

# Division A

## Building Division

The Building Division derives authority from and enforces the provisions of the following:

- F.S. 553 – Florida Building Code
- F.S. 489 Parts 1 & 2 – Licensing for State Regulated Trades
- F.S. 468 – Building Code Administrators and Inspectors Board
- F.S. 440 – Workers’ Compensation
- F.S. 320 – Mobile Home Regulations
- F.S. 471 – Engineers
- F.S. 481 – Architects
- Citrus County Code Chapter 18
- Florida Administrative Code
- F.S. 633 – Florida Fire Prevention Code

### **SECTION 1 - GENERAL NOTES**

- A. Any person who commences any work on a building, structure, electrical, gas, mechanical, or plumbing system before obtaining the Building Official’s approval or the necessary permits shall be subject to a penalty of 100 percent of the usual permit fee in addition to the required permit fees.
- B. An Application fee is non-refundable, due upon application and forfeited if the permit is not issued within 180 days of application submittal date and good faith has not been demonstrated. Credit applied upon issuance of permit.
- C. All re-inspect or partial inspection fees must be paid prior to requesting final inspection on permit.
- D. All final trade inspections shall be requested and conducted at the same time. If requested separately, an additional inspection fee shall be charged for each separate inspection.
- E. Expired permits must be repurchased and reactivated prior to conducting any further inspections.
- F. No credit or fee reduction for “Master Plan” permits.
- G. For project types, not otherwise listed in this fee schedule, the Building Official may establish the permit fees based on the fair market valuation of the project and the calculation found in section 2 of this fee schedule.
- H. Valid contracts signed by customer and contractor and including a complete description of the service provided may be considered for acceptance to calculate permit fees in lieu of afore described methods.
- I. All permits (Building, Plumbing, Electrical, Mechanical, etc.) are subject to BCIS and State BCAI surcharge subject to a minimum of \$2.00.
- J. Permits noted as being calculated “by valuation” shall be calculated using the fair market value of the work being performed multiplied by .005 with a minimum permit fee of \$50. This fee includes the building permit fee as well as the building plan review fee. Fair market value can be determined by the Building Official or by submittal of a signed an executed contractor’s contract for the work to be done.

**SECTION 2 - NEW RESIDENTIAL BUILDINGS, NEW NONRESIDENTIAL BUILDINGS AND ADDITIONS.**

A. Permit fees for new residential and new nonresidential buildings and additions are calculated by multiplying a locally established modifier (currently .005, or one half of one percent) times the value of the building or addition. For permitting purposes, the value of the building is determined by multiplying the total square footage under roof by the per square foot construction cost for the Occupancy Classification and Type of Construction, as published each winter by the International Code Council (see sq. ft. construction cost). Permit fees so calculated shall be a **minimum of \$125.00** and includes the building, plumbing, mechanical, electrical, gas and plan review. **(See Permit Fee Estimator on the Building Division webpage).**

Note: Add the following mandated fees:

- BCIS Surcharge Effective 10/01/10, 1.0% of permit fees, minimum \$2.00
- BCAI Surcharge Effective 10/01/10, 1.5% of permit fees, minimum \$2.00

**SECTION 3 - TRADE FEE CALCULATIONS**

Individual Trade Fees Residential and Nonresidential - (subject to \$50.00 minimum fee)  
(Calculate all that apply to project)

A. Building Trade (Frame/Concrete/Block/Steel) - (subject to \$50.00 minimum fee)

Note: Flat rate permit fees include one inspection. \$50 will be added for each additional required inspection. Each structure (when multiple structures are in scope of work) will be charged separately. (Even if included on the same permit)

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|--|----------------------------------|
| 1. Pre-Fab DBPR Utility Buildings                      | \$125.00                         |
| 2. Slabs, foundations, decks, docks                    | \$125.00                         |
| 3. Alterations, remodels, renovations                  | by valuation (\$125.00 min. fee) |
| 4. Roof over (Structural)                              | by valuation (\$125.00 min. fee) |
| 5. Seawall/Retaining walls/privacy wall                | by valuation (\$125.00 min. fee) |
| 6. Siding  | \$50.00                          |
| 7. Foundation Repair - pressure grout, pin piles, etc. | by valuation (\$125.00 min. fee) |

