



REVISED ON 09/17/2025

RESOLUTION NO. 2025-024

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, ADOPTING THE FISCAL YEAR 2025-2026 SCHEDULE OF FEES ESTABLISHING FEES AND CHARGES FOR TOWN SERVICES; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Highland Beach seeks to promote the health, safety, and welfare of its residents by providing for the enforcement of its Code of Ordinances and establishing a schedule of reasonable fees and charges for utilities and administrative services; and

WHEREAS, the Town Commission determines that the adoption of this Resolution serves a valid public purpose and is in the best interests of the Town and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA:

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

Section 2. The Town Commission hereby adopts the “Town of Highland Beach Schedule of Fees,” attached hereto as **Exhibit “A”, “B”, “C”, “D”, “E”** and incorporated herein by reference.

Section 3. The Town Commission hereby repeals Resolution No. 2022-004, providing for a temporary discount on building fees due to the COVID-19 pandemic in its entirety. Additionally, all other resolutions or parts of resolutions in conflict with this Resolution are hereby repealed to the extent of such conflict.

Section 4. If any provision of this Resolution or the application thereof to any person or circumstances is held invalid, the invalidity shall not affect other provisions or applications of this Resolution which can be given effect without the invalid provision or application and to this end the provisions of this Resolution are declared severable.

Section 5. This Resolution shall become effective immediately upon adoption.

DONE AND ADOPTED by the Town Commission of the Town of Highland Beach, Florida, this
____ day of September, 2025.

Natasha Moore, Mayor

ATTEST:

**REVIEWED FOR LEGAL
SUFFICIENCY:**

Lanelda Gaskins, MMC
Town Clerk

Leonard G. Rubin, Town Attorney

VOTES:

YES NO

Mayor Natasha Moore
Vice Mayor David Stern
Commissioner Donald Peters
Commissioner Judith Goldberg
Commissioner Jason Chudnofsky

EXHIBIT “A”

TOWN OF HIGHLAND BEACH
SCHEDULE OF FEES

EFFECTIVE 10/01/2025– 09/30/2026

I. TOWN CLERK

- a. Public Records Request
 - i. Duplication of Copies
 - a. Single Sided \$0.15 per page
 - b. Double Sided \$0.20 per page
 - c. Photocopies total cost under \$5.00 No charge
 - ii. USB Flash Drive Based on actual cost
 - iii. Other materials Based on actual cost
- b. Labor Costs for Research and Reproduction,
Special Service Charges relevant to Public Records Based on actual cost
- c. Postage/Mailing Cost Based on actual cost
Additional Cost May Apply Based on Florida Statute, Chapter 119
- d. Municipal Lien Search Requests \$175.00 per Parcel Control Number
- e. Notary Service:
Highland Beach Residents (after first five (5) signatures) \$5.00 per signature
- f. Non-Residents \$5.00 per signature
- g. Administration of Oaths and Affirmations \$10.00 per person
- h. Acknowledgements \$10.00 per person
- i. Certified Copies \$1.00 per document
- j. Zoning Maps Based on actual cost
- k. Development Order Applications \$200.00 per application
Administrative cost for preparation and mailings of public notices
- l. Legal Advertisements \$150.00 per publication

II. LIBRARY

- a. Library Cards
 - i. Highland Beach Property Owners and Residents with six (6) months lease agreement or longer No charge
 - ii. Seasonal renters (3-6 months) \$25.00 per year
 - iii. Non-residents \$75.00 per year
 - iv. Replacement cards \$5.00 per card
- b. Overdue Materials
 - i. Books and magazines \$0.25 per day per item
 - ii. DVDs and CDs \$1.00 per day per item
 - iii. E-readers \$3.00 per day per item
- c. Printing/Copying using Library Computers
 - i. First 5 pages of Black & White Copies No charge
 - ii. More than Five (5) Pages \$0.25 per page
- d. Room usage fees for Independent Contractors
 - i. Background Check for Independent Contractor \$19.95
 - ii. Tom Reid Room \$10.00 per month
 - iii. Community Room \$20.00 per month

III. CODE COMPLIANCE & POLICE FINES/FEES

- a. Illegal parking in designated disabled parking spots \$250.00
 - b. Class I Infraction (First and repeat violations) \$50.00
 - c. Class II Infraction (First offense) \$50.00
 - d. Class II Infraction (Repeat violation) \$100.00
 - e. Class III Infraction (First and repeat violations) \$200.00
 - f. Cost of Prosecution \$250.00
- *Class I, II and III Infractions based per Section 2-174 of Town Code of Ordinances

IV. ADMINISTRATIVE COSTS

Pursuant to Section 2-117 (c) of the Code of Ordinances, administrative costs incurred by the town in the successful prosecution of a code enforcement case shall be assessed against the violator pursuant to F.S. § 162.07(2).

