Extensions including additional \$500 fees at the discretion of the Building Official. \$530.00

FEES FOR BUILDING OFFICIAL ADMINISTRATIVE SERVICES SHALL BE AS FOLLOWS:

1. Renewal of Building Permit (all trades) \$85.00

2. Change of Contractor \$85.00

3. Revoked Permit Reinstatement Fee \$500.00

4. Lost Plan Replacement \$225.00 plus duplication costs

5. Stop Work Order (residential) \$500.00
 6. Stop Work Order (non-residential) \$750.00
 7. Letters of Determination \$500.00
 8. Appeals to the Building Official \$500.00
 9. Appeals of the Building Official's Decision \$500.00
 10. All other administrative services of the Building Official that requires written Documentation \$500.00
 11. Pre-Construction/Pre-Application Meetings (at the discretion of the Building Official or Planning, Zoning, and Building Director) \$260.00
 12. Private Provider (if Private Provider services are utilized the following reductions will be applied to the total permit costs,):
 - a. Plan Review 15%
 - b. Inspections 15%
 13. Change of Use: Staff time charges per hour (per staff person per hour): \$113.00
 14. Structural Building Recertification (i.e. Milestone Inspection Report) per Building \$150.00*
- *If warranted, at the discretion of the Building Official, outside engineering consultants may be engaged by the Town for additional peer engineering review of Milestone Report. Costs will be billed to the applicant.

FEES FOR HEATING, AIR CONDITIONING, REFRIGERATION, VENTILATION, AND ELECTRICAL PERMITTING AND INSPECTIONS SHALL BE AS FOLLOWS:

1. New Residential Living and Commercial Working Area (per square foot \$0.03 per square foot)
2. Alterations, Additions, and Repairs \$150.00
3. Commercial Boiler \$150.00
4. Air Conditioning (A/C) Systems or A/C Change Out \$150.00
5. A/C Change Out with Video Inspection \$75.00
6. New Electrical Service or Electrical Change Out \$150.00
7. Commercial Site Lighting \$200.00
8. Sprinkler Pump or Pool Pump \$60.00

9. Construction or Sales Trailer	\$150.00
10. Temporary Electric Service	\$100.00
11. Other HVAC or electrical Permitted Work	\$150.00
12. Lightning Protection Systems	\$150.00
13. Generator (Stand-Alone)	\$150.00
14. Low Voltage Wiring System (New)	\$150.00
15. Electric Charging Systems (Electric Vehicles)	\$150.00

FEEES FOR PLUMBING PERMITS SHALL BE AS FOLLOWS:

1. New Residential Living and Commercial Working Area (per square foot)	\$0.03 per square foot
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2. Alterations, Additions, and Repairs	\$150.00
3. Water Heater	\$90.00
4. Water Heater with Video Inspection	\$45.00
5. Pool Heater	\$90.00
6. Commercial LP Gas Tank	\$115.00
7. LP Gas System	\$115.00
8. Backflow Preventer	\$85.00
9. Construction/Sales Trailer	\$150.00
10. New Water Service	\$85.00
11. Sewer	\$85.00
12. Septic Tanks, Grease Traps, Oil Separators	\$145.00
13. Other Plumbing Permitted Work	\$150.00

**FEEES FOR FIRE PREVENTION PERMITTING AND INSPECTIONS
SHALL BE AS FOLLOWS:**

1. New Construction – Building Permit Fees: Fire Plan Review	\$75.00
a. Residential Plan Review	
b. Parking Garage Plan Review (exception: one and two-family structures)	\$100.00
c. Commercial Structures Plan Review:	
1. up to 1,500 square feet	\$100.00
2. > 1,501 square feet – 5,000 square feet	\$125.00
3. > 5,001 square feet – 10,000 square feet	\$150.00
4. > 10,001 – 20,000 square feet	\$175.00
5. > 20,001 – 40,000 square feet	\$200.00
6. > 40,001 – 60,000 square feet	\$225.00
7. > 60,001 – 80,000 square feet	\$275.00
8. > 80,001 – 100,000 square feet	\$325.00