B. Electrical Trade - (subject to \$50.00 minimum fee) This section is for single trade electrical permits only.

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|--|---|
| 1. Electrical permits                                | by valuation                                  |
| 2. RV Parks (Electrical)                             | \$20.00 per pedestal                          |
| 3. Electrical Service Upgrade, change-out, or repair | \$50.00                                       |
| 4. Photovoltaic                                      | \$125.00 Flat fee – includes first inspection |
| Photovoltaic Additional Inspections                  | \$50.00 each                                  |
| 5. Elevator  | \$100.00                                      |
| 6. Residential Lift Station                          | \$50.00                                       |
| 7. Non Residential Lift Station                      | \$100.00                                      |
| 8. Government Lift Station                           | \$200.00                                      |

C. Plumbing Trade - (subject to \$50.00 minimum fee) This section is for single trade plumbing permits only.

Work that is incidental to the plumbing scope of work is included in the fees below. Use of division 2 “sub-contractors” is permitted.

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|--|--------------|
| 1. Plumbing permits                                      | by valuation |
| 2. New Water Heaters                                     | \$100.00     |
| 3. Replacement Water Heaters                             | \$50.00      |
| 4. RPZ Valves  | \$50.00      |
| 5. Sprinklers (residential & non-residential irrigation) | \$50.00      |

D. Mechanical Trade - (subject to \$50.00 minimum fee) This section is for single trade mechanical permits only. Work that is incidental to the scope of work is included in the fees below. Use of division 2 "sub-contractors" is permitted.

1. New HVAC in existing buildings	by valuation
2. HVAC equipment change out	\$50.00 (\$25.00 ea. additional system)
3. Non-residential hood, spray booth, or fuel tank install	\$85.00
4. Refrigeration unit	\$100.00
5. UV Lighting for HVAC	\$50.00

E. Gas Trade - (subject to \$50.00 minimum fee) This section is for single trade gas permits only.

Gas Piping (per unit)	\$75.00
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**SECTION 4 - ALUMINUM CONSTRUCTION - (subject to \$50.00 minimum fee)**

A. New aluminum structures	by valuation
B. Insulating Existing Roof Pans	\$100.00
C. Soffit/Fascia/ Vinyl Panels	\$75.00
D. Vinyl/Aluminum Siding	\$75.00

**SECTION 5 - MANUFACTURED or MODULAR HOME/BUILDING**

A. Set-Up, tie-down and blocking with all trades.	\$400.00
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**SECTION 6 - SWIMMING POOLS**

A. In-ground Pool/Spa (incl. plumb/elect)	Residential	\$150.00
B. In-ground Pool/Spa (incl. plumb/elect)	Non-Residential	\$250.00
C. Above ground pool/spa (incl. plumb/elect)		\$60.00
D. Solar Pool Heater		\$50.00 per heater system
E. Pool pump change out		\$50.00
F. Accessibility Lift - Stand Alone		\$50.00

**SECTION 7 - PLAN REVIEW**

A. Building Plans Review Fee - (subject to \$25.00 minimum fee)

1. Product Approval Research and Verification (roofing, windows, doors, panels, shutters, skylights, etc.)	\$10.00
2. Mastering Fee, per plan	
a) Initial	\$100.00
b) Annual Renewal	\$50.00
New certification will be required upon code change.	
3. 2nd and subsequent re-reviews for correction of same or previously identified building plan deficiencies	\$50.00 each submittal
4. Conditional Use	\$50.00
5. Variance	\$50.00
6. PUD	\$50.00
7. Site Improvement Plan Review	\$100.00
8. Site Development Plan Review	\$100.00

