Town of Medley

Building & Zoning

Licensing Department

Fee Schedule

BUILDING, ZONING & ENGINEERING
DEPARTMENTS
Effective Date 09-03-25

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A. ADMINISTRATION

GENERAL INFORMATION ON SPECIAL FEES, REFUNDS, EXTENSIONS AND CANCELLATIONS.

1. ACTUAL COST FOR PROJECTS REQUIRING SERVICES NOT CONTEMPLATED IN CURRENT FEE STRUCTURE.

a. The Building Official, or designee, has the authority to invoice for reimbursement of actual costs on project(s) requiring services not contemplated in the current fee structure.

b. The invoice will consist of actual labor cost, including any and all fringe benefit costs the Division is legally obligated to pay. Additionally, the invoice will include any other indirect cost associated with the actual labor cost, as determined by the Town of Medley Building Services Division's Finance Section on a yearly basis.

c. All of this (these) project(s) will have mutually agreed on contact(s), which will be maintained in the Finance Section. The Building Official will also have the ability to request a deposit amount that is mutually acceptable to the Division and Company or individual that is legally responsible for the project(s). The deposit amount shall be used to offset the final executed agreement with the Division. The life span of the project(s) shall be included in the agreement.

2. ANNUAL FACILITY PERMIT

In accordance with provisions of the Florida Building Code Chapter 1, Section 105.1.1 and the Miami-Dade County Code Chapter 10, Each firm or organization in the Town of Medley which Performs its own maintenance work with certified maintenance Personnel in Factory Industrial (Group F) Facilities, as well as helpers there under, may pay to Town of Medley an annual Master and Subsidiary Facility Permit (Premise Permit) - fee in lieu of other fees for maintenance work. Such fee shall be paid to the Building Department, and such permit shall be renewed annually at a fee which is calculated in accordance with the provisions of this sub-section.

Prior to Each Facility Permit's expiration, the holder will be sent a renewal notice to continue the Premise Permit for the next renewal Period. The fee will be the same as the original Facility Permit Fee. No allowance shall be made for late renewal fees or part year renewal fees.

a.	Master Facility Permit---------- Each Employee $		63.00
		Minimum $	1192.80
b.	Subsidiary Facility----------Each Employee $		63.00
		Minimum $	333.90

3. BUILDING PERMIT CANCELLATION

No refunds shall be made on requests involving:

- permits fees for $175.00 or less; or
- permits revoked by the Building Official or the Director of the Building Department under authority granted by the Florida Building Code, or permits cancelled 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 Building Department; or
- the original permit holder when there is a change of contractor, or upfront fees

4. BUILDING PERMIT CHANGE OF CONTRACTOR, ARCHITECT AND/OR ENGINEER

Where there is a change of contractor or qualifier involving a permit, the second permit holder shall pay a fee to cover the administrative cost	$ 180.00

5. BUILDING PERMIT EXTENSION

One time request for building permit extension (Permit cannot be expired)	$ 180.00

6. CITY SURCHARGE

A technology fee of 15% of the total Building Permit fee shall be assessed to each permit to enhance the City's ability to provide state of-the-art technology to its Building Services Division customers a. Permit fees commercial and Residential	15%
b. Administrative fee.	$ 125.00

7. DEPARTMENTAL RECORDS

Actual Cost of Duplication means the cost of the material and supplies used to duplicate the record but do not include the cost of labor or overhead costs associated with such duplication.

Special Service Charge: The Town shall, Pursuant to Florida State Statute 119.07, charge a "special service charge" for "extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or both" pertaining to records requests of fifteen (15) minutes or more.

a. Each notarized document (Residents no charge) ----------$10.00
b. Certified copies (Per pages) ----------$1.00
c. Single-sided copy 8 ½ x 11----------$0.15
d. Doubled-sided copy 8 ½ x 11---------- $0.20
e. Duplication of Audio Meeting----------$15.00
f. Copy of LBTR----------$15.00
g. Loss Plans Replacements ---------- Cost of Production + $75.00
h. Replacement of Permit Card---------- $75.00
i. USB/DVD----------Actual Cost

8. SCANNING SERVICE FEE

a. Sheet smaller than 11"x 17"	$ 2.00
b. Sheet larger than 11"x 17"	$ 4.00

9. DOUBLE FEE

When work for which a permit is required is commenced prior to obtaining a permit, the payment of the required fee shall not relieve the applicant of other penalties established by law. The double fee requirements shall be applicable to all divisions of the Building Services Division.	Double (2x) the permit fee + penalty	$ 100.00 Penalty
For second offense of doing work without a permit.	Double (2x) the permit fee + penalty	$ 250.00 Penalty

10. EARLY START

FBC 105.12 Work starting before permit issuance. Upon approval of the building official, the scope of work delineated in the building permit application and plan may be started prior to the final approval and issuance of the permit,	Each master permit	$ 500.00

provided any work completed is entirely at risk of the permit applicant and the work does not proceed past the first required inspection.		

