



# TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

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**MEETING TYPE:** Town Commission Meeting  
**MEETING DATE** September 18, 2025  
**SUBMITTED BY:** Town Manager's Office  
**SUBJECT:** Fee Schedule Changes for Fiscal Year 25-26

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**SUMMARY:** This memorandum serves to inform the commission of the proposed upcoming changes to our fee schedule, which will take effect on September 30, 2025. The revised fee schedule will help maintain the quality of our services while ensuring the sustainability of our operations.

## Summary of Changes:

### 1. General Fees:

#### a. Town Clerk

#### 1. Public Records Request

##### i. Photocopies (8 ½ x 14 or less):

- |   |                 |
|---|-----------------|
| a. Single Sided: Black and White Copies | \$0.15 per page |
| b. Double Sided: Black and White Copies | \$0.20 per page |
| c. Single Sided: Color Copies           | \$0.25 per page |
| d. Double Sided: Color Copies           | \$0.30 per page |
| e. Photocopies total cost under \$5.00  | No charge       |

## Changes Below:

### ~~i. Photocopies (8 ½ x 14 or less):~~ Duplication of Copies

- |  |                            |
|--|----------------------------|
| <del>a. Single Sided: Black and White Copies</del> | \$0.15 per page            |
| <del>b. Double Sided: Black and White Copies</del> | \$0.20 per page            |
| <del>c. Single Sided: Color Copies</del>           | <del>\$0.25 per page</del> |
| <del>d. Double Sided: Color Copies</del>           | <del>\$0.30 per page</del> |
| e. Photocopies total cost under \$5.00             | No charge                  |

### 2. Legal Advertisements

\$150 per publication

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## 2. Building and Land Development Fees:

### a. Building Permit Fees

1. \$25.00 per \$1,000 or portion thereof of value up to \$500,000
2. \$20.00 per \$1,000 or portion thereof of value up to \$500,000

#### Changes below:

1. **\$22.00** per \$1,000 or portion thereof of value up to \$500,000
2. **\$17.50** per \$1,000 or portion thereof of value up to \$500,000

### b. Contractor Registration

1. **Addition of contractor licensing requirement language**

Contractors must hold a valid license issued by the State of Florida or Palm Beach County.

#### Changes below:

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."

### c. Reinspection Fees

1. **Addition of language for inspection requirements**

Requires license qualifier to be at the site for inspection

#### Changes below:

Requires **the** licensed qualifier to be at the site for **the** inspection

### d. Additional Fees

1. \$100.00 Floor and/or balcony tile fee (not shower tile or pan replacement)

#### Changes below:

\$100.00 **Flooring** and/or balcony tile fee (not shower tile or pan replacement)

2. **Addition of Remote Video Inspection Fee (elective): \$20.00**

3. \$100.00 to extend permit for failure to call for a final inspection prior to permit expiring.

#### Changes below:

\$100.00 to extend permit ~~for failure to call for a final inspection~~ prior to permit expiring

4. Reinstatement of expired permit (if approved by the Building Official) changed from \$100 to **\$250**

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5. Addition of Florida State Surcharges (see below)

- a. BCAIF: 1.5% of permit fee
- b. FBC: 1% of permit fee

e. Penalty Fees

Changes below:

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

f. Planning and Zoning Fees

Changes below:

Short- Term Rentals ~~annual~~ renewal fee of \$150.00  
Short-Term Rentals **biennial** renewal fee of \$150.00

**3. Water & Sewer Rates:**

- a. Water & Irrigation Flat Rate Charge (Bi-Monthly)  
Changed from \$56.97 to **\$59.82 per dwelling unit**

b. All Customers Bi-Monthly Usage Charges (per dwelling unit)

1. 0 to 10,000 gallons	\$3.03 per 1,000 gallons
2. 10,000 to 20,000 gallons	\$4.11 per 1,000 gallons
3. 20,001 to and 55,000 gallons	\$6.36 per 1,000 gallons
4. 55,001 gallons to 80,000 gallons	\$9.26 per 1,000 gallons
5. Over 80,000 gallons	\$12.11 per 1,000 gallons

Changes below:

All Customers Bi-Monthly Usage Charges (per dwelling unit)

1. 0 to 10,000 gallons	<b>\$3.18 per 1,000 gallons</b>
2. 10,000 to 20,000 gallons	<b>\$4.31 per 1,000 gallons</b>
3. 20,001 to and 55,000 gallons	<b>\$6.68 per 1,000 gallons</b>
4. 55,001 gallons to 80,000 gallons	<b>\$9.73 per 1,000 gallons</b>
5. Over 80,000 gallons	<b>\$12.72 per 1,000 gallons</b>

c. Irrigation Class Bi-Monthly Usage Charges (per meter) \*

1. 0 to 55,000 gallons	\$6.36 per 1,000 gallons
2. 55,001 to 80,000 gallons	\$9.26 per 1,000 gallons
3. Over 80,000 gallons	\$12.11 per 1,000 gallons

Subject to flat charge plus usage charges\*

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Changes below:

Irrigation Class Bi-Monthly Usage Charges (per meter)\*

- |                             |                           |
|-----------------------------|---------------------------|
| 1. 0 to 55,000 gallons      | \$6.68 per 1,000 gallons  |
| 2. 55,001 to 80,000 gallons | \$9.73 per 1,000 gallons  |
| 3. Over 80,000 gallons      | \$12.72 per 1,000 gallons |

Subject to flat charge plus usage charges\*

d. Sewer Use Rates

- |   |                           |
|---|---------------------------|
| 1. Sewer Flat Rate Charge Bi-Monthly  | \$43.62 per dwelling unit |
| 2. Bi Monthly Usage Charges (per dwelling Unit of water usage to a maximum of 20,000 gallons) | \$3.55 per 1,000 gallons  |
| 3. Commercial Customers* of water usage with no maximum                                       | \$3.55 per 1,000 gallons  |