**NOTE: Fee charges in 4-8 are only assessed if the Building Division staff reviews any of these petitions which are initiated by the Land Division.**

## **SECTION 8 - FIRE FEES**

### **A. Fire Review Fees**

1. A non-refundable fire plan review fee for all applicable permits.	\$150.00
2. To revise or modify previously approved fire reviews, whether issued or not	\$75.00 per revision submittal
3. Permit Processing Fee – (Cities and Schools)	\$50.00
4. Pick up/drop off fee per each review - (Cities and Schools)	\$100.00 each review
5. Fire Alarm	\$150.00
6. Fire range/hood/spray booth	\$85.00
7. Fire Suppression	\$ 85.00
8. Fire Sprinkler	\$150.00
9. Fire pump	\$100.00
10. Fire – Site Improvement Plan Review	\$50.00
11. Fire – Site Development Plan Review	\$100.00
12. Conditional Use	\$50.00
13. Subdivision Plat	\$50.00
14. Street Vacation	\$50.00
15. Variance	\$50.00
16. PUD	\$50.00

### **B. Fire Inspections Fees**

1. Fire Inspection	\$50.00
2. Fire Inspection Alarm	\$50.00
3. Fire Inspection Range Hood/Suppression/Pump/Tank	\$50.00
4. Fire Sprinkler Above Ground	\$50.00
5. Fire Sprinkler Inspection Underground – 200 PSI	\$50.00
6. Fire Inspection Underground/Flush	\$50.00
7. Fire Partial Inspection	\$50.00
8. Fire Re-inspection	\$50.00 each

## **SECTION 9 - MISCELLANEOUS PERMIT FEES**

### **A. Roofing**

1. Residential Re-roof, Single Family/Duplex	\$100.00 each building/structure
2. Non-Residential Re-roof	\$150.00
3. Minor roof repair	\$50.00
4. Shingle over Shingle	\$100.00 each building/structure

### **B. Signs**

1. Wall Mounted Signs - no electric per sign face	\$75.00
2. Wall Mounted Signs - with electric per sign face	\$100.00
3. Free Standing Signs - no electric	\$100.00
4. Free Standing Signs - with electric	\$150.00
5. Sign Cabinet replacement	\$75.00 each cabinet

### **C. Demolition**

1. Demolition – Residential	\$150.00
2. Demolition – Non-Residential	\$150.00

### **D. Boat Lift (incl. elect)**

\$65.00

E. Structure Moving (includes new foundation and trades work)	\$250.00
F. Stucco/Cementitious Finish	\$80.00
G. Protective Shutters/Panels	\$100.00
H. Store Fronts	\$100.00
I. Windows/Door/Skylight Replacement	\$75.00
J. Non-Residential Communication Tower	\$200.00 each
K. Co-Locate for tower	\$100.00
L. Generator	
(Electric permit)	\$50.00
(Gas permit)	\$50.00

**SECTION 10 - ADMINISTRATIVE FEES**

A. Application Fee (non-refundable) Due upon submittal and acceptance	\$50.00
B. Processing/Issuance Fee (non-refundable)	\$50.00

NOTE: This is a Building Division fee for permits that are not necessarily reviewed or required by the Building Division but are processed and generated by the Building Division. Examples include, but are not limited to; tree removal, fill, driveway, fence, temporary use, development orders, development permits, site development plans, site improvement plans, etc.

C. Pre-Application Conference Fee	No Charge
D. Flood Review Fee (non-refundable)	
1. Primary Structures (applies to all residential and non-residential structures including mobile homes, single family, modular, whether new or replacement, and includes additions, remodels, and renovations). If primary and accessory structures are applied for at the same time, only the primary Flood Review will be applied	\$100.00
2. Accessory Structures	Residential \$25.00
3. Accessory Structures	Non-Residential \$40.00
4. Installation of ALL TRADES in flood zone	\$25.00
E. Replacement of Building Permit Cards	\$10.00
F. Certification of Additional Sets of Plans after issuance	\$25.00 per set
G. Change of Ownership	\$25.00 each
H. Change Certificate of Occupancy	\$25.00 each
I. Change Contractor (each primary or sub-contractor)	\$50.00
J. Handling fee for all permit applications that could be issued as "online express" permits, but which are submitted by any other means.	\$10.00

An owner seeking to change contractors must file a notarized change of contractor form with the Building Division for inclusion in the record file.

