

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.

WHEREAS, the City Commission of the City of Delray Beach is authorized pursuant to Section 2.4.2(F), Fees, of the City of Delray Beach Land Development Regulations ("LDR") to establish fees for development applications, permits and inspections by resolution; and

WHEREAS, the City of Delray Beach ("City") last updated the Development Services fee schedule in 2024, via Resolution No. 191-24, to establish fees for both the Phase I and Phase II milestone inspection process to assist in cost recovery for staff review of milestone inspections; and

WHEREAS, the City's digital plan review system launched on October 1, 2024, and requires all building permit applications to be submitted online, including associated plans and documents; and

WHEREAS, in the first quarter of 2025, City's digital plan review system will also require all development applications requiring planning and zoning prior to the submittal of a building permit to be submitted online, including associated plans and documents; and

WHEREAS, the Development Services Department will assist applicants who do not have digital plans and documents for their permit application by scanning them for the digital file; and

WHEREAS, City Commission desires to add fees to assist in cost recovery for scanning services provided by Development Services Staff; and

WHEREAS, the Development Application Fees, Plan Check Fees, Permit Fees, Impact and Connection Fees, User Fees, Delray Beach Fire-Rescue Department Fees, and Other Development Related Fees included with Resolution No. 191-24 are not being modified and are carried forward as previously adopted; and

WHEREAS, the City Commission deems approval of this Resolution to be in the best interest of the health, safety, and welfare of the residents and citizens of the City of Delray Beach and the public at large.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF DELRAY BEACH, FLORIDA, AS FOLLOWS:

Section 1. The foregoing recitals are hereby affirmed and ratified.

Section 2. The City of Delray Beach amends the “Development Services Fee Schedule,” attached hereto and incorporated herein as Exhibit A.

Section 3. One copy of the adopted Development Services Fee Schedule shall be identified as an official copy and shall be kept on file with the City Clerk for public use, inspection, and examination.

Section 4. One copy of the adopted Development Services Fee Schedule shall be identified as a copy and shall be kept on file with the Development Services Department for public use, inspection and examination for use, inspection, and examination by City Staff and any applicant(s).

Section 5. One digital copy of the adopted Development Services Fee Schedule shall be posted to the City’s website.

Section 6. All resolutions or parts of resolutions in conflict with this Resolution are to the extent of such conflict hereby repealed.

Section 7. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED in regular session on this ____ day of _____, 2024.

ATTEST:

Alexis Givings, Interim City Clerk

Thomas F. Carney, Jr., Mayor

Approved as to form and legal sufficiency:

Lynn Gelin, City Attorney

**EXHIBIT “A”
DEVELOPMENT SERVICES FEE SCHEDULE**

Development Applications		
The following fees shall be charged for development applications. All fees are cumulative and separate unless otherwise indicated. Combined applications shall provide multiple fees.		
(a)	Abandonments	
	Easement (general or specific)	\$1,103.00
	Right of way	\$3,465.00
(b)	Addressing	
	Confirmation of	\$275.00
	New Assignment or Revision to Existing (Per Address)	\$100.00
(c)	Annexation	
	Voluntary, within the planning area	\$3,150.00 (1)
	Voluntary, outside of the planning area	4,725.00
(d)	After the Fact / As-Built Request	2x Original Fee
(e)	Appeal of Interpretations and/or Actions - Administrative and all Boards	\$1,155.00
(f)	Beach Overlay District Review	\$2,200.00
(g)	Certificate of Appropriateness (COA)	
	Color Change, Administrative	No Fee
	Color Change, Board Review	\$100.00
	Major COA (per LDR Section 4.5.1)	\$1,000.00
	Minor COA (per LDR Section 4.5.1)	\$500.00
	Relocation of a Structure	\$825.00
	Demolition (Principal structure or more than 25%)	\$1,650.00
	Demolition (accessory or less than 25%)	\$825.00
(h)	Color Change (Non-Historic Review)	
	Administrative	\$100.00
	Board Review	\$200.00
(i)	Commercial Parking Lot Permit	\$1,050.00

