



# City of Longwood

Building Division

## **Permit Fee Schedule**

Effective: February 17, 2020

### **SCHEDULE OF FEES FOR CITY OF LONGWOOD BUILDING DIVISION**

#### **Method for Determining Value of Buildings.**

Construction Cost / Valuation will be calculated using the most current published edition of the “Building Valuation Data” chart as published by the International Code Council, or the contracted price.

In those instances in which valuation is based on the contractor’s estimate, the contractor shall provide such verification as the Building Official may require, such as the written contract between contractor and owner. If the contractor fails to provide such verification, the Building Official may, in his or her sole discretion, determine the valuation based on the value of construction of proposed work.

Fifty percent of the permit fee will be paid in advance for plan review and shall be subject to the refund policy.

All permits are subject to a State Certification Surcharge of 1.0% and a State DBPR Surcharge of 1.5% or a minimum of \$4.00 per permit.

#### **Plans:**

A minimum of two sets of drawings shall be submitted with all applications.

Digital copies of all as-built shall be submitted prior to issuance of a certificate of occupancy for non-residential and multi-family projects.

#### **Other fees and charges:**

The applicant is responsible for other related fees and charges not enumerated in this Chapter prior to receiving building permits as required by law. These include, but are not limited to, City and Seminole County impact fees and any additional engineering or architectural service fees charged for additional services rendered, including those that fall under the City’s cost recovery policy.

If a permit is not renewed prior to the expiration date, the applicant will be required to resubmit plans and specifications for the appropriate category and pay the appropriate fees. In the event the code changes editions then the re-submission of the expired application will be based on the most current adopted code edition.



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**Penalties:**

Any person commencing work without a permit shall be subject to a fee in the amount of double the permit fee.

**Refunds:**

For projects that are cancelled after fees are paid, a 75% refund shall apply. Projects that have begun construction shall not be eligible for a refund. The application fee is nonrefundable.

**Group I**  
**Residential Interior Alterations**

Application Fee:	\$30 Non-refundable fee
Permit Fee:	.25% of the documented value of the construction with a \$45 minimum
Plan Review Fee:	.15% of the documented value of the construction with a \$45 minimum
Education & Technology Fee:	.07% of the documented value of the construction
State Surcharge:	1% of the total permit fee or \$2 whichever is greater
DBPR Surcharge:	1.5% of the total permit fee or \$2 whichever is greater

**Additional Fees:**  
**(Fees are applicable per occurrence :)**

Fences, Sheds	\$15 plus application fee
Screen Enclosures	\$25 plus application fee
Additional plans review/ revisions	\$5/page with a \$25 minimum
Re-inspections	\$50.00 for the first, \$75.00 for the second, \$100.00 for each thereafter
Re-stamp approved set of plans	\$5/page with a \$25 minimum
Change any or all sub-contractors	\$25
Re-issue of permit to new contractor	\$25
Renewal of expired permit	30% of original fee/\$75 minimum (same code cycle)
Duplicate of permit (lost, stolen, etc.)	\$10
State Surcharge:	1% of the total permit fee or \$2 whichever is greater
DBPR Surcharge:	1.5% of the total permit fee or \$2 whichever is greater



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## Group II

### Commercial Interior Alterations

Application Fee:	\$30 Non-refundable fee
Permit Fee:	1.0% of the documented value of the construction with a \$30 minimum
Plan Review Fee:	.03% of the documented value of the construction with a \$30 minimum
Education & Technology Fee:	.07% of the documented value of the construction
State Surcharge:	1% of the total permit fee or \$2 whichever is greater
DBPR Surcharge:	1.5% of the total permit fee or \$2 whichever is greater

### Additional Fees:

**(Fees are applicable per occurrence :)**

Additional plans review/ revisions	\$5/page with a \$25 minimum
Re-inspections	\$50.00 for the first, \$75.00 for the second, \$100.00 for each thereafter
Re-stamp approved set of plans	\$5/page with a \$25 minimum
Change any or all sub-contractors	\$25
Re-issue of permit to new contractor	\$25
Renewal of expired permit	30% of original fee/\$75 minimum (same code cycle)
Duplicate of permit (lost, stolen, etc.)	\$10
State Surcharge	1% of the total permit fee or \$2 whichever is greater
DBPR Surcharge	1.5% of the total permit fee or \$2 whichever is greater



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## Group III

### *New Building Construction - Commercial*

Application Fee:	\$30 Non-refundable fee
Permit Fee:	1.0% of the documented value of the construction with a \$30 minimum
Plan Review Fee:	.45% of the documented value of the construction with a \$30 minimum
Education & Technology Fee:	.07% of the documented value of the construction
State Surcharge:	1% of the total permit fee or \$2 whichever is greater
DBPR Surcharge:	1.5% of the total permit fee or \$2 whichever is greater

**NOTE:** Digital copies of all as-builds shall be submitted prior to issuance of a certificate of occupancy.

### Additional Fees:

**(Fees are applicable per occurrence :)**

Revisions	\$35
Re-submittals	50% cost of original submittal
Cursory Plans Review	\$7.00 per \$1,000.00 of declared construction value
Re-inspections	\$50.00 for the first, \$75.00 for the second, \$100.00 for each thereafter
Re-stamp approved set of plans	\$5/page with a \$25 minimum
Change any or all sub-contractors	\$25
Re-issue of permit to new contractor	\$25
Renewal of expired permit	30% of original fee/\$75 minimum (same code cycle)
Duplicate of permit (lost, stolen, etc.)	\$10
State Surcharge:	1% of the total permit fee or \$2 whichever is greater
DBPR Surcharge:	1.5% of the total permit fee or \$2 whichever is greater



