
Section 4
ADMINISTRATIVE FEE SCHEDULE

The fee schedule in this Developer's Guide is a duplicate of the fee schedule adopted the City Commission by Resolution 1286. The fee schedule is found in the City Code of Ordinances. Any errors or omissions in this document will not alter a fee from the fee specified in the City Code of Ordinances.

Updated Pursuant to Resolution No. 1286
Effective August 1, 2014

City of Altamonte Springs
Developer's Guide

Prepared by the
Growth Management Department
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**CITY OF ALTAMONTE SPRINGS
ADMINISTRATIVE FEE SCHEDULE**

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**CITY OF ALTAMONTE SPRINGS
ADMINISTRATIVE FEE SCHEDULE**

**The fees herein are pursuant to the City Code of Ordinances,
Chapter 2, Administration, Article VI, Administrative Fees**

The following fees shall be charged by the city. Advanced payment may be required by the city for records requests. The city shall also be reimbursed for costs related to postage, special packaging, and similar expenses.

The fee for copies of records not listed herein shall be the actual cost of duplication plus any applicable fees for extensive use of information technology resources or extensive clerical or supervisory assistance by city personnel.

When the nature or volume of public records requested to be inspected, examined, or copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by city personnel, or both, the city may charge, in addition to the cost of duplication, a special service charge which shall be based on the cost incurred for such extensive effort. The charge for clerical or supervisory resources will be no greater than the hourly rate, including benefits, of the lowest paid personnel capable of providing such services.

1. General Copies and Printouts

The city may elect to utilize an outside vendor to produce copies. In such cases, the requestor will be charged the city's actual cost for the copies.

1.1. Letter-size, legal size, or 11" x 17"

One-sided copy or printout, per page.....	\$0.15
Double-sided (two-sided) copy or printout, per sheet	\$0.20
Certified copy, per page (in addition to copy fee)	\$1.00

1.2. Plans and other large format sheets

By city, per sheet (maximum of 24" x 36").....	\$5.00
By outside vendor	Actual cost of duplication
Color copy.....	Actual cost of duplication

1.3. Copies from microfiche or microfilm

Letter-size or legal size, per page	\$0.15
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11" x 17" sheet:

By city, per page\$0.15 plus service charge for
extensive clerical assistance by city
personnel

By outside vendor Actual cost of duplication

Larger than 11" x 17" sheet Actual cost of duplication

2. Media Copies

2.1. Audiotapes

Copies of audiotapes, per tape\$0.85

2.2. CD-ROMs

Copies on CD-ROM discs, per disc\$0.85

2.3. DVDs

Copies of DVD discs, per disc\$1.15

Copies of DVD disc related to bid documents available online\$5.00

3. Administrative Services

3.1. Notary

Residents / Non-residents \$5.00 each

3.2. Property lien verifications

Category I: Lien verifications and assessments only \$10.00 each

Category II: Includes Category I, plus utilities and violation
(building/fire/code), and lot mowing \$30.00 each

Category III: Includes Category I and II, plus search for
open/expired permits and certificates of occupancy \$60.00 each

3.3. Research of public records

First half-hour No charge

After first half-hour.....For each half-hour, a charge for
clerical resources will be applied at
the hourly rate including benefits of

the lowest paid personnel capable of providing such services

Written staff response describing available records, per hour (one hour minimum)\$30.00

3.4 Code enforcement prosecution costs

Code enforcement prosecution costs\$250.00

Staff and any respondent can request a deviation from the set amount in any case where the actual prosecution costs deviate from the average actual cost or if the Code Enforcement Board determines that an alternative cost assessment would be appropriate based on the presented evidence.

3.5 Special Event Fees

Special Events requiring permit.....\$50.00

4. City Codes, Comprehensive Plan, City Maps

4.1. City Code of Ordinances

The City Code of Ordinances and supplements may be purchased from Municipal Code Corp. at www.municode.com. The code may also be viewed at www.municode.com.