11. VETERANS EXEMPTIONS

F.S. 295.16 Disabled veterans exempt from certain license or permit fee.—A totally and permanently disabled veteran who is a resident of Florida and honorably discharged from the Armed Forces, who has been issued a valid identification card by the Department of Veterans' Affairs in accordance with s. 295.17 or has been determined by the United States Department of Veterans Affairs or its predecessor to have a service connected 100-percent disability rating for compensation, or who has been determined to have a service connected disability rating of 100 percent and is in receipt of disability retirement pay from any branch of the uniformed armed services is not required to pay any license or permit fee, by whatever name known, to any county or municipality in order to make improvements upon a dwelling owned by the veteran which is used as the veteran's residence, if such improvements are limited to ramps, widening of doors, and similar improvements for the purpose of making the dwelling habitable or safe for the veteran.

12. FEES BASED ON ESTIMATED COST-DOCUMENTATION REQUIREMENTS

The Building Department may require the permit applicant to submit appropriate documentation as proof of estimated cost of construction used to compute permit fees.

13. INSPECTION AND PLAN REVIEW FEE

a.	ADDITIONAL INSPECTION FEE The building permit fee entitles the permit holder to an initial and follow-up inspection for each type of mandatory inspection. All work shall be inspected, and deficiencies shall be noted by the building inspector. When the work to be inspected is only partially complete, the inspection shall be Performed on those portions of the work completed, if compliance with the applicable Building Code(s) may be determined with respect to those portions. A permit holder shall pay a fee of **$125.00** for each additional inspection required to assure compliance with the applicable Building Code(s) beyond the initial and one follow-up inspection. All additional inspection fees shall be paid by any method acceptable to the Town of Medley	$ 125.00
b.	CONSULTATIONS AFTER REGULAR HOURS OF OPERATION. Charges for customer to meet with the technical team. Outside the scheduled hours for consultation, will be at a rate of $ 199.50 1st hour and $ 68.10 for each additional and part thereof.	$ 199.50 1ST HOUR $ 125.00 Each Additional
c.	ENFORCEMENT FLORIDA STATUS 553.80 (APPLICABLE TO ALL TRADES)	
	1. Plans Rework fee (See explanation below). "Section 2(b) – With respect to evaluation of design professionals' documents, if a local government finds it necessary, in order to enforce compliance with the 2020 Florida Building Code and issue a permit, to reject design documents required by the code three or more times for failure to correct a code violation specifically and continuously noted in each rejection, including but not limited to, egress fire protection, structural stability, energy accessibility, lighting, ventilation, electrical, mechanical, plumbing and gas systems, or other requirements identified by rule of the Florida	$ 175.00

	Building Commission adopted pursuant to Chapter 120, the local government shall impose, each time after the third such review the plans are rejected for that code violation, a fee of four times the amount of the proportion of the permit fee attributed to plans review."	
2.	Re-inspection fee (See explanation below) each inspection, each trade. "Section 2(c) – With respect to inspections, if a local government finds it necessary, in order to enforce compliance with the 2020 Florida Building Code, to conduct any inspection after an initial inspection and one subsequent re-inspection of any project or activity for the same code violation specifically and continuously noted in each rejection, including but not limited to egress, fire protection, structural stability, energy, accessibility, lighting, ventilation, electrical, mechanical, plumbing and gas systems, or other requirements identified by rule of the Florida Building Commission adopted pursuant to Chapter 120, the local government shall impose a fee of four times the amount of the fee imposed for the initial inspection or first re-inspection, whichever is greater for each such subsequent re-inspection."	$ 125.00
d.	**OVERTIME INSPECTIONS AND PLAN REVIEW**	
a.	Charges for construction inspections or plan review, which are requested in advance and require overtime, will be at a rate of $125.00 Each hour, or fraction thereof, and $ 175.00 Each hour, or fraction thereof, on a holiday. Fees are over and above the permit fees with a minimum of three (3) hours.	$ 125.00 Each hour $ 175.00 Each hour Holiday

14. INTEREST CHARGES ON UNPAID AMOUNTS DUE TO THE TOWN OF MEDLEY BUILDING SERVICES DIVISION

a. The Town of Medley Building Services Department is authorized to impose an interest charge on any and all unpaid amounts which are due to the Department. This includes, without limitation, items such as past due boiler fees, 40-year recertification fees, Civil Violation fines and demolition costs. The Town of Medley Building Services Department shall also have the authority to charge interest as part of any settlement agreement of installment payment plan to recover fees, fines, or costs as well as outstanding liens.

b. The interest charged shall be assessed as provided for in applicable County Code provisions or administrative orders. In all other cases, interest shall be charged from the date the amount was due and payable to the Department computed at the rate of ten Percent (10%) Each annum. The Building Official or designee shall have the right to waive all, or any portion of the interest charged in order to ensure public safety concerns are met.