(j)	Comprehensive Plan Amendment / Land Use Map Amendment	
	Expedited (50 acres or more)	\$11,550.00
	Text Amendment	\$5,775.00
	Small Scale (up to 40 acres)	\$5,775.00
(k)	Concept Plan Review	\$100.00
(l)	Conditional Use	
	New Request, not yet established	\$3,465.00
	Modification of Existing/Previously Approved Request	\$1,575.00
(m)	Extension of Approvals	
	Per LDR Extension Process (add'l fees required for new relief)	75% of Total Application Cost
	Based on State of Emergency Declarations	275.00
(n)	Historic Designation (Per Property, new or reclassification)	\$250.00
(o)	Historic Ad Valorem Tax Exemption	\$100.00
(p)	Land Development Regulations	
	Amendment of (after sponsorship)	\$5,775.00
	Interpretation of	\$275.00
(q)	Master Development Plan (MDP)	
	New, not previously established	\$3,465.00 (2)
	Amendment to established MDP	\$1,735.00
(r)	Master Sign Program –New	
	New	\$500.00
	Amendment to Existing	\$275.00
(s)	Off Site parking Agreements (per ten pages)	\$600.00
(t)	Plat / Subdivisions (2)	
	Boundary Plat	2,550.00
	Major Subdivision	\$3,450.00
	Minor Subdivision	\$1,655.00
	Plat Exemption	\$750.00
(u)	Postponement Request	\$250.00 (6)

(v)	Public Notice Placards	\$100.00 (each req'd)
(w)	Relief	
	In Lieu of Parking Fees	\$550.00
	Variance	\$1,575.00
	Waiver - Administrative	\$550.00
	Waiver – request with initial application submittal	\$1,200.00
	Waiver – request identified after submittal of application	\$3,000.00
(x)	Resubmittal Fees (Relief fees are not reassessed)	
	1 st and 2 nd Resubmittals	No Fee
	3 rd Resubmittal and Any Subsequent	40% of Site Plan Fee
(y)	Rezoning	\$5,775.00
(z)	Rezoning to SAD (includes LDR text amendment)	\$11,550.00
(aa)	Similarity of Use	
	Determination by the Development Services Director	\$550.00
	Determination by the Planning and Zoning Board	\$1,100
(bb)	Site Plan Review	
	Level 1 Site Plan	
	Color or Material Change, including awnings	\$400.00
	Architectural Elevation Modification	\$800.00
	Landscape Modifications, Like-Kind Species Only	\$200.00
	Landscape Plan Revision	\$400.00
	Mural	\$0.50 / sf, max. \$500
	Site Revision (Hardscaping, Fence, etc.)	\$525.00
(cc)	Level 2 Site Plan (3)	
	Commercial, up to 15,000sf	\$5,750 + 0.05 / sf
	Residential, up to 5 units	\$5,750 + \$25.00/unit
(dd)	Level 3 Site Plan (3)	
	Commercial, more than 15,000sf	\$5,750 + 0.10 / sf
	Residential, more than 5 units	\$5,750 + \$35.00/unit

(ee)	Level 4 Site Plan (3)	
	Commercial, more than 15,000sf	\$5,750 + 0.10 / sf
	Residential, more than 5 units	\$5,750 + \$35.00/unit
(ff)	Sketch Plan Review (4)	\$1,735.00
(gg)	Stand Alone Bar	\$550.00
(hh)	Temporary Use - Request - City Commission	\$350.00
(ii)	Unity of Title	
	Review Prior to Recordation	\$150.00
	Dissolution of	\$275.00
(jj)	Water Service Agreement - without concurrent site plans	\$525.00
(kk)	Zoning Certificate of Use	
	Change in Tenant	\$50
	Change in Use	\$150
(ll)	Zoning Verification letter	\$275.00
(1)	Fee may be waived by the City Manager, for properties that have already been developed, or for sites under one acre in size.	
(2)	Plus an additional fee of \$150.00 per acre or individual fee-simple lot created if not associated with an overall site plan application.	
(3)	Fees per unit are not assessed for Workforce Housing Units.	
(4)	Site Plans application fees are reduced by the amount of the Sketch Plan fee if submitted within one year of final sketch plan review.	
NOTES:		
	<ul style="list-style-type: none"> • Postponement fee required after the agenda is posted and/or public notice has been mailed, posted, or otherwise completed. Fee must be paid prior to rescheduling. • The Applicant shall be responsible for all advertising fees including newspaper publications. If the required advertising fees are not paid at least four days prior to the hearing, the presiding body, shall postpone action on the application until such fees are paid. In the event such postponement results in additional mailing or publication costs the applicant shall be responsible for the additional fees. • Recording fees of any documents shall be paid by the Applicant. • An applicant may file a request with the Development Services Director for the development application review to be performed by an outside consultant selected by the City of Delray Beach, to provide a fast-tracked review. If the request is approved by the Director, the applicant shall pay prior to review an initial preliminary deposit of \$10,000.00 which shall be credited toward the overall costs, and shall pay additional deposits of half of the initial deposit whenever the account balance is 20 percent or less of the original deposit. The review costs shall cover 120 percent of the total administrative and outside consultant fees required for the review. At the time the Director determines that no 	

further action is necessary for the review of the request, any remaining funds shall be refunded to the applicant within two months of the determination.

