



**Cooper City Commission Meeting
Agenda Item Request Form**

Commission Meeting/Workshop Date: September 10, 2019

Requesting Department: Building Department

Subject: Proposed Building Permit Fee Schedule

Section:

Presentation

Consent

Regular

Discussion

Background and Recommendation (attach backup material to Item Request Form):

Please see the attached Building Department Permit Fee Presentation and Proposed Building Permit Fee Schedule.

General Ledger Account Number(s) and Amount(s):

Approvals:

Finance Director

SW

City Manager

Kelly

City Clerk

RESOLUTION NO 19-9-6

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF COOPER CITY, FLORIDA, AMENDING THE CITY'S BUILDING PERMIT FEE SCHEDULE PURSUANT TO SECTION 6-18 OF THE CITY'S CODE OF ORDINANCES, AS DETAILED IN THE PROPOSED FEE SCHEDULE ATTACHED HERETO AS EXHIBIT "A" AND INCORPORATED HEREIN; AND PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Cooper City's Chief Building Official has reviewed the City's building permit fee schedule and conducted a comparative analysis of the City's building permit fees; and

WHEREAS, based on his professional analysis, the building official has recommended a number of revisions to the City's building permit fee schedule; and

WHEREAS, Section 6-17 of the City's Code of Ordinances authorizes the City Commission, by resolution, to amend the City's building permit fees; and

WHEREAS, the City Commission finds that it is in the best interests of the citizens and residents of the City to amend the City's building permit fee schedule, consistent with the recommendations of the building official, as set forth in Exhibit "A," attached hereto and incorporated herein.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF COOPER CITY, FLORIDA THAT:

Section 1. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution.

Section 2. In accordance with Section 6-18 of the City's Code of Ordinances, the City's Building Permit Fee Schedule, is amended as set forth on Exhibit "A," attached hereto and incorporated herein.

Section 3. All Resolutions or parts of Resolutions in conflict herewith, be and

the same are repealed to the extent of such conflict.

Section 4. If any clause, section, or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered as eliminated and in no way affecting the validity of the other provisions of this Resolution.

Section 5. That this Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this ___ day of _____, 2019.

GREG ROSS
Mayor

ATTEST:

JENNA MONTOYA
Acting City Clerk

Roll Call
Mayor Ross _____
Commissioner Pulcini _____
Commissioner Meltzer _____
Commissioner Curran _____
Commissioner Green _____

APPROVED AS TO LEGAL FORM:

JACOB G. HOROWITZ, ESQ.
City Attorney

**Cooper City
Building Permit Fee Report**

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ATTACHMENTS

US Census Reports

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Cooper City Proposed Fee Schedule

Comparison Fee Schedules

Cooper City Building Permit Fee Report

Introduction

This report is the review of the City of Cooper City Building Permit Fee Schedule and recommendations for revisions. This review was initiated from the Finance Advisory Board that the current Building Permit Fee Schedule does not meet the building department revenue expectations necessary to offset the recurring expenditures.

The City of Cooper City Building Permit Fee Schedule was last updated in 2002 per Ordinance Ord. No. 4 § 1, 7-1-59; Ord. No. 02-4-1, §1, 4-9-02 The review analyzes existing methods and rates utilized today. The review will clarify the existing fee schedule, as well as present recommendations for appropriate revisions. The results of this review will provide a tool for understanding the "Permit Fee Schedule" and the associated goals.

The permit fees schedule for any building department should include several key aspects.

- Ease of use - Anyone should easily be able to calculate the fees for a proposed project.
- Transparency – Transparency is the governments obligation to share information with the constituents that is needed to make informed decisions and hold officials accountable for the conduct of the people's business.
- Consistent with neighboring communities – Our fee schedule should be similar to our neighboring communities.
- Consistent with communities with similar demographics – Our fee schedule should be similar to communities of similar size and demographics.
- Fees recover the cost of operating the Building Department – Florida Statute 553 requires that the fee schedule represents the cost of providing the service.

Goal:

The goal of this review is to consider each aspect above and create a Building Permit Fee Schedule that our customers can easily understand and use, that is transparent and equitable. Any recommended changes will include a change in the method of calculation.

Evaluation

The evaluation begins with a simple understanding of Building Permit Fee Schedule. The City of Cooper City utilizes several methods to calculate the fees associated with a building permit.