15. LOST PERMIT CARD FEE

A replacement fee shall be charged for the loss of a permit Inspection Record Card after a permit has been issued.	$ 125.00

16. LOST PLAN/RECERTIFICATION FEE

When plans for new buildings and additions are lost by the owner or contractor, a recertification fee will be required to review, stamp, and approve a new set of plans as a field copy certification charge	$ 125.00

17. RECERTIFICATION

a.	There shall be a fee of five hundred and twenty-five dollars per building. The building re-certification program application as required under the Miami-Dade County Code Chapter 8. FS 553.844	$ 525.00

18. RENEWALS.

a.	If work has commenced, and where a permit has become null and void pursuant to the applicable Building Code(s), a credit of fifty Percent (50%) of the original permit fee shall be applied to any re-application fee for a permit covering the same project and involving the same plans, provided the work in place and required completion of the structure meets all applicable regulations in effect at the time. The initial permit becomes null and void and regulations which may have become effective between the date of expiration and the date of issuance of the new permit.	50%
b.	Where a permit has become null and void pursuant to 2020 Florida Building Code, a credit of fifty Percent (50%) of the permit fee shall be applied to any re-application fee for a permit covering the same project and involving the same plans, provided the complete re-application is within six (6) months of the expiration date of the original permit, and provided that no refund had been made as provided in this Section.	50%

19. REFUNDS.

	The fees charged pursuant to this schedule, may be refunded by the municipality subject to the following:
a.	No refunds shall be made on request involving; permit fees of one hundred and seventy five dollars ($175.00) or less; or PERMITs revoked by the Building Official under authority granted by 2020 Florida Building Code, of PERMITs cancelled by court order, or Conditional PERMITs; or permit which have expired; or permit under which work has commenced as evidence by any recorded inspection having been made by the Building Department; or when there is a change of contractor.
b.	A full refund shall be granted to a permit holder who takes out a permit covering work outside the jurisdictional inspection area.

20. REVISION AND SHOP DRAWINGS.

A fee of one hundred and seventy-five. Each trade Each hour for a minimum of (1) hour will be applied for revisions and shop drawings.	$ 175.00 **Each trade**

21. FLOOD REVIEW

FLOOD PLAIN REVIEW & DEVELOPMENT PERMIT PROCESSING FEES	
a. Flood Insurance Rate Map Determination Letter	$ 75.00
b. Flood plain review	$ 125.00

22. UNSAFE STRUCTURE

The Department of Building & Code Compliance - Building Services Division Enforcement Fees: In compliance with the 2020 Florida Building Code, National Electrical Code, and Miami County Code, the following expenses will be recovered from necessary Building Services Division enforcement and/or demolitions.	

a. Administration	$ 75.00
b. Asbestos sampling & abatement	Actual cost
c. Bid processing & contractor notice to proceed (NTP)	$ 175.00
d. Corporation Information	$ 75.00
e. Demolition/Secure Services	Actual cost
f. Digital Pictures	$ 3.50
g. Extension	$ 150.00
h. Initiation and processing fee for all work without a permit and all unsafe structures cases after given ninety (90) days to comply	$ 500.00
i. Initial Inspection	$ 160.00
j. Legal Advertisement	Actual cost
k. Lien/Recording/Cancellation of notice	Actual cost
l. Re-Inspection (If applicable)	$ 125.00
m. Title search	Actual cost
n. Unsafe structure panel	$ 275.00

23. ZONING VERIFICATION LETTER

Zoning letter (includes identification of zoning designation on property, setbacks, height, and list of permitted uses)	$ 155.00

24. ADDRESS CHANGE

New address, address change processing	$ 125.00

B. PERMIT FEES APPLICABLE TO ALL PERMITS.

1. UP-FRONT PROCESSING FEE (non-refundable)

When a permit application is received, the applicant shall pay an "Up-Front" processing fee equal to twenty percent **(20%)** of the permit fee.	20%

2. STATE OF FLORIDA AND COUNTY FEES.

Surcharges from the State and County cannot be waived. Even if the permit fee is waived, the surcharges cannot be waived.

