



City of West Palm Beach
Engineering Services Department

2011 / 2012 Fiscal Year
(October 1, 2011 - September 30, 2012)

Prepared and Maintained By:
Engineering Services Department
Construction Administration

FEE DIRECTORY



City Of West Palm Beach Engineering Services Department Fee Directory Scope & Purpose of Document

The City of West Palm Beach Fee Directory was developed for use by individuals seeking comprehensive and timely reference to service fees, user charges, and capital recovery fees levied in association with engineering construction, site development construction, and public right-of-way construction and permitting within the jurisdiction of the City.

This document was designed to assist City personnel and the public in locating and utilizing pertinent information related to service fees, user charges, and capital recovery fees levied by the City.

Users should inquire regarding established or pending updates to this document prior to use. Fees associated with permit requirements imposed by regulatory agencies, other than the City of West Palm Beach, may change without notice. Capital recovery fees may vary based on a variety of circumstances, including but not limited to, overtime expense, equipment utilized, City-contracted private contractor rates, material costs, and operating overhead.

Fees in this directory are authorized by Ordinance 4098-07 and Resolution 395-07.

Inquiries regarding the use and/or associated fees contained herein should be directed to:

City of West Palm Beach
Engineering Services Department
Construction Administration
401 Clematis Street
West Palm Beach, Florida 33401

561-494-1040 Office
561-494-1116 Fax

FEE DIRECTORY

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GENERAL NOTES & TERMS

Application and processing permit fees are due upon submission of permit application. Additional permit fees and construction administration fees, if required, are due upon issuance of permit. Engineering Services plan review fees are due upon submission of review application. Project related construction administration fees are due prior to issuance of the Construction Commencement Notice. All other fees are due upon rendering of service.

Fees described wherein will adjust annually at a rate equal to the Consumer Price Index or three percent (3%), whichever may be determined more appropriate, each October 1st, beginning October 1, 2008.

Construction cost estimates will be submitted in the format determined by the City. Cost estimates require approval by the Engineering Services Construction Manager. The Engineering Services Construction Manager will evaluate the cost estimate based completeness and inclusion of all anticipated work. Cost estimates will not be accepted if incomplete. A construction audit will be completed for all projects prior to issuance of a Certificate of Construction Completion.

Development & Engineering review fees are non-refundable upon remittance. Permit application and processing fees are non-refundable upon remittance. Permit additional fees are non-refundable upon commencement of site activity, project work, or commencement of City support services. Some permit additional fees may be refundable, as determined on a case-by-case basis. Construction administration fees are non-refundable upon commencement of site activity or project work. Construction administration fees are non-refundable when the project has been determined as inactive of site activity for a period of 180 days. Refunds require the approval of the Engineering Construction Manager. Refunds, other than those initiated by the City, will be subject to an administrative fee of 10% of total refund amount.

The City reserves the right to refuse service to any construction or permitted work site based on non-payment of fees. The City reserves the right to refuse service and permitting to business entities or individuals based on outstanding unpaid fees. Non-payment of fees shall constitute proper documented notification by the City of fees due and failure of the receiving party to pay or appeal said fees within twenty (20) business days of receipt of notification. Refusal of service may include, but is not limited to, plan review, utility service support, work inspection, or issuance of a Certificate of Construction Completion.

Appeals must be written and in accordance with Ord. Section 78-437.

ADMINISTRATIVE SUPPORT SERVICES

Returned/Dishonored Check

Check up to \$50	\$25.00
Check in excess of \$50 but less than \$300	\$30.00
Check in excess of \$300	\$40.00
Or up to 5% of the face value of check, whichever is greater. (1)	

Engineering Records Reproduction Fee

Black & White Records (8 1/2" x 14" or smaller in size)

One-sided records, per page	\$0.15
Two-sided records, per page	\$0.20
Certified copies (additional per document)	\$1.00

Color Records (8 1/2" x 14" of smaller in size)

One-Sided Records, per page	\$0.70
Two-Sided Records, per page	\$1.40
Certified Copies (Additional per Document)	\$1.00

Digital or Print Media (3)

Printed Reports, per page	\$0.15
Printed Reports, per two-sided page	\$0.20
Formatted Digital Data, per disk (CD/DVD)	\$10.00
Map/Plans/Drawings, Small (11" x 17" to 24" x 36"), per page	\$5.00
Map/Plans/Drawings, Large (Larger than 24" x 36"), per page	\$10.00

Faxing Records (8 1/2" x 14" or smaller in size)

Local Telephone Number	No Charge
Non-Local Telephone Number (Continental US), per page	\$1.00
International/Outside Continental United States	
First Page	\$5.00
Each Additional Page	\$2.00

Postage Charges (Regular, Certified, Registered, and Express)

U.S. Postal of Courier Services (FedEx, UPS, DHL, Etc.)	Actual Cost
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(1) NOTE: Florida Statutes 125.0105 and 832.08 (5) allow the governing body of a municipality to adopt the above service fees or five percent (5%) of the face value of the check, whichever is greater, for the collection of a dishonored check.

