

Village of El Portal – Building Department
PERMIT FEE SCHEDULE
(Adopted Pending)

The Building Department serves to protect the health, safety, and welfare of the public. It also serves to enhance the general quality of life through interpretation and enforcement of the Florida Building Code, as well as other applicable regulations governing construction and land use.

The Village Manager shall review the Permit Fee Schedule each fiscal year.

No person shall erect or construct, or proceed with the erection or construction of any building or structure, nor add to, enlarge, move, improve, alter, convert, extend or demolish any building or structure, without first obtaining a building permit.

Any misrepresentation in scope of work or job cost may cause the revocation of the permit and/or penalties and fines to be assessed.

INITIAL PERMIT FEES *(fees below are non-refundable)*

| DESCRIPTION | FEE |
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| Application Fee: | \$30 |
| Upfront Fee: | 0.5% of 'Job Value' but not less than \$125. <i>Upfront fee will be credited towards permit fee and is non-refundable.</i> |
| Early Start Authorization: Upon written request, the Building Official may issue written authorization to commence preliminary and exploratory work prior to permit issuance, as per Section 105.12 of the Florida Building Code. | 'Job Value' ≤ \$100,000: \$250.00 \$100,001 ≤ 'Job Value' ≤ \$500,000; \$500.00 \$500,001 ≤ 'Job Value' ≤ \$1,000,000; \$750.00 \$1,000,001 ≤ 'Job Value' ≤ \$5,000,000; \$1,000.00 5,000,001 ≤ 'Job Value'; \$1,250.00 |
| Dry-Run/Courtesy Review Processing Fee: | \$300 for Residential (Single Family and Duplex) \$500 for Commercial (Multi-family, Mix-use, Warehouse, Industrial, Institutional, Educational and Hotel) |
| Revised Plan Fee: | Minor Revision for Commercial (Multi-family, Mix-use, Warehouse, Industrial, Institutional, Educational and Hotel); \$150 per discipline |

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| <p>Revised Plan Fee – Cont’d:</p> | <p>Minor Revision for Residential (Single Family and Duplex); \$75 per discipline</p> <p><i>If the proposed change represents a major alteration of floor plan and/or the configuration of the structure involving extensive reexamination computation, the original permit shall be voided, and a new permit applied for, 50% of the original permit fee collected may be applied to the new permit.</i></p> |
| <p>Work without Permit Penalty: The payment of the required fee shall not relieve any person, firm or corporation from fully complying with all of the requirements of all applicable regulations and codes.</p> | <p>First Offense; \$125 + Double Base Permit Fee/Other Permit Fee</p> <p>Second Offense; \$250 + Double Base Permit Fee/Other Permit Fee</p> <p>Third Offense; \$375 + Double Base Permit Fee/Other Permit Fee</p> <p><i>Fourth and each subsequent offense the fee shall increase accordingly plus double base permit fee/other permit fee.</i></p> <p><i>Penalties listed above are in addition to Code Enforcement fines.</i></p> |

PLAN REVIEW FEES (fees below are non-refundable)

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| Structural Plan Review: | <p>\$120 per hour;</p> <p>4 Hour Max. for Single Family and Duplex</p> <p>12 Hour Max. for Commercial, Multi-family, Mix-use, Warehouse, Industrial, Institutional, Educational and Hotel</p> |
| Floodplain Review: | <p>\$120 per hour;</p> <p>4 Hour Max. for Single Family and Duplex.</p> <p>12 Hour Max. for Commercial, Multi-family, Mix-use, Warehouse, Industrial, Institutional, Educational and Hotel</p> |
| Engineering Plan Review: | <p>\$120 per hour;</p> <p>4 Hour Max. for Single Family and Duplex.</p> <p>12 Hour Max. for Commercial, Multi-family, Mix-use, Warehouse, Industrial, Institutional, Educational and Hotel</p> |
| Building, Electrical, Mechanical, Plumbing and Misc. Plan Review Fee: | <p>For Commercial, Multi-family, Mix-use, Warehouse, Industrial, Institutional, Educational, Hotel, Single Family and Duplex with 'Job Value' ≤ \$5,000,000; \$85 per trade in addition to the base permit fee. Plan Review Fee is applicable to master permit and stand-alone permit and will not be credited towards permit fee.</p> <p>For Commercial, Multi-family, Mix-use, Warehouse, Industrial, Institutional, Educational and Hotel with 'Job Value' ≥ \$5,000,001; \$120 (non-refundable) per trade in addition to the base permit fee. Plan Review Fee is applicable to master permit and stand-alone permit and will not be credited towards permit fee.</p> |