a. Pursuant to Florida Statues 553.721, for the Department of Business and Professional Regulation to administer the Florida Building Code, there is created a surcharge to be assessed at the rate of 1.0 %of the permit fee associated with enforcement of the Florida Building Code. The minimum amount collected on any permit issued shall be $2.00	1.0%
b. Pursuant to Florida Statutes 468.631, the building code administrators' and inspector's fund shall be funded through a surcharge to be assessed at the rate of 1.5 % of all permit fees associated with enforcement of the Florida Building Code. The minimum amount collected on any permits issued shall be $2.00	1.5%
Miami Dade County Code Compliance: Fee of $0.60 per $1,000.00 of estimated value of work a. New construction of and additions to Building Code occupancies, the value of the work shall now be $81.25 per square foot of constructions.	

b. For Building Code Occupancy Group S1 and F (storage and industrial), the value of the work shall be $56.25 per square foot of construction	

C. BUILDING PERMIT FEES

1. MINIMUM PERMIT FEES	
a. Commercial	$ 225.00
b. Residential	$ 175.00
2. NEW CONSTRUCTION/ADDITIONS COMMERCIAL: Includes permit fees for General Electrical, General Mechanical, General Plumbing, all other sub-permits requiring additional reviews submitted after master permit issuance will be charged as per fee schedule	2% job value Or Per Sq Ft. Whichever higher
Each Sq Ft	$ 1.75
Foundation Only **Must be submitted simultaneously with master new construction**	2% Each $1.00 job value
3. PHASE PERMITS	
a. Commercial new construction.	2% job value or $1,500.00 whichever is higher
b. Alteration	3% Job value or $1,500.00 whichever is higher.
4. ALTERATIONS – COMMERCIAL: Includes permit fees for General Electrical, General Mechanical, General Plumbing, all other sub-permits requiring additional reviews submitted after master permit issuance will be charged as per fee schedule. Note: Work under this fee item shall include interior and exterior alterations including asphalt, restriping and repairs of exterior driveways, parking lots, etc.	3% job value Min. $225.00
5. NEW PARKING LOTS – COMMERCIAL: Includes permit fees for all trades. General Electrical, General Mechanical, General Plumbing, all other sub-permits requiring additional reviews submitted after master permit issuance will be charged as per fee schedule.	2% job value Or $0.25 x Sq Ft Whichever is higher Min. $175.00

6. NEW BUILDINGS/ADDITIONS – RESIDENTIAL: New construction Single Family Residence (SFR), Duplex, Townhouse, Condominium, and Apartments includes permit fees for General Electrical, General Mechanical, General Plumbing, all other sub-permits requiring additional reviews submitted after master permit issuance will be charged as per fee schedule.	2% job value Or $1.71 /SF Whichever is higher Min. $175.00
7. ALTERATIONS – RESIDENTIAL **NOTE: No permit fees shall be charged for Town work or Residents doing their own work on their primary residence, if a permit is issued prior to the start of the work.**	
a. Kitchen or Bathrooms New cabinets and replacement new fixtures	$25.00
b. Kitchen and Bathrooms New cabinets and replacement new fixtures (Combined)	$25.00
c. All other Residential Alterations/Repairs Per $1.00 of estimated cost (copy of executed construction contract required)	$25.00
d. Shade Houses per 100 SF or fractional part of floor area	$0.51per 100 SF
8. REPAIRS DUE TO FIRE OR WATER DAMAGE Per $1.00 of estimated cost (copy of executed construction contract required)	3% job value
9. DEMOLITION OF BUILDINGS	
a. All type of structures.	2% job value Or Min. $175.00
10. SLABS	
a. Paving & Drainage (Commercial)/SF Min. $250.00	$ 0.19
b. Resurface & Striping (Commercial)/SF Min. $250.00	$ 0.10
c. Reseal & Restriping (Commercial)/SF Min. $250.00	$ 0.002
11. ROOFING/RE-ROOFING/ROOF REPAIR	2% job value or $0.16 per sq ft Whichever is higher.
12. FENCES AND/OR WALLS (chain-link, wood, iron, aluminum fence)	
a. 0 – 500 L/F	$ 175.00
b. 501 – 1000 L/F	$ 225.00
c. Each additional L/F over 1000	$ 0.05
d. CBS each L/F	$ 0.85
13. WINDOWS AND DOORS (New Construction & Alteration)	
a. 1 unit	$ 125.00
b. 2 to 10 units	$ 175.00
c. 11 to 20 units	$ 220.00
d. 21 to 30 units	$ 250.00
e. 31 to 50 units	$ 275.00
f. 51 and more units (Special Inspector Required) per add'l 5 units	$ 55.00
14. TEMPORARY TRAILER (FOR CONSTRUCTION)	