4.2. Land Development Code

The Land Development Code and supplements may be purchased from Municipal Code Corp. at www.municode.com. The code may also be viewed at www.municode.com. The following sections are available for purchase through the city:

Landscape and tree protection regulations.....\$10.00

Sign regulations\$10.00

4.3. Comprehensive Plan

Comprehensive plan.....\$135.00

Fee is for a paper copy of the comprehensive plan. The plan is also available to view or download at www.altamonte.org.

4.4. Maps

City map.....\$15.00

Future land use map\$15.00

Zoning map.....\$15.00

The future land use map and zoning map are also available to view or download at www.altamonte.org.

5. Planning and Development Fees

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5.2. Developer’s Guide

Developer’s Guide	\$25.00
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Fee is for a paper copy. This document is also available to view or download at www.altamonte.org.

5.3. Design Guidelines for Activity Centers

Central Business District Urban Design Plan	\$10.00
Gateway Center Design Guidelines and Standards	\$10.00
West Town Center Design Guidelines.....	\$10.00

Fees are for a paper copy. These documents are also available to view or download at www.altamonte.org.

5.4. Applications and Related Services

5.4.1. Abandonment/vacation applications for streets, easements, and rights-of-way

Requiring public hearing:

Single-family detached or duplex	\$500.00
Multi-family and non-residential	\$1,250.00

Not requiring public hearing (includes staff review and standard language minor document legal agreement fee; does not include recording fees and document stamps).....\$250.00

5.4.2. Addressing and street name change

Address assignment or reassignment

Single-family detached or duplex	No fee
Multi-family and nonresidential, per address	\$10.00

Street name change applications (public or private)	
Requiring public hearing.....	\$1,000.00
Not requiring public hearing	\$250.00

5.4.3. Alcoholic beverage license review

Alcoholic beverage license review for state alcoholic beverage license application	\$25.00
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5.4.4. Annexation, land use change, zoning, and planned unit development (PUD) applications

Annexation only	\$1,250.00
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Annexation, future land use map change, and rezoning

With small-scale comprehensive plan amendment.....	\$1,500.00
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With large-scale comprehensive plan amendment	\$1,750.00*
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Future land use map change and rezoning:

With small-scale comprehensive plan amendment.....	\$1,250.00
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With large-scale comprehensive plan amendment	\$1,500.00*
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Rezoning only	\$1,000.00
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Rezoning to planned unit development classification or substantial change to an existing PUD, including master land use plan:

Without comprehensive plan amendment.....	\$1,000.00
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With small-scale comprehensive plan amendment.....	\$1,250.00
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With large-scale comprehensive plan amendment	\$1,500.00*
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Non-substantial change to a planned unit development:

Initial application (includes three submittals).....	\$500.00
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Re-submittal after first three submittals, per submittal.....	\$500.00
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Land use action not specified above requiring public hearings	\$1,000.00
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* Large-scale comprehensive plan amendments include those applications requiring the expedited state review or state coordinated review process.

5.4.5. Appeal applications

Appeals requiring public hearing:

- Petition for interpretation by board of zoning appeals or planning board (review of administrative determination).....\$500.00
- Appeal from decision of building official (building board of adjustments and appeals).....\$500.00
- Appeal of development review committee decision to planning board\$500.00
- Appeal of planning board decision to city commission\$500.00

Appeals not requiring public hearing.....\$250.00

5.4.6. Arbor permit applications

- Residential one or two family dwelling or townhouse arbor permit -- removal of dead tree, tree damaging or in danger of damaging house, or prohibited species / nuisance tree.....No Fee
- Commercial, multi-family residential, or subdivision\$50.00 for the first tree plus \$10 for each additional tree (maximum fee \$500.00)
- Commercial, multi-family residential, expedited violation tree replacement permit.....\$200.00
- Tree trimming permit residential\$20.00
- Tree trimming permit commercial\$50.00

5.4.7. Capacity reservation fees

Refer to Land Development Code Article II, Concurrency Management and Consistency Determination

5.4.8. City Applications

Applications initiated by city agencies or officesNo fee

5.4.9. Comprehensive plan text amendment applications

Comprehensive plan text amendment\$2,500.00

5.4.10. Concurrency management system application (concurrency test)

Concurrency test application.....\$100.00

Concurrency test application with traffic impact analysis\$250.00

If the city must employ a transportation engineering consultant to review the materials, the cost of the consultant will be charged to the applicant.

