



Town of Highland Beach

Building Department • 3616 South Ocean Blvd., Highland Beach, Florida 33487
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ADMINISTRATIVE GUIDELINE 2020-05-08 COLLECTION OF PERMIT APPLICATION FEES

Created: May 4, 2020

The policy for the collection of fees for permit applications is as follows:

- 1) Fees are to be collected when the building permit application and required submittal documents are received and approved by the administrative staff of the building department. The online status will change from Pending to Pending AWP.
- 2) Plan review will not commence until the required fees are paid.
- 3) Failure to pay the required application fees within 10 days will result in the permit becoming null and void as per FBC/PBC Amendment 105.3.1 and you will have to reapply. The null & voided permit will be forwarded to code enforcement for investigation.
- 4) Permits will not be issued until they are paid in full.
- 5) Permit fees are due as shown below.
 - a) Estimated Fees <\$2,000 are due in full.
 - b) Estimated Fees of \$2,000 or greater require a 50% payment with the balance paid at the time of permit issuance.
 - c) Failure to pay the balance due within 10 days of the ready status, prior to issuance under item 'b' above will result in the permit becoming null & void as in item 3 above.
- 6) The permit valuation submitted is subject to change if deemed necessary and will be adjusted and added to the fees. Final building permit valuation shall be set by the building official per FBC/PBC Amendment 109.3.
- 7) Cash Bonds, where applicable, shall be collected prior to the permit being issued.

This policy shall in effect immediately & remain in effect indefinitely and shall be reviewed and updated as necessary according to Town Ordinance changes that may happen from time to time in the normal execution of the legislative powers of the Town Commission.

Jeffrey A Remas
Jeff Remas
Building Code Official