

**CITY OF POMPANO BEACH**

**ANALYSIS OF  
BUILDING PERMIT FEE SCHEDULE  
ADJUSTING PRIVATE PROVIDER FEES**

**January 2021**

**PMG Associates, Inc.**

## **PRIVATE PROVIDER FEES**

### **PURPOSE**

At present, Pompano Beach does not offer a discount for Building Permits serviced by Private Providers. Private Providers is authorized by State Legislation which defines the practice of using private companies to conduct Plan Review and Inspection services. The use of Private Providers is typically for large projects and are used to speed up the process of issuing permits and conducting inspections.

The City of Pompano Beach is not alone in the practice of not offering a discount for work completed by Private Providers. However, a review of the State Statutes by the City Attorney has resulted in the opinion that the City must provide a discount.

### **PROCESS**

Although the City of Pompano Beach Building Division is not required to conduct the typical Plan Review and Inspection services for permits conducted by Private Providers, there are other duties that the City must perform. These duties include;

- Certification of the Private Provider.
- Authentication of the requirements and regulations of the City and other agencies.
- Monitor the Field Inspection Logs and verifying compliance with City Ordinances.
- Scanning and receiving documents, plans, revisions, inspection reports.
- Record keeping and entering results of inspection reports
- Plan review and inspection of Zoning, Urban Forestry, Engineering, Floodplain and Utilities disciplines.

**TABLE 1  
PROCESS FOR PRIVATE PROVIDERS**

Applicant Requirements	City Requirements
Submit Application Application Approval. Conduct Plan Review	Assign Permit number
	Upload the P.P. application to ePlan
	Complete Checklist
	Route by Expediter
	Application Review Task
	Verify and authenticate seals, signatures and completeness of submittal package by Building Plan Reviewer. Certify the Private Provider.
	Upload plans and documents for plan review if P.P. performing Plan review and inspections.
Schedule Pre-Construction meeting	Fire, Zoning, Engineering, Utilities, Urban Forestry, Plan Review and Approval prior to Building, Plumbing, Electrical and Building Plan Review and Approval. Verify and authenticate other outside agency approvals and requirements. Departments participate in field site meeting Verify procedures, roles and responsibilities are met
Inspections	Monitor Inspection Logs. (Building, Plumbing, Mechanical and Electrical disciplines only). Engineering, Fire, Urban Forestry, Utilities and Zoning perform mandatory inspections.
Submit Final Documents	Result reports to Navi-line records and upload to ePlan. Floodplain final documentation review and approval.
	Issue Certificate of Occupancy, Partial Certificate of Occupancy, Temporary Certificate of Occupancy or Certificate of Completion.
	Close permit in Navi-Line System

**FEE FOR PRIVATE PROVIDERS**

The current Fee Schedule for Building Permits in Pompano Beach is a percentage of the Project Value of the activity. Other fees may apply however, the principal fee is based on the value of the project. The Fee Schedule developed for the City of Pompano Beach was based on the actual costs (direct and indirect) the City incurs to provide the service.

Based on the additional duties the City must incur to service Private Providers, it was determined that a discount of 3% for Plan Review and an additional 3% for Inspections was appropriate. If the applicant chooses to perform one of the functions (inspections only) with a Private Provider, the discount will be 3%. If the applicant decides to perform both functions with a Private Provider, the discount will be 6%.

The original Fee Schedule and the ones for the Private Providers are found in the following tables.

**TABLE 2  
ORIGINAL FEE SCHEDULE**

<b>PROJECT VALUE</b>	<b>RATE</b>
Up to \$250,000	2.5% of Value
From \$250,001 to \$500,000	\$6,250.00 plus 2.4% over \$250,000 of Value
From \$500,001 to \$1,000,000	\$12,250.00 plus 2.3% over \$500,000 of Value
From \$1,000,000 to \$5,000,000	\$23,750.00 plus 2.2% over \$1,000,000 of Value
From \$5,000,000 to \$10,000,000	\$111,750.00 plus 2.1% over \$5,000,000 of Value
Over \$10,000,000	\$216,750.00 plus 2.0% over \$10,000,000 of Value

