



**RESOLUTION NO. 2022-07**

**A RESOLUTION OF THE CITY OF NEPTUNE BEACH, FLORIDA,  
ADOPTING A SCHEDULE OF FEES TO BE INSTITUTED FOR  
VARIOUS CITY SERVICES; PROVIDING FOR SEVERABILITY  
AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the City of Neptune Beach desires to adopt a schedule of fees for various city services;

**WHEREAS**, the City of Neptune Beach has determined that the best interests of citizens of Neptune Beach are served by requiring the users of City services to be primarily responsible for paying the costs of such services.

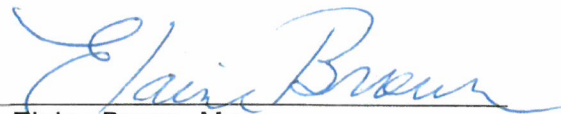
**WHEREAS**, the City Council hereby finds and determines that the amount for various fees, set in EXHIBIT A are reasonable charges;

**THEREFORE, BE IT RESOLVED**, by the City of Neptune Beach City Council as follows:

Section 1. The City Council has reviewed the attached schedule of fees and does hereby find that the fees established herein are necessary and should be adjusted from time to time by the City of Neptune Beach to reflect the intent that such fees recover a substantial portion of the associated costs incurred in providing the services.

Section 2. This resolution shall become effective on the 7<sup>th</sup> day of November, 2022 and supersedes all fees outlined in the Code of Ordinances.

Done and adopted by the City Council of Neptune Beach, Florida, at the Regular Council Meeting held this 7<sup>th</sup> day of November, 2022.

  
Elaine Brown, Mayor

ATTEST:

  
Catherine Ponson, City Clerk

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

  
City of Neptune Beach Attorney

## **EXHIBIT A**

### **CITY MANAGER'S OFFICE**

FEE TYPE	FEE			
<b><u>Neptune House Rental</u></b> <i>(Food Trucks will also require a Special Event Permit)</i>	<b><u>Renter</u></b>	<b><u>Time/Day</u></b>	<b><u>Price</u></b>	<b><u>Deposit</u></b>
	<u>Resident</u>	Monday – Thursday 8AM to 10PM	\$35/hr. – w/o Alcohol (+ tax)  \$90/hr. – w/Alcohol (+ tax) *	\$150 (w/o Alcohol)  \$200 (w/Alcohol)
		Friday (after 5PM), Saturday & Sunday	\$75/hr. – w/o Alcohol (+ tax)  \$130/hr. – w/Alcohol (+ tax) *	\$250 (w/o alcohol)  \$300 (w/alcohol)
	<u>Non-Resident</u>	Monday – Thursday 8AM to 10PM	\$75/hr. – w/o Alcohol (+ tax)  \$130/hr. – w/Alcohol (+ tax) *	\$400 (w/o alcohol)  \$800 (w/alcohol)
		Friday (after 5PM), Saturday & Sunday	\$150/hr. – w/o Alcohol (+ tax)  \$205/hr. – w/Alcohol (+ tax) *	\$500 (w/o alcohol)  \$1,000 (w/alcohol)
	<u>Non-Profit</u>	Any	\$0**	\$200
	<div> <div>* Fee includes hourly rate for police officers</div> <div>** Hourly Rate of Officers may be required for events with alcohol</div> <div>***Hourly Rate of Officers may be increased for events held on holidays.</div> </div>			

Special Event Permits	<p>Events not requiring Police - \$100</p> <p>Events Requiring Police - \$300 (plus \$55/hr. min. 4-hours an officer is required)</p>
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<b><u>CITY CLERK OFFICE</u></b>	
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FEE TYPE	FEE
Complex Public Records Requests *	<p>Cost = Rate of employee time by number of hours required to complete the request (plus cost of pages/CD/DVD).</p> <p>Paper copies of records \$0.15 per page + \$0.05 for double-sided copy for documents over 2 pages (\$0.20 per sheet).</p> <p><i>*Complex Public Records include requests that contain complex, or historical information, or those that call for bulk data reports or recurring data subscriptions. Such determination will be made in the City Clerk's discretion.</i></p>

<b><u>COMMUNITY DEVELOPMENT DEPARTMENT</u></b>	
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<b><i>BUILDING DIVISION</i></b>	
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FEE TYPE	FEE
Moving Fee	\$150.00
Fence Permit	\$37.00
Demolition Permit	\$115.00
Pool Permit (building permit only)	\$37 + cost of construction
Change of Contractor Fee	\$37.00

Permit Checking Fee (Plan Review Fee)	50% of the building fee
Permit Renewal (if permit has expired)	No Inspection – 100% original building fee Any pending inspection – 50% original building fee
Plan review resubmittal fees	\$80.00/hour of review with a minimum charge for 1 hour
Private Provider (Building Inspection & Plan Review, excluding zoning and fire plan review).	Plan Review Reduction – 20% Inspection Reduction – 10%
Permit Issuance	\$37.00 (plus cost of construction fee)
<b><i>Cost of Construction/Building Permits</i></b>	
\$0-100	\$12.00
\$100.01 – 1,000.00	\$30.00
\$1,000.01 – 2,000.00	\$41.00
\$2,000.00 – 3,000.00	\$58.00
\$3,000.01 – 4,000.00	\$64.00
\$4,000.01 – 5,000.00	\$70.00
\$5,000.01 – 6,000.00	\$76.00
\$6,000.01 – 7,000.00	\$82.00
\$7,000.01 – 8,000.00	\$88.00
\$8,000.01 – 9,000.00	\$93.00

