



**VILLAGE OF KEY BISCAYNE
BUILDING, ZONING AND PLANNING
FEE SCHEDULE**

Effective: April 23, 2018

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BUILDING FEES

The following permit fees, charges and expenses shall be exacted by the Village of Key Biscayne upon application for permits to construct, erect, alter, repair, enlarge, move, or demolish any building or structure; or to erect, install, enlarge, alter, repair, remove, correct, or replace any electrical, gas, mechanical or plumbing system or site work and excavation that require permitting, review, and inspection by the appropriate Village Division.

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

APPLICATION FEES

PROCESSING FEE: **\$30.00**

A processing fee is applicable to all permit applications, shop drawings and revisions, unless otherwise noted. The processing fee is collected at the time of application submittal. The fee is non-refundable and it is not applied towards the base permit fee. The processing fee is charged in addition to the permit fee.

SUBMITTAL FEE: **50% of Base Permit Fee**

A submittal fee is charged to all applications for additions, alterations, and new construction at 50% of the base permit fee and shall be paid at the time of permit application submittal. The submittal fee is non-refundable, but will be credited towards the base permit fee upon issuance of the permit.

EXPEDITED PLAN REVIEW PROCESSING FEE: **\$100.00**

Upon written request, and contingent upon availability of plan reviewers, expedited plan review is possible. So that this program does not impact other projects, expedited plan review may be performed outside normal work hours at the Expedited Plan Review rate as provided herein. An expedited plan review processing fee is charged in addition to the regular processing fee for such requests. This fee is non-refundable and is not applied towards permit or plan review fees.

DRY-RUN/COURTESY REVIEW PROCESSING FEE: **\$300.00**

A dry-run or courtesy review processing fee is charged when requesting a preliminary review prior to official permit submittal. In addition to this fee, Plan Review time per discipline is charged as provided herein. A dry-run or courtesy review does not convert to an official permit process or become a permit. The fee is not refundable nor applied towards the official permit fee.

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 ≤ \$25,000:	\$250.00
Job Value > \$25,000 and ≤ \$100,000	\$500.00
Job Value > \$100,000	\$750.00

PLAN REVIEW FEES

PLAN REVIEW FEE (MASTER PERMIT): **\$25.00 per quarter hour**

Plan review fees after the second review per discipline will be charged based on additional time spent re-reviewing submittal.

PLAN REVIEW FEE (REVISIONS AND SHOP DRAWINGS): **\$25.00 per quarter hour**

All plan reviews for revisions and shop drawings will be charged based on the time spent reviewing submittal. Revisions increasing the floor area or value of the project will be assessed additional base permit fees as established herein.

EXPEDITED PLAN REVIEW FEE: **\$40.00 per quarter hour**

All plan reviews performed outside normal hours will be charged based on the time spent reviewing submittal.

DRY-RUN (COURTESY REVIEW) PLAN REVIEW FEE: **\$25.00 per quarter hour**

All dry-run or courtesy reviews will be charged based on the time spent reviewing submittal.

BUILDING BASE PERMIT FEES

BASE PERMIT FEE:

The base permit fee is the primary permit fee and shall include the fees for sub-permits (i.e. electrical, plumbing, HVAC/Mechanical, roofing and building) provided that all subcontractor qualifier applications are submitted with the prime contractor's application and plans include the details of all subcontractor work included in said sub-permits. Failure to include the required information at the time of application may require that a separate permit be issued with appropriate fees being charged to the applicant. The base permit fee covers the first plan review and one follow-up review, one of each required inspection, and one follow-up of the same type of inspection. Additional plan reviews and inspections will be separately charged as described herein.

Valuation for permitted work shall be established in accordance with the Marshall and Swift, RS Means, ICC Building Valuation Data, or other nationally recognized sources of construction valuation in their latest editions or copy of executed contract, whichever is higher. The Building Official may require a copy of the signed executed contract at the time a building permit application is submitted to assess the valuation indicated on the application.

The Village Manager or their designee shall have the discretion to adjust permit fees for those projects that do not fit the fee scales established in order to avoid an inequitable fee.