**TABLE 3  
IF PRIVATE PROVIDER PERFORMS ONE FUNCTION ( INSPECTIONS )**

<b>PROJECT VALUE</b>	<b>RATE</b>
Up to \$250,000	2.425% of Value
From \$250,001 to \$500,000	\$5,937.50 plus 2.328% over \$250,000 of Value
From \$500,001 to \$1,000,000	\$11,882.50 plus 2.231% over \$500,000 of Value
From \$1,000,000 to \$5,000,000	\$23,037.50 plus 2.134% over \$1,000,000 of Value
From \$5,000,000 to \$10,000,000	\$108,397.50 plus 2.037% over \$5,000,000 of Value
Over \$10,000,000	\$210,247.50 plus 1.940% over \$10,000,000 of Value

**TABLE 4  
IF PRIVATE PROVIDER PERFORMS BOTH PLAN REVIEW AND INSPECTIONS**

<b>PROJECT VALUE</b>	<b>RATE</b>
Up to \$250,000	2.35% of Value
From \$250,001 to \$500,000	\$5,875.00 plus 2.256% over \$250,000 of Value
From \$500,001 to \$1,000,000	\$11,515.00 plus 2.162% over \$500,000 of Value
From \$1,000,000 to \$5,000,000	\$22,325.00 plus 2.068% over \$1,000,000 of Value
From \$5,000,000 to \$10,000,000	\$105,045.00 plus 1.974% over \$5,000,000 of Value
Over \$10,000,000	\$203,745.00 plus 1.880% over \$10,000,000 of Value

**§ 152.12 BUILDING PERMIT FEES.**

(A) General permit fees shall be as stated below. The minimum fee for all general permits shall be \$65 unless otherwise set forth herein.

(1) Permit fees (building, electrical, mechanical and plumbing) for new construction, additions and repairs shall be based on the estimated in place cost of construction as per the following chart.

PROJECT VALUE	RATE
Up to \$250,000	2.5% of Value
From \$250,001 to \$500,000	\$6,250 plus 2.4% over \$250,000 of Value
From \$500,001 to \$1,000,000	\$12,250 plus 2.3% over \$500,000 of Value
From \$1,000,000 to \$5,000,000	\$23,750 plus 2.2% over \$1,000,000 of Value
From \$5,000,000 to \$10,000,000	\$111,750 plus 2.1% over \$5,000,000 of Value
Over \$10,000,000	\$216,750 plus 2.0% over \$10,000,000 of Value

Estimated in-place cost of construction shall include all systems. The estimated in-place cost of construction may be a figure provided by the permit holder or an estimated figure using the latest edition of the Building Construction Cost Data, Division 17: Square Foot Cost (using median unit cost and City Cost Index), published by R. S. Means, whichever is greater. A copy of the contract may be required by the Building Official at the time a building permit application is submitted to correspond with the valuation indicated on the application. Whenever there is any uncertainty as to the classification of a building, the Building Official shall determine the classification.

(2) A submittal fee for additions, alterations and new construction shall be a non-refundable fee to be paid at time of permit application. The submittal fee will be credited to the permit fee upon issuance of the permit. Submittal fee shall be 50% of the permit fee.

(3) Permit fee for general maintenance shall be based on the estimated in place cost of construction but shall not be less than \$65 for each discipline. The fee shall be based on the following chart.

PROJECT VALUE	RATE
Up to \$250,000	2.5% of Value
From \$250,001 to \$500,000	\$6,250 plus 2.4% over \$250,000 of Value
From \$500,001 to \$1,000,000	\$12,250 plus 2.3% over \$500,000 of Value
From \$1,000,000 to \$5,000,000	\$23,750 plus 2.2% over \$1,000,000 of Value
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Over \$10,000,000	\$216,750 plus 2.0% over \$10,000,000 of Value

\* All references to value in Section 152.12 are defined as the estimated in-place cost of construction. However, no permit shall be required for general maintenance repairs which do not change the occupancy, and the value of which does not exceed the exemption set forth in § 105.2 (A) of the Florida Building Code in labor and materials, as determined by the Building Official.