Plan Check Fees

- (a) The Plan Check fee shall be paid when plans are submitted to apply for the applicable permit. The fee shall be equal to one-half of the permit fee [see item (3)]. This Plan Check fee shall be credited to the cost of the applicable permit at its time of issuance and is non-refundable.
- (b) A Change to Plans or Shop Drawings Fee of \$75.00 per discipline for the first sheet plus \$1.00 per each additional sheet shall be charged for any Plans not submitted with the original permit application.
- (c) A Master Plan Submission Fee of \$1,500.00 shall be paid when the Master Plan for a project is submitted and is for Plan Review. It is not part of the permit fee and is non-refundable.

Permit Fees

Fees associated with permits are applicable per the following. All fees are cumulative and separate unless otherwise indicated. Combined applications shall provide multiple fees. No permit fees are included in the imposition of application fees.

(a)	Shrub Clearing Permit:	\$100.00 and \$20.00 for each additional acre above one acre
(b)	Tree Removal Permit:	\$25.00 per tree
	Where a tree has died due to natural causes including disease, lethal yellowing, freezing temp., lightning and storms, or if the tree is of a prohibited species, there shall be no permit fee even though inspection and permit requirements shall be met.	\$0.00
(c)	Temporary Use, not requiring City Commission action (e.g. Tents)	\$150.00
(d)	Work in the Public Right-of-way	\$15.00
(e)	Renewal/Extension of Permit	\$150.00
(f)	Signs and Signing	
	Application Fee	\$25.00
	Minimum Permit Fee	\$25.00
	Permit Fee, non-electric	\$ 3.00/square feet / face

	Permit Fee, electric	\$20.00/ + \$3.00/sf per sign face
	Master Sign Permit Fee	\$150.00
	Master Sign Permit Modification	
	Requiring SPRAB or HPB action	See Development Application Fees
	Banner Permit	\$50.00 each
(g)	Permits for new buildings and additions, which include Building Permit, Electrical Permit, Plumbing Permit, Mechanical Permit, and Roofing Permit	
	For permit activity valued at \$1,000.00 or less:	\$50.00 minimum
	— Plus: \$30.00 per required inspection	
	— Plus: \$50.00 per re-inspection (1)	
	— Plus: \$100.00/each change of contractor	
	For permit activity valued at \$1,001.00 or more:	\$50.00 minimum
	— \$22.00 per each additional \$1,000.00 of value, or fraction thereof	
	— Plus: \$50.00 per re-inspection (1)	
	— Plus: \$100.00/each change of contractor	
(h)	Permits for miscellaneous items such as driveways, fences, reroofs, residential pools, utility sheds, patios, sidewalks, landscaping, irrigation:	
	For permit activity valued at \$1,000.00 or less:	\$40.00 minimum
	— Plus: \$30.00 per required inspection	
	— Plus: \$50.00 per reinspection (1)	
	— Plus: \$100.00/each change of contractor	
	For permit activity valued at \$1,001.00 or more:	\$40.00 minimum
	— \$22.00 for each additional \$1,000.00 of value or fraction thereof	
	— Plus: \$50.00 per reinspection (1)	
	— Plus: \$100.00/each change of contractor	
(i)	Permits for sub trade work including, but not limited to:	
	1. Site work	
	2. Structural Pest Control	

	3. Underground Fuel Tanks	
	4. General Construction	
	5. Subcontracts for General Construction	
	6. Commercial Public Pool	
	For permit activity valued at \$1,000.00 or less:	\$50.00 minimum
	Plus: \$30.00 per required inspection	
	Plus: \$50.00 per re-inspection (1)	
	Plus: \$100.00/each change of contractor	
	For permit activity valued at \$1,001.00 or more:	\$50.00 minimum
	— Plus: \$42.00 for each \$1,000.00 of value or fraction thereof	
	Plus: \$50.00 per re-inspection (1)	
	Plus: \$100.00/each change of contractor	
(j)	Moving of a building or structure:	\$400.00
(k)	Demolition	
	Single-family Residence	\$150.00 for every 3,000 square feet or fraction thereof
	Commercial structure:	\$250.00 for every 5,000 square feet or fraction thereof
	Commercial accessory building:	\$150.00 per building
	Interior of single family and commercial only; non-structural:	\$200.00
(l)	Drilling or Driving a Potable well:	\$70.00
(m)	Change-out Permits: A change-out permit is for work by a sub-trade contractor or qualified owner-builder which involves the repair or replacement of minor components. Minor components include, but are not limited to, showers, sinks, water heaters, air-conditioning condenser units, air-handlers, heat strips, minor duct repair, electrical fixtures, electrical service upgrades, pool pumps, irrigation systems pumps and accessories, and ceiling fans.	
	Value of less than \$200.00:	\$0.00
	Value of \$200.00 to \$1,000.00:	\$50.00
	Value greater than \$1,000.00 per normal permit	