- **Menu by Item or Task – The fee is established for a single task or permit type.**
- **Percentage of Cost – The fee is calculated by assigning a percentage to the cost of the proposed project.**
- **Square Footage – The fee is calculated by assigning a fee to the amount of square footage that the project will affect.**
- **Combination of Square Footage and Percentage of Cost – The fee is calculated by assigning a cost per square foot and then multiplied by a percentage of that value.**

Each of these methods have merit but not without a downside. Keeping in mind the goals of a good fee schedule, utilizing more than one or two methods becomes confusing and creates a shadow around the transparency.

Cooper City Building Permit Fee Report

The merit of each method:

- Fixture Count – The fees represent the scope of work.
- Menu by Item or Task – The fees are very effective for small projects with a limited scope.
- Percentage of Cost – The fees are very easy to calculate for the customer. Provides a transparent method to calculate the fees. The fees are equitable across a wide range of permit types. This fee method is used by most local municipalities.
- Square Footage – The fee works well for a common type of construction.
- Combination of Square Footage and Percentage of Cost – No merit known. Not used in any other local municipality.

The potential downside to each method:

- Fixture count – The fees can only be determined after a review is complete. Small revisions may add or delete fees after the issuance of a permit. The definition of each fixture type becomes confusing.
- Menu by Item or Task – The item or task is not listed or fits into several categories. The project includes several items or tasks. The project includes only portions of an item or task.
- Percentage of cost – This method does not adjust for the variables in the cost of some fixture types.
- Square Footage – This method does not take into consideration complex construction types or varying methods of construction. This method creates too many categories to with ambiguity to the classification.
- Combination of Square Footage and Percentage of Cost – This method multiplies the problems of each. It creates an unlevelled field and typically the fees unreasonable. The fees are very confusing and difficult to administer and understand.

To further understand the City of Cooper City Building Permit Fee Schedule we have compared it to other municipalities. A comparison of neighboring communities is a fair method to determine if the method of fee calculation is appropriate. Important factors to consider when choosing neighboring communities for comparison include population, average income, value of owner occupied units, proximity and size. Each of these characteristics help define the community. To choose which municipalities to utilize for comparison we used several methods. We utilized the Population estimates, April 1, 2010 census numbers to identify communities with similar population, size, income and home value. We also identified neighboring communities from which our customers also obtain permits.

Census Data:

**Cooper City
Building Permit Fee Report**

City	Population	Land Area Sq. miles	Median Household Income	Median Home Value (owner occupied)
Deerfield Beach	75,018	15.09	\$44,142	\$142,600
Cooper City	28,547	8.04	\$98,029	\$346,800
Town of Davie	105,149	34.89	\$64,170	\$240,500
Southwest Ranches	7,958	13.06	\$92,228	\$600,800
Tamarac	65,199	11.62	\$43,235	\$120,100
Weston	65,333	25.16	\$96,173	\$442,600
Pembroke Pines	170,712	33.12	\$65,805	\$245,900

The communities chosen for comparison are all neighbors. All communities are located in Broward County. We reviewed each of these communities Building Permit Fee Schedules for the method of calculation and the rate. The goal, as stated above, is to provide a Building Permit Fee Schedule that our customers can easily understand and use, that is transparent and equitable. Any recommended changes will include a change in the method of calculation with a neutral change in the rate. After a complete review of each comparison communities' fee schedule it became apparent that each community has a unique fee schedule both in consideration of rates and method of calculation. To provide an equitable comparison 4 key items were reviewed.

Comparison Table:

**Cooper City
Building Permit Fee Report**

City	Minimum Permit Fee	Plan Review/Submittal Fee	Permit Fee	Method of Calculation
Cooper City	\$139.00 Residential \$129.00 Non-Residential	Plan review included in Permit Fee \$102.00 after 3 rd Plan Review	Varies per Permit Type & Fee Schedule Menu	Various Methods include # of Disciplines/Sq. Footage
Deerfield Beach	\$75.00	Application fee due at submittal 15% of the permit fee	\$75.00 Min Fee Construction Costs up to \$3000.00 up to 2M 2.5% 2M to 5M 2% >5M 1.5% Construction Cost	Percentage of Construction Value
Town of Davie	\$55.00	\$25.00 Min Fee SFR 0.75% value 1.00% other Construction Type	\$55.00 Min Fee 1.00% Construction value \$1.00 – 15 M	Percentage of Construction Value
Southwest Ranches	\$75.00	Plan Review included in Permit fee	\$200.00 Per Structure Per Trade Plus 1.75% Res 1.85% <1M Non Res 2% 1M-1.5M 2.6% 1.5M-25M Construction Value	Percentage of Construction Value
Tamarac	\$122.00	Application fee due at submittal applied to permit fee at issuance	Varies per Permit Type & Fee Schedule Menu	Various Methods Menu and Task selective
Pembroke Pines	\$97.17	Plan Review included in Permit fee	\$97.17 Min Fee Construction Costs up to \$2500.00 and 2.96% > than \$2500.00 to 1M Construction Costs > than 1M – 3M plus 2.16 over 1M Greater than 3M plus 1.6%	Min Fee plus Various Gradient Percentage Values of Construction Value
Weston	\$92.64	Plan Review included in Permit fee	\$92.64 Min Fee 1.45% Construction Cost > 1000.00-M	Min Fee plus Various Gradient Percentage Valuation Value

