



September 14, 2010

Florida Permit Surcharge Program

Florida Statute 553.721 and 468.631

The Building Officials Association of Florida, Inc. is pleased to provide you with the new guidelines for the Florida Permit Surcharge program, along with frequently asked questions to use as a tool in complying with the guidelines in your local jurisdictions.

The Changes:

Effective October 1, 2010.

FS 468.631 Building Code Administrators and Inspectors Fund.

Several changes were made that will affect the way the surcharge is collected and how the funds are to be used.

1. The requirement for determining the surcharge has been change from a cost per square foot to a percentage of the permit fee. The percentage is **1.5 percent**, with a minimum charge of **\$2**.
2. The surcharge is to be charged on “all permits”. This includes electrical, plumbing, mechanical, gas, and roofing (or any other permits based on the regulations found in the Florida Building Code).
3. The fee is to be associated with fees related to enforcement of the Florida Building Code. If you have fees that are part of your building permit that are related to other issues, such as zoning, environmental, engineering, etc., the fee does not apply to them.
4. You are **required** to keep 10 percent of the surcharge that you collect for the specific purpose to “fund the participation of building departments in the national and state building **code adoption processes** and to provide **education** related to enforcement of the Florida Building Code”.
5. The effective date to start collecting surcharges under the new procedure is October 1, 2010. The first actual remittance using the new procedure will be December 31, 2010.
6. The fund generated for the State are now to be allocated equally to fund the Florida Homeowners' Construction Recovery Fund established by s. 489.140 and the functions of the Building Code Administrators and Inspectors Board.

Section 31. Effective October 1, 2010.

FS 553.721 Surcharge.

Several changes were made that will affect the way the surcharge is collected and how the funds are to be used. Most of these changes mirror the changes made to 468.631.

1. The requirement for determining the surcharge has been change from a cost per square foot to a percentage of the permit fee. The percentage is **1.5 percent**, with a minimum charge of **\$2**.
2. The surcharge is to be charged on “all permits”. This includes electrical, plumbing, mechanical, gas, and roofing. (or any other permits based on the regulations found in the Florida Building Codes)
3. The fee is to be associated with fees related to enforcement of the Florida Building Code. If you have fees that are part of your building permit that are related to other issues, such as zoning, environmental, engineering, etc., the fee does not apply to them.
4. You are required to keep 10 percent of the surcharge that you collect for the specific purpose to “fund the participation of building departments in the national and state building **code adoption processes** and to provide **education** related to enforcement of the Florida Building Code”.
5. The fees collected must be electronically remitted. This is not a change as DCA currently requires this process to be followed.
6. The effective date for collecting surcharges under the new procedure is October 1, 2010. The first actual remittance using the new procedure will be December 31, 2010.
7. The funds generated from this portion of the fee are to be used to fund the operations and duties of the Florida Building Commission and The Department of Community Affairs.

Another question arises in regard to other fees, such as re-inspection fees. It was stated in the meeting held with the Department of Community Affairs (DCA) that the wording in the statute subjects all monies within the specific account number related to permit fees are subject to the surcharge. Fees that are not related to permit charges or issuance, such as re-inspection fees, penalties, planning, zoning, engineering, utility, impact or other fees not related may need to be tracked in separate accounts. This is a decision to be made by each jurisdiction. It is important the fees are properly tracked to allow for proper filing of the forms at the end of each quarter. It is also important to use the proper form for each State agency. There may be additional information requested by the State Agencies on the reporting forms that they have interest in tracking. While it is not mandated this information be provided, it may prove helpful in the future for determinations of information that is not contemplated at this time.

Calculation of fee:

The fee to be collected has been established by House Bill 663 from the 2010 legislative session. This new calculation is effective October 1, 2010 and is now contained in Florida Statutes. The statute numbers are 468.631 for the DBPR portion of the fee and 553.721 for the DCA portion. It is important to note that each portion of the fee is required to be 1.5% of the permit fee that is charged, however, in no case is the fee to be less than \$2.00 for either portion. This means the fee to be collected in total is 3% of the permit fee, however, in no case less than \$4.00 for any permit that is issued. These charges apply to Building, Electrical, Mechanical, Plumbing and Gas permits. Permits not associated to the Florida Building Code, such as landscaping permits having no requirements under the Florida Building Code need not be charged this fee. It is anticipated this document will be revised based on input from the users and as the State agencies provide additional input or clarification. Please watch the revision date of the document to ensure you are referring the current version. What follows are examples of the calculation and sample forms from the State. We hope this information is helpful and encourage your comments and input. Please contact the BOAF office at 407-804-1001, by fax to 407-804-0308, or by email to info@boaf.net.