(2) NOTE: Current fee established by Senate Bill 940, adopted May 16, 1990, and effective July 1, 1990. Charges for copies of municipal maps or aerial photographs may also include a reasonable charge for the labor and overhead associated with the duplication. Fees are determined pursuant to Florida Statute 119.

(3) NOTE: Media reproduction fees do not include staff research and processing cost. Records reproduction that involves retention retrieval will incur additional cost for retrieval. Retrieval costs may vary, depending on number of records reproduced.

ADMINISTRATIVE SUPPORT SERVICES (Continued)

Professional Labor - Records Reproduction (4)

GIS Specialist, per hour	\$37.00
Development Specialist, per hour	\$37.00
Construction Specialist, per hour	\$37.00
Technical Specialist, per hour (CAD< Contract, Secretarial)	\$37.00

Engineering Technical Publications

Technical Standard Specifications & Details
Technical Reports

Construction Drawings and Specifications

Construction Drawings and Specifications (Plan Set)	Project Specific Fee
Construction Drawings and Specifications (CD)	\$25.00
Construction Drawings and Specifications (Online)	No Charge

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(4) NOTE: One-hour minimum. Additional time charged in thirty (30) minute increments.

LAND DEVELOPMENT

Development Plan Review

Preliminary Project Review (5), per page	
Plan/Detail Sheet (All Sizes)	\$16.75
Document (Legal/Letter)	\$5.60
Plat/Plan Review Committee (PPRC)	
Engineering/Utilities Review	\$212.00
Traffic Engineering Review	\$212.00
Survey / Legal Recording Review	\$212.00
Stormwater Engineering Review	\$212.00
Site Development Improvement Review (Private and Public) (6)	3.00%
(3% of CWPB Cost Estimate or \$1,000 minimum, whichever may be greater)	
Deficiency Review (7) (All Plan Reviews), first (10) pages	\$280.00
Each Additional Page	\$16.85
Modification Review (8) (All Plan Review), first (10) pages	\$280.00
Each Additional Page	\$16.85
Final Record Drawing Review/Acceptance (9), first (10) pages	\$280.00
Each Additional Page	\$16.35
Enforcement Action Plans/Project Review (10), per hour	\$83.75
Utility Jurisdiction Permitting Review	\$515.00
Sewer Service Only Review (Residential or Non-Residential)	\$515.00
Lift Station / Stormwater Pump Station Review	\$515.00
PBCHD Utility Acceptance Package Review, per review (11)	\$163.50

(5) NOTE: Customer requested review of design plan, profile, material details, material submittals, service details, and supporting documentation. Material will be accepted in hardcopy, facsimile, or electronic format. Review fees will be assessed per page. Plan/Detail sheet submittals must be 14" x 17", or larger. Document submittals must be legal or letter size. Review comments are for reference only and should not be considered binding or representative of the comments received during the formal plan review process.

(6) NOTE: Site development improvement plan review includes all utility construction and infrastructure improvements. Review fee includes two (2) plan reviews. Fees due upon application for plan review. Fees are nonrefundable upon remittance. Plan review fees will be assessed in the amount of three percent (3%) of the construction cost, or a minimum of \$1,000, whichever may be greater.

(7) NOTE: Deficiency review fees will be assessed for each separate plan review required due to design deficiencies and in excess of the initial two (2) plan reviews.

(8) NOTE: Modification review fees will be assessed for each separate plan review required due to customer initiated design modifications. Initial plan reviews are not credited toward modification reviews.

(9) NOTE: Final Record Drawing Review. Construction administration fees include (1) preliminary and (1) final record drawing review for acceptance. Fees will be levied for subsequent final reviews required due to incomplete, missing, or substandard work, as noted in preceding review reports.

(10) NOTE: Fees will be levied for technical plan and project review resulting from enforcement action initiated by the City.