All Residential and Commercial New Construction, and Renovations based on area:
\$1.30 per total sq. ft. of floor area

Minimum Permit Fee: **\$100.00 per applicable discipline**
Maximum Permit Fee: **Not Applicable**

All Other Permit Types, and Renovations not based on area: **2.30% Value of Construction**
Minimum Permit Fee: **\$100.00 per applicable discipline**
Maximum Permit Fee: **\$25,000.00**

WORK WITHOUT PERMIT

EARLY COMMENCEMENT PENALTY:

If a property owner commences work without first securing a permit they are subject to a penalty equal to one hundred percent (100%) of the base permit fee in addition to the required permit fees; plus

\$125.00 fine for first offense
\$250.00 fine for second offense
\$500.00 fine for each subsequent offense

VOLUNTARY CODE COMPLIANCE:

If a property owner voluntarily seeks the assistance of Village staff in permitting work which may have been performed in the past, illegally, or without the benefit of a prerequisite permit, with the express intent of making the work safe and legal, the Director may waive the penalty and fine portion of the permit fee applicable to such work, only if such work was not previously cited or issued a stop work order by Code Compliance or Building Division staff.

MISCELLANEOUS PERMIT FEES

PERMIT EXTENSION or PERMIT APPLICATION EXTENSION (prior to expiration): **\$60.00**

PERMIT RENEWAL: **\$100.00 plus 12.5% of the original base permit fee**
When renewing expired permits, based on the original master permit fee.

ANNUAL PREMISE PERMIT:

An annual premise permit only covers regular maintenance of existing facilities. The property owner is required to use of Florida or County licensed contractors for each trade (structural, plumbing, electrical and mechanical). A letter from the owner or association identifying contractors that will be employed to perform the work shall be submitted with the application in addition to a copy of the contractor's license, workers compensation and general liability insurance. A log of maintenance and repairs identifying the scope of work being performed shall be kept on site for Village review and inspection.

Condominiums, co-ops and other similar facilities are limited to performing regular maintenance in the common areas only. This permit is subject to cancellation by the Building Official upon determining the scope of work allowed under regular maintenance has been exceeded.

All Condominium and Commercial Buildings	
First Trade (per building):	\$500.00
Each additional trade (per building):	\$300.00

BURGLAR ALARM VOUCHER: **\$40.00 each**

Plus, State and County surcharges, as set by Statute

INSPECTION FEES

RE-INSPECTION FEE for disapproved work: **\$75.00**
 Each re-inspection per discipline beyond the first re-inspection

RE-INSPECTION FEE for partial inspections: **\$75.00**
 Additional inspections of the same type for partial work, per discipline

CANCELLATION INSPECTION FOR EXPIRED PERMIT (per inspection): **\$75.00**

AFTER-HOURS or WEEKEND INSPECTION:

Upon written request in advance, payment of appropriate fees, and contingent upon availability of inspectors, inspections outside the normal work hours are possible. On regular working or non-working days, weekends and holidays, a **three-hundred dollar (\$300.00)** minimum is charged. Additional time after the first two-hours will be charged at the rate of **one-hundred dollars (\$100.00)** an hour, rounded up to the next hour.

CERTIFICATE OF OCCUPANCY or COMPLETION

CERTIFICATE OF OCCUPANCY or COMPLETION (CO or CC), or PROVISIONAL CO:

The following fee shall be paid for all uses. All structures are issued a permanent CO or CC that shall remain valid for an unlimited time unless revoked for cause or abandoned, provided there is no change of occupancy, or that there is no enlargement, alteration, or addition in the use or structure. A Provisional CO is issued on a temporary basis and expires at the end of the specified term.

One and two family, townhouses, per unit	\$75.00
Bungalow court	\$75.00
Apartment, hotel or condominium unit, per unit	\$100.00
Private school, day nursery, convalescent and nursing home, hospital, ACFL and Developmentally Disabled home care	\$96.00
Commercial (such as Retail, Mercantile, Assembly)	\$0.05/sq. ft. with \$100.00 Minimum
Unusual Uses	\$252.00
Churches	No Fee
Cabaret, nightclub, liquor or package store	\$312.00

TEMPORARY CERTIFICATE OF OCCUPANCY or COMPLETION (TCO or TCC):

Equal to the cost of the CO or CC as set forth herein, for the initial and each subsequent extension

OPTIONAL CERTIFICATE OF COMPLETION (CC Optional):

An Optional Certificate of Completion is a certificate requested at the option of the permit holder signaling the closure of the project and not a regulatory requirement.