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| Building, Electrical, Mechanical, Plumbing and Misc. Plan Review Fee – Cont'd: | <i>If comments are not addressed upon second subsequent review, there will be an addition plan review fee, which will not be credited towards permit fee.</i> |
| Shop Drawing Plan Review: | <p>\$120 per hour for each. 4 Hour Max. for Single Family and Duplex.</p> <p>12 Hour Max. for Commercial, Multi-family, Mix-use, Warehouse, Industrial, Institutional, Educational and Hotel</p> |

BUILDING BASE PERMIT FEE (fees below are non-refundable)

| DESCRIPTION | FEE |
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| Minimum Fee: | \$125 |
| New Construction: | <p>For Commercial, Multi-family, Mix-use, Warehouse, Industrial, Institutional, Educational, Hotel, Single Family and Duplex with 'Job Value' ≤ \$5,000,000; 2.5% <i>Plus additional fees for electrical, mechanical, plumbing and misc. sub-permits as listed herein.</i></p> <p>For Commercial, Multi-family, Mix-use, Warehouse, Industrial, Institutional, Educational, Hotel, Single Family and Duplex (fee base on cumulative value of each applicable tier as scheduled below): \$0 ≤ 'Job Value' ≤ \$5,000,000; 2.5% \$5,000,001 ≤ 'Job Value' ≤ \$15,000,000; 2.2% \$15,000,001 ≤ 'Job Value' ≤ \$25,000,000; 1.8% \$25,000,001 ≤ 'Job Value' ≤ \$35,000,000; 1.2% \$35,000,001 ≤ 'Job Value' ≤ \$45,000,000; 0.8% \$45,000,001 ≤ 'Job Value'; 0.7% <i>Plus additional fees for electrical, mechanical, plumbing and misc. sub-permits as listed herein.</i></p> |

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| New Construction Other than as Specified Herein (antenna, pole, water tower, pylon, storage tank, bulk storage tank foundation, fountain, retaining wall, seawall, bulkhead, dock, temporary platform and similar construction): | 'Job Value' ≤ \$5,000,000; 2.5% \$5,000,001 ≤ 'Job Value' ≤ \$15,000,000; 2.2% \$15,000,001 ≤ 'Job Value' ≤ \$25,000,000; 1.8% \$25,000,001 ≤ 'Job Value' ≤ \$35,000,000; 1.2% \$35,000,001 ≤ 'Job Value' ≤ \$45,000,000; 0.8% \$45,000,001 ≤ 'Job Value'; 0.7% <i>Plus additional fees for electrical, mechanical, plumbing and misc. sub-permits as listed herein.</i> |
| Remodel, Alteration, Addition, and Repair | 'Job Value' ≤ \$5,000,000; 2.5% \$5,000,001 ≤ 'Job Value' ≤ \$15,000,000; 2.2% \$15,000,001 ≤ 'Job Value' ≤ \$25,000,000; 1.8% \$25,000,001 ≤ 'Job Value' ≤ \$35,000,000; 1.2% \$35,000,001 ≤ 'Job Value' ≤ \$45,000,000; 0.8% \$45,000,001 ≤ 'Job Value'; 0.7% <i>Plus additional fees for electrical, mechanical, plumbing and misc. sub-permits as listed herein.</i> |
| Roofing and Re-roofing: | 1.75% of 'Job Value' |
| Window and Hurricane Shutter: | 2.25% of 'Job Value' |
| Fence and Fence Wall: | 2.5% of 'Job Value' |
| Swimming pool, Whirlpools, and Hot tub | 2.5% of 'Job Value' <i>Plus additional fees for electrical, mechanical, plumbing and misc. sub-permits as listed herein.</i> |
| Awnings, Canopies, and Tents: | 2.5% of 'Job Value' |
| Screen Enclosure and Screen Room | 2.5% of 'Job Value' |
| Demolition: | 2.5% of 'Job Value' <i>Plus additional fees for electrical, mechanical, plumbing and misc. sub-permits as listed herein.</i> |
| Concrete Slabs, Asphalt, Asphalt Re-surfacing, Pavers, Driveways and Sideway: Excluding public right-of-way | 2.5% of 'Job Value' |
| Deck, Gazebos, Trellises and Pergolas: | 2.5% of 'Job Value' |
| Construction Dumpster: | \$100 for each dumpster. Flat Fee |