Cooper City Building Permit Fee Report

Several inconsistencies appear in the comparison. The rates for minimum permit fees, permit fees, and method of calculation are all similar with a few exceptions in each category. The rates and method for plan review/submittal fees vary greatly. The most widely utilized method for calculation of most job types is "Percent of Project Cost". This method is the base for Six (6) of the comparison communities. Each community has identified specific job types to utilize a Menu/Task based fee schedule.

Recommendations

The evaluation of the City of Cooper City Building Permit Fee Schedule is completed and recommendations for revisions are as follows.

- Revise the method of calculation to utilize a 3.0 Percentage of Project Cost, which will create a consistent method throughout the entire fee schedule. This will reduce confusion and improve transparency. This creates equity in the rate with comparison to the cost of the work. This method also improves the ability in the future to easily revise the rate.
- Revise the more than twenty (20) different minimum fees to a single minimum fee of 139.00 for various permit types. This will reduce confusion and improve transparency. This will also work toward streamlining the application process. This is possible due to the change in the method of calculating the fees.
- Maintain the existing rates for "Special Inspection and Plan Review Fees". This section identifies hourly rates for services, re-inspection fees, revision fees and sets the plan review fee etc.
- Maintain the existing "Miscellaneous Fees" which include taxes, CO/CC fees and expired permit fees. State of Florida DBPR and DCA surcharges should be added to this section in compliance with Florida Law.
- Revise the Plumbing Permit Fee Schedule to utilize a 3.0 Percentage of Project Cost, which will create a consistent method throughout the entire fee schedule.
- Revise the Mechanical Permit Fee Schedule to utilize a 3.0 Percentage of Project Cost, which will create a consistent method throughout the entire fee schedule.
- Revise the Electrical Permit Fee Schedule to utilize a 3.0 Percentage of Project Cost, which will create a consistent method throughout the entire fee schedule.

Summary

The City of Cooper City Building Permit Fee Schedule is inconsistent. The inconsistencies create confusion and it is difficult to understand. Many of the permit fees require a complete review before staff can identify the appropriate fees. Revising the fee schedule to maintain the existing rate for average permits to include a single method of calculation will make the permitting process more transparent. The recommended changes will help achieve the goal set forth in the introduction,

"The goal of this review is to consider each aspect above and create a Building Permit Fee Schedule that our customers can easily understand and use, that is transparent and equitable.

Any recommended changes will include a change in the method of calculation. These changes will help to continue improving customer service through transparency and simplifying the permitting process.

**Cooper City
Building Permit Fee Report**



Building Permit Fee Schedule

For this section, the following determinations shall be in place:

Residential shall mean Single Family, Duplex, Townhouse and/or Multi-Family building types
 Non-Residential shall mean, Commercial and/or Industrial building types.

An application fee is due at the time of submittal, and will be the minimum fee prescribed herein. The application fee will be applied against the final permit cost. If the permit estimate is less than 15% of the permit fee, the applicant shall pay the estimate in full.

Permit Fees: Construction costs up to \$2500.00 (Per structure per trade)	\$139.00
Construction costs greater than \$2,500.00 and up to \$2,000,000	3.0%
Construction costs greater than \$2,000,000 and up to \$5,000,000	2.5%
Construction costs greater than \$5,000,000.00	2.0%

Other Permit Fees:

Windows/Shutters	
a. 1 st Opening	\$139.00
b. Each additional opening	\$12.00

Roofs

Maximum Residential Roof Permit Fee	\$500.00
Minimum Residential Roof Permit Fee	\$278.00
Maximum Non-Residential Roof Permit Fee	\$2000.00
A/C Change Out Residential	\$139.00
Water Heater Change Out Residential	\$139.00

Miscellaneous Fees:

Certificate of Occupancy/Completion Fee Residential	\$139.00
Certificate of Occupancy/Completion Fee Non-Residential	\$139.00