One and two family, townhouse; per unit	\$50.00
All others	\$65.00

OCCUPANCY WITHOUT A CERTIFICATE OF OCCUPANCY PENALTY:

\$200.00 fine plus 100% of the regular CO or CC fee in addition to the regular CO or CC fee.

BUSINESS TAX RECEIPT INSPECTION FEE:

Inspection fee per discipline	\$75.00
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MISCELLANEOUS SERVICE FEES

LOST PLANS REPLACEMENT: **\$30.00 plus the reproduction cost**

When permit documents related to an ongoing project must be reproduced from archives, a replacement fee will be required to authenticate a new job set of documents for construction purposes.

PERMIT CARD REPLACEMENT: **\$30.00**

CHANGE OF CONTRACTOR OR SUB-CONTRACTOR: **\$100.00 or base permit fee, whichever is less.**

DOCUMENT CONVERSION:

When converting paper based documents to electronic format for plan review purposes, the following charge shall apply:

Base charge:	\$20.00 plus the per sheet cost
Per Sheet Cost for documents up to and including 11"x17"	\$0.15 per sheet side
Per Sheet Cost for documents larger than 11"x17"	\$3.00 per sheet side

DOCUMENT COST OF REPRODUCTION:

Sheets up to 8-1/2"x14"	\$0.15 per sheet plus \$0.05 for double sided
Sheets larger than 8-1/2"x14" and up to and including 11"x17"	\$0.30 per sheet plus \$0.10 for double sided

Sheets larger than 11"x17"	\$5.00 per sheet side
Certified copies	\$1.00 per page
Notary Public Service	\$1.00 per document
Research and Ordering Plans	\$5.00 per order

SERVICES NOT CONTEMPLATED IN CURRENT FEE STRUCTURE:

The Director has the authority to invoice for actual costs on project(s) or services not contemplated in the current fee structure at the rate of:

\$25.00 per quarter hour

REGULATORY SURCHARGES

MIAMI-DADE COUNTY: **\$0.60 per \$1,000.00 value of construction**
Surcharge based on construction value of \$81.25 per square foot or contract value when area is not applicable.

STATE OF FLORIDA:

DBPR (F.S. 553.721) **1.0% of base permit fee or as determined by Florida Statute**

BCAI (F.S. 468.631) **1.5% of base permit fee or as determined by Florida Statute**

CONCURRENCY REVIEW: **6% of total permit fee**

IMPACT FEE: **As determined by county or village ordinances on certain building permits**

DISHONORED CHECK (NSF): **5% of Check Amount or \$20.00, whichever is greater**

TECHNOLOGY FEE (per Master Permit): **\$18.00**

PERMIT DOCUMENT ARCHIVE FEE: **10% of base permit fee with a \$1,000 maximum**
Archive fee covers the cost to retain historical public records as required by Chapter 119, F.S.

RECERTIFICATION FEES

40-YEAR RECERTIFICATION FEE: **\$250.00 each building**

Owners of buildings or structures meeting the requirements of Miami-Dade County Code Section 8-11 shall conduct an inspection using the minimum guidelines issued by the Board of Rules and Appeals for buildings 40-years old or older and every 10-year interval thereafter. Finalized report shall be submitted together with payment of fee herein.

STRUCTURAL GLAZING SYSTEMS – RECERTIFICATION FEE: **\$250.00 each building**

Structural glazing systems installed on threshold buildings shall be inspected by the owner at 6 months intervals for the first year after completion of the installation. Subsequent inspections shall be performed at least once every 5-years. Finalized report shall be submitted together with the payment of fee herein.

BOILERS AND PRESSURE VESSELS

FEE FOR PERIODIC RE-INSPECTION:

Periodic inspections after installation of vessel.