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| Containers for the placement of construction debris shall not be placed within the public right-of-way. | |
| Temporary/Construction Trailer with Set-up and Tie-Down: | \$150 <i>Plus additional fees for electrical, mechanical, plumbing and misc. sub-permits as listed herein.</i> |
| Pre-Fabricated Shed: | \$125 <i>Plus additional fee for electrical sub-permit as listed herein.</i> |
| Pre-Fabricated Shed with Concrete Foundation Slab: | \$150 <i>Plus additional fee for electrical sub-permit as listed herein.</i> |
| Sign Erection, Projecting Sign, Sign Monument: | 2.5% of 'Job Value' <i>Plus additional fees for electrical sub-permit as listed herein.</i> |
| Moving of Building or Other Structure: | \$500.00 <i>Plus additional fees for electrical, mechanical, plumbing and misc. sub-permits as listed herein.</i> |
| Elevators, escalators and other transporting devices: | 2.5% of 'Job Value' Plus additional fee for electrical and plumbing sub-permit as listed herein. |
| Land Clearing | 2.5% of 'Job Value' |
| Soil Improvement | 2.5% of 'Job Value' |
| Valuation for permitted work shall be established in accordance with nationally recognized sources of construction valuation in their latest editions or copy of itemized signed executed contract, whichever is higher. The Building Official shall require a copy of the itemized signed executed contract at the time a building permit application is submitted to assess the valuation indicated on the application. | |

ELECTRICAL, MECHANICAL, PLUMBING AND GAS PERMIT FEE

(fees below are non-refundable)

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| <p>New Construction and New Construction Other than as Specified Herein:</p> | <p>For Commercial, Multi-family, Mix-use, Warehouse, Industrial, Institutional, Educational, Hotel, Single Family and Duplex with 'Job Value' ≤ \$5,000,000; 2.5%</p> <p>For Commercial, Multi-family, Mix-use, Warehouse, Industrial, Institutional, Educational and Hotel with 'Job Value' ≥ \$5,000,001; 2.2%</p> |
| <p>Remodel, Alteration, Addition, and Repair:</p> | <p>For Commercial, Multi-family, Mix-use, Warehouse, Industrial, Institutional, Educational, Hotel, Single Family and Duplex with 'Job Value' ≤ \$5,000,000; 3.0%</p> <p>For Commercial, Multi-family, Mix-use, Warehouse, Industrial, Institutional, Educational and Hotel with 'Job Value' ≥ \$5,000,001; 2.7%</p> |
| <p>Valuation for permitted work shall be established in accordance with nationally recognized sources of construction valuation in their latest editions or copy of itemized signed executed contract, whichever is higher. The Building Official shall require a copy of the itemized signed executed contract at the time a building permit application is submitted to assess the valuation indicated on the application.</p> | |

CERTIFICATE FEES (fees below are non-refundable)

