

**RESOLUTION NO. 2026-3494**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, ADOPTING A BUILDING DEPARTMENT FEE SCHEDULE FOR PERMITS, FEES AND RELATED SERVICES, ALLOWING FOR AMENDMENT BY RESOLUTION; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Surfside ("Town") Building Department (the "Department") is responsible for the implementation of the Florida Building Code, performing plan review, inspections and general code compliance and;

**WHEREAS**, the Department has revised the Fee Schedule for certain permits, fees, and related services, as set forth in the Building Department Fee Schedule attached hereto as Exhibit "A" (the "Fee Schedule") and

**WHEREAS**, the Town Commission has determined that the Fee Schedule is necessary for the proper conduct of the Town's business; and

**WHEREAS**, the Town Commission desires to adopt the Fee Schedule, as may be amended by resolution from time to time; and

**WHEREAS**, the Town Commission finds that this Resolution is in the best interest and welfare of the Town and its residents.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals Adopted.** Each of the above stated recitals is hereby adopted, confirmed, and incorporated herein.

**Section 2. Approval of Amended Fee Schedule.** The Town Commission desires to approve and adopt the Fee Schedule as amended and attached hereto as Exhibit "A".

**Section 3. Implementation.** The Town Manager and/or his designee are authorized to take any and all necessary or further action to implement amended Fee Schedule and the purposes of this Resolution.

**Section 4. Effective Date.** This Resolution shall be effective immediately upon adoption.

**PASSED AND ADOPTED** on this 10<sup>th</sup> day of March, 2026.

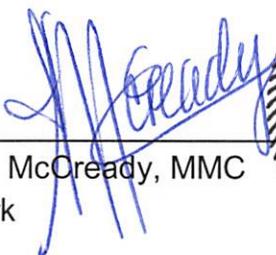
Motion By: Commissioner Vildostegui

Second By: Commissioner Velasquez

**FINAL VOTE ON ADOPTION:**

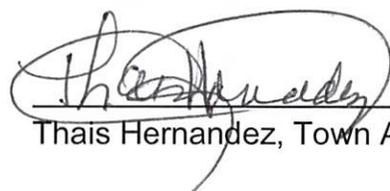
Commissioner Ruben A. Coto	<u>Yes</u>
Commissioner Nelly Velasquez	<u>Yes</u>
Commissioner Gerardo Vildostegui	<u>Yes</u>
Vice Mayor Tina Paul	<u>Yes</u>
Mayor Charles W. Burkett	<u>Absent</u>

**Attest:**

  
\_\_\_\_\_  
Sandra N. McCreedy, MMC  
Town Clerk

  
\_\_\_\_\_  
Charles W. Burkett, Mayor

**Approved as to Form and Legal Sufficiency:**

  
\_\_\_\_\_  
Thais Hernandez, Town Attorney





## Building Department

### Fee Guide

Effective \_\_\_\_\_

#### ORDINANCE 2025- APPENDIX A

**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.

# Fee Schedule

This fee guide is pursuant to the Code of the Town of Surfside: Subpart A- General Ordinances / Chapter 14 – Buildings and Building Regulations / Article II – Building Code / Section 14-29 – Permit Fees; and Chapter 90 - Zoning review fees associated with the building permit process.

**\*Disclaimer:** This guide was created by the Building Department to assist the public to get a complete sense of the fees associated with the building development process; however, there are some fees that are not Building Department fees but are for processes and other reviews as required by other Town Ordinances such as Planning & Zoning, Parking, and Public Works. While those processes and fees are included in your Building permit, all fees are subject to change and should be confirmed with the respective department.

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**Section 1 – All Permits \***

All permits are assessed the following fees:

Description	Fee	Ordinance number
Up-front processing fee: Percent of estimated permit fee or the base fee, whichever is greater		
Percent of estimated permit fee	250%	14-29(r)
<b>Surcharges from the State and County cannot be waived. Even if the permit fee is waived, the surcharges cannot be waived.</b>		
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	14-29(dd)
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.	14-29(ee)(1)
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	14-29(ee)(3)
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.	\$0.60	14-29(ee)(2)
<b>Sanitation fees</b>		
Sanitation surcharge for all building, electrical, plumbing, mechanical, demolition permits, 0.30% of estimated cost of project:	0.30% of job value	14-29(ee)(4)
<input type="checkbox"/> Minimum	\$15.00	
<input type="checkbox"/> Maximum	\$1,530.00	
<b>Other fees</b>		
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.		14-29(ee)(5)
Interest and collection fees shall be charged for unpaid amounts (fees) due.		14-29(gg)
<b>A separate surcharge shall be added to all permits for the Community Restoration fund calculated at \$200 sq. ft. for commercial, multi-family, \$100 per sq. ft. new single family.</b>		
<b>Documents.</b> 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.		14-29(gg)
<b>Construction Parking Plan</b>		
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	14-28(c)