5.4.11. Conditional use applications

Conditional use application.....\$500.00

Conditional use extension application 1/2 of the original application fee

5.4.12. Development of regional impact (DRI) applications

New DRI application\$5,000.00 plus reimbursement of city consultant fees

DRI non-substantial change application\$1,500.00

5.4.13. Expedited review or processing

Expedited review and processing..... 100% surcharge of application fee(s)

Note: The use of expedited review services is determined by the city.

5.4.14. Fee estimate requests

Fee estimate request application\$100.00

Additional staff time required to complete the request in excess of one hour of research per division, per hour.....\$30.00

5.4.15. Impact fee special studies (pursuant to Chapter 25, City Code of Ordinances)

Alternative impact fee study\$250.00

Special impact fee calculations.....\$100.00

Impact fee credits review fee\$100.00

The applicant is also responsible for additional costs that the city may incur to review these special requests, which may include consultant and legal costs.

5.4.16. Land development code amendment

Applications to amend the land development code\$1,500.00

5.4.17. Legal document review or preparation

Category I: Ministerial document - standard language.....\$50.00

Includes, but not limited to, meter easements, minor notices of termination/releases of agreements.

Category II: Minor language – standard language \$200.00

Includes, but not limited to, minor easements including utility, drainage, landscape, and sign; encroachment agreements, deeds, partial release of agreements, dumpster agreements, notices of termination/releases of agreements with involved research.

Category III: Major document - standard language\$1,000.00

Includes, but not limited to, developer’s agreements, impact fee agreements, capacity reservation agreements, annexation agreements, escrow agreements, addendum, notices of restrictions, restricted use agreements, cross access easement agreements, reciprocal easement agreements, plat declaration of covenants, and infrastructure construction, maintenance and easement agreements.

Document reviews and rewrites by city attorney in excess of original draft and one revision..... Actual city expenses

Review or revision of other legal agreement documents, including applicant initiated documents:

City attorney and other city consultants..... Actual city expenses

Senior city staff Fee based upon situation

Note: Legal document preparation fees do not include Seminole County recording fees and document stamps.

5.4.18. Letters and written confirmations – for zoning and other verifications

Category I: Basic confirmation letter.....\$50.00

Includes confirmation of zoning district, future land use designation, or existing use confirmation.

Category II: Detailed confirmation letter.....\$100.00

Includes, but not limited to, detailed confirmations of property status, property or regulation history, or city legal agreement status.

Additional staff time required to complete the request in excess of one-half hour for research and one-half hour for letter drafting for basic letter, or one hour of research and one hour for letter drafting for detailed letter, per hour\$30.00

Category III: Special services confirmation letter:

City attorney and other city consultants..... Actual city expenses

Senior city staffFee based upon situation

5.4.19. Name change application

Application to change the name for an approved project\$50.00

5.4.20. Sign applications

Master sign plan application as part of a preliminary plan application.....No fee

Master sign plan revision to development review committee (DRC)..... Same as site plan revision application

Sign face change application\$35.00

5.4.21. Site plan, subdivision development plan, and other plan application review fees

Note: For additional submittal fees which may be due concurrently with a plan application, refer to the subsections on subdivision plat applications and variance and wavier applications as part of a site plan or subdivision development plan application.