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| <p>Certificates of Occupancy: Mandatory for 'Job Value' ≥ \$15,000.00</p> | <p>For Commercial, Multi-family, Mix-use, Warehouse, Industrial, Institutional, Educational and Hotel; \$200 <i>Temporary Certificate of Occupancy is \$100 for a 30 days period only.</i></p> <p>For Single Family and Duplex; \$150 <i>Temporary Certificate of Occupancy is \$75 for a 30 days period only.</i></p> |
| <p>Certificates of Completion: Mandatory for 'Job Value' ≥ \$15,000.00</p> | <p>For Commercial, Multi-family, Mix-use, Warehouse, Industrial, Institutional, Educational and Hotel; \$200 <i>Temporary Certificate of Completion is \$100 for a 30 days period only.</i></p> <p>For Single Family and Duplex: \$150 <i>Temporary Certificate of Completion is \$75 for a 30 days period only.</i></p> |
| <p>Re – Occupancy Certificate:</p> | <p>\$125 for each certificate</p> |
| <p>Certificate of Use:</p> | <p>\$125 for each certificate</p> |
| <p>Occupancy without Certificate of Occupancy, Re – Occupancy, Certificate of Use or Expired Temporary Certificate of Occupancy – Penalty:</p> | <p>First Offense; Double Certificate of Occupancy, Re – Occupancy, Certificate of Use or Temporary Certificate of Occupancy fee plus \$125.</p> <p>Second Offense; Triple Certificate of Occupancy, Re – Occupancy, Certificate of Use or Temporary Certificate of Occupancy fee plus \$125.</p> <p>Third Offense; Quadruple Certificate of Occupancy, Re – Occupancy, Certificate of Use or Temporary Certificate of Occupancy fee plus \$125 for each subsequent offense.</p> |

SURCHARGE PERMIT FEE (fees below are non-refundable)

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| Credit Card Use: Money Order/Cashier checks will be accepted for amounts \$2,000 and higher. | 2.29% of total being charged. |
| Miami-Dade County (BCCO): | \$0.60 per \$1,000 of 'Job Value' for master and stand-alone permits only. |
| DBPR (F.S. 553.721): | 1.0% Base Permit Fee. \$2 Minimum. |
| BCAI (F.S. 468.631): | 1.5% Base Permit Fee. \$2 Minimum. |
| Technology/Training/Preservation Fee: Retention of historical public records per F.S. 119 | \$0.40 per \$1,000 of 'Job Value.' All fees collected pursuant hereto shall be set aside to offset the cost of computer system purchases, technology expenditures, document preservation/storage, special training for personnel or supplement staffing expenditures within the building department. |

MISCELLANEOUS PERMIT FEES (fees below are non-refundable)

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| Change of Contractor Fee (after permit be issued): | \$100 |
| Renewal of Expired Permit: | 50% of original base permit fee plus application fee if renewed within six months of prior permit expiration date. 100% of original base permit fee plus application fee if renewed after six months from expiration date of prior permit. |
| Permit Extension or Permit Application Extension (prior to expiration): Permit application becomes abandon after 180 days of submission. Permit becomes expired after 180 days after issuance. | \$75 |
| Lost Permit Card: | \$31 |
| Lost Plan Replacement: | \$30 plus the reproduction cost |
| 40 Year Re-certification Fee: Per Miami-Dade County Code Section 8-11: | \$350 each building |
| Unsafe Structure Fees: | \$25 per hour for staff time. \$350 case processing. |

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| Unsafe Structure Fees – Cont’d: | <p>\$75 for initial inspection. \$75 for each re-Inspection. Actual cost for posting of notices. Actual cost for Unsafe Structures Board processing. Actual cost for title search. Actual cost for court reporting transcription. Actual cost for legal advertising. Actual cost for permit fees. Actual cost for lien/recording/cancellation of notices. Actual cost for bid processing. Actual cost for demolition/secure services.</p> |
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INSPECTION PERMIT FEES (*fees below are non-refundable*)

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| <p>Reinspection Fee:</p> <ul style="list-style-type: none"> • Repairs or corrections not made when inspection is request; or • Work not ready when inspection is request; or • Approved permit documents are not on site; or • No access to area where inspection is request. | <p>\$75 per trade for first occurrence. \$100 per trade for second occurrence. \$125 per trade for third occurrence and qualifier must meet inspector on job for re-inspection. <i>Payment of re-inspection fee will be required before any further permits will be issued and further inspection shall be refused until payment of reinspection fees have been paid.</i></p> |
| <p>After hours and Weekend Inspections:</p> | <p>\$125 per hour. <i>Minimum 3 hours and must be paid in advance.</i></p> |
| <p>Periodic Re-inspection: Annual inspections after installation of vessel.</p> | <p>\$75 for each steam boiler. \$75 for each hot water boiler. \$75 for each unfired pressure vessel. \$75 for each miniature boiler. \$75 for each air compressor (operating at pressures in excess of 60 PSI and having volume of more than five Cubic Feet).</p> |

DISCOUNT FOR PRIVATE PROVIDERS

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| Plan Review: | 3% of Base Permit Fee |
| Inspection: | 7% of Base Permit Fee |

REFUNDS, TIME LIMITATION and CANCELLATIONS

A permit shall expire and become null and void if the work authorized by the permit is not commenced within 180 days from the date of issuance of the permit or if the work when commenced is suspended or abandoned at any time for a period of 180 days.