Steam boilers (annual), each **\$75.00**

Hot Water Boilers (annual), each **\$75.00**

Unfired Pressure Vessels (annual), each	\$75.00
Miniature Boilers (annual), each	\$75.00
Certificate of Inspection, each	\$75.00
Shop Inspection of Boiler or Pressure Vessel, each	\$75.00

UNSAFE STRUCTURES FEES

Staff Time	\$20.00 per quarter hour
Case Processing Fee, each	\$400.00
Photographs, each	\$2.50
Initial Inspection Fee	\$140.00
Re-Inspection Fee, each	\$80.00
Posting of Notices, each	\$40.00
Unsafe Structures Board Processing Fee	\$150.00
Title Search	Actual Cost
Court Reporting Transcription	Actual Cost
Legal Advertising, each	Actual Cost
Permit Fees	Actual Cost
Lien/Recording/Cancellation of Notices, each	Actual Cost
Bid Processing Fee	\$125.00
Demolition/Secure Services	Actual Cost

REFUNDS, TIME LIMITATION and CANCELLATIONS

The fees charged pursuant to this schedule, provided the fee is required for a permit in accordance with the Florida Building Code or Village Ordinance, may be refunded by the Department Director, subject to the following:

No refunds shall be made on requests involving:

- Permit Fees of one-hundred dollars (\$100.00) or less per discipline; or
- Permits revoked by the Building Official under authority granted by the Florida Building Code, or permits canceled by court order, or conditional permits; or
- Permits which have expired; or
- Permits under which work has commenced as evidenced by any recorded inspection having been made by the Department or physical work having been installed; or
- The original permit holder when there is a change of contractor.

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

A full refund less one hundred dollars (\$100.00) per discipline or fifty percent (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 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; 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.

PLANNING AND ZONING FEES

Fees established to recover the costs for reviewing and inspecting Zoning Permits and processing Planning requests. When work has commenced without the required permit(s), a penalty of 100% of the usual permit fee plus the usual permit fee will be assessed on all Zoning permits and Planning processes.

BUILDING DIVISION PROCESSING FEE: **\$30.00**

A processing fee is applicable to all Planning and Zoning standalone permits and processes to cover the cost of servicing application processing through the Building Division. The processing fee is collected at the time of application submittal; it is non-refundable and it is not applied towards the base permit fee. The processing fee is charged in addition to the permit fee.

ZONING PLAN REVIEW FEE:

The base permit fee covers plan reviews, first and one follow-up review, and required inspections, one of each required type and one follow-up of the same type of inspection. Additional plan reviews and inspections will be separately charge as described herein.

All Residential or Commercial New Construction:	\$0.13 per sq.ft. of floor area
Walk-thru Type Permits as defined, each:	\$25.00
All Other Permit Types, each:	\$100.00
Re-review Fee beyond the first re-review:	\$25.00 per quarter hour

INSPECTION FEE: **\$75.00**

Re-inspection fee for each additional re-inspection after the second inspection of the same type

APPLICATION FEE:

For the following types of processes:

Supervisory Variance (any type of use):	\$150.00
Single family and duplex (Administrative and Regulatory Variance):	\$400.00
Multiple Family (Administrative and Regulatory Variance):	\$800.00
Commercial and Hotel (Administrative and Regulatory Variance):	\$900.00

SITE PLAN REVIEW:

Charged for the review of a site plan for new construction of any single family or duplex, for an apartment building, or commercial building, or any addition, renovation or repair that exceeds 50% of the floor area of the present structure.