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## **Group III**

### **New Building Construction - Residential**

Application Fee:	\$30 Non-refundable fee
Permit Fee:	.50% of the documented value of the construction with a \$30 minimum
Plan Review Fee:	.30% of the documented value of the construction with a \$30 minimum
Education & Technology Fee:	.07% of the documented value of the construction
State Surcharge:	1% of the total permit fee or \$2 whichever is greater
DBPR Surcharge:	1.5% of the total permit fee or \$2 whichever is greater

**NOTE:** Digital copies of all as-builds shall be submitted prior to issuance of a certificate of occupancy.

### **Additional Fees:**

**(Fees are applicable per occurrence :)**

Revisions	\$35
Re-submittals	\$10
Re-inspections	\$50.00 for the first, \$75.00 for the second, \$100.00 for each thereafter
Re-stamp approved set of plans	\$50
Change any or all sub-contractors	\$25
Re-issue of permit to new contractor	\$25
Renewal of expired permit	30% of original fee/\$75 minimum (same code cycle)
Duplicate of permit (lost, stolen, etc.)	\$10
Master File Engineering	\$100
State Surcharge:	1% of the total permit fee or \$2 whichever is greater
DBPR Surcharge:	1.5% of the total permit fee or \$2 whichever is greater



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## Group IV Stand-Alone Installations

Plumbing Permit Fees:	\$50 plus 1.0% of the documented plumbing valuation, \$50 minimum
Mechanical Permit Fees:	\$50 plus 1.0% of the documented mechanical valuation, \$50 minimum
Electrical Permit Fees:	\$50 plus 1.0% of the documented electrical valuation, \$50 minimum
Roof/Re-roof Permit Fees:	\$50 plus .08% of the documented roof valuation, \$50 minimum
Fuel Gas Permit Fees:	\$50 plus 1.0% of the documented valuation of fuel gas work
Pool Permit:	\$50.00 plus .08% of the documented valuation of construction
State Surcharge Fees:	1% of the total permit fee or \$2 whichever is greater
DBPR Surcharge Fees:	1.5% of the total permit fee or \$2 whichever is greater

## Group V Fire Fees

### Fire Sprinkler/Suppression Permit Fee

Application Fee:	\$30 Non-refundable fee
Plumbing Permit Fee:	\$50 plus 1.6% of the documented value of the construction with a \$50 minimum
Education & Technology Fee:	.07% of the documented value of the construction
State Surcharge:	1% of the total permit fee or \$2 whichever is greater
DBPR Surcharge:	1.5% of the total permit fee or \$2 whichever is greater

**NOTE:** Digital copies of all as-builds shall be submitted prior to issuance of a certificate of occupancy.



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## Fire Alarm Fees:

**(Fees are applicable per occurrence :)**

Application Fee:	\$30 Non-refundable fee
Electrical Permit Fee:	\$50 plus 1.5% of the documented valuation, with a \$50 minimum
Education & Technology Fee:	.07% of the documented value of the construction
Re-inspections	\$100
Re-stamp approved set of plans	\$5

## Temporary Certificates of Occupancy

Temporary Certificates of Occupancy (TCO) are authorized at the sole discretion of the Building Official. Where TCOs are issued for commercial properties, the following fee schedule applies:

1 <sup>st</sup> TCO:	Time Frame: Up to 45 Days	Fee: \$500.00
2 <sup>nd</sup> TCO/Last:	Time Frame: Up to 45 Days	Fee: \$1,500.00

## After Hours Inspections

After Hours Inspection are authorized at the sole discretion of the Building Official. Any request must be submitted in writing 96 hours prior to date of request. After Hours Inspections will limited to true emergencies and electrical service shutdowns associated with commercial facilities. The fee must be paid prior to final scheduling of associated After Hours Inspection.

After Hours Inspection Fee: \$100 an hour/ \$200 minimum



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## **Change of Use/Occupancy/Annual Inspections**

Fees:

Each Change of Use/ Occupancy must be inspected, and authorized by the Building Official, pursuant to section 1001 of the Florida Existing Building Code, and section 18-8, of the Longwood City Code, prior to approval of Business Tax Receipt, and release of Certificate of Occupancy. A single inspection fee of \$100.00 will be charged. Fee must be paid at time of application submittal.

Each new business tax receipt application, pursuant to section 42-63, of the Longwood City Code, is required to have a fire marshal inspection, and receive a passing result prior to release, and approval of the applicable business tax receipt. There is no charge for the initial fire marshal inspection, but if after a second re-inspection, items previously called out are not corrected or compliant, a \$35.00 re-inspection fee will be due prior to any further fire marshal inspections.

Each existing commercial business is required to be inspected annually, bi-annually or tri-annually pursuant to the Florida Fire Prevention Code, and section 42-63 of the Longwood City Code. There is no charge for the initial, required fire marshal inspection, but if after a second re-inspection, items previously called out are not corrected or compliant, a \$35.00 re-inspection fee will be assessed and due immediately.