



Memorandum

Meeting Details: September 10, 2025 – Board of Commissioners Regular Meeting
Prepared For: Honorable Mayor Brooks and the Board of Commissioners
Staff Contact: Community Development Department
Subject: Building Permit Fee Waiver Extension Request

Background & Discussion:

At the request of the BOC at the previous workshop meeting, city staff were directed to draft a form to allow for property owners who will not yet be ready to submit plans by the September 26th deadline to still receive a waiver for building permit fees for hurricane-related work. A draft of the form has been attached to this memo.

Fiscal Impact:

There would be an impact of 1% of contract value per waiver extension request received before the September 26th deadline.

Recommendation(s):

City staff is requesting direction from the board on implementation.

Attachments/Corresponding Documents:

- Permit Fee Waiver Extension Request form
- ORD 2025-13