Landscape plan – concept review of site plan or development plan landscape proposal\$50.00

Conceptual plan applications:

Conceptual plan application for review by DRC or planning board (includes one submittal).....	\$1,500.00
Conceptual plan re-submittal to respond to comments, if necessary	\$750.00

Preliminary site plan or development plan applications:

Preliminary site plan or development application (includes one submittal).....	\$1,500.00
Re-submittal of preliminary site plan or development plan to respond to comments, if necessary	\$750.00

Final site plan or development plan applications:

Final site plan or development plan application, including change of use:

Plan review application (includes three submittals).....	\$1,500.00
Category III document legal agreement fee.....	\$1,000.00
Total submittal fee	\$2,500.00

Re-submittal of site plan or development after first three submittals, per submittal

	\$500.00
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Combined preliminary/final site plan or development plan applications:

Combined preliminary/final site plan or development plan application:

Plan review application (includes three submittals).....	\$2,000.00
Category III document legal agreement fee.....	\$1,000.00
Total submittal fee	\$3,000.00

Re-submittal of site plan or development plan after first three submittals, per submittal.....

	\$500.00
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Supplemental site plan applications:

Supplemental site plan application by DRC pursuant to an annexation agreement (includes three submittals).....\$1,500.00

Re-submittal of site plan after first three submittals, per submittal.....\$500.00

Site plan or development plan extension application (includes three submittals)\$500.00

Site plan or development plan revision applications:

First submittal\$300.00

Second submittal (re-submittal) to respond to commentsNo fee

Re-submittal of site plan revision after first two submittals, per submittal\$300.00

Verification and re-stamp of lost field copy of plans\$100.00

5.4.22. Subdivision plat applications

Note: All subdivision plat applications must be submitted concurrently with a site plan or development plan application.

Preliminary plat applications:

Preliminary plat application (includes one submittal)\$400.00

Re-submittal of preliminary plat.....\$300.00

Final plat and minor plat applications:

Final plat or minor plat application (includes three submittals).....\$750.00

Re-submittal of final plat or minor plat after the first three submittals, per submittal\$500.00

City professional surveyor and mapper and city attorney review applications:

Initial application\$2,000.00

Second submittal (re-submittal) to respond to commentsNo fee

Re-submittal after first two submittals, per submittal.....\$500.00

Plus city consulting professional surveyor and mapper review fees, which are set by the city’s contract with consulting surveyor. At the time of application submittal or re-submittal the applicant will be responsible to pay to the city the city review fee listed above and the consulting surveyor review fee. The consulting surveyor fee may also include a city contract administration fee of up to ten percent.

5.4.23. Temporary permit applications

Attention getting device\$50.00

Holiday sales\$50.00

Open air sales\$50.00

Temporary portable sign (trailer sign)\$50.00

Temporary banner\$50.00

5.4.24. Use determinations and changes

Permitted use interpretation by the growth management director\$200.00

Petition for change in nonconforming use to a more permissive (conforming) use:

Single-family detached and duplex.....\$150.00

Multi-family and nonresidential\$250.00

5.4.25. Variance applications

Variance application to the board of zoning appeals:

Single-family detached and duplex.....\$250.00

Multi-family and nonresidential\$500.00

Administrative variance application (not requiring a public hearing):

Single-family detached and duplex.....\$150.00

Multi-family and nonresidential\$250.00

Variance approval extension application 1/2 of original application fee

5.4.26. Variance wavier applications as part of a site plan or subdivision development plan application

Variance or waiver application to the planning board (requiring public hearing):

First request.....\$250.00

Each additional request\$100.00

Administrative variance or waiver application to the DRC (not requiring public hearing):

Variance or waiver application submitted with the first plan application submittal, each request.....\$100.00

Variance or waiver application submitted after the first plan application submittal, each request.....\$200.00

5.4.27. Vested rights determination

Vested rights determination regarding impact fees\$750.00

5.5. Review and processing escrow agreements

The city will require applicants to execute a review and processing escrow agreement and pre-fund an escrow account to pay for city expenses incurred for professional or administrative services.