**Section 2 – Building Permit Fees \***

Description	Base Fee	Ordinance number
<b>Permit Fees for Building Permits – Zoning Districts (H30C/H40/H120/SD-B40)</b>		
New Construction <u>Minimum</u> Permit Fee	\$350.00	14-29(a)
Alterations <u>Minimum</u> Permit Fee	\$250.00	
Swap-Out Permit Fee (e.g., water heater, AC unit) per Building Official	<u>\$130.00</u>	
<p>Permit fee for a building whose estimated construction cost is equal to or less than \$50 million is the base fee + 2.5% of the cost of construction, plus 2.0% of the construction cost for the amount over \$50 million up to and including \$100 million, plus 1.5% of the construction cost for the amount over \$100 million, as approved by the building official or his or her designee. <u>Except as approved by the Building Official, the cost of construction is calculated at no less than \$500/sq. ft., except for detached, single family to be calculated at no less than \$200/sq. ft. Electrical, Mechanical and Plumbing fees shall be calculated as stated above except when such permit is a sub-permit to a master permit, the fee for such permit shall be \$150.00 provided such work was included in the overall cost of construction in the master permit.</u></p>		
<p>Following a declared emergency, fees for minor repairs under a total value of \$50,000, the above fee shall be reduced by 100% for the following period: Three months from the termination of the declared emergency to pull permit. This does not apply to any permits needed for railing repairs and all repairs must be of a substantially similar design, quality, and appearance.</p>		
<b>Phase Permits</b>		
New Construction	\$6,071.00	14-29(n)
Alteration	\$4,856.00	
<b>Planning Fees Associated with the Building Permit Process</b>		
Planning review fee for a <del>commercial</del> building permit shall be assessed at .75% of the cost of construction. Minimum Planning permit fee is \$75.00		14-29(a)
Employee training, education, safety and technology enhancements and other surcharge will be assessed consistent with subsection 14-29 (dd) and (ee), as applicable		14-29(dd)
<b>Fire Department Fees Associated with the Building Permit Process</b>		
Excluding Flooring, Demolition, Fence, Driveway/Approach, and Deck/Pavers		
Per Miami-Dade County Fire Prevention Fee Schedule effective October 1, 2023 (Implementing Order No. 04-123), as amended. Minimum Fire permit fee is \$75.00		14-29(ee)(5)
Employee training, education, safety and technology enhancements and other surcharge will be assessed consistent with subsection 14-29 (dd) and (ee), as applicable		14-29(dd)

<b>Public Works Department Fees Associated with the Building Permit Process</b>		
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		14-29(ee)(5)
Employee training, education, safety and technology enhancements and other surcharge will be assessed consistent with subsection 14-29 (dd) and (ee), as applicable		14-29(dd)
<b>Permit Fees for Building Permits – Zoning Districts (H30A/H30B)</b>		
<u>Description</u>	<u>Base Fee</u>	<u>Ordinance number</u>
New Construction Permit Fee	\$350.00	14-29(1)(a)
Alteration Permit Fee	\$150.00	14-29(5)
Swap-Out Permit Fee (e.g., water heater, AC unit) per Building Official	<u>\$130.00</u>	
Permit fee for Alterations is base fee of \$150 + 1.5% where estimated construction cost is equal to or less than \$200,000.00. Otherwise, permit fee is same as new construction as follows: Permit fee for a structure whose estimated construction cost is up to and including \$5 million is the base fee + 2.5% of the cost of construction, plus 1.5% of the construction cost for the amount over \$5 million, as determined and approved by the building official or his/her designee. The cost of construction is calculated at no less than \$200/sq. ft. for detached, single-family.		
Following a declared emergency, fees for minor repairs under a total value of \$50,000, the above fee shall be reduced by 100% for the following period: Three months from the termination of the declared emergency to pull permit. This does not apply to any permits needed for railing repairs and all repairs must be of a substantially similar design, quality, and appearance.		
<b>Phase Permits</b>	\$4,000.00	14-29(n)
<b>Planning Department Fees Associated with the Building Permit Process</b>		
Planning review fee for a building permit shall be assessed at .75% of the cost of construction Minimum Planning permit fee is \$75.00		14-29(a)
Employee training, education, safety and technology enhancements and other surcharge will be assessed consistent with subsection 14-29 (dd) and (ee), as applicable		14-29(dd)
<b>Planning Residential Major Revisions.</b> Revised Plan Review fee shall be assessed at an additional .50% of the cost of construction		14-29(e)
<b>Public Works Department Fees Associated with the Building Permit Process</b>		
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		14-29(ee)(5)
Employee training, education, safety and technology enhancements and other surcharge will be assessed consistent with subsection 14-29 (dd) and (ee), as applicable		14-29(dd)

