



RESOLUTION NO. 2026-008

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, AMENDING RESOLUTION NO. 2025-024 TO REVISE EXHIBIT “B” OF 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, on September 18, 2025, the Town Commission adopted Resolution No. 2025-024 establishing the Fiscal Year 2025-2026 Schedule of Fees for Town services; and

WHEREAS, due to recent legislation requiring revisions to certain Building Department fees effective July 1, 2026, Staff has recommended revisions to Exhibit “B” of the Schedule of Fees to comply with state requirements; and

WHEREAS, the Town Commission finds that the amendments contained herein serve a valid public purpose and promote the health, safety, and welfare of the residents of the Town of Highland Beach.

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. Exhibit “B” of Resolution No. 2025-024, “Town of Highland Beach Schedule of Fees,” is hereby amended and replaced in its entirety with the revised **Exhibit “B”** attached hereto and incorporated herein by reference (additional language underlined and deleted language ~~stricken through~~). All other exhibits and provisions of Resolution No. 2025-024 shall remain unchanged and in full force and effect.

Section 3. All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed to the extent of such conflict.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 circumstance 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 July 1, 2026.

DONE AND ADOPTED by the Town Commission of the Town of Highland Beach, Florida,
this 16th day of June, 2026.

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 “B”

TOWN OF HIGHLAND BEACH
BUILDING AND LAND DEVELOPMENT
SCHEDULE OF FEES

REVISED EFFECTIVE 07/01/2026 – 09/30/2026

I. 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 \$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: minus 13% of permit fee under (c) ~~8% of (c) only.~~
 - ii. Private Provider plan review only: minus 13% of permit fee under (c) ~~10% of (c) only.~~
 - iii. Private Provider inspections & plan review: minus 26% of permit fee under (c) ~~18% of (c) only.~~

Note: These rates apply to all permit types, including residential and commercial permits. They are calculated based on the service-attributable portion of the Town permit fee, representing the combined plan review and inspection costs documented at 50.60 percent of total departmental expenditures for fiscal year 2024-2025, pursuant to F.S. §553.791(2)(b) and §553.791(2)(d) as amended by CS/CS/HB 803, effective July 1, 2026. Supporting cost analysis documentation is maintained on file with the Building Department.

- 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/Private Provider 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. ~~Re~~Inspection Fee:

An inspection fee of \$100 per inspection is assessed in the following circumstances:

i. A subsequent inspection is required for any item, system, or component that was not in compliance with the Florida Building Code or the approved permitted documents at the time of the prior inspection. ~~\$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 the licensed qualifier to be at the site for the inspection)~~

ii. This fee represents the documented actual cost per inspection and is established pursuant to F.S. §553.79(f) as amended by CS/CS/HB 803, effective July 1, 2026. The fee applies uniformly regardless of the number of prior inspections performed under the permit and does not escalate.

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 a 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 the permit prior to 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.