9. > 100,001 square feet	\$325.00
d. Docks – multifamily, community, commercial and public docks	\$75.00
e. Miscellaneous plan review for job scope not listed	\$75.00
f. Pre-application plan review	\$75.00
g. Re-examination of plans due to corrections, changes or alterations, prior to or after permit issuance	\$75.00 per hour or fraction thereof
2. Inspection – inspection fees include inspections required for issuance of Certificate of Occupancy (CO) and Certificates of Use (CU)	
a. Residential Occupancy Construction Inspection Fees	
\$75.00 per hour or fraction thereof	
b. Commercial Occupancy Construction Inspection Fees:	
1. up to 1,500 square feet	\$75.00
2. > 1,502 square feet – 5,000 square feet	\$100.00
3. > 5,001 square feet – 10,000 square feet	\$125.00
4. > 10,001 square feet – 20,000 square feet	\$150.00
5. > 20,001 square feet – 40,000 square feet	\$175.00
6. > 40,001 square feet – 60,000 square feet	\$205.00
7. > 60,001 square feet – 80,000 square feet	\$225.00
8. > 80,001 square feet – 100,000 square feet	\$275.00
9. > 100,001 square feet	\$325.00
plus \$0.25 each additional square foot thereof	
c. Docks – multifamily, community, commercial and public docks	\$75.00
d. Pre-inspection when required prior to issuance of permit	\$75.00
e. Miscellaneous inspection fee for use not listed	\$75.00
3. Fire Sprinkler System:	
a. New system plan review: up to 12 sprinkler heads	\$150.00
b. New system plan review: each head or device after the first 12	\$1.00
c. Alterations plan review	\$100.00
d. Rough inspection	\$75.00
e. Witness inspection and re-inspection: above-ground pressure test	\$150.00
f. Witness fire main pressure test: inspection and re-inspection	\$150.00
4. Back Flow Preventer:	
a. Fire main plan review	\$75.00
b. Inspection and re-inspection	\$150.00
5. Fire Pump:	
a. Plan Review	\$100.00
b. Acceptance Test	\$150.00
6. Standpipe System:	
a. Plan Review	\$100.00
b. Inspection	\$100.00
7. Hood Suppression:	
a. Plan Review	\$75.00
b. Acceptance Test	\$150.00
8. Penetrations and/or Fire Stopping Inspections	\$75.00

9. Halon System:
a. Plan Review \$75.00
b. Inspection \$100.00

10. New Fire Alarm System:
a. New system plan review: up to 12 devices \$125.00
b. New system plan review: each head or device after the first \$1.00
c. Acceptance Test \$225.00
d. Retest \$75.00

11. Smoke Evacuation System:
a. Plan Review \$100.00
b. Acceptance Test \$100.00

12. Fuel Storage Tank: (above and below ground)
a. Plan Review \$75.00
b. Inspection \$75.00

13. Single-Station Smoke Alarm Retrofit – Multifamily Buildings (Plan Review and Inspection) \$100.00

14. Alterations to Existing Fire Alarm Systems:
a. Plan Review \$100.00
b. Acceptance Test \$150.00

15. Other Life Safety Systems:
a. Plan Review \$75.00
b. Acceptance Test \$150.00

16. Special Event (Plan Review and Inspection)
17. Fireworks Display:
a. Plan Review \$75.00
b. Inspections \$75.00
c. Watch fee for Fire Department Staff \$75.00 per staff person per hour

18. Fire Truck Stand-By (includes two firefighters/paramedics) \$75.00 per staff person per hour
19. Fire Boat Stand-By (includes two firefighter/paramedics) \$75.00 per staff person per hour

20. Site Plan or Plat Review \$75.00 per staff person per hour
21. Outline Development Plan Review \$75.00 per person per hour
22. Parking Lot Plan Review \$75.00 per person per hour
23. Additional Fire Department Staff Report \$50.00 per person per hour

24. Fire Marshal Consultant Fee \$75.00 per hour - minimum one hour

DREDGE AND FILL CODE PERMIT FEES

The Planning, Zoning and Building Department shall collect from each applicant for a shoreline construction permit the following fees as required by Chapter 152.