**Section 3 - Electrical Permit Fees \***

<u>Description</u>		<u>Base Fee</u>	<u>Ordinance number</u>
<b>Permit Fees for Electrical Permits – Zoning Districts (H30C/H40/H120/SD-B40)</b>			
Base electrical permit fee.	Commercial	\$350.00	14-29(v)
	Residential	<u>\$130.00</u>	
Permit fee for a building whose estimated construction cost is equal to or less than \$50 million is the base fee + 2.5% of the cost of construction, plus 2.0% of the construction cost for the amount over \$50 million up to and including \$100 million, plus 1.5% of the construction cost for the amount over \$100 million, as approved by the building official or his or her designee. <u>Except as approved by the Building Official, the</u> <del>The</del> cost of construction is calculated at no less than \$500/sq. ft., except for detached, single family to be calculated at no less than \$200/sq. ft.			
<b>Fire Department Fees Associated with the Building Permit Process</b>			
Per Miami-Dade County Fire Prevention Fee Schedule effective October 1, 2023 (Implementing Order No. 04-123), as amended. Minimum Permit Fee for Fire 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			14-29(dd)
<b>Permit Fees for Electrical Permits – Zoning Districts (H30A/H30B)</b>			
Base electrical permit fee		\$1350.00	14-29(v)
Permit fee for Alterations is base fee of \$150 + 1.5% where estimated construction cost is equal to or less than \$200,000.00. Otherwise, permit fee is same as new construction as follows: Permit fee for a structure whose estimated construction cost is up to and including \$5 million is the base fee + 2.5% of the cost of construction, plus 1.5% of the construction cost for the amount over \$5 million, as determined and approved by the building official or his/her designee. The cost of construction is calculated at no less than \$300/sq. ft. for detached, single-family.			

**Section 4 - Mechanical Permit Fees\***

<u>Description</u>		<u>Base Fee</u>	<u>Ordinance number</u>
<b>Permit Fees for Mechanical Permits – Zoning Districts (H30C/H40/H120/SD-B40)</b>			
Base mechanical permit fee.	Commercial	\$350.00	14-29(w)
	Residential	<u>\$130.00</u>	
Permit fee for a building whose estimated construction cost is equal to or less than \$50 million is the base fee + 2.5% of the cost of construction, plus 2.0% of the construction cost for the amount over \$50 million up to and including \$100 million, plus 1.5% of the construction cost for the amount over \$100 million, as approved by the building official or his or her designee. <u>Except as approved by the Building Official, the</u> <del>The</del> cost of construction is calculated at no less than \$500/sq. ft., except for detached, single family to be calculated at no less than \$200/sq. ft.			

<b>Planning Department Fees Associated with the Mechanical Building Permit Process</b>			
Planning review fee shall be assessed at .75% of the cost of construction. Minimum Permit Fee for Planning permit is \$75.00			14-29(w)
Employee training, education, safety and technology enhancements and other surcharge will be assessed consistent with subsection 14-29 (dd) and (ee), as applicable			14-29(dd)
<b>Fire Department Fees Associated with the Mechanical Building Permit Process</b>			
Per Miami-Dade County Fire Prevention Fee Schedule effective October 1, 2023 (Implementing Order No. 04-123), as amended. Minimum Permit Fee for Fire 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			14-29(dd)
<b>Permit Fees for Mechanical Permits – Zoning Districts (H30A/H30B)</b>			
Base mechanical permit fee		\$1350.00	14-29(w)
Permit fee for Alterations is base fee of \$150 + 1.5% where estimated construction cost is equal to or less than \$200,000.00. Otherwise, permit fee is same as new construction as follows: Permit fee for a structure whose estimated construction cost is up to and including \$5 million is the base fee + 2.5% of the cost of construction, plus 1.5% of the construction cost for the amount over \$5 million, as determined and approved by the building official or his/her designee. The cost of construction is calculated at no less than \$200/sq. ft. for detached, single-family.			
<b>Planning Department Fees Associated with the Mechanical Building Permit Process</b>			
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			14-29(dd)
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.			
Annual Inspection for Boilers		\$318.00	
<b>Section 5 - Plumbing Permit Fees *</b>			
<u>Description</u>		<u>Base Fee</u>	<u>Ordinance number</u>
<b>Permit Fees for Mechanical Permits – Zoning Districts (H30C / H40 / H120 / SD-B40)</b>			
Base plumbing permit fee.	Commercial	\$350.00	14-29(u)
	Residential	\$130.00	
Permit fee for a building whose estimated construction cost is equal to or less than \$50 million is the base fee + 2.5% of the cost of construction, plus 2.0% of the construction cost for the amount over \$50 million up to and including \$100 million, plus 1.5% of the construction cost for the amount over \$100 million, as approved by the building official or his or her designee. <u>Except as</u>			