(n)	Certificate of Occupancy:	
	single family and duplex	\$25.00
	commercial and multi-family	\$50.00
	Conditional Certificates	\$700.00
(o)	Penalty for failing to call for a final inspection:	\$100.00
(p)	Penalty where work is begun without a permit: Where work for which a permit is required is started or proceeded with prior to obtaining said permit, the fees herein specified shall be tripled. The payment of such triple fee shall not relieve any persons from fully complying with the requirements of this code in the execution of the work, nor from any other penalties prescribed herein.	
(q)	Generators: All service stations, grocery stores, kidney dialysis centers, pharmacies, residential buildings with elevators, country clubs and/or clubhouses in residential communities shall be permitted to install generators and all appurtenances related to generators including fuel storage areas and screening and all permit fees for installation shall be waived.	
(r)	Construction Trailer/Container:	\$250.00 each plus sub trade permits
(s)	Sales Trailer:	\$750.00 each plus sub trade permits.
(t)	Accessory Buildings:	
	Pre-Fab:	
	Up to 36 square feet:	\$50.00 + \$30.00 per required inspection
	37 square feet and above:	\$100.00 + \$30.00 per required inspection
	Site Built:	
	Up to 36 square feet:	\$100.00 + \$20.00 per required inspection
	37 square feet and above:	\$150.00 + \$20.00 per required inspection
(u)	Electrical Inspection of Unoccupied Property for Meter Installation:	
	Residential	\$250.00

	Commercial	\$300.00
(v)	Electrical "Temp for Test" 30-day Power Release:	
	Up to 2,000 square feet	\$100.00
	2,000 square feet to 5,000 square feet	\$150.00
	5,001 square feet to 50,000 square feet	\$200.00
	50,001 square feet and over	\$300.00
(w)	Flood Zone Determination	\$25.00 per property
(x)	Foundation Only Permit	
	Single family	\$1,200.00
	Multi-family	\$2,000.00
	Commercial	\$3,000.00
(y)	Early Submission Fee (pre-certified site plan)	\$200.00 each
(z)	Lost/Replacement Plans	\$150.00 plus printing costs
(aa)	Custom Bathtub Inspection	\$50.00 per inspection
(bb)	Open Permit/Property Search	\$15.00 per request
(cc)	Overtime Inspections	\$100.00/hr (4-hour minimum)
(dd)	Engineer Letter or Affidavit	\$50.00 per inspection
	Final Inspection	\$100.00
(ee)	Stocking Permit	\$250.00
(ff)	Liquor License Review	
	Business	\$100.00 per Application
	Special Event	\$25.00 per Application
(gg)	Milestone Inspections (as required by Fl. St. 553.899) (Fees for individual reports are required for each qualifying building in a development; reports that include more than one building must be individually submitted for each building.)	
	Phase 1	\$150.00
	Phase 2	\$250.00
	Certificate of Completion	\$50.00

NOTE

- (1): Reasons necessitating additional inspection fees include, but are not limited to:
- * The work, or correction to previously inspected work, does not meet code requirements;
 - * An incorrect address is on the application by action of the applicant;
 - * The work, or correction to previously inspected work, is not ready for inspection at the time specified in the application for reinsertion.

Other Development Services Department Related Fees

(a) **Scanning of Plans and Documents:**

1. **Paper Processing Fee:** \$25.00 per application:
2. **Plan Sheet:** \$1.50 per page (24" x 36" or larger)
3. **Documents:** \$0.10 per page (letter or tabloid sizes)

Impact and Connection Fees

Impact and connection fees are paid at the time of issuance of a residential building permit or at the time of connection to the water or sewer system, as applicable.

