



City of Eustis

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TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: January 18, 2024

RE: Resolution Number 24-03: Revision of the Building Department's Schedule of Fees

Introduction:

Florida Statute 553.791 allows for private provider services for plans review and inspections for building construction. If an owner or contractor retains a private provider for purposes of plans review or building inspection services, the local jurisdiction **must reduce the permit fee by the amount of cost savings realized by the local enforcement agency for not having to perform such services**. Such reduction may be calculated on a flat fee or percentage basis, or any other reasonable means by which a local enforcement agency assesses the cost for its plans review or inspection services. The local jurisdiction may not charge fees for building inspections if the fee owner or contractor hires a private provider to perform such services; however, the local jurisdiction may charge a reasonable administrative fee, which shall be based on the cost that is actually incurred, including the labor cost of the personnel providing the service, by the local jurisdiction or attributable to the local jurisdiction for the clerical and supervisory assistance required, or both. The Statute also provides that the jurisdiction ***may visit the building site as often as necessary to verify that the private provider is performing all required inspections.***

Any consideration of a reduction of fees on the City's Building and Inspection Fee Schedule will require the approval of the City Commission.

Background:

The City's Building Official, Matt Adair, CBO, has received notice from the developer of Pine Meadows Reserve Subdivision that they intend to use a private provider for plans review and inspections for their subdivision.

Matt has reviewed fees and processes from other local communities and determined that the City will still be involved and responsible for holding the permits and making other inspections (not covered by the Florida Statutes) including, but not limited to the following:

1. Audits of inspections performed by the Private Provider.
2. Planning and Zoning review
3. Planning and zoning field inspections (includes driveway, sidewalk, setbacks, landscaping, parks, etc.)
4. Development Site Inspections/Preliminary and post site/tree survey/environmental.

5. Floodplain Administration (includes plan review and field inspections to verify setbacks, slopes and elevations)
6. Drainage
7. Impact fee verification
8. Verification of address for 911 purposes.
9. Certificates of Occupancy/Certificates of Completion (includes the review of all inspections, review of final survey, and the review of density test and other engineering reports)
10. Retention of permit documents (residential permits are retained for 10 years/Commercial permits are retained for perpetuity of the building).
11. Scheduling inspections and inputting results/reports in the City's computer files.
12. Sewer and water connections on the public service side.

The City is required to review and maintain a checklist of the plans review for every residential and commercial structure for the International Organization for Standardization (ISO). The use of a private provider for plans review services does not affect the City's obligation to conduct plans review services or to maintain those records in the City's computer files.

It is Matt's recommendation that the City adjust the Building and Inspection Fee Schedule to include an overall 5% reduction in the permit fees for the private plan review and inspections activity. He asserts this fee fairly reduces the plans review and inspections component while capturing the administrative costs for the associated services that the City will still incur with each permit.

Please see the surrounding jurisdictions page which shares how these entities address these fees.

Additionally, the Development Services Department staff see this revision as an opportunity to remove the fees for several obsolete purposes like fences and change-of-use matters.

Recommended Action:

Approve Resolution Number 24-03 amending the City's Schedule of Fees.

Budget/Staff Impact:

This process will not adversely impact the budget since it's only a minor reduction in the overall permit fees.

Prepared By:

Mike Lane, AICP, Director, Development Services