If work has commenced and the permit becomes null and void or expires because of a lack of progress or abandonment, a new permit covering the proposed construction shall be obtained before proceeding with the work. If a new building permit is not obtained within 180 days from the date the initial permit became null and void, the Building Official shall require that any work which has been commenced or completed be removed from the building site; or he/she may issue a new permit, on application, providing the working place and requirements to complete the structure meets all applicable regulations in effect at the time the initial permit became null and void and regulations which may have become effective between the date of expiration and the date of issuance of the new permit.

If the applicant has not picked up the resulting permit within 180 days of receipt of notice from the Building Department that the application is approved and ready for pick up, then the Building Department may close the application out and maintain the proper records as required by Florida Statutes. An applicant wishing to receive a permit after the 180-day period must reapply with a new application. There shall be no refund of any prior payments or fees if the application has expired.

Fees shall be paid by the contractor or owner to the Building Department prior to the issuance of a permit and shall, if not paid, constitute a lien upon the property for which a permit is sought. Fees shall be due and payable without regard to whether or not a permit is issued by the Building Department.

No refund shall be made on request involving:

- Permit fee of \$125 or less per discipline; or
- Permit revoked by the Building Official under authority granted by the Florida Building Code, or permit canceled by court order, or conditional permit; or
- Permit which have expired; or
- Permit application which have expired; or
- Permit under which work has commenced as evidenced by any recorded inspection having been made by the Building Department or physical work having been installed; or
- The original permit holder when there is a change of contractor.
- Plan review fee per discipline; or
- Surcharge collected for credit card use, technology/training/preservation fee, state and county.

A full refund less \$125 per discipline or 50% of the permit fee, whichever is greater, rounded up to the nearest dollar, shall be granted to a permit holder who requests a refund provided that:

- The Building Department receives a written request from the permit holder prior to the permit expiration date; and
- The permit holder submits with the written request all applicant's validated job copy set of permit documents issued (if hard job copies were issued); and
- No work has commenced under such permit as evidenced by any recorded inspection or physical work having been installed.

A cancellation inspection will be required to verify field conditions at the fee described herein.

OTHER PERMIT/SERVICE FEES (fees below are non-refundable)

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| Burglar Alarms: | \$37 for each alarm. This is a flat fee and fee is non-refundable. |
| Temporary signs ("For Sale", "Open House", "House for Rent"): | \$75 for each sign. This is a flat fee and fee is non-refundable. |
| Fumigation Tenting: | \$62 for each building. This is a flat fee and fee is non-refundable. |
| Painting: | For Commercial, Multi-family, Mix-use, Warehouse, Industrial, Institutional, Educational and Hotel \$125 For Single Family and Duplex \$62 |
| Attic insulation: | \$31 for each building. This is a flat fee and fee is non-refundable. |
| Sidewalk Bond: | \$625 bond. Bond to be refunded after approved Building Final inspection, if sidewalk is not damaged by contractor, etc. |
| Right-of-Way Permission: | \$125 per request. This is a flat fee and fee is non-refundable. |
| Decibel Meter Reading: <i>For determination of sound level of mechanical equipment.</i> | \$125 per site visit or event. This is a flat fee and fee is non-refundable. |
| Business Tax Inspection: | \$75 per new business. This is a flat fee and fee is non-refundable. |
| Open Permit Search: | \$25 per request |
| Lien Search | \$62 per request (Regular) \$125 per request (Expedited) |
| Record Request/Research: | \$25 per hour plus cost of reproduction of documents. |
| Dishonored Check (NSF) Fee: | 4% of check amount |