Sample calculations:

Sample 1

Plan review fee	\$ 250.00	
Permit fee	<u>\$ 750.00</u>	
Total fees subject to surcharge	\$1,000.00	
Permit Surcharge	<u>\$ 30.00</u>	(\$1,000.00 X 3%)
Total collected	\$1,030.00	

Sample 2

Fee collected upon submission	\$ 400.00	
Building permit	\$ 370.00	
Fuel gas permit	\$ 120.00	
Electrical permit	\$ 175.00	
Mechanical permit	\$ 190.00	
Plumbing permit	<u>\$ 225.00</u>	
Total fees subject to surcharge	\$1,480.00	
Permit surcharge	<u>\$ 44.40</u>	(\$1,480.00 X 3%)
Total Collected	\$1,524.00	In one transaction paid for together

Sample 3

Plumbing permit	\$ 75.00	
Permit surcharge	<u>\$ 4.00</u>	(\$75 X 3% = \$2.25 which is less than the min fee)
Total collected	\$ 79.00	

Frequently Asked Questions:

Q. Are mobile homes required to be charged the surcharge fee?

A. The mobile home setup does not fall under the scope of the surcharge, however, the utility connection permits do. The electrical, mechanical, plumbing gas and any accessory structures must be charged the surcharge.

Q. Do manufactured (DCA Sealed) building permits get charged the surcharge fee; they already paid for the DCA label?

A. Yes. The buildings are reviewed for code compliance and constructed to the Florida Building Code. They still fall under the requirements of being charged the permit surcharge.

Q. When you say that all permits are charged the fee, are you referring to a permit to hang a ceiling fan or replace a kitchen faucet? We were never charged that before.

A. Yes. Under the legislation that recently passed, all permits are charged the 3% of the permit fee or \$4 minimum. This is a change from the previous wording which made reference to square footage. This calculation should make it easier to determine the amount of the surcharge and applies more uniformly for all permits.

Q. Does the surcharge apply to fire alarm and fire sprinkler permits?

A. Yes

Q. Does the surcharge apply to fire alarm system permits?

A. Yes

Q. Does the surcharge apply to exhaust hood extinguishing system permits issued by the building department?

A. Yes

Q. Generally, fences, other than pool barrier fences, are exempt from permitting for other than zoning regulations, except in the HVHZ. Does this surcharge apply to fence permits for other than zoning requirements if the building department issues a permit for the installation?

A. Yes

IV. CALCULATION OF THE CERTIFICATION SURCHARGE DUE

3. Surcharge amount due (1.5% of line 2 or line 2 x 0.015)	\$
4. Total of Lines 1 & 3	\$
5. Less surcharge amount retained (10% of line 4 or line 4 x 0.10)	\$
6. Surcharge amount due (line 4 less line 5)	\$
7. Adjustments for over or under payments (Attach correspondence or explanation)	\$
8. Surcharge amount remitted	\$

CERTIFICATION

I certify that I have provided the above information completely and truthfully to the best of my knowledge.

Signature	Title	Phone Number

Name (printed/typed)	Date	

DCA Surcharge Form



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Surcharges
USER: Permit Supervisor, City of Test, Surcharge Jurisdiction

[Surcharges Menu](#) > [Surcharge Detail](#)

Form #: 98-62.003
Effective Date: January 1, 2011

* Required fields

Prior to completing Surcharge please review our Surcharge Submittal Guide

Report for Quarter Ending* (Select One)

County or Municipal Office Issuing Building Permits

Address

City

State

Zip Code

Contact Name

Primary Phone

Fax

Email

City of Test

P.O. Box 1

Test

FL

32300

Permit Supervisor

(555) 555-1212

surcharge@test.com

No Permits Issued this Quarter

Building Reports Subject to the Surcharge

1. Number of permits issued at the minimum surcharge rate	<input type="text" value="0"/>	X \$2	\$16.00
2. Permit fees collected at other than than minimum surcharge	<input type="text" value="\$23981.33"/>		

Calculation of the Surcharge Due

3. Surcharge amount due (1.5% of line 2 or line 2 x 0.015)			\$359.72
4. Total of Lines 1 & 3			\$375.72
5. Less surcharge amount retained (10% of line 4 or line 4 X 0.10)			\$37.57
6. Surcharge amount due (line 4 less line 5)			\$338.14

For Information Purposes Only (Optional)

Total Permits (Total permits may be estimated)

A. Number of permits for new construction

Commercial Permits Residential Permits

B. Number of permits for additions, alterations, & renovations

Commercial Permits Residential Permits

C. Total Permits

Area in Square Feet (Area may be estimated)

D. Current area in square feet for new construction sqft

Commercial Area sqft Residential Area sqft

E. Current area in square feet for additions, alterations, & renovations sqft

Commercial Area sqft Residential Area sqft

F. Total Area sqft

I hereby certify that the information entered is true and correct to the best of my knowledge and belief*

Permit Supervisor

Cancel
Save In Progress
Submit

Department of Community Affairs
Florida Building Code Online
Codes and Standards
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100
(904) 487-1234, Fax (904) 414-9436
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