- (a) **In-lieu of Park Dedication Fee** (residential development) [see Section 5.3.2(C)(1)]: \$500.00 per unit.
- (b) **Traffic impact fee.** This fee shall be assessed pursuant to the Palm Beach County Traffic Impact Fee ordinance and shall be collected by the City at the time of issuance of appropriate building permits.
- (c) **County imposed impact fees.** The following impact fees have been imposed Countywide by the Palm Beach County Commission. These fees shall be in the amount as established by that Commission and are to be paid at the time of issuance of building permits.
- Schools
 - Regional Recreation Facilities (partial)
- Countywide fees which are not imposed due to the provision of services by the City of Delray Beach are:
- Local and Community Facilities
 - Law Enforcement Facilities
 - Fire and Emergency Medical Facilities
 - Library Facilities
- (d) **Water system connection fees.** Refer to Section 52.31, City Code of Ordinances, for water system connection fees.

— Meter installation charge: Refer to Section 52.32, City Code of Ordinances, for meter installation fees.

- (e) **Sewer system connection fees.** Refer to Section 53.130(B), City Code of Ordinances, for residential and commercial sewer system connection fees.

User Fees

User charges and storm water assessments are applied through monthly billings by the City.

- (a) **Water system user fees.** See Chapter 52 of the Code of Ordinances of the City of Delray Beach, Florida.
- (b) **Storm water drainage utility fee.** This fee is variable depending upon the type of use and amount of impervious area associated with its development. Please refer to Section 56.16 of the City Code for further information.
- (c) **Sewer system user fees.** See Chapter 53 of the Code of Ordinances of the City of Delray Beach, Florida.

Delray Beach Fire-Rescue Department Fees

The following formula, which is based on the valuation of the proposed work, shall be used to determine plans review fees.

\$0.00 up to \$100,000.00	Charge 0.5% total valuation of work. With a minimum of \$50.00. (This works out to \$5.00 per thousand dollars of value.)
\$100,001.00 to \$250,000.00	Charge \$500.00 for the first \$100,000.00 and then charge 0.25% of the balance of the value.
\$250,001.00 to \$750,000.00	Charge \$875.00 for the first \$250,000.00 and then charge 0.125% of the balance of value.
\$750,001.00 to \$2,000,000.00	Charge \$1,500.00 for the first \$750,000.00 and then charge 0.0625% of the balance of the value.
\$2,000,001.00 and up	Charge \$2,281.25 for the first two million and then charge 0.03125% of the balance of the value.

Set forth below are examples of valuations and estimated correlating fees:

Estimated Valuation	Plan Review Fees
\$10,000.00 and under	\$50.00
\$100,000.00	\$500.00
\$200,000.00	\$750.00

\$300,000.00	\$937.50
\$400,000.00	\$1,062.50
\$500,000.00	\$1,187.50
\$600,000.00	\$1,312.50
\$700,000.00	\$1,437.50
\$800,000.00	\$1,531.25
\$900,000.00	\$1,593.75
\$1,000,000.00	\$1,656.25
\$1,100,000.00	\$1,718.75
\$1,200,000.00	\$1,781.25
\$2,000,000.00	\$2,281.25
Design review. A fee of \$100.00 will be charged for design review of drawings or specifications. This amount shall not be refunded.	
Civil drawings. A fee of \$100.00 will be charged for the plans review of all civil drawings.	
Plan revisions. The following fees shall apply to the various revisions and related services:	
Pre-Permit Minor Revision:	No charge.
Pre-Permit Major Revision:	10% of the original fee.
Post-Permit Revision:	\$5.00 per page, with a minimum fee of \$20.00, except when value increases (then see schedule).
Restamp:	\$2.50 per page with a minimum fee of \$10.00
Invalid Permits:	30% of the original fee. If construction has commenced, payment of a fee for the remaining construction is based on the original schedule.
Water flow tests. A fee of \$150.00 shall be paid for all flow tests performed by Delray Beach Fire-Rescue on wet hydrants.	
Fire watch. A fee equal to the overtime cost incurred by Delray Beach Fire-Rescue shall be paid for any Fire Watch (as defined by the Florida Fire Prevention Code) required by the Florida Fire Prevention Code or by the Fire-Rescue Department.	
Fire Department survey (water supply). There shall be a twenty-five-dollar charge for any survey conducted by Delray Beach Fire-Rescue to establish the adequacy of water supply, distance to closest fire station, and/or any other pertinent insurance information.	

Permits for fire-related operations. There shall be a twenty-five-dollar permit charge for hazardous operations included in Section 1.12.20 of the Florida Fire Prevention Code, and identified by Delray Beach Fire-Rescue as requiring a permit.

Other Department Related Fees

(b) **Radon detection fee:** \$0.01 per square foot of the improvement.