a. Tie Down Inspections Fee for 180 days. (This does not include installation of meter mounts and service equipment, mechanical, plumbing, and related electrical permits are required	$ 175.00
b. Extension for temporary trailers (each extension)	$ 175.00
15. SIGN PERMITS	
a. Fee per sign	$ 175.00
b. If applicable electrical sign fee per sign	$ 175.00
c. Removal of temporary signs and decorations, per sign or decoration	$ 50.00
d. Temporary banner	$ 100.00
16. MISCELLANEOUS	
a. Prefabricated Utility Sheds with Slab Residential Only; must include NOA	$ 25.00
b. Shade Houses or pergolas with open roof/trellis per sq ft or fraction thereof (Commercial or Residential)	$ 25.00
c. For permanently roofed structures/covered terraces, use New Construction/Addition	
17. SOIL IMPROVEMENTS/LAND CLEARING PERMITS/LAKEFILL: Soil improvement permits are used to clear, de-muck and fill undeveloped land.	Per Acre $1,565.00
18. ZONING FEES	
• Residential Plan Review each	$ 75.00
• Commercial Plan Review each	$ 125.00

D. MECHANICAL PERMIT FEES

1. MINIMUM MECHANICAL PERMIT FEE: The minimum fee for all mechanical permits is applicable to all items in this section except as otherwise specified. This minimum fee does not apply to add-on mechanical permits issued as supplementary to current outstanding permits for the same job. This minimum does not apply to permit issued as supplementary to current outstanding permits for the same job.	$ 175.00
2. NEW CONSTRUCTION Included systems installation.	
3. ALTERATIONS **a. Commercial**	3% job value Min. $175.00
c. Residential	$ 125.00
4. BOILERS & PRESSURE VESSELS	
Boilers: the following fees apply to each boiler to be installed	
a. Boilers less than 837 MBTU – each	$ 150.00
b. Boilers 837 MBTU to 6695 MBTU – each	$ 180.00
c. Boilers 6695 MBTU and up – each	$ 250.00
d. Steam driven prime movers – each	$ 180.00

e. Steam actuated machinery – each	$	180.00
f. Unfired pressure vessels (operating at pressures in excess of 60 PSI and having volume of more than 5 cu. ft.) each pressure vessel	$	100.00
FEES FOR PERIODIC RE-INSPOECTIONS		
a. Steam boilers (annual) - each	$	250.00
b. Hot water boilers (annual) – each	$	130.00
c. Unfired pressure vessels (annual) – each	$	130.00
d. Miniature boilers (annual) – each	$	130.00
e. Certificate of inspection (where inspected by insurance company) – each	$	150.00
f. Shop inspection of boiler or pressure vessels per completed vessels	$	150.00
g. Piping (per 1,000.00 of value)	$	20.00
h. Air Compressor (Operating at pressures in excess of 60 PSI and having volume of more than 5 CU-FT), each pressure vessel	$	150.00
5. FIRE PROTECTION • Fire Sprinkler System	$	125.00

E. ELECTRICAL PERMITS

1. MINIMUM ELECTRICAL PERMIT FEE: The minimum fee for all electrical permits is applicable to all items in this section except as otherwise specified. This minimum fee does not apply to add-on electrical permits issued as supplementary to current outstanding permits for the same job. This minimum does not apply to permit issued as supplementary to current outstanding permits for the same job.	$	175.00
2. NEW CONSTRUCTION **included in the master permit fee**		
3. ALTERATION COMMERCIAL AND RESIDENTIAL Included systems installation.		3% job value or Min. fee
4. SERVICES		
Temporary Service for Construction – per service	$	125.00
Temporary Service Test (30-day limit per service)	$	125.00
5. FREE STANDING SERVICE New meter and service (requires processing) – per service includes lift stations, sprinkler systems, street lighting, parking lots, etc. that requires new service with separate meter.	$	175.00
6. FEEDERS **a.** Include feeders to panels, M. C. C. switchboards, elevators, etc. **b.** Generators, Automatic Transfer Switches		3% of job value Min. 175.00
7. CONSTRUCTION FIELD OFFICE (MODULAR/TEMPTRAILER) Equipment and service (180-days limit)	$	250.00

