Building Department

Fee Guide

Effective November 10, 2026

RESOLUTION 2026-3600

BUILDING DEPARTMENT MISSION: We are dedicated to serving the public by the efficient and effective supervision of construction, business, professional and personal activities to safeguard the public health, safety and general welfare of the Town's residents and visitors by enforcing the Florida Building Code and the Town Code of Ordinances.

The Town of Surfside Building Department seeks to provide the very best service to our customers and for our residents and citizens as reflected in our mission statement.

The Town of Surfside is guided by the Florida Building Code, and building permits are required for any construction work conducted in the Town. All building permits must be processed through the Town of Surfside Building Department. The permitting process begins with the review of plans and may end with a Final Approved Inspection, a Certificate of Occupancy, or a Certificate of Completion.

All Permits

All permits are assessed the following fees:

Description	Fee
Up Front Fee	
Percent of estimated permit fee	30%
Employee training, education, safety, and technology procurement and implementation for service enhancement surcharge is 6% of each building permit fee.	6% of every building permit fee
Pursuant to Florida Statutes § 553.721, in order 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 percent 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% of the permit fee for enforcement of Florida Bldg. Code.
Pursuant to Florida Statutes § 468.631, the building code administrator's and inspector's fund shall be funded through a surcharge to be assessed at the rate of 1.5 percent of all permit fees associated with enforcement of the Florida Building Code. The minimum amount collected on any permit issued shall be $2.00.	1.5% of permit fee for enforcement of Florida Bldg. Code
Pursuant to Miami-Dade County Code Section 8-12(e), a surcharge to building permits for County code compliance program, per $1,000 of work valuation.	5% of the permit fee
Sanitation surcharge for all building, electrical, plumbing, mechanical, demolition permits, 0.30% of estimated cost of project:	0.30% of job value
□ Minimum	$15.00
□ Maximum	$1,530.00
Other Fees	
A separate fire safety, public works and/or zoning review fee associated with the building permit process shall be charged as outlined in this guide, where applicable. See department fee sections.	
Interest and collection fees shall be charged for unpaid amounts (fees) due.	
Documents. Requests for copies of building department records, inspection reports, logs, or similar documents maintained by the building department will be charged a fee as specified in subsection 14-61(d) of this guide.	
Pursuant to Town Code Sec. 14-28, an applicant for a building permit shall be required to provide parking on site for those assisting with the subject improvements subject to a construction parking plan (CPP) and pay the CPP permit fee.	$144.00

Building Permits

Description	Base Fee
New Construction Minimum Permit Fee (Residential/Commercial)	$150/200
Alterations Minimum Permit Fee (Residential/Commercial)	$150/200
New Construction Commercial	$5.00 per.sq.ft
New Construction Residential	$5.00 per.sq.ft
Alterations Commercial	$4.00 per.sq.ft
Alterations Residential	$4.00 per.sq.ft
Roof (all roof types re roofs and repairs)	$0.30 sq.ft
Kitchen Remodel (Residential Condo)	$600
Bathroom Remodel (1 or 2)	$600
Bathroom Remodel (3+)	$800
Hot Tub	$400
Driveway Residential	$400
Demolition (All Structures)	$500
Fence (Wood, Chain Link, Aluminum)	$500
Pool	$900
CBS Fence/Wall	$600
Shutters	$400
Non-Electrical Sign (Per Sign)	$400
Window/Door Replacement (Residential)	$300
Window/Door Replacement (Commercial First Unit)	$300
Each Additional Unit	$200
Seawall New	$1400
Seawall Repair	$700
Planning review fee for a building permit shall be assessed at .75% of the cost of construction. Minimum Planning permit fee is $75.00	

Employee training, education, safety and technology enhancements and other surcharge will be assessed consistent with subsection 14-29 (dd) and (ee), as applicable
These sub-types are assessed these fees: New Construction, Marine, or Driveway/Approach
Public Works review fee shall be assessed at .75% of the cost of construction. Minimum Public Works permit fee is $75.00
Employee training, education, safety and technology enhancements and other surcharge will be assessed consistent with subsection 14-29 (dd) and (ee), as applicable

Public Works Department Fees Associated with the Building Permit Process
Following sub-types are assessed these fees: New Construction / Marine / Driveway/Approach
Public Works review fee shall be assessed at .50% of the cost of construction. Minimum Public Works permit fee is $75.00
Employee training, education, safety and technology enhancements and other surcharge will be assessed consistent with subsection 14-29 (dd) and (ee), as applicable

Planning Department Fees Associated with The Permit Process
Planning review fee shall be assessed at .75% of the cost of construction. Minimum Permit Fee for Planning permit is $75.00
Employee training, education, safety and technology enhancements and other surcharge will be assessed consistent with subsection 14-29 (dd) and (ee), as applicable
Planning review fee shall be assessed at .75% of the cost of construction. Minimum Permit Fee for Planning permit is $75.00
Employee training, education, safety and technology enhancements and other surcharge will be assessed consistent with subsection 14-29 (dd) and (ee), as applicable