EXHIBIT “B”

TOWN OF HIGHLAND BEACH **BUILDING AND LAND DEVELOPMENT** **SCHEDULE OF FEES** EFFECTIVE 10/01/2025 – 09/30/2026

V. BUILDING DEPARTMENT

- a. All building permit fees shall be based upon the value of the work to be performed. The "value of work" shall be determined in accordance with Section 109 of the Town's Administrative Amendments to the Florida Building Code.
- b. The minimum building permit fee shall be \$100.
- c. **Building permit fees** shall be calculated per each \$1,000 of valuation or portion thereof for each trade (building, plumbing, mechanical, or electrical) or for each specialty (pools, fire suppression, alarm, or security systems, etc.). Those fees are as follows:
 - i. \$22.00 per \$1,000 or portion thereof of value up to \$500,000.
 - ii. \$17.50 per \$1,000 or portion thereof of value above \$500,000.

Note: For permits issued for properties within the Town of Gulf Stream, 5% of the collected fees will be allocated to the Town of Gulf Stream for administrative services.
- d. **Private Provider** rates per F.S. 553.791 & F.S. 553(2)(b)
 - i. Private Provider inspections only -8% of (c) only.
 - ii. Private Provider plan review only -10% of (c) only.
 - iii. Private Provider inspections & plan review -18% of (c) only.
- e. **Sales Trailer Permit Fee:** The fee for sales trailers shall be \$500 per trailer, shall include all sub-trade inspections, and shall expire after six (6) months. The permit may be renewed for additional six (6) month increments upon payment of an additional fee.
- f. **Construction Trailer Permit Fee:** The fee for a construction trailer shall be \$250 and shall include all sub-trade inspections.
- g. **Contractor Registration:** All contractors working in the Town of Highland Beach must be registered with the Building Department. Registration requires the submission of basic information about the contractor, including a government-issued photo ID, along with proof of valid licenses and insurance, and a local county business tax receipt. Contractors must hold a valid license issued by the State of Florida or be licensed as a contractor or registered as an installer with Palm Beach County. There is no fee for registering with the Town of Highland Beach.

h. Reinspection Fees:

- i. \$75.00 for second inspection (same item)
- ii. \$150.00 for third inspection* (same item)
- iii. \$250.00 for the fourth inspection* (same item)
- iv. \$300.00 for the fifth inspection* (same item)
* (requires the licensed qualifier to be at the site for the inspection)

i. Additional Fees:

- i. \$100.00 for fire sprinkler permits. Does not include the electrical permit.
- ii. \$50.00 per page for plans requiring additional review after the initial review
- iii. \$50.00 for change in contractor
- iv. \$100.00 flooring and/or balcony tile fee (not shower tile or pan replacement)
- v. \$20.00 for remote video inspections – RVI (elective)
- vi. \$50.00 for a portable storage unit
- vii. \$100.00 to extend permit prior to permit expiring
- viii. \$250.00 for reinstatement of expired permit (if approved by the Building Official)
- ix. Appeal of Building Code Decision: \$1,500.00
- x. Additional Highland Beach Fire Department fees may apply. Contact HBFR
- xi. Florida State Surcharges
 - a. BCAIF: 1.5% of permit fee
 - b. FBC: 1% of permit fee

j. Penalty Fees:

- i. Two and a half times (2.5X) the original permit fee, but not to exceed \$10,000, for work commenced without a permit

Approved by the Town Commission on October 7, 2020

k. Planning & Zoning Fees:

- i. Site plan: \$1,500.00
- ii. Special Exception: \$1,500.00

- iii. Comprehensive Plan Amendment: \$1,500.00
- iv. Revision to Code of Ordinances: \$1,500.00
- v. Variance: \$1,500.00
\$500.00 each additional variance
- vi. Appeal of Zoning Determination: \$1,500.00
- vii. Zoning Verification Letter: \$150.00
- viii. Hourly attorney consultation fee. Must be paid with all land development applications. \$500.00 deposit plus any costs that exceed the \$500.00
- ix. License Agreement or Unity of Title: \$1,000.00
- x. Appeal to Town Commission: \$1,500.00
- xi. Engineering Review Fee: \$500.00 plus any additional cost
- xii. Floating Vessel Platform Application Review Fee: \$150
- xiii. Short-Term Rentals registration fee. \$250.00
- xiii. Short-Term Rentals inspection fee. \$150.00
- xiv. Short-Term Rentals re-inspection fee (failure to pass initial inspection) \$75.00
- xv. Short-Term Rentals biennial renewal fee. \$150.00
- xvi. Short-Term Rentals change of agent fee. \$50.00
- xvii. Short-Term Rental penalties:
 - a. \$250.00 fine, daily per violation for the first offense;
 - b. Up to \$500.00 fine, daily, per violation for repeat offenses;
 - c. \$250.00 cost of prosecution.

