



Cover Memorandum/Staff Report

File #: 24-1328

Agenda Date: 10/15/2024

Item #: 6.E.

TO: Mayor and Commissioners
FROM: Anthea Gianniotis, Development Services Director
THROUGH: Terrence R. Moore, ICMA-CM
DATE: October 15, 2024

RESOLUTION NO. 208-24: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DELRAY BEACH, FLORIDA, UPDATING THE DEVELOPMENT SERVICES FEE SCHEDULE TO ADD NEW FEES FOR THE SCANNING OF DEVELOPMENT AND PERMIT APPLICATION DOCUMENTS AND PLANS, PURSUANT TO THE LAND DEVELOPMENT REGULATIONS OF THE CITY OF DELRAY BEACH, FLORIDA, SECTION 2.4.2(F) "FEES," ADOPTING NEW PERMIT FEES; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Recommended Action:

Review and consider Resolution No. 208-24, amending and adopting the Development Services Fee Schedule to add fees for the scanning of development and permit application documents and plans.

Background:

As of October 1, 2024, the City's permitting process is fully digital through ePlans. Applicants are required to submit building permit applications online, including all associated plans and documents. Once the digital review is complete and all comments have been addressed, the applicant will pay for the permit then be able to download and print their own permit. The majority of applications are already submitting in this manner. However, City Staff understands that not every applicant may be prepared with a fully digital submittal. In the event assistance is needed to create a digital plan set, the Department has established a process for applicants to bring in their paper application, documents, and plans, and Development Services Staff will scan the paper copies and open the permit in e-Plans for them.

Staff reviewed nearby municipalities that offer similar services to establish the fee. The proposed scanning fees are a one-time paper processing fee of \$25.00 per permit, plus \$1.50 per plan sheet and \$0.10 per document page. The plan sheet and document scanning fees will apply both to the initial submittal, and any subsequent revisions.

City Attorney Review:

Approved as to legal form and sufficiency.

Funding Source/Financial Impact:

The new fees will assist in cost recovery for scanning services provided by Development Services Staff.

Timing of Request:

The submittal of building permits through the City's electronic portal began on October 1, 2024.