1. Fee for off-shore and on-shore areas to be filled (up to 1 acre) \$50.00
 - a. For each acre of additional off-shore acre or fraction thereof to be filled \$15.00/acre
2. Dredging \$85.00

TREE CODE PERMIT FEES

The Planning, Zoning, and Building Department shall collect from each application for a tree permit the following fee as provided for in Chapter 98.

Tree removal or relocation 65.00

FLOOD CONTROL CODE VARIANCE FEES

The Planning, Zoning and Building Department shall collect from each application for variance from the flood control code the following fee as required by provided for in Chapter 154.

Variance application fee \$450.00*

CODE ENFORCEMENT FEES

The Planning, Zoning, and Building Department shall collect fees for the storage and retrieval of signs or personal property removed by the Town, as allowed by provided for in Chapter 100 and Chapter 156.

1. **Signs** (Signs not picked up within impoundment period shall be discarded) \$10.00 Each Sign
2. **Personal Property** (Personal Property not picked up within impoundment period shall be discarded) \$25.00 (Each Item)

PLANNING AND ZONING APPLICATION/PROJECT DEPOSITS

In addition to the noted Fee, a deposit shall be required for all applications with an asterisk or double asterisk under the following fee schedule. Staff will withdraw funds from the initial deposit on a monthly basis to pay all costs in connection with the processing of the application. In the event that the initial deposit falls below \$250.00, an additional deposit equal to fifty percent of the original deposit will be required. If the processing costs exceed the deposits, all additional costs will be billed to the applicant. Unused funds from the deposits will be refunded after all invoices and outstanding charges for processing the application have been paid.

A single asterisk (*) denotes that an initial deposit of \$1,000 shall be required.
A double asterisk () denotes that an initial deposit of \$3,000 shall be required.**

SUBDIVISION CODE FEES

The Planning, Zoning, and Building Department shall collect from each applicant for subdivision approval the following fees as required by Chapter 157.

1. **Preliminary plat**

\$180.00*

2.	Final plat	\$252.00*
3.	Lot line adjustment (Section 157.32 Lot Line Adjustments)	\$252.00*
4.	Filing fee	\$450.00*

ZONING CODE FEES

The Planning, Zoning, and Building Department shall collect the following fees as required by Chapter 158.

1.	Zoning Determination Letter	\$500.00*
2.	Zoning Verification Letter	\$150.00
3.	Appeal of a decision of the Town Manager or designee	\$450.00*
4.	Application for Variance (Including Daylight Plane Waiver)	\$450.00*
5.	Application for Special Exception	\$450.00*
6.	Application for Rezoning (including CORD)	\$900.00**
7.	Application for Site Plan Review	\$360.00**
8.	Application for Commercial Site Plan Review	\$725.00**
9.	Application for Outline Development Plan Review	\$275.00**
10.	Application for Development Agreement	\$5,000.00
11.	Temporary Use Permits:	
a.	Model homes or apartments	\$350.00
b.	Real estate office limited to sales of dwelling units on those premises	\$350.00
c.	Construction material and equipment storage	\$100.00
d.	Garage Sale (Private Home)	\$30.00
e.	Construction Office	\$100.00
f.	All other temporary uses requiring a permit	\$100.00
12.	Application for Vested Right Determination	\$450.00**
13.	Application for Site Plan Exemption	\$250.00
14.	Application for Zoning Code Text Amendment	\$900.00**
15.	Application for Letter of No Objection	\$150.00
16.	Application for physical address change	\$150.00
17.	Zoning Exception	\$50.00
18.	Right-of-Way Vacation Requests	\$450.00*
19.	De-annexation (Contraction) Requests	\$2,500.00**

COMPREHENSIVE PLAN FEES

The Planning, Zoning, and Building Department shall collect the following fee for each Comprehensive Plan text or map amendment application as required by Chapter 160. If a

rezoning application is submitted, the rezoning fee shall also be paid.

Fee for each Comprehensive Plan text or map amendment \$725.00**

ANNUAL FEE INDEX ADJUSTMENT

Effective October 1, 2019, the fee and charge schedule provided for above shall, after consideration by the Town Commission annually, be adjusted annually each October 1st based on the annual percentage change in the operating expenses in the Building Enterprise Fund or Consumer Price Index (CPI) to address inflation.