(11) NOTE: Construction administration fees include two (2) submittal package reviews for Palm Beach County Health Department acceptance and release of service. Fees will be levied for subsequent reviews required due to incomplete, missing, or substandard work, as noted in preceding review reports.

LAND DEVELOPMENT (Continued)

Traffic Impact Study Review (2 Reviews)	\$530.00
Traffic Impact Study Review (Each Additional Review)	\$264.00
Traffic Site Plan Review	\$264.00
FDEP Application Construction Package Review (ECR Review)	\$530.00
Mitigation Plan Review	\$530.00

Development and Improvements (12) (13)

Development Final Plat (Base Fee)	\$1,236.00
Development Processing Fee (1-100 units), per unit	\$12.35
Development Processing Fee 101 + units), per unit	\$7.20
Boundary Processing Fee (Residential / Commercial)	\$1,030.00
Unity of Title	\$265.00
Subdivision Final Plat (Base Fee)	\$1,236.00
Subdivision Final Plat Processing Fee (2 - 100 units), per unit	\$12.35
Subdivision Final Plat Processing Fee (101 + units), per unit	\$7.20
PRM Inspection	\$265.00
Easement Abandonment	\$848.00
Utility/Drainage/Access Easement Recording	\$265.00
Revocable Permit	\$1,430.00
Private Utility Easement	\$1,430.00
Subterranean Footer and Aerial Façade Easement	\$2,060.00

Engineering Research & Documentation

Service Availability Research / Correspondence	\$135.00
Service Clearance Research - Concurrency	\$135.00
Service Fee Research / Calculation	\$135.00
Consultant Technical Assistance, per hour	\$135.00
Shop Drawing Alternative Material Approval, (up to 3 submittal)	\$163.00
Each Additional Submittal	\$81.50
Utility/Plat/Easement Research/ Correspondence	\$135.00
Voluntary Annexation Infrastructure Review	\$1,120.00
City of West Palm Beach Co-Permittee Review (14)	\$265.00

(12) NOTE: In addition to the fee determined by the above schedule, a separate check made payable to the Clerk of the Circuit Court of Palm Beach County may be required for court legal recording. The amount of the fee shall be as determined and required by the Clerk of the Circuit Court of Palm Beach County.

(13) NOTE: The term 'Unit' shall represent an individual unit of measure equal to one (1) lot, individual building site, or dwelling unit.

(14) NOTE: Fee will be assessed for any improvements requiring the City as a co-permittee. Requires contractor/developer to provide bond/surety equal to 110% of City assumed permit condition liability.

LAND DEVELOPMENT (Continued)

Development Construction Administration Fees

Construction Administration Fee (15) Minimum \$750 (2.5% of CWPB Cost Estimate or \$750 minimum, whichever may be greater)	2.50%
Construction Commencement Notice - Renewal / Extension (11) (1% of CWPB Cost Estimate or \$750 minimum, whichever may be greater)	1.00%
Construction Administration Fee (16) (Overtime Surcharge), per hour	\$83.75
Project Final Completion Testing (17)	\$83.75
Engineering Laboratory Testing	Actual Cost (27)
Bond / Surety Administration	\$135.00
Bond / Surety Application For Reduction	\$265.00

(15) NOTE: Construction administration fees will be assessed in addition to plan review fees. Construction administration fees will be assessed for all work requiring site development, excavation, utility construction, directional drilling, roadway construction, landscaping/irrigation, or other infrastructure improvements. Construction administration fees will be assessed in the amount of two and one-half percent (2.5%) of the estimated construction cost, or a minimum of \$750, whichever may be greater. A copy of the executed construction contract or detailed Engineer's cost estimate must be submitted covering all improvements and approved by the Engineering Construction Supervisor. Fees are payable prior to issuance of an Engineering Construction Commencement Notice. Construction administration fees will be assessed in the amount of one percent (1%) of the initial construction cost, or a minimum of \$750, whichever may be greater, on projects requiring renewal or extension of the construction commencement notice. Fees are assessed per extension. Extensions limited to a maximum of one (1) year. No project will be certified as complete until all assessed fees have been paid.

(16) NOTE: Construction administration fees are based on normal business hours and do not include after-hours, weekends, or City recognized holidays. A surcharge will be assessed for developer/contractor requested services during the above mentioned. Minimum 2-hour schedule.

(17) NOTE: Construction administration fees include (1) substantial and (1) final completion inspection. Fees will be levied for subsequent final completion inspections required due to incomplete or substandard work, as noted in preceding inspection reports and notices.