6. Police

6.1. Police reports including traffic, homicide reports

Traffic, homicide reports (not to include photos), per page\$0.15

Double-sided (two-sided) reports (not to include photos), per sheet.....\$0.20

6.2. Fingerprinting

Inked/cards

Residents and nonresidents.....\$10.00*

Electronic/digital scanning

Residents and nonresidents\$15.00*

Those requesting fingerprints as part of the Attorney General's Office ID Theft KitNo fee

*Includes sales tax

6.3. VIN checks

VIN checks (residents / nonresidents)\$10.00

6.4. Color photographs

8 x 10..... Actual cost of duplication

5 x 7.....\$3.50

6.5. Black & white photographs

8 x 10..... Actual cost of duplication

5 x 7.....\$3.50

6.6. Police records checks

Police records checks\$0.15 per page, \$0.20 double sided

6.7. Copy of parking or uniform traffic citation

Copy of a parking or uniform traffic citation.....\$0.15

7. Public Works

7.1. Computer generated plots

Vellum, per square foot.....\$2.50

Mylar, per square foot.....\$5.00

7.2. Lift station fees

Telemetry system interface\$7,000.00

Emergency generator funds\$3,000.00

7.3. Right-of-way utilization

All right-of-way utilization work requiring a city permit shall be paid to the city in accordance with the schedule stated below:

Inspection of utilization of right-of-way:

Longitude installations:

Basic fee.....	\$90.00 plus:
Cut less than 1 foot wide, per 100 feet or fraction thereof.....	\$1.75
Cut 1 foot to 3 feet wide, per 100 feet or fraction thereof.....	\$4.25
Cut greater than 3 feet wide, per 100 feet of fraction thereof.....	\$8.00
Directional bore, per 100 feet of fraction thereof	\$1.75

Transverse installations:

Basic fee.....	\$90.00 plus:
Open cut - paved areas (each cut):	
Cut greater than 15 square feet	\$270.00
Cut 15 square feet or less	\$50.00
Open cut unpaved areas (each cut)	\$108.00
Bore and jack (each operation)	\$100.00
Directional bore (each operation)	\$100.00

New overhead utilities:

Basic fee for installation of poles (other than repair or maintenance).....	\$75.00 plus:
Poles up to 50 feet in height, per pole	\$1.50
Poles over 50 feet in height, per pole.....	\$2.00

Upgrade work on previously permitted overhead utilities:

Basic fee for work on previously permitted overhead utility poles (including the addition of intermediate poles in an existing overhead line).....	\$28.00 plus:
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Charge per existing or additional pole, per pole.....\$1.00

Miscellaneous related charges:

Re-inspection\$41.00

Direct service drop.....No fee

Maintenance on existing utilities No permit required

7.4. Street light deposit

Street light deposit (twenty-four (24) months @ ten dollars (\$10.00) per month)\$240.00

8. Building, Plumbing, Electrical, Mechanical, Fire Protection and Fireworks Fees

8.1. Building permit fees

On all building work requiring a building permit, a fee for each building permit shall be paid to the city in accordance with the schedule stated below:

Building permit for a total valuation up to five hundred dollars (\$500.00).....\$50.00

Building permit for a total valuation in excess of five hundred dollars (\$500.00)..... \$50.00, plus 0.5% of the additional valuation

Plan Review (if required)..... 60% of the building permit fee

Plan review deposit fee (non-refundable, credited towards building permit fees when building permit is issued):

Up to 50,000 sq ft.....No fee

50,001-100,000 sq ft\$10,000

100,001-200,000 sq ft\$20,000

200,001-300,000 sq ft\$40,000

300,001-400,000 sq ft\$60,000

400,001-500,000 sq ft\$80,000

500,001 sq ft and greater.....\$100,000

Inspection fee 1% of the total valuation

Professional training fee	0.04% of the total valuation
Re-inspection	\$30.00
Early start permit.....	\$100.00
Stocking permit.....	\$200.00
Plan revisions	\$5.00 per revised page plus the revised permit, plan review and inspection fees due to the change in valuation (minimum fee \$35.00)

A forty (40) percent reduction in the above building permit fees for single-family fee simple detached dwelling units (including townhouses as defined by the Florida Building Code) will be given if residential fire sprinklers are incorporated into the dwelling in a manner consistent with the requirements of the NFPA 13D.

