



# Village of Biscayne Park

## Commission Agenda Report

**Village Commission Meeting Date:** June 7, 2016

**Subject:** Resolution 2016-26  
Amending the Schedule of Fees

**Prepared By:** Maria C. Camara, Interim Village  
Manager

**Sponsored By:** Staff

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### Background

On October 7, 2014, a Master Fee Schedule was adopted in accordance with the Village's Code as it relates to the setting of all administrative and user fees for services provided. The Code also provides that the Village would amend these fees from time to time by resolution at a public hearing upon a review of the fees and based upon new administrative or overhead costs, or new services. The schedule has subsequently been amended on October 6, 2015, March 1, 2016, and April 5, 2016.

Based on a recent review of the fees associated with building permits, it was determined that the following fee needs to be added to the fee schedule:

- Permit/Plan Review Fee (for each review and each subsequent review of the original or amended plans) by the Building Inspectors - \$95.00

On October 6, 2015, the Inspection fee of \$95 was deleted from the fee schedule due to redundancy, a correct action. The cost of inspection is already a part of the permit fee. However, there is a cost for the Building Inspectors to review permits and plans which needs to be billed back to the person that is issued the permit. That fee then becomes part of the total

June 7, 2016

Commission Agenda Report

Resolution 2016-26

permit fee that is then split between the Village and the Building Inspectors as provided in their contract.

### **Fiscal / Budget Impact**

Reviewing and amending the fees as needed insures that they are appropriate and reasonably related to the purpose for which they are charged, and that they cover all administrative and overhead costs.

### **Recommendation**

Approval of Resolution 2016-26

### **Attachments**

- Resolution 2016-26
- Master Fee Schedule pending amendment on June 7, 2016 (Building Fees Section)



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**The foregoing resolution upon being  
put to a vote, the vote was as follows:**

\_\_\_\_\_  
David Coviello, Mayor

Attest:

\_\_\_\_\_  
Maria C. Camara, Village Clerk

Approved as to form:

\_\_\_\_\_  
John J. Hearn, Village Attorney

Mayor Coviello: \_\_\_\_  
Vice Mayor Ross: \_\_\_\_  
Commissioner Anderson: \_\_\_\_  
Commissioner Jonas: \_\_\_\_  
Commissioner Watts: \_\_\_\_



**Village of Biscayne Park  
MASTER FEE SCHEDULE**

**DRAFT**  
**June 7, 2016**

<i>Description</i>	<i>Fee</i>
<b><i>Building Permits - General Fee Schedule</i></b>	
Renewal of expired permit	100% of Original Fee
Extend permit before expiration (one time only)	\$75.00
Re-inspection fees	\$50.00
Administrative fee	\$20.00
Permit / Plan Review Fee (for each review and each subsequent review of the original or amended plans) by the Building Inspectors	\$95.00
Portable Storage Container (1 to 14 days maximum)	\$50.00
Construction Dumpster	\$100.00
Contractor registration (annual)	\$35.00
Change of contractor after permit has been issued	\$75.00
<b><i>Certificate of Re-Occupancy</i></b>	
Within 30 days	\$50.00
Within 10 days	\$100.00
Re-inspection fees	\$25.00
One-time extension after initial sixty (60) days, for an additional sixty (60) days	\$10.00
Certificate of Occupancy	\$250.00
Certificate of Completion	\$250.00
Re-inspection fees	\$50.00
Paint permit	\$25.00
Insurance verification forms	\$50.00
Work commenced without a permit	Double fee + \$100 fine
Permit card replacement	\$20.00
<b><i>Building Permits - Structural Fee Schedule</i></b>	
Truss plans or product approval review submitted after permit issued	\$75.00
Structural engineer review (100% of engineer's fee to the Village. Standard fee shown.)	\$75.00
<b><i>Building Permits - Refunds</i></b>	
a. Refund request shall be submitted in writing by permit applicant for a canceled permit	
b. No refunds for:	
- Permit fees \$100 and under	
- Plan review fee	



**Village of Biscayne Park  
MASTER FEE SCHEDULE**

**DRAFT  
June 7, 2016**

<i>Description</i>	<i>Fee</i>
- Permit administrative fee	
- Permits, if any inspection scheduled or logged	
- Permit on jobs that expired prior to request	
- Fees collected for State or County	
Planning Board review (for applications not specified in the Zoning Fee Schedule; and excluding paint permits)	\$25.00