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RIGHT-OF-WAY PERMITTING

Right-of-Way Utilization Permit (18) Application and Processing Fee	\$53.00
Residential Driveway Apron Construction (Standard)	\$53.00
Residential Driveway Apron Construction (Non-Standard)	\$109.00
Sidewalk Repair/Construction, first 100' LF or fraction thereof	\$81.50
Each Additional 100' LF or fraction thereof	\$27.25
Crane/Lifting Equipment Placement, per day	\$24.00
Roll-off Dumpster Placement, Per day	\$22.00
Permit Extension(s), 30 calendar days (Nonrefundable)	\$53.00
Permit Renewal, (Expired Permit)	\$53.00
Survey Line & Grade Determination	\$135.00
Maintenance of Traffic Plan Review, (2) reviews	\$135.00
Maintenance of Traffic Plan Review, Each additional review	\$56.00
Easement Research & Consent Review	\$27.25
Parking Meter Space Rental (19)	PA Fee
Private Landscape/Irrigation within Right-of-Way	\$163.50
City of West Palm Beach Co-Permittee Review (20)	\$265.00
Temporary Event Signage, per sign	\$53.00
Filming/Media Production	\$530.00
Roadway Closure/Obstruction (per lane-foot per day)	\$0.50
Sidewalk Closure/Obstruction (per linear foot per day)	\$0.50
Roadway/Sidewalk Closure Work Completion Delay (21)	2X
Special Events w/ Road Closure	\$265.00
Sidewalk Café Initial Review	\$163.50
Excavation / Fill Hauling Permit (Application & Processing Fee)	\$53.00
30 Day Single Site Permit, Up To 10,000 Cubic Yards	\$327.50
Each Additional 10,000 Cubic Yard Capacity Increase	\$218.00
Each Additional 30 Day Time Extension	\$218.00

(18) NOTE: Right-of-Way permits are valid for a maximum of 30 calendar days from date of issue. Permits may be extended in 30 calendar day increments at time of issuance. Additional work not authorized by the original permit terms will require a new permit or modification of existing permit. Fees payable upon submission of permit application.

(19) NOTE: See City of West Palm Beach Parking Administration for current fee schedule.

(20) NOTE: Fee will be assessed for any improvements requiring the City as a co-permittee. Requires contractor/developer to provide bond/surety equal to 110% of City assumed permit condition liability.

(21) NOTE: Closure/Obstructions exceeding the prescribed permit time limits will be access fees equal to 2 times the daily closure rate for each day, or fraction thereof, of additional closure/obstruction.

RIGHT-OF-WAY PERMITTING (Continued)

Utility Construction Permit (22) Application & Processing Fee)	\$53.00
Open Cut Roadway, Per Cut Location	\$218.00
Utility Pole Installation - Overhead Facilities, Each Pole	\$109.00
Franchise Utility Main / Cable / Line Install, Per 100' Linear	\$20.00
Franchise Utility Cabinet Installation, Per Location	\$163.50
Utility Service Isolation/Operation, (less than four (4) hours)	\$278.00
Utility Service Isolation/Operation, (Each Additional Hour)	\$56.00
Utility Service Isolation/Operation, (OT Surcharge), per hour	\$27.75
Laboratory Sampling (Boil Water Notice), per incident	\$224.00
Temporary Water Service Main	\$112.00
Permit Extension(s), 30 calendar days (Nonrefundable)	\$53.00
Permit Modification, (Existing Permit)	\$53.00
Record Drawing/As-Built Drawing Surety	\$5,000.00

Permit Construction Administration Fees (23)

Construction Administration Fees(cost estimate less than \$10,000)	\$530.00
Construction Administration Fees(cost estimate more than \$10,000)	2.50%
(2.5% of Construction Cost or \$750 minimum, whichever may be greater)	
Construction Administration Permit – Renewal / Extension	1.00%
(1% of Construction Cost or \$750 minimum, whichever may be greater)	
Construction Administration Fees (24) (Overtime Surcharge), per hour	\$83.75
Construction Administration Fees (Re-inspection Surch.), per hour	\$83.75
Engineering Laboratory Testing	Actual Cost (27)
Bond/Surety Administration	\$132.50
Bond/Surety Application For Reduction	\$265.00
Contractor Registration (Initial Registration)	\$83.75
Contractor Registration (Annual Renewal)	\$83.75
Contractor Registration (File Modification)	\$26.50

(22) NOTE: Utility Construction permits are valid for a maximum of 30 calendar days from date of issue. Permits may be extended in 30 calendar day increments at time of issuance. Additional work not authorized by the original permit terms will require a new permit or modification of existing permit. Fees are payable upon submission of permit application.