F. PLUMBING PERMIT FEES

1. MINIMUM PLUMBING OR GAS PERMIT FEE The Minimum fee for all plumbing or gas permits is applicable to all items in this section except as otherwise specified. This minimum fee does not apply to add-on plumbing or gas permits issued as supplementary to current outstanding permits for the same job. (Minimum mechanical permit fee. This minimum does not apply to permit issued as supplementary to current outstanding permits for the same job.)	$ 175.00
2. NEW CONSTRUCTION **included in the master permit fee**	
3. ALTERATION COMMERCIAL AND RESIDENTIAL If square footage is provided the job value will be based on a cost of $1.19 Each s/f compared to the job value provided by the permit applicant, whichever is higher will be applied. **Include Natural gas, Sewer, Water and gas main.**	3% job value 1.25 x Sq Ft. Whichever is higher
4. SETTLING TANK, GAS, OIL INTERCEPTORS, AND GREASE TRAPS **Including drain tile and relay for same residential and commercial**	$ 125.00
5. SEWER Each building storm sewer and each building sewer where connection is made to a septic tank, or a collector line or to an existing sewer or to a city sewer or soakage pit or to a building drain outside a building	$ 125.00
6. WATER PIPE Irrigation system and underground sprinkler system for each zone	$ 125.00
8. WELLS	
a. Residential wells per well	$ 125.00
b. Commercial wells per well	$ 175.00
9. NATURAL GAS OR LIQUIFIED PETROLEUM	
a. For each meter (new or replacement)	$ 10.46
b. For each outlet (includes meter and regulator) (Commercial)	$ 27.46
c. For each appliance (does not include warm air heating units, but does include un-vented space (Commercial)	$ 27.46
d. For major repairs to gas pipe where no fixture or appliance installation is involved.	$ 125.00
e. Underground L.P. gas tanks per group of tanks at a single location	$ 125.00
f. Above ground L.P. gas tanks per group of tanks at a single location	$ 125.00
g. Water heater (gas) replacement	$ 125.00
10. STORM/SANITARY UTILITY/COLLECTOR LINES FOR BUILDING DRAIN LINES	
a. Each manhole or catch basin	$ 18.00
b. Minimum Fee	$ 175.00
c. Each 50 feet or part thereof	$ 13.00
d. Minimum Fee	$ 175.00

11. WATER TREATMENT PLANTS, PUMPING STATIONS, SEWER TREATMENTS AND LIFT STATIONS	
a. Lift Station (interior station piping)	$ 450.58
b. Water treatment plant (interior plant piping)	$ 402.40
c. Sewage Treatment Plant (interior plant piping)	$ 310.65
d. Sewage Ejector	$ 226.63
12. **TEMPORARY TOILETS** (Waterborne or Chemical)	
a. Each Temporary Toilet	$ 125.00

G. ENGINEERING

a. Plan reviews for traffic signals have an administrative fee (PW)	$1,500.00
b. Plan reviews beyond two (2) submittals (WS & SWU)	$300.00
c. Re-inspection fee. (WS & SWU) Note: In the event a test or inspection fails, a required party is not present, or the appointment fails to cancel within one (1) hour of the scheduled inspection, the requesting party will be charged a minimum fee of $200.00 to cover up to one (1) hour of the inspector's time	$200.00
d. Paving, Drainage, Water & Sewer Plans Review	
• Single Family Residence	$0
• Non-residential	$450.00 plus 4% of certified cost estimate less than $30,000
• Non-residential	$450.00 plus 3% of certified cost estimate from $30,000 to $100,000
• Non-residential	$450.00 plus 2% of certified cost estimate above $100,000
e. Seal coating & Restriping (PW)	
• Single Family Residence	$0
• Non-residential	$450.00 plus 4% of certified cost
f. Earthwork (PW)	
• Single Family Residence	$0
• Non-residential	$450.00 plus 3% of certified cost estimate less than $30,000
• Non-residential	$450.00 plus 2% of certified cost estimate

	from $30,000 to $100,000
• Non-residential	$450.00 plus 1% of certified cost estimate above $100,000
g. Hourly Services: Change for plan review, field observation and consultations, and other engineering related services other than those listed herein (per hour cost min 4 hr)	$150.00

H. CERTIFICATE OF OCCUPANCY & COMPLETION FEES

Certificate of Completion	$250.00 min or .10 per sq ft $1200.00 max
Certificate of Completion (Shell Only)	$250.00 min or .10 per sq ft $1200.00 max
Certificate of Occupancy	$250.00 min or .10 per sq ft $1200.00 max
Temporary Certificate – TCC/TCO	Initial application and each subsequent renewal carry the same fees as listed above
Occupancy without CO/CC Violation	$250.00 plus a double CO/CC

I. MISCELLANEOUS FEES

a.	Filming Fee (Per day)	$ 350.00
b.	Still Photography Minimum Rate (per day includes up to 4 vehicles)	$ 150.00

Police Extra Duty Service *Note: Extra Duty Details may be canceled by the Chief of Police or designee at any time with or without cause.*

- Party affairs, gatherings, or events where more than 100 people will be present, will require a minimum of two (2) officers assigned. For each additional 100 people (or increments thereof), an additional officer will be required.
- Teenage juvenile affairs will require one (1) officer for the first 50 juveniles. An excess of 50 juveniles will require an additional officer per 50 or any number up to 50 (i.e., 1-50 juveniles will require one (1) officer; 51-100 juveniles will require two (2) officers; etc.). If the population of the event becomes a detriment to the safety of officers or citizens, the officer will enforce applicable state laws, county or city ordinances (i.e., FSS 562 – Possession of Alcoholic Beverages by Persons Under Age 21 Prohibited, FSS 856 – Disorderly Intoxication, FS 856 – Open House Parties, etc.).
- When 4 to 7 Officers are required for an extra-duty detail, one (1) Police Sergeant will be included in the total number assigned. A Sergeant will be assigned to each group of seven (7) Officers.