approved by the Building Official, the The cost of construction is calculated at no less than \$500/sq. ft., except for detached, single family to be calculated at no less than \$200/sq. ft.		
<b>Fire Department Fees Associated with the Plumbing Building Permit Process</b>		
Per Miami-Dade County Fire Prevention Fee Schedule effective October 1, 2023 (Implementing Order No. 04-123), as amended. Minimum Permit Fee for Fire 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		14-29(dd)
<b><u>Permit Fees for Plumbing Permits – Zoning Districts (H30A / H30B)</u></b>		
Base plumbing permit fee	\$1350.00	14-29(u)
Permit fee for Alterations is base fee of \$150 + 1.5% where estimated construction cost is equal to or less than \$200,000.00. Otherwise, permit fee is same as new construction as follows: Permit fee for a structure whose estimated construction cost is up to and including \$5 million is the base fee + 2.5% of the cost of construction, plus 1.5% of the construction cost for the amount over \$5 million, as determined and approved by the building official or his/her designee. The cost of construction is calculated at no less than \$200/sq. ft. for detached, single-family.		

**Section 6 – Temporary and Special Event Permit Fees \***

<u>Description</u>	<u>Base Fee</u>	<u>Ordinance number</u>
Temporary Platforms for public assembly, first approval	\$184.00	14-29(ff)
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:		
<input type="checkbox"/> Up to 1,000 square feet per tent	\$184.00	
<input type="checkbox"/> 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	
Temporary Power for Test	\$244.00	
Temporary Multi-seat Toilet Trailer, per trailer	\$124.00	
Temporary Individual Toilet, per event	\$62.00	
Temporary Fencing [Base Fee + 2.3% of value/cost (L+M)]	\$184.00	
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	

### Section 7 - Private Provider

When a property owner uses the services of a licensed private company for plan review and inspections services (Private Provider), the fee will be assessed as a regular building permit with a discount of 40% of the original building permit fee. If only the inspections are done by the Private Provider, then the fee will be assessed as a regular building permit with a discount of 20% of the original building permit fee. The use of a Private Provider for plan review only is not permissible.		
Private provider used for plan review and inspections services	30% off building permit fee only	14-29(o)
Private provider used for just inspections services	15% off building permit fee only	14-29(o)

### Section 8 - Certificate of Occupancy & Completion Fees \*

<u>Description</u>	<u>Fee</u>	<u>Ordinance number</u>
<b>Certificate of Occupancy</b>		
Residential Units H30A and H30B, per Unit	\$400.00	14-29(x)
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	
<b>Temporary Certificate of Occupancy or Completion</b>		
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	\$400.00	14-29(x)
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%	14-29(x)

### Section 9 - Miscellaneous Fees \*

<u>Description</u>	<u>Fee</u>	<u>Ordinance number</u>
<b>Change of Contractor</b>	\$124.00	14-29(4)

<b>Change of Architect or Engineer</b>	\$124.00	14-29(5)
<b>Expedited Plan Review and inspection fee</b> - Upon request from the applicant, the Department may schedule an expedited plan review by Department staff.	\$305.00/ review or inspection requested	14-29(i)
<b><u>Building Recertification</u></b>		
Recertification - per building	\$1,000.00	14-29(y)
Building Official approval of 6-month extension for building recertification	\$1,000.00	14-29(z)
New inspection report fee if recertification not completed within 90 days of building's being declared unsafe	\$1,500.00	14-29(aa)
Untimely Annual Maintenance Log Submission (After Notice + 30 days)	\$100/day	14-29 (cc)