A reduction in the above building permit fees for qualified affordable housing pursuant to the provisions of City Code of Ordinances section 25-17, "Affordable housing," will be given to the extent that the developer's qualified payment for down payment assistance exceeds both the amount of impact fees and sewer, water and drainage fees due for the project.

Permit extension.....	\$50.00 per \$100,000 valuation or fraction thereof
Permit application extension.....	\$50.00 per \$100,000 valuation or fraction thereof

Re-stamp for lost field copy of plans:

Up to \$10,000 valuation of original permit	\$50.00
Greater than \$10,000 valuation of original permit.....	\$75.00

Reissue of lost permit card:

No inspections previously conducted	\$35.00
Inspections previously conducted	\$75.00 or the lesser of the original permit fee

Penalties for construction without permit:

By owner	Double permit fee
By licensed contractor or other	Triple the permit fees

8.2. Mechanical permit fees

On all mechanical work requiring a permit, a fee for each mechanical permit shall be paid to the city in accordance with the schedule stated below:

Minimum permit fee and fee to a subcontractor contracting under a Division I Contractor\$50.00

Stand-alone permit shall be calculated in accordance with section 8.1, above.

Re-inspection fee\$30.00

Penalties for construction without permit:

By owner Double permit fee

By licensed contractor or other Triple the permit fees

8.3. Plumbing/gas permit fees

On all plumbing or gas work requiring a permit, a fee for each plumbing or gas permit shall be paid to the city in accordance with the schedule stated below:

Minimum permit fee and fee to a subcontractor contracting under a Division I Contractor\$50.00

Stand-alone permit shall be calculated in accordance with section 8.1, above.

Re-inspection fee\$30.00

Penalties for construction without permit:

By owner Double permit fee

By licensed contractor or other Triple the permit fees

8.4. Electrical permit fees

On all electrical work requiring a permit, a fee for each electrical permit shall be paid to the city in accordance with the schedule stated below:

Minimum permit fee and fee to a subcontractor contracting under a Division I Contractor\$50.00

Stand-alone permit shall be calculated in accordance with section 8.1, above.

Re-inspection fee\$30.00

Penalties for construction without permit:

- By owner Double permit fee
- By licensed contractor or other Triple the permit fees

8.5. Fire alarms or suppression systems permit fees

On all Fire Alarm or suppression system work requiring a permit, a fee for each fire alarm permit shall be paid to the city in accordance with the schedule stated below:

Minimum permit fee and fee to a subcontractor contracting under a Division I Contractor\$50.00

Stand-alone permit shall be calculated in accordance with section 8.1, above.

Re-inspection fee\$30.00

Penalties for construction without permit:

- By owner Double permit fee
- By licensed contractor or other Triple the permit fees

8.6. Site improvement permit fees

On all site construction, other than building/structures requiring a site permit, a fee for each site permit shall be paid to the city in accordance with the schedule stated below:

Permit fee1.5% of job valuation or \$100.00, whichever is greater

Re-inspection fee\$30.00

Penalties for construction without permit:

- By owner Double permit fee
- By licensed contractor or other Triple the permit fees

8.7. Demolition/building relocation permit

Minimum permit fee\$50.00

Stand-alone permit shall be calculated in accordance with section 8.1, above.

Re-inspection fee\$30.00

Penalties for construction without permit:

By owner Double permit fee

By licensed contractor or other Triple the permit fees

8.8. Fireworks display and sparkler sales permits

Retailer annual permit fee (per location)\$100.00

Seasonal retailer permit fee (per location)\$200.00

Fireworks display permit\$300.00

8.9. Valuation calculation

Valuation shall be determined by the retail cost of the improvements including all applicable site work, landscaping, foundations, framing, exterior wall, roofing, interiors, specialties, interior finishes, mobilization, mechanical, electrical, plumbing, fire protection, overhead and profit. The building/fire safety division is authorized to request a copy of the executed contract between the contractor and the owner/tenant as a tool in establishing valuation. The building official is authorized to establish standard valuations based on average construction costs for consistency in application of valuations on standard permit types. Final determination of the valuation of the work shall be established by the building official or city engineer.