Note: The only exception to this rule will be when the detail requires each officer requested for the extra-duty detail to be assigned to a stationary post. In this situation, a Sergeant shall be employed in addition to the stated number of Officers requested in order to oversee and supervise staff.

- **Holiday rate of pay-** The rate of pay for Extra Duty Details will be one and one half times the normal Extra Duty rate of pay on the following holidays:

A. New Year's Day	**E.** Thanksgiving
B. Memorial Day	**F.** Christmas Eve
C. Independence Day	**G.** Christmas Day
D. Labor Day	**H.** New Year's Eve

***Rate of pay for Extra Duty/Off Duty Police Employment will be governed by the Agreement between the Town of Medley and the Dade County Police Benevolent Association.**

Management Rights: At all times the Medley Police Department retains the right to determine the number of Officers necessary to perform a requested Extra Duty Detail. This determination will be based on the safety of the Officers, required to safely perform a particular Extra Duty Detail.

J. PRIVATE PROVIDER

The Building Official may approve private providers to conduct plans review and inspections duties in lieu of the municipal building department personnel as authorized by Florida Statute 553.791

An Owner may elect to use a Private Provider at any time. However, the Private Provider is recognized only after the Town of Medley reviews and accepts the "Notice to Building Official". Private Provider services may include inspections only, or plans review and inspections. The Town of Medley will not allow plans review only. The Private Provider's role may be modified at any time by submitting a revised "Notice to Building Official", subject to the restrictions set forth in the Policies and Procedures Manual. Private Provider plans review. Private Providers may review the following disciplines only: Building, Roofing, Structural, Electrical, Mechanical and Plumbing. All other disciplines (Zoning, Floodplain, Public Works, etc.) will be reviewed by the Town or outside agencies (Fire, DERM, DOH, etc.)

Fee adjustments for building permits. A reduction in base permit fees may apply, as follows:

- For plans review and inspections, the building department fees may be reduced by thirty percent (30%) and in no case shall be less than $175.00
- For inspections only (or if the Town began to review the plans before the Private Provider election was finalized), the fees may be reduced by fifteen percent (15%) and in no case shall be less than $175.00
- Base permit fees do not include local, administrative, impact or other fees outside of base permit fees or for those reviews and inspections actually conducted (e.g. Floodplain, Zoning, and Public Works).

PROCEDURES: Notice to the building official of use of private providers is a form indicating that the fee owner has elected to participate in the alternative plan review and inspection program. This form also includes information regarding the project, the qualifications of the private providers and duly authorized representative, as well as proof of the requisite professional and liability insurance coverage. The private provider plan compliance affidavit form is used by the private provider to attest to the building official the plans submitted by the private provider were reviewed for and are in compliance with the Florida building code and all local amendments to the Florida building code.

Note: The building official or his staff may visit the site as often as necessary to verify that the private provider is performing all required inspections. The building department will conduct all final inspections and inspection for assurance of temporary or final certificates of occupancy/completion. The building official may issue a stop work order if a threat to public safety or welfare exists. Upon completion of all inspections, the private provider shall prepare a certificate of compliance and summarize the inspections performed. The certificate of compliance must include a statement that the construction complies with the approved plans and the applicable codes.

K. LAND DEVELOPMENT ORDERS

Recovery of costs of administrative review and processing per each category of application.
Note: Resident shall not be charged application fees in connection with their primary residence.

Land Use Plan Amendment	$	5,000.00
Rezoning	$	3,500.00
Site Plan: Initial review for conformity with approved site plan review to include verification of setbacks, elevations, Engineering, and Public work compliance	$	2,000.00
Vacations	$	2,500.00
Variance	$	4,000.00
Special Exception	$	2,800.00
Tentative Plat		
a. Base Fee	$	4,500.00
b. Surveyor Review Fee		Actual Cost -----
Waiver of Plat	$	2,288.00
Final Plat	$	3,840.00
Bonding relating to Plat		
a. Initial submittal and review of Agreement/Letter of Credit	$	1,786.50
b. Review of corrected bonding documentation	$	645.25
c. Processing the reduction or release of bond amount	$	1,402.50