(4) Temporary tents and temporary fabric canopies for special events and public events:

up to 120 sq. ft.	No permit required as per Florida Building Code § 3103.1.1.
over 120 -500 sq. ft.	\$150 for the first tent; \$20 per tent for each additional tent
500 sq. ft. and larger	\$250 for the first tent; \$20 per tent for each additional tent

(5) The issuance of a foundation-only permit or a permit for any part of a building or structure shall be determined by the Building Official after submittal of the appropriate construction documents and before the complete set of construction documents for the entire building or structure have been submitted, and paid at the time of issuance. The holder of such permit for the foundation or other parts of a building or structure shall proceed at the holder's own risk and without assurance that a permit for the entire structure will be granted. Corrections may be required to meet the requirements of technical codes. The permit fee for a foundation-only permit shall be \$1.00 per sq. ft. The permit fee for any part of a building or structure shall be in accordance with (A)(1) of this subsection. The foregoing fees are in addition to total building fees.

(6) Change of contractor  
(per discipline) \$100

(7) Permit card replacement  
(per discipline) \$25

(8) Replacement plans.

(a) Cost of reproduction

1. Sheets up to 8-1/2"x14": \$0.15 per sheet plus \$0.05 for double sided.

2. Sheets larger than 8-1/2"x14" and up to and including 11"x17": \$0.30 per sheet plus \$0.10 for double sided.

3. Sheets larger than 11"x17": \$6.00 per sheet.

(9) Roofing permits shall be a  
minimum of \$75

(10) Turn on electrical inspection fee \$65

(11) Temporary electrical service \$65

(12) Residential A/C change out to

4-ton system \$65

over 4-ton each additional \$20

ton or fraction thereof

(13) A/C and furnace change out to

4-ton system \$70

over 4-ton each additional \$20

ton or fraction thereof

(14) Smoke evacuation test (each) \$400

(15) Technology Fee

There shall be a Technology Fee added to each permit to cover a portion of the costs of required acquisition of industry technology. The fee shall be 0.5% of the total Permit Fee.

(B) Plans examination fees.

(1) (a) Fees. Plans examination fee for alterations, additions, and new construction shall be .6% of the estimated cost of construction. Maximum fee per each \$1,000,000 of in-place cost of construction shall be \$1,000. Plans examination fees cover the initial plans examination after the plans are first submitted, plus two reviews after the designer(s) have made corrections. Minimum fee of \$10 (where the construction value is \$0, there is no fee).

(b) Re-review of plans. When failure of the designer(s) to make corrections result in additional plan review time being spent on a given project, the extra time will be charged at the rate of \$100 per hour per plan reviewer with one-hour minimum.

(2) Extensive review for changes of plans or documents, shop drawings, or product approvals after permit issuance shall be at \$100 per hour. EXTENSIVE shall mean any review that required more than 15 minutes.

(3) Expedited overtime plan reviews. When requested by applicant, overtime plan reviews shall be in addition to the plan examination fee and shall be at the rate of \$100 per hour per reviewer with one hour minimum for an extended work shift during regular business days; weekend and city observed holidays \$420 for the first three hours plus \$140 per additional hour per reviewer.

(C) Dry Run. Any applicant that requests a "Dry Run," which is a review of the project before an actual submittal of a permit application may do so with the payment of 25% of the total permit fee. The Dry Run addresses one review only. If the applicant submits the application for a permit within two years of the Dry Run submittal, the submittal fee will be credited toward the permit. If the permit application is not submitted within two years, the submittal fee will not be forfeited credited. The applicant must still submit the remainder of the submittal fee prior to actual processing of the permit.

**(D) PRIVATE PROVIDER**

(1) Under State law, the Private Provider must be certified and meet the requirements of the City of Pompano Beach.

(2) The Private Provider must have all certifications in place before submittal of the Building Permit Application.

(3) Private Providers must submit Inspection Reports to the City of Pompano Beach for monitoring purposes.

(4) Failure to comply with these provisions will cause the Building Permit Fee to revert to the regular schedule.

(5) Building Permit Fees for Private Provider applications are as follows.

**IF PRIVATE PROVIDER PERFORMS ONE FUNCTION (INSPECTIONS)**

<b><u>PROJECT VALUE</u></b>	<b><u>RATE</u></b>
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