Subject to flat charge plus usage charges\*

Changes below:

- |   |                           |
|---|---------------------------|
| 1. Sewer Flat Rate Charge Bi-Monthly  | \$45.80 per dwelling unit |
| 2. Bi Monthly Usage Charges (per dwelling Unit of water usage to a maximum of 20,000 gallons) | \$3.73 per 1,000 gallons  |
| 3. Commercial Customers* of water usage with no maximum                                       | \$3.73 per 1,000 gallons  |

Subject to flat charge plus usage charges\*

e. Private Fire Protection

- |                                 |                        |
|---------------------------------|------------------------|
| 1. Fire Hydrants                | \$25.66 each per month |
| 2. Standpipes/ Sprinkler System | \$25.66 each per month |

Changes below:

- |                                 |                        |
|---------------------------------|------------------------|
| 1. Fire Hydrants                | \$25.94 each per month |
| 2. Standpipes/ Sprinkler System | \$25.94 each per month |

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#### 4. Fire/EMS:

##### a. Emergency Medical Services Transport Fees

Changes below:

Description	Current	Proposed
a. Basic Life Support	\$650.00	<b>\$681.98</b>
b. Advanced Life Support 1	\$685.00	<b>\$809.87</b>
c. Advanced Life Support 2	\$770.00	<b>\$1,172.16</b>
d. Mileage	\$12.00	<b>\$13.73</b>

##### b. Customer Requested Permit Fees

Changes below:

1. Temporary Structures (Tents)	\$150.00
2. Flow Test	\$350.00
3. Bonfire Permit (Beach)	\$300.00
4. Pyrotechnics/Fireworks	\$250.00
<del>5. Fire Watch</del>	<del>\$125.00 per hour (min 4 hours min fee \$500)</del>
<del>6. Special Event</del>	<del>\$150 per hour (2-hour min) \$50.00 per hour over 2 hours (fees are per staff member)</del>

##### c. Personnel Cost For Inspection Processes (Addition)

1. Fire Watch	\$125.00 per hour (min 4 hours min fee \$500)
2. Special Event	\$150.00 per hour (2-hour min.) \$50.00 per hour over 2 hours (fees are per staff member)
3. Additional Personnel needed to complete fire alarm and other special inspections	\$125.00 (fees are per staff member)

##### d. New and Existing Construction Fees

1. Plans and Inspections	\$100 on Cost of Construction up to \$20,000
2. Plans and Inspections	0.5% on Total Construction Cost Above \$20,000

(The Maximum Fire Plans and Inspection Fees: capped at \$15,000 per project)

3. Penalty for Work commencing prior to plan review/approval	2.5 times permit fees
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4. Customer Requested After Hours Inspections \$125.00 per visit per hour  
(min. 2 hours)

Changes below:

1. Plans and Inspections \$150 on Cost of Construction up to \$30,000
2. 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)

3. Revisions \$50.00 Per page for plan requiring additional review after the initial review

4. Penalty for Work commencing prior to plan review/approval 2.5 times permit fees

5. Customer Requested After Hours Inspections \$125.00 per visit per hour  
(min. 2 hours)

6. 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)

7. Additional Fees:

- i. \$50.00 for change in contractor
- ii. Appeal of Building Code Decision: \$1,500.00

e. Fire Alarm Fees

1. False Alarm for Non-Registered System All false alarms fiscal year \$200R-\$1,000C
2. False Alarms for Registered System No Charge for false alarms 1-3 fiscal year  
4<sup>th</sup> false alarm fiscal year \$75  
5<sup>th</sup> false alarm fiscal year \$100  
6<sup>th</sup> false alarm fiscal year \$150  
7<sup>th</sup> or more false alarm fiscal year \$200/call
3. Alarm Registration \$35.00
4. Renewals/Updates \$10.00

Changes below:

1. False Alarm fees for ~~Non-Registered System~~ a all false alarms based on the fiscal year ~~\$200R-\$1,000C~~ shall be as follows:

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No Charge for false alarms 1-3 fiscal year

4<sup>th</sup> false alarm fiscal year \$200  
5<sup>th</sup> false alarm fiscal year \$300  
6<sup>th</sup> false alarm fiscal year \$400  
7<sup>th</sup> ~~or more~~ false alarm fiscal year \$500/call  
8<sup>th</sup> false alarm fiscal year \$600  
9<sup>th</sup> false alarm fiscal year \$700  
10<sup>th</sup> or more false alarm fiscal year \$1,000/call

2. ~~False Alarms for Registered System~~      ~~No Charge for false alarms 1-3 fiscal year~~  
~~4<sup>th</sup> false alarm fiscal year \$75~~  
~~5<sup>th</sup> false alarm fiscal year \$100~~  
~~6<sup>th</sup> false alarm fiscal year \$150~~  
~~7<sup>th</sup> or more false alarm fiscal year \$200/call~~

3. ~~Alarm Registration~~ \_\_\_\_\_ ~~\$35.00~~  
4. ~~Renewals/Updates~~ \_\_\_\_\_ ~~\$10.00~~

## 5. Solid Waste

Per seven-year contract, rates are renewed according to schedule.

### Rationale:

These adjustments are necessary due to increased operational costs, including but not limited to labor, materials, and overhead. The revised fee schedule will help maintain the quality of our services while ensuring the sustainability of our operations.

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### ATTACHMENTS:

Resolution No. 2025-024, Fiscal Year 2025-26 Schedule of Fees

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### RECOMMENDATION:

Adoption of Fiscal Year 2025-26 Schedule of Fees