(23) NOTE: Construction administration fees will be assessed in addition to basic permit fees. Construction administration fee will be assessed for all permits requiring site development, excavation, utility construction, directional drilling, roadway construction, landscaping/irrigation, or other infrastructure improvements and not separately listed in this section. Construction administration fees will be assessed in the amount of two and one-half percent (2.5%) of the construction cost, or a minimum of \$750, whichever may be greater. A copy of the executed construction contract or detailed cost estimate, approved by the Engineering Construction Supervisor, must be submitted covering all improvements. Fees are payable upon issuance of permit. A construction administration fee waiver will be granted for work assessed duplicate fees under an Engineering Services site development plan. Construction administration fees will be assessed in the amount of one percent (1%) of the initial construction cost, or a minimum of \$750, whichever may be greater, on projects requiring renewal or extension of the construction permit. Fees are assessed per extension. Extensions limited to a maximum of one (1) year.

(24) NOTE: Construction administration fees are based on normal business hours and do not include after-hours, weekends, or City recognized holidays. A surcharge will be assessed for developer/contractor requested inspection services during the above mentioned. Minimum 2-hour schedule.

RIGHT-OF-WAY PERMITTING (Continued)

Permit Violation Charges (All Permits)

Construction Commencement (without valid permit) (25)	2X Permit Fee
Construction Commencement (valid permit – without notice)	\$100.00
Construction Outside Permit Limits (with valid permit)	2X Permit Fee
Construction With A Suspended or Expired Permit (26)	\$500.00
Closure/Obstruction (without valid permit) (27)	\$500.00
Closure/Obstruction (exceeding permit limits) (27)	\$150.00
Abandoned Barricade/Temporary Signage Collection/Storage	
Traffic Signage & VMS Board, per day	\$20.00
Barricade (All Type), per day	\$10.00
Unauthorized Connection To Water System, First offense	\$150.00
Unauthorized Connection To Water System, Subsequent offenses	\$250.00
Lien Filing & Lien Release (28)	\$79.50
Collection Fee (30 calendar days past due) (29)	\$79.50

Emergency Response Cost Recovery (30)

Emergency Response-Environmental Clean-up/Sampling	Actual Cost (31)
Emergency Response-Disruption of Utility Service	Actual Cost (31)
Emergency Response-Flooding/Street Maintenance	Actual Cost (31)

(25) NOTE: Violation charge applicable in all cases where construction commences without a valid City of West Palm Beach Engineering Services Department permit. Violation charges will not apply to emergency work, if permit is applied for within two (2) business days following the commencement of emergency work. Violation charges will be assessed separately and shall be equal to the total of the permit assessment, effectively doubling the permit fee.

(26) NOTE: Violation charges will be assessed for work completed with a suspended or expired permit in the amount of \$500 per day, or fraction thereof, per occurrence. Work completed with a suspended or expired permit will be assumed defective without inspection and may be rejected in part or entirety.

(27) NOTE: Violation charges will be assessed for closure/obstruction of roadway, sidewalk, or public access in the amount of \$500 per day, or fraction thereof, per occurrence. Violation charges will be assessed for closure/obstruction of roadway, sidewalk, or public access in the amount of \$150 per day, or fraction thereof, per occurrence for incidents that exceed a valid permit work limitations.

(28) NOTE: In addition to the fee determined by the above schedule, a separate check made payable to the Clerk of the Circuit Court of Palm Beach County may be required for court legal recording. The amount of the fee shall be as determined and required by the Clerk of the Circuit Court of Palm Beach County.

(29) NOTE: Fees assessed for additional work, time extension, late charge, or emergency response is due upon issuance. Fees are determined to be past due if not paid within 30 calendar days of issuance.

(30) NOTE: Emergency response cost recovery expenses may be assessed in association with capital construction, site development, right-of-way construction, and infrastructure maintenance activity that result in damage or disruption of service to a City owned facility or utility. Additional fines, fees, or cost recovery expenses may be levied by other regulatory agencies.

(31) NOTE Actual Cost will include, but is not limited to: labor, overhead, equipment, materials, laboratory analysis, and municipal contractor cost.