Temporary/Partial Certificate of Occupancy 1 to 90 Days	500.00
Over 90 days not to exceed 180 days - One Time	750.00
Additional/Partial Inspection	\$139.00
Re-Inspection Fee	\$139.00
Change of Contractor Fee	\$139.00
Permit Card/Plan Replacement \$50.00	
Notary Fee	\$9.00
Revision After Issuance Per Discipline	\$139.00 Minimum Fee
Expired Permit Renewal Fee	50% Of the Original Permit Fee
Overtime Inspections	3 Hour Minimum/\$139.00 per Hour
Overtime Plan Review	3 Hour Minimum/\$139.00 per Hour
Work Without a Permit	FBC 109 BCAP Double the Permit Fee
3rd and subsequent Plan Review Fee	\$139.00 minimum per discipline
Architectural Pre Plan Review	\$150.00 minimum per discipline for 1st hour (Total \$600.00) \$75.00 per hour per discipline after 1st hour

Required State and County Fees:

Education Fee - \$0.20 per thousand dollars
cost of construction per discipline

Broward County Board of Rules and Appeals Fee (BRA) –
\$0.65 per each \$1,000.00 or any fraction of the Total Cost of Construction

Florida DBPR/Home Recovery Fund F.S.553 –
Minimum \$2.00 per Permit, 1.5% of the Permit Fee



Building Code Administrators and Inspectors Fund F.S. 468 -
Minimum \$2.00 per Permit, 1.0% of the Permit Fee

The Building Permit Fee shall be based upon the cost of construction as attested to by the applicant on the submitted permit application. The Building Official, in addition to verifying the completeness and accuracy of the application, shall review the application for the cost of construction. If the Building Official determines that the cost of construction attested to does not accurately reflect the cost of construction for the scope of work covered by the permit, he/she can use any of the following to calculate the fee:

Copy of a signed contract for work to be completed under requested permit.

Apply the values in the most current edition of the RS Means Construction Valuation system. The greatest of the methods of the applicant's statement of value, or (1) or (2) above shall be used in calculating the permit fee.

Reference: The initial permit fee shall be based on the total cost of construction. All additional sub permit fees shall be based on the job value for the work covered by that particular permit.

FEE SCHEDULE ANNUAL REVISION

On October 1st of each year, the fees referred to above shall be increased in accordance with the Consumer price Index for urban consumers in the United States published by the Bureau of Labor Statistics for the (12) months ending April of each year.