<b>Records Requests / Lost plans and permit card fee:</b>		
Lost permit card, Fee per required signature	\$100.00	14-29(f)
The cost per page reproduced:		14-29(gg)
Letter (8 ½ x 11), Legal (8 ½ x 14), single-sided, per page	\$0.25	14-29(gg)
Letter (8½ x 11), double-sided, per page	\$0.50	14-29(gg)
Ledger (11 x 17)	\$1.00	14-29(gg)
Documents on Compact Discs (CDs) / Flash Drive	\$10.00	14-29(gg)
Certified documents (letter or legal)	\$1.00/page	14- 29(gg)
Notary Fee	\$25.00	14-29(a)
Reproduction of documents beyond legal	Town cost	14-29(gg)
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.		Town procedure
<b>Inspection Fees</b>		
Initial Inspection	\$0.00	14-29(g)
<b>Re-inspection Fee</b>		
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	14-29(c)
<b>Extension of permits</b>		
One-time request for building permit extension (permit must not be expired)	\$124.00	14-29(s)
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	14-29(s)

<b>Renewal of expired permits</b>		
<p>New or renewed permits for expired, revoked, and nullified or voided permits.</p> <p>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.</p> <p>Issued permits with no activity for 180 days, will be assess the same fees listed in this section.</p>	25% of original permit fee plus a processing fee equivalent to the minimum permit fee	14-29(s)
<p>For permits that have expired where the only missing component is one or more final inspections, the fee for reopening the permit, performing the final inspection(s), and providing a final approval on the permit shall be charged based on the minimum building permit fee.</p>	Minimum building permit fee	14-29(s)
<b>Plans Re-review fee</b>		
First and second re-review	\$0.00	14-29(h)
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	14-29(h)
<b>Administrative processing fee for all supplementary processes and permits or work not identified in this guide.</b>	\$62.00	
<b>Revised plans, Shop Drawings, and “As-Built” processing fees</b>		
Zoning Districts H30C/H40/H120/SD-B40 minor revisions: 1 to 5 pages	\$244.00	14-29(e)
Zoning Districts H30C/H40/H120/SD-B40 minor revisions: 6 to 35 pages	\$627.00	
Zoning Districts H30C/H40/H120/SD-B40 major revisions: over 35 pages	\$26.00/page	
Zoning Districts H30C/H40/H120/SD-B40 total revision as determined by the Building Official (e.g., over 50 pages)	50% of Permit Fee	
Zoning Districts H30A/H30B minor revision: 1 to 5 pages	\$124.00	
Zoning Districts H30A/H30B minor revision: 6 to 15 pages	\$253.00	
Zoning Districts H30A/H30B major revision: over 15 pages	\$26.00/page	
Zoning Districts H30A/H30B total revision as determined by the Building Official (over 25 pages).	50% of Permit Fee	
<b>Starting work without a permit</b>		
<b>Double fees for starting work prior to issuance of permit, plus the following penalty:</b>		
First offense	\$500.00	14-29(b)
Second offense	\$1,000.00	14-29(b)

Subsequent offenses	\$2,000.00	14-29(b)
<b>Planning and Zoning Department Fee Schedule (Cost Recovery Deposits shall be two times fees below)</b>		
Waiver of Plat / Unity of Title Letter	\$500.00	14-29(ee)
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	

## Section 10 - Refunds

<b>Refunds</b>	
<p>The fees charged pursuant to the schedule in appendix A 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:</p> <ol style="list-style-type: none"> <li>1. No refunds shall be granted on requests involving: <ol style="list-style-type: none"> <li>a. Minimum permit fees and upfront fees</li> <li>b. Permits for which plans review has commenced or inspections performed</li> <li>c. Permits revoked by the building official under authority granted by the Florida Building Code</li> <li>d. Permits canceled by court order</li> <li>e. Permits which have expired</li> <li>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</li> <li>g. No refund shall be provided after 90 days of the issuance of a permit.</li> </ol> </li> <li>2. A full refund shall be granted to a permit holder who takes out a permit covering work outside the jurisdictional inspection area.</li> </ol> <p>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.</p> <p><b>IMPORTANT:</b> 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.</p>	14-29(s)

* Indicates Annual CPI (Consumer Price Index) Adjustment.	
<a href="#">Municode</a>	
<a href="#">Appendix A-Fee Schedule</a>	



## TOWN OF SURFSIDE

### Building Department

9293 Harding Avenue  
Surfside, FL 33154  
Ph. 305-777-2184

<https://www.townofsurfsidefl.gov/>

*We are committed to providing excellent public service and safety to all who live,  
work and play in our vibrant, tropical, historic community*

To request this material in accessible format, sign language interpreters, information on access for persons with disabilities, and/or any accommodation to review any document or participate in any Town-sponsored proceeding, please contact: 305-861-4863 (voice), 305-861-1302 (fax). TTY users may call 711 (Florida Relay Service).

Revised June 2025