Electrical Permit Fees

Description		**Base Fee**
Minimum Electrical Permit Fee	Commercial	$200
	Residential	$150
	Commercial Alteration	$4.00 per.sq.ft
	Commercial New	$5.00 per.sq.ft
New Electrical Service Residential		$300

New Electrical Service Commercial	$600
EV Charger (Residential)	$300
EV Charger (Commercial)	$700
Misc. Electric Pumps (Per Pump)	$300
Electric Sign (Per Sign)	$600
Temp For Test	$300
Temp For Construction	$400

Mechanical Permit Fees

Description		**Base Fee**
Minimum Mechanical Permit Fee.	Commercial	$200
	Residential	$150
	Commercial Alteration	$4.00 per.sq.ft
	Commercial New Construction	$5.00 per.sq.ft
	Residential New Construction	$5.00 per.sq.ft
	Residential Alteration	$4.00 per.sq.ft

A/C Change out (Residential)	$300
A/C Change out (Commercial Per Unit)	$600
Annual Inspection for Boilers	$318
Boilers and pressure vessels (as defined in the ASME Boiler and Pressure Vessel Code) - Installation permit fees, including initial inspections and certificate; does not include installation or connection of fuel and water lines.	

Plumbing Permit Fees

Description		**Base Fee**
Minimum Plumbing Fee	Commercial	$200
	Residential	$150
Permit Fee	Alteration Commercial	$4.00 per.sq.ft
	New Commercial	$5.00 per.sq.ft
Backflow Preventer		$300
Pool Heater	Residential	$300
	Commercial	$500

LP Gas System		$700
LP Gas Tank		$700
Piping Repair		$300

Temporary and Special Event Permit Fees

Description	**Base Fee**
Temporary Platforms for public assembly, first approval	$184.00
Temporary Bleachers for public assembly, first approval	$184.00
Temporary Platforms or Bleachers for public assembly, re-approval	$124.00
Tents – excluding electric and plumbing, per tent:	
Up to 1,000 square feet per tent	$184.00
Per tent/Each additional 1,000 square feet over 1,000	$62.00
Temporary Structure/Trusses/Statues/Each Shed (no electric or plumbing)	$184.00
Temporary Chiller	$608.00
Temporary Generator	$608.00
Construction Trailer, per trailer [Base Fee + 2.3% of value/cost (L+M)]	$608.00
Office Trailer, per trailer [Base Fee + 2.3% of value/cost (L+M)]	$608.00
Temporary Power for Construction	$366.00
Electric Sign (Per Sign)	$600
New Meter	$300
Temporary Power for Test	$244.00
Temporary Multi-seat Toilet Trailer, per trailer	$124.00
Temporary Individual Toilet, per event	$62.00
Electrical Installation – Small events (1-10 tents, bleachers, stages, and other structures)	$305.00
Electrical Installation – Large events (more than 10 tents, bleachers, stages, and other structures)	$608.00
Mechanical Installation – Small events (1-10 tents, bleachers, stages, and other structures)	$305.00
Mechanical Installation – Large events (more than 10 tents, bleachers, stages, and other structures)	$608.00
Plumbing Installation – Small events (1-10 tents, bleachers, stages, and other structures)	$305.00
Plumbing Installation – Large events (more than 10 tents, bleachers, stages, and other structures)	$608.00

Private Providers	
*For Private Provider permits, the admin percentage will be applied to and subtracted from the total permit fee. The remaining fee will be discounted at the appropriate percentage below.	
Administration Fee	61.26%
Plans Examiners and Inspectors	38.74%
Private provider used for just inspections services	25%
Private provider used for plan reviews and inspections services	50%

Certificate of Occupancy & Completion Fees

Description	**Fee**
Certificate of Occupancy	
Residential Units H30A and H30B, per Unit	$400.00
All occupancies except H30A and H30B residential units per square foot	$0.07
Minimum fee for certificates of occupancy except H30A and H30B	$400.00
When a temporary certificate of occupancy or completion has been issued and the fee has been paid, the fee for a final certificate of occupancy or completion is $100	$100.00
Temporary Certificate of Occupancy or Completion	
100% of final certificate of occupancy or completion and letter of final completion fee plus the cost of any additional required inspections. Additional required inspections will be charged based on actual time spent on inspection, per period as set by the Building Official.	$400.00
Extension of temporary certificate of occupancy or completion, per period as set by the Building Official. Percent of final certificate of occupancy or completion fee:	100%

Miscellaneous Fees

Description	**Fee**
Change of Contractor	$124.00
Change of Architect or Engineer	$124.00
Expedited Plan Review and inspection fee - Upon request from the applicant, the Department may schedule an expedited plan review by Department staff.	$405~~$305~~/ review or inspection requested
Recertification - per building	$500