Refund Policy

- *No refunds for issued permits, permits under \$200, penalty fees, surcharges, etc.*
- *No refunds on permit applications greater than 30 days old*
- *Refunds shall be 60% of the fee paid in excess of \$200.*

Cost Recovery Provision. The applicant is responsible for the cost of recovering administrative, engineering, legal review, and/or any other professional service required in conjunction with any application, including any public notice costs in excess of the minimum advertising fee, including notice costs, such as postage, etc.

EXHIBIT “C”

TOWN OF HIGHLAND BEACH

SCHEDULE OF FEES

EFFECTIVE 10/01/2025 – 09/30/2026

VI. WATER USE RATES

- a. Water & Irrigation Flat Rate Charge (Bi-Monthly) \$59.82 per dwelling unit
- b. All Customers Bi-Monthly Usage Charges (per dwelling unit)
 - i. 0 to 10,000 gallons \$3.18 per 1,000 gallons
 - ii. 10,001 to 20,000 gallons \$4.31 per 1,000 gallons
 - iii. 20,001 to and 55,000 gallons \$6.68 per 1,000 gallons
 - iv. 55,001 gallons to 80,000 gallons \$9.73 per 1,000 gallons
 - v. Over 80,000 gallons \$12.72 per 1,000 gallons
- c. Irrigation Class Bi-Monthly Usage Charges (per meter) *
 - i. 0 to 55,000 gallons \$6.68 per 1,000 gallons
 - ii. 55,001 to 80,000 gallons \$9.73 per 1,000 gallons
 - iii. Over 80,000 gallons \$12.72 per 1,000 gallons

* Subject to flat charge plus usage charges

VII. SEWER USE RATES

- a. Sewer Flat Rate Charge (Bi-Monthly) \$45.80 per dwelling unit
- i. Bi-Monthly Usage Charges* (per dwelling unit) \$3.73 per 1,000 gallons of water usage to a maximum of 20,000 gallons.
 - ii. Commercial customers* \$3.73 per 1,000 gallons of water usage with **no maximum.**

* Subject to flat charge plus usage charges

VIII. PRIVATE FIRE PROTECTION

- a. Fire Hydrants \$25.94 each per month
- b. Standpipes/Sprinkler System \$25.94 each per month

IX. GENERAL CUSTOMER BILLING

- a. Water and Sewer usage charges will be billed bi-monthly.
- b. Payment remittance is due within 30 days of the billing date.
- c. Accounts more than 30 days are considered delinquent.
- d. Delinquent accounts will be subject to an additional 1.5% per month (18% annum) delinquency charge.
- e. Notice of such delinquency will be given by the Town; and if not corrected within 10 days of said notice, water service will be disconnected.
- f. Water service will not be reconnected until the delinquent bill and a fifty-dollar (\$50.00) reconnection fee is paid.
- g. Meters may be tested for accuracy upon written request from the customer. However, the customer will be subject to the expense of the test if the meter is found to be not more than 2% fast.
- h. In the event of a water leak occurring on the consumer's side of the meter, the Town Manager may offer a one-time courtesy adjustment to provide financial relief to a consumer who is experiencing a higher than usual water bill. To be considered for this courtesy adjustment:
 - i. The water bill in question must not be from the billing period more than two billing cycles prior.
 - ii. The consumer must not have used a courtesy adjustment in the past, and
 - iii. The consumer must demonstrate that they have repaired the water leak (i.e., plumber's invoice for repairs).

If a consumer is granted a courtesy adjustment, the Town will estimate (by comparing historical usage of the account) the amount of the water leak and deduct it from the consumer's total usage for the billing period. The difference between the total usage and the water leak portion will be considered the consumer's regular usage for the billing period and will be billed according to the rate structure provided in Section VI. The estimated water leak portion of usage for the billing period will be adjusted and billed at the lowest tiered rate provided in Section VI.

Notwithstanding the above, the town manager in his or her discretion will have the flexibility to allow up to four (4) installment payments of bills which are unusually high as measured by past bills for the property in question. The town manager's discretion will be on a case-by-case basis using his or her best judgment as each case arises.

X. WATER SYSTEM CONNECTION CHARGES

- a. New Dwellings
 - i. Connection Charge \$3,000 per dwelling unit
 - ii. Meter Installation Fees Time and Material plus 25%
- b. Irrigation
 - i. Meter Installation Fees Time and Material plus 25%

XI. SEWER SYSTEM CONNECTION CHARGES

a. New Dwellings

- | | |
|----------------------|---------------------------|
| i. Connection Charge | \$1,000 per dwelling unit |
|----------------------|---------------------------|

XII. FIELD VISIT CHARGE

The Town may charge a fee to each customer requesting a service to be performed by a Town employee at their premises with respect to the water or wastewater systems. The services to be performed shall include, but not be limited to, individual turn-on and turn-off of service, data-logging a meter, and meter re-reading. The Town will waive this fee in any instance where the meter is determined to be faulty. There shall be no charge for the first field visit.