L. NON-STRUCTURES

1. SHUTTERS		
a. 1 – 30 units	$	175.00
b. Each additional opening	$	10.00
2. SPECIAL EVENT FEES		
a. Temporary Bleachers for public assembly, (per event)	$	150.00
b. Temporary Platforms for public assembly, (per event)	$	50.00
c. Temporary Structures/Trusses/Statues (no electrical or plumbing included)	$	150.00
d. Temporary Electric work on circuses, carnivals (per show)	$	250.00
e. Temporary Chiller	$	150.00
f. Temporary Fencing	$	150.00
g. Temporary Individual Portable Toiler (per event)	$	50.00
h. Tents up to 1,000 square feet, excluding electric and plumbing, per tent	$	150.00
i. Tents, each additional 1,000 square feet over 1,000 square feet	$	70.00
j. Temporary Electrical, Mechanical, or Plumbing installations, small event, per trade events that include less than 1-10 tents, bleachers, stages and other structures	$	250.00

M. LIENS AND INFORMATION REQUEST

• Liens & Information Request (includes water and sewer utilities, storm water utilities, open/expired permits, and code violation) Per folio or building or unit(s) (regardless of units per folio).	$ 150.00
• Plan Search (per folio)	Actual Cost
• Partial Releases /Lien satisfaction preparation /recording (per folio)	Actual Cost

N. GENERAL INFORMATION ON SPECIAL FEES, REFUNDS, & ADDITIONAL

DISHONORED CHECKS

A person presenting a check, draft, or other type of payment of money that is returned to the Town dishonored for any reason shall be obligated to pay service fee. The fee amount per check value is stated below

a. Face value of the check does not exceed $50	$ 25.00
b. Face value of the check is more than $50 but does not exceed $300	$ 30.00
c. Face value of the check is more than $300 but does not exceed $800	$40.00 or 5% of amount Not to exceed $500

O. LOCAL BUSINESS TAX RECEIPT

1. ALARM	
a. New Alarm Registration (per business)	$ 50.00
b. Alarm Renewal	$ 35.00

2. CERTIFICATE OF USE	
For every type of business	$ 125.00

3. TYPE OF BUSINESS		
a. **Manufacturing Class A** (Bottling Works, Asphalt, Ready Mix Concrete, Recycling, Feed and Fertilizer, Rock and Gravel) b. **Manufacturing Class B** (Durable: can foods, blinds, laminate floors. and non-Durable: yogurt, frozen pastries.) c. **Merchants Wholesale and Retail** (Import and Export Non-Durable and Durable: tiles, construction supply, paper material, clothing) d. **Service Establishments** (aircraft parts repair, machine shop, auto and truck repair, check cashing, welding shops, barber and beauty shops, all other service establishments) e. **Miscellaneous** (nurseries, taxidermists, motels, private schools, trucking, animal clinics, laundry and dry cleaning) Mobile Home/Trailer parks $2.50 per mobile home/trailer	Under 10 emp. 11-25 emp. 26-100emp. 101 up	$125.00 $150.00 $250.00 $350.00
f. **Professional Offices** (Accounting, Lawyers, Medical Billing, Any type of Contractor, Psychologist, Insurance)	$ 125.00	
g. Amusement (Paintball, Racetrack, Indoor Archery)	$ 350.00	
h. Financial Institution (Banks, Credit Unions, Foreign Banks)	$ 400.00	
i. Junk Yards (existing)	$ 500.00	
j. Billboard	$ 500.00	
k. Mobile Lunch (Food Trucks) (each)	$ 125.00	
l. Change of Business Name, Address, or Owner	$ 25.00	
m. Truck Parking	$500.00 up to 50 vehicles. Additional space $7.00 each.	
n. Zoning Application Review for State Liquor License	$155.00	

Note: In the event of the Local Business Tax Receipt and Alarm user fails to renew a Local Business Tax Receipt or Alarm previously registered by midnight, September 30 of each fiscal year a late fee shall be charged as follows:

Any payment received or post marked later than September 30th thru and including October 31st shall have a late fee assessed of ten percent (10%). An additional five (5%) per month or any portion thereof shall be added to the late fee until such time as the late fee is twenty-five percent (25%).

"The Perfect Place for Industrial Development"

Medley Municipal Services Facility

7777 NW 72 Avenue

Medley, Florida 33166

Tel (305) 887-9541 Fax (305) 884-4827

Building & Zoning Department

Licensing Department

Direct Line 305-887-6913

building@townofmedley.com

biztax@townofmedley.com

Office Hours

Monday through Wednesday 7:00 am to 5:00 pm

Thursday 7:00 a.m. to 4:30 p.m.

Closed Fridays