**SECTION 11 - INSPECTION AND REINSPECTION FEES**

- A. Inspection Fees
  - 1. All partial inspection trips necessary above and beyond the required inspections. \$50.00
  - 2. A fee shall be charged for any and all partial inspections where the full inspection cannot be made at one visit. \$50.00
- B. Re-Inspection Fees
  - 1. All failed inspections that require re-inspection \$50.00
  - 2. Repeated re-inspections for the same violations not addressed previously shall be charged as follows:
    - \$50.00 first re-inspection
    - \$75.00 second re-inspection
    - \$100.00 third and subsequent re-inspections

**NOTE: All re-inspection fees must be paid prior to requesting the final inspection.**

**SECTION 12 - EXPIRED PERMIT FEES**

- A. Repurchase of Expired permits
  - 1. Single family, duplex, manufactured, alterations, remodels, or additions to these projects that lack only final inspections. \$100.00
  - 2. Single family, duplex, mobiles, manufactured, remodels, or additions to these projects that lack more than final inspections. one half the original fee total.  
(Not including impact fees or state surcharges)  
(Requires supervisor review and approval)
  - 3. All Non-residential projects lacking only final inspections. \$200.00
  - 4. All non-residential projects lacking more than the final inspections. one half the original fee total  
(Not including impact fees or state surcharges)  
(Requires supervisor review and approval)
  - 5. Residential accessory structures. one half the original fee total.  
(Not including impact fees or state surcharges)  
(Requires supervisor review and approval)
  - 6. Pools \$100.00
  - 7. All others shall be \$50.00

**NOTE: Project applicants may be subject to a new application, a plan review, and fees, as applicable, if technical codes change between the time of expiration and repurchase of expired fees.**

**SECTION 13 - VOLUNTARY REVISIONS OR MODIFICATION FEES**

To revise or modify previously reviewed building plans, whether or not issued.

- 1. Residential \$50.00 per revision submittal
- 2. Non – Residential \$100.00 per revision submittal

**SECTION 14 - EXTENSION REQUESTS**

**Applications:** If an extension is granted pursuant to FBC Section 105.3.2, a \$50.00 fee will be charged.

**Permits:** Permit expiration and continuance is to be in accordance with the Florida Building Code section 105.4

**SECTION 15 - LICENSING ADMINISTRATIVE FEES**

A. Approved testing Agency Exam Process Fee (plus testing firm’s costs)	\$100.00
B. Confirmation Letter of Testing (Reciprocity) – payable at time of request	\$50.00
C. Replacement/Duplicate Competency Card	\$25.00
D. Certificate of Competency	
All contractors that are required to hold a Certificate of Competency shall pay a fee of:	
1. Active	\$ 200.00
2. Inactive	\$ 100.00
3. Late Fees	\$ 25.00 per month or fraction of

**Note: License cycle is two years. Fees are due prior to commencement of each cycle.**

**SECTION 16 - REFUND POLICIES**

- A. All administrative fees where staff work has been conducted, are non-refundable, i.e., application fee, flood review, site review, plan review, addressing, etc. and all state surcharges.
- B. All requests for refunds must be in writing within six months of issuance of permit.
- C. No refunds shall be granted if any work has commenced, or any inspections have been conducted, or the permit has expired.
- D. One-third of the cost of the original refundable permit fees shall be retained and non-refundable.
- E. There will be no refunds for applications or permits submitted that fall within the jurisdictions of the city limits. It is the applicant’s responsibility to research property, address, and jurisdiction before making an application.