- | | |
|---------------------------------|---------|
| a. During Normal Working Hours | \$32.08 |
| b. Outside Normal Working Hours | \$64.15 |

EXHIBIT “D”

TOWN OF HIGHLAND BEACH
SCHEDULE OF FEES
EFFECTIVE 10/01/2025 – 09/30/2026

I. EMERGENCY MEDICAL SERVICES TRANSPORT FEES

Description	Charge
a. Basic Life Support	\$700.00
b. Advanced Life Support 1	\$750.00
c. Advanced Life Support 2	\$850.00
d. Mileage	\$14.00

II. SCHEDULE OF FIRE INSPECTIONS

There are no fees for Required Florida Fire Prevention Code Annual Fire inspections.

a. Ambulatory Health Care	Annual
b. Apartments/Condominiums (3-6 units with common area) No fire protection equipment systems	Annual
c. Apartments/Condominiums (3-6 units without common area) No fire protection equipment systems	Annual
d. Apartments/Condominiums (7 units or more)	Annual
e. Apartments/Condominiums with Fire Protection Equipment Systems	Annual
f. Assembly/Restaurants	Annual
g. Business – Shell	Annual
h. Fire Pump Inspection	Annual
i. Gate Inspections per access point	Annual
j. Hotel Dormitories	Annual
k. Lodging or Rooming Houses	Annual
l. Storage/Parking	Annual

III. CUSTOMER REQUESTED PERMIT FEES

a. Temporary Structures (Tents)	\$150.00
b. Flow Test	\$350.00
c. Bonfire Permit (Beach)	\$300.00
d. Pyrotechnics/Fireworks	\$250.00

IV. PERSONNEL COST FOR INSPECTION PROCESSES

a. Fire Watch	\$125.00 per hour (min 4 hours min fee \$500)
b. Special Event	\$150.00 per hour (2-hour min.)

\$50.00 per hour over 2 hours
(fees are per staff member)

- c. Additional Personnel needed to complete fire alarm and other special inspections \$125.00 (fees are per staff member)

V. NEW AND EXISTING CONSTRUCTION FEES

- a. Plans and Inspections \$150 on Cost of Construction up to \$30,000
- b. Plans and Inspections 0.5% on Total Construction Cost Above \$30,000
(The Maximum Fire Plans and Inspection Fees: capped at \$15,000 per project)
- c. Revisions \$50.00 Per page for plan requiring additional review after the initial review
- d. Penalty for Work commencing prior to plan review/approval 2.5 times permit fees
- e. Customer Requested After Hours Inspections \$125.00 per visit per hour
(min 2 hours)
- f. Reinspection Fees:
 - i. \$75.00 for second inspection (same item)
 - ii. \$150.00 for third inspection* (same item)
 - iii. \$250.00 for fourth inspection* (same item)
 - iv. \$300.00 for fifth inspection* (same item)
*(requires license holder or qualifier to be at the site for inspection)
- g. Additional Fees:
 - i. \$50.00 for change in contractor
 - ii. Appeal of Building Code Decision: \$1,500

VI. FIRE ALARMS FEES

- a. False Alarm fees for-all false alarms based on the fiscal year shall be as follows:
- b. No Charge for false alarms 1-3 fiscal year
 - 4th false alarm fiscal year \$200
 - 5th false alarm fiscal year \$300
 - 6th false alarm fiscal year \$400
 - 7th false alarm fiscal year \$500
 - 8th false alarm fiscal year \$600
 - 9th false alarm fiscal year \$700
 - 10th or more false alarm fiscal year \$1,000/call

EXHIBIT “E”

TOWN OF HIGHLAND BEACH
SCHEDULE OF FEES

I. SOLID WASTE AND RECYCLING SERVICES

EFFECTIVE 06/01/2025 – 06/01/2026

a. Single-family curbside	\$ 33.37 per month*
b. Multi-family curbside (4 units or less)	\$ 33.37 per month*
c. Multi-family curbside (more than 4 units)	\$ 19.98 per month*
d. Special medical	Per Contract
e. Container rentals	Per Contract
f. Commercial services	Per Contract

*Cost includes 5% administrative charge

EFFECTIVE 06/01/2026 – 06/01/2027

a. Single-family curbside	\$ 35.71 per month*
b. Multi-family curbside (4 units or less)	\$ 35.71 per month*
c. Multi-family curbside (more than 4 units)	\$ 21.38 per month*
d. Special medical	Per Contract
e. Container rentals	Per Contract
f. Commercial services	Per Contract

*Cost includes 5% administrative charge