Administrative:	\$500.00
Village Council:	\$1,500.00
Appeal of an Administrative Decision:	\$1,000.00

Amendment to the Zoning and Land Development Regulations:	\$3,000.00
Change of Zoning District:	\$1,500.00
Comprehensive Plan, Amendment:	\$3,000.00
Comprehensive Plan, Change of Land Use:	\$3,000.00

ADVERTISING FEE IF NOTICE IN A NEWSPAPER:

Published in the Village:	Actual Cost
Published in a newspaper that meets the requirements of Chapter 163 of Florida Statutes:	Actual Cost
Mailing fee:	Actual Cost

SUPPLEMENT FEE BASED ON PROJECT SIZE FOR SITE PLAN REVIEWS AND VARIANCES:

Size of property:	\$100.00 per 10 acres or any fraction thereof; and
Number of hotel or apartment units:	\$150.00 per 15 units or any fraction thereof; or
Size of buildings – non-residential only:	\$150.00 per 5,000 sq. ft. or any fraction thereof

APPEALS OF VILLAGE COUNCIL DECISIONS

For every application for an appeal of a decision by the Village Council, there shall be paid to the Development Services Department, for the processing for each and every application, a fee of **six hundred dollars (\$600.00)**, to be paid at the time of application. Site plan modification, where permitted, to appeal requests will be processed at an additional cost of **six hundred dollars (\$600.00)**.

PREPARATION OF CERTIFIED RECORD FOR COURT

For the purpose of court appeals, herein the Director for the Development Services Department is requested to make available the record upon which the decision of the Council is based, there shall be paid to the Development Services Department, for the preparation of a certified copy for the record, a fee of **three hundred dollars (\$300.00)** to be paid at the time of request.

PUBLIC WORKS FEES

Fees established to recover the costs for reviewing and inspecting Public Works Permits within the street right-of-way (ROW). Total permit fee is made up by adding each component of a project listed below. When work has commenced without the required permit(s), a penalty of 100% of the usual permit fee plus the usual permit fee will be assessed on all Public Works permits.

BUILDING DIVISION PROCESSING FEE: \$30.00

A processing fee is applicable to all permit applications for Public Works to cover the cost of servicing application processing through the Building Division. The processing fee is collected at the time of application submittal; it is non-refundable and it is not applied towards the base permit fee. The processing fee is charged in addition to the permit fee.

RE-REVIEW FEE:

Each re-review of submittal documents: **\$25.00 per quarter hour**

REINSPECTION FEE:

Each re-inspection or additional inspections: **\$75.00**

DRIVEWAY APPROACH/APRON:

Residential or Commercial driveway approach/apron. Includes first review and first inspection. Additional reviews and inspections as provided herein. **\$60.00**

SIDEWALKS/CURB/GUTTERS:

An additional charge for each review and inspection of installation of sidewalks, curb and gutters: **\$35.00**

WATER METER INSTALLATIONS:

Review and inspection of new water meter installation: **\$75.00**

MAINTENANCE OF TRAFFIC (M.O.T.) PLANS:

Review and inspection of M.O.T. Plans: **\$75.00**

FRENCH DRAINS:

Review and inspection of installation of catch basins, seepage trench or soakage pit: **\$350.00**

RIGHT-OF-WAY PAVING:

Review and inspection of construction of street pavements, plus M.O.T., if applicable: **\$275.00**

SWALE PAVING:

Review and inspection of pavement for parkways/swales, plus M.O.T., if applicable: **\$200.00**

RIGHT-OF-WAY CURBING:

Review and inspection of street curbing, plus M.O.T., if applicable: **\$35.00**

UNDERGROUND UTILITIES:

Review and inspection of Installation or repair of sanitary and storm sewers, waterlines, gas lines, and other underground utilities, plus M.O.T., if applicable: **\$275.00**

POLES/GUY WIRES:

Review and inspection of installation of poles or down guy wires for overhead utilities, plus M.O.T., if applicable: **\$125.00**

FIRE ENGINEERING FEES

Fees established to recover the costs for reviewing and inspecting Fire Engineering Permits within the Village.

BUILDING DIVISION PROCESSING FEE: **\$30.00**

A processing fee is applicable to all stand-alone fire permit applications for Fire Engineering to cover the cost of servicing application processing through the Building Division. The processing fee is collected at the time of application submittal; it is non-refundable and it is not applied towards the base permit fee. The processing fee is charged in addition to the permit fee.