Building Official approval of 60-day extension for building recertification	$1,000
New inspection report fee if recertification not completed within 90 days of building's due date	$1,500
Untimely Annual Maintenance Log Submission (After Notice + 30 days)	$100/day

Records Requests / Lost plans and permit card fee:	
Lost permit card, Fee per required signature	$100.00
The cost per page reproduced:	
Letter (8 ½ x 11), Legal (8 ½ x 14), single-sided, per page	$0.25
Letter (8½ x 11), double-sided, per page	$0.50
Ledger (11 x 17)	$1.00
Documents on Compact Discs (CDs) / Flash Drive	$10.00
Certified documents (letter or legal)	$1.00/page
Notary Fee	$25.00
Reproduction of documents beyond legal	Town cost
Additional cost of labor will be charged if the nature or volume of the records request exceeds half an hour. An estimate will be provided to the requestor for approval and payment prior to the commencement of work.	
Inspection Fees	
Initial Inspection	$0.00
Re-inspection Fee	
In compliance with F.S. 553.80(2)(c), any inspection after initial inspection, shall be charged a fee of four times the amount of the fee imposed for the initial inspection or first reinspection, whichever is greater, for each such subsequent inspection.	$104.00
Extension of permits	
One-time request for building permit extension (permit must not be expired)	$124.00
Additional request for building permit extension (permit must not be expired): 50% of building permit fee line item only.	50% of the building permit fee line only
Renewal of expired permits	
New or renewed permits for expired, revoked, and nullified or voided permits. A fee of 25 percent of the original permit fee, plus an additional processing fee equivalent to the minimum permit fee of the permit type being renewed, shall be charged for a renewal under these circumstances. No additional fees for outside agency line items will be imposed.	25% of original permit fee plus a processing fee equivalent to the minimum

Issued permits with no activity for 180 days, will be assess the same fees listed in this section.	permit fee
Plans Re-review fee	
First and second re-review	$0.00
Plans re-review fee. Pursuant to the Florida Building Commission, and in compliance with F.S. § 553.80(2)(b), when extra plans reviews are due to the failure to correct code rejections specifically and continuously noted in each rejection, each time after the third such review that plans are rejected for the same code rejections, a fee of $255.00 per discipline shall be attributed to plans review	$350.00
Administrative processing fee for all supplementary processes and permits or work not identified in this guide.	$62.00
Minor revisions: 1 to 5 pages	$244.00
Minor revisions: 6 to 35 pages	$627.00
Major revisions: over 35 pages	$25.00/page
Waiver of Plat / Unity of Title Letter	$500.00
Application for Subdivision	$3,500.00
Zoning Verification Letter	$1,000.00
General Building Permit (Zoning / After Fact / Landscaping)	$250/$500/$750
Site Plan Approval H30C/H40/SD-B40	$10,000.00
Site Plan Approval H120	$25,000.00
Site Plan Amendment	Same as Above
Presentation to P&Z Board (New Construction – Detached, Single Family)	$5,000.00
Presentation to P&Z Board (Addition, Alteration – Detached, Single Family)	$1,000.00
Presentation to P&Z Board (Signs/Façade – SD-B40/H40/H30C/H120)	$1,000.00
Presentation to P&Z Board (Variance – Detached, Single Family)	$5,000.00
Presentation to P&Z Board (Variance – All Others)	$15,000.00
Regulation Change (Zoning / Comp Plan)	$7,500.00
	$600
Fees not contemplated herein are at the discretion of the Building Official	

Refunds

Refunds

The fees charged pursuant to this schedule of the Town Code, provided the same are for a permit required by Section 105.1 of the Florida Building Code, may be refunded by the Building Official subject to the following:

1. No refunds shall be granted on requests involving:
    a. Minimum permit fees and upfront fees
    b. Permits for which plans review has commenced or inspections performed
    c. Permits revoked by the building official under authority granted by the Florida Building Code
    d. Permits canceled by court order
    e. Permits which have expired
    f. Permits under which work has commenced as evidenced by any recorded inspection having been made by the Town, unless the refund is due to an overcharge by the Town
    g. No refund shall be provided after 90 days of the issuance of a permit.
2. A full refund shall be granted to a permit holder who takes out a permit covering work outside the jurisdictional inspection area.

Permits under which no inspections were performed are entitled to a 50 percent refund of the building permit fee line item only if requested within 90 days of permit issuance. No refund shall be provided after the 90 days expires.

IMPORTANT: The Town is not responsible for permits pulled in error. It is the Applicant's responsibility to manage all features and subs accordingly. Permits applied for online under the incorrect category, that had to be recreated and have been repaid are subject to a cancellation fee that will be deducted from the total refund amount on the incorrect permit.