2019 PERMIT FEE COMPARISON BY TYPE

COOPER CITY	COOPER CITY PROPOSED	PERMBROKE PINES	TOWN OF DAVIE	TAMARAC	DEERFIELD	SOUTHWEST RANCHES
13 WINDOWS	13 WINDOWS	13 WINDOWS	13 WINDOWS	13 WINDOWS	13 WINDOWS	13 WINDOWS
\$139.00	\$384.00	\$227.00	\$278.00	\$325.00	\$347.00	\$443.00
3 ACCORD SHUTTERS	3 ACCORD SHUTTERS	3 ACCORD SHUTTERS	3 ACCORD SHUTTERS	3 ACCORD SHUTTERS	3 ACCORD SHUTTERS	3 ACCORD SHUTTERS
\$139.00	\$175.00	\$118.79	\$165.00	\$210.00	\$76.05	\$253.00
136' WOOD FENCE	136' WOOD FENCE	136' WOOD FENCE	136' WOOD FENCE	136' WOOD FENCE	136' WOOD FENCE	136' WOOD FENCE
\$139.00	\$173.00	\$131.00	\$165.00	\$190.00	\$91.00	\$100.00
RE ROOF< 5000 SQ FT	RE ROOF< 5000 SQ FT	RE ROOF< 5000 SQ FT	RE ROOF< 5000 SQ FT	RE ROOF< 5000 SQ FT	RE ROOF< 5000 SQ FT	RE ROOF< 5000 SQ FT
\$489.00	\$479.00	\$500.00	\$354.00	\$432.00	\$442.00	\$279.00
SINGLE FAMILY	SINGLE FAMILY	SINGLE FAMILY	SINGLE FAMILY	SINGLE FAMILY	SINGLE FAMILY	SINGLE FAMILY
\$3,456.00	\$6,729.00	\$7,947.00	\$5,354.00	\$7,443.00	\$6,693.00	\$4,885.00
A/C CHANGEOUT	A/C CHANGEOUT	A/C CHANGEOUT	A/C CHANGEOUT	A/C CHANGEOUT	A/C CHANGEOUT	A/C CHANGEOUT
\$124.00	\$139.00	\$178.00	\$165.00	\$190.00	\$131.00	\$148.00
HOT WATER HEATER	HOT WATER HEATER	HOT WATER HEATER	HOT WATER HEATER	HOT WATER HEATER	HOT WATER HEATER	HOT WATER HEATER
\$124.00	\$139.00	\$97.17	\$165.00	\$98.00	\$75.00	\$108.00
COMM INT REMODEL	COMM INT REMODEL	COMM INT REMODEL	COMM INT REMODEL	COMM INT REMODEL	COMM INT REMODEL	COMM INT REMODEL
\$1,984.00	\$1,677.00	\$2,110.00	\$3,287.00	\$5,149.00	\$1,642.00	\$1,980.00
SWIMMING POOL	SWIMMING POOL	SWIMMING POOL	SWIMMING POOL	SWIMMING POOL	SWIMMING POOL	SWIMMING POOL
\$1,056.00	\$1,948.00	\$1,202.00	\$1,759.00	\$1,311.00	\$1,057.00	\$1,350.00
COMM SHELL INT	COMM SHELL INT	COMM SHELL INT	COMM SHELL INT	COMM SHELL INT	COMM SHELL INT	COMM SHELL INT
\$45,361.00	\$80,049.00	\$137,623.00	\$90,000.00	\$19,266.00	\$80,015.00	\$104,200.00
GARAGE DOOR	GARAGE DOOR	GARAGE DOOR	GARAGE DOOR	GARAGE DOOR	GARAGE DOOR	GARAGE DOOR
\$139.00	\$139.00	\$97.17	\$165.00	\$141.00	\$75.37	\$90.00
SOLAR PANELS	SOLAR PANELS	SOLAR PANELS	SOLAR PANELS	SOLAR PANELS	SOLAR PANELS	SOLAR PANELS
\$248.00	\$1,239.00	\$1,212.00	\$1,058.00	\$366.00	\$979.00	\$703.00
COMM ROOF < 5000	COMM ROOF < 5000	COMM ROOF < 5000	COMM ROOF < 5000	COMM ROOF < 5000	COMM ROOF < 5000	COMM ROOF < 5000
\$549.00	\$673.00	\$679.00	\$827.00	\$498.00	\$636.00	\$330.00
RES INT REMODEL	RES INT REMODEL	RES INT REMODEL	RES INT REMODEL	RES INT REMODEL	RES INT REMODEL	RES INT REMODEL
\$825.00	\$896.00	\$760.00	\$2,067.00	\$2,995.00	\$564.00	\$1,195.00
SCREEN ENCLOSURE	SCREEN ENCLOSURE	SCREEN ENCLOSURE	SCREEN ENCLOSURE	SCREEN ENCLOSURE	SCREEN ENCLOSURE	SCREEN ENCLOSURE
\$278.00	\$934.00	\$882.00	\$665.00	\$347.00	\$725.00	\$708.00
\$55,050.00	\$95,773.00	\$153,764.13	\$106,474.00	\$38,961.00	\$93,548.42	\$116,772.00

2019 PERMIT FEE COMPARISON BY TYPE

CITY OF WESTON	AVERAGE
13 WINDOWS	
\$280.00	\$316.67
3 ACCORD SHUTTERS	
\$103.54	\$154.40
136' WOOD FENCE	
\$172.94	\$141.66
RE ROOF< 5000 SQ FT	
\$334.79	\$390.30
SINGLE FAMILY	
\$3,960.00	\$6,047.00
A/C CHANGEOUT	
\$163.49	\$162.58
HOT WATER HEATER	
\$163.49	\$117.78
COMM INT REMODEL	
\$1,354.00	\$2,074.60
SWIMMING POOL	
\$872.00	\$1,258.50
COMM SHELL INT	
\$79,203.00	\$88,354.50
GARAGE DOOR	
\$163.49	\$122.01
SOLAR PANELS	
\$660.00	\$829.67
COMM ROOF < 5000	
\$447.00	\$569.50
RES INT REMODEL	
\$683.00	\$1,377.33
SCREEN ENCLOSURE	
\$513.00	\$640.00
\$89,073.74	

2019 PERMIT FEE COMPARISON BY TYPE

ALL FEES ARE BASE PERMIT FEES IE: NO TECHNOLOGY FEES, NO EDUCATION FEES, BROWARD COUNTY SUR TAX, DBPR, BCAIB