SPECIAL PRELIMINARY REVIEW (SPR):

Some projects may request a SPR to understand any possible request to be made for Life Safety. Such review will be a **\$100.00 per hour**

WORK DONE WITHOUT PERMIT:

When work for which a permit is required is commenced prior to the obtaining of a permit, the permit applicant shall be required to pay a penalty of 100% of the usual permit fee plus the usual permit fee and the following fine:

\$125.00 fine for first offense
\$250.00 fine for second offense
\$500.00 fine for each subsequent offense

NEW BUILDING OR ADDITIONS, ALTERATIONS, AND REPAIRS TO BUILDINGS AND OTHER STRUCTURES:

One plan review and one inspection for Building Permit: **Minimum fee for all permits is applicable \$250.00.** This fee includes fire plans review and one life safety inspection request (field inspection by inspector). Subject to Special Request Inspections herein.

Plan review fees after the first review will be charged based on additional time spent re-reviewing submittal. **\$25.00 per quarter hour**

MULTI-FAMILY UNIT OR COMMERCIAL TENANT RENOVATION:

One plan review and one inspection at a **minimum of \$75.00** fee that applies to a specific unit for renovations only.

REPAIRS, RENOVATION, MODIFICATIONS, RECONSTRUCTION AND ALTERATION TO BUILDINGS AND OTHER STRUCTURES AND TO ESTABLISH USE:

Such fees shall be a **minimum fee of \$250.00.**

LIFE SAFETY INSPECTION FOR CERTIFICATE OF TEMPORARY OCCUPANCY OR CERTIFICATE OF OCCUPANCY:

This fee will be charged for the life safety inspection leading to the issuance of a Temporary Certificate of Occupancy (TCO) and for a Certificate of Occupancy (CO). An **inspection fee of \$75.00** for the inspection and **\$150.00 for second re-inspection.**

RE-INSPECTIONS:

\$75.00 for the first re-inspection and \$150.00 for each additional re-inspection.

FIRE ALARM PLAN REVIEW, ACCEPTANCE TEST AND INSPECTION/RE-CERTIFICATION:

This includes fire plan review of the upgraded system and one life safety inspection request: **\$150.00** plus **\$100.00 for 1 to 10 devices** or **\$250.00 for more than 10 devices.**

FIRE SUPPRESSION SYSTEM PLAN REVIEW:

Test and Inspection/Recertification each request: **\$100.00 for up to 20 heads or \$250.00 for 21 heads or greater.**

FIRE SAFETY SYSTEMS (I.E. FIRE ALARM, SPRINKLERS, SMOKE CONTROL, ETC.):

\$300.00 per item. This includes Fire pumps, Smoke Control, Fire Well, Standpipes, Hydrant flow test and recertifications.

SPECIAL REQUEST INSPECTIONS (SRI):

\$300.00 per inspector and in addition to applicable inspection or re-inspection fee. SRIs lasting over 4 hours will incur an **additional charge of \$115.00 per hour** or portion thereof per inspector.

Inspections that are required to be performed before or after normal business hours or on holidays or weekends will result in an additional special request inspection fee.

FIRE WATCH FOR SPECIAL EVENTS FIREWORKS, PYROTECHNIC DISPLAYS AND FLAME EFFECTS:

Requires Fire department review and approval. Authority Having Jurisdiction can require a Fire watch for any event deemed necessary at the owner's expense. **\$65.00 per hour (Minimum 4 hours)**

Note: Plans that are submitted less than thirty (30) days prior to the event may result in additional fees such as expedited plan review fee and/or a special request inspection fee or may result in denial of the plan and non-approval of the event.

APPEALS TO SPECIAL MAGISTRATES, OR THE FIRE PREVENTION AND SAFETY APPEALS BOARD:

\$100.00 per hour in addition to administrative costs and expenditure of resources associated with case.

FIRE ALARM REGISTRATION:

\$20.00. Applicant must provide proof of underwriter's license from approved company or manufacturer.

TECHNICAL PROFESSIONAL SERVICES:

Assessed for technical professional services requiring research, preliminary plans review, expedited plan review, zoning hearing applications, land subdivision projects, subcontract for specific review or review of engineered life safety plans. Expedited plan review fees shall be in addition to the applicable plan review fee: **First hour or portion thereof \$200.00. Each additional hour or portion thereof \$75.00.**