\$9,000.01 – 10,000.00	\$100.00
\$10,000.01 - \$100,000.00	\$100 for the first \$10,000 (plus \$6 for each additional \$1,000 or part thereof up to \$100,000.00)
\$100,000.01 - \$500,000.00	\$625 for the first \$100,000 (plus \$3 for each additional \$1,000.00 or part thereof up to \$500,000)
\$500,000.01 and up	\$1,793 for the first \$500,000 (plus 1.50 each additional \$1,000 thereafter)
Reinspection Fee (All Trades)	1 <sup>st</sup> reinspection - \$25 2 <sup>nd</sup> reinspection - \$75 3 <sup>rd</sup> reinspection – two (2) times permit fee
<b><i>Electrical</i></b>	
Permit Issuance	\$37.00 (plus any other costs associated with electrical work)
Temp Service Pole	\$23.00
Air Condition Circuits	40 to 100 amps – \$29.00 Under 40 amps, including window units, min - \$18.00
New Family Dwelling	Not exceeding 100 amps –\$47.00 Not exceeding 200 amps – \$58.00 Each additional 100 amp or part there of - \$12.00  Remodeling or additions to residential dwellings (excluding service) - \$29.00 Plus, for every \$1,000 of value or fractional part thereof – \$12 ( <i>Continued</i> )  **Multifamily units or apartments shall be treated as single family dwelling and permit and service fees shall apply for each unit or apartment
New Commercial Building Electrical Permit Issuance (excluding service)	\$58 (plus \$15 for each additional 100 amps beyond 200amps)

New Commercial Service	<p>Not exceeding 100 amp service - \$80.00</p> <p>Not exceeding 200 amp service - \$100.00</p> <p>Plus for each additional 100 amps - \$20.00</p> <p>Remodeling or additions to existing commercial buildings electrically (excluding service) - \$60.00</p>
Residential Pools (electric only)	\$35.00
Commercial Pools (electric only)	\$70.00
Commercial Lighting	<p>Commercial light, switch and receptacles:</p> <p>1 to 50 - \$30.00</p> <p>Over 50, each - \$4.00</p>
Signs	<p>Not exceeding 96 sf - \$58/ea</p> <p>Over 96sf - \$117/ea</p> <p>Illumination of any sign in any manner, floodlights, border lights, etc., each - \$60.00</p> <p>1 transformer - \$30.00</p> <p>Additional transformer, each - \$12.00</p>
Generators	<p>½ horsepower or less w/ 500 volts or less – \$12.00/ea</p> <p>Over ½ horsepower and not over 5 horsepower, w/ less than 500 volts – \$30.00/ea</p> <p>Over 5 horsepower, 500 volts or less - \$47.00/ea</p> <p>High potential over 550 volts and less than 3,500 volts - \$70.00/ea</p>
Heat	<p>0-10kw - \$4.00</p> <p>10.1-15kw - \$8.00</p> <p>15.1-24kw - \$16.00</p>
Electric Car Chargers	<p>110/120 volts - \$15.00</p> <p>240 volts - \$30.00</p> <p>480 + volts - \$90.00</p>

Additional inspections/reinspection	1 <sup>st</sup> reinspection - \$25 2 <sup>nd</sup> reinspection - \$75 3 <sup>rd</sup> reinspection – two (2) times permit fee
<b><i>Minor Electrical Repair Residential</i></b>	
Receptacles	0-100 amps - \$1.00/ea
Switches	Up to 30 amps - \$1.00/ea Over 30 amps - \$6.00/ea
Appliances, Fixed or Stationary	\$20.00/ea. circuit
Repair Permit	\$12.00 + base fee
<b><i>Plumbing</i></b>	
Fire Sprinkler Systems	First 40 heads or fractional part thereof – \$58.00 Each additional 10 heads or fraction over 40 - \$12/ea
Fire Standpipes	\$12.00/ea
Fire Hose Cabinet	\$12.00/ea
Solar Hot Water Heater	\$12.00/ea
Solar Heating/Cooling Equipment	\$35.00/ea
Solar Photovoltaic Systems	

	\$23.00/ea array \$12.00/ea module \$23.00/ea Power conditioning Unit \$12.00/ea Transformer
Cap Sewers and Supply lines for DEMO	\$35.00/ea cap
Septic Tank or Drain Field	\$35.00
Wells	HEALTH DEPARTMENT
Pumps	\$12.00/ea
Permit Issuance Fee	\$37.00
Rough-in and setting fixtures	\$11.00 each fixture
Replacement Piping	\$37.00
<b><i>Mechanical</i></b>	
Permit Issuance	\$37.00
A/C units/ ea dwelling, apartment or business	1-10 tons - \$12.00 10.01-25 tons - \$7.00 Each ton over 25 tons - \$6.00/ea ton
Furnaces	1-200,000 BTU – \$23.00 Each 50,000 BTU over 200,000 – \$12.00/ea Burner - \$9.00/ea
Air Duct Systems	1-2,000cu/min – \$18.00 Each 1,000cu/min over 2,000cu – 10,000cu/min – \$7.00/ea Each additional 1,000cu/min - \$5.00/ea
Commercial Hoods/Fans	\$41.00



Boilers	First 500,000BTU - \$35.00 Each 100,000 after - \$12.00
Fireplace	\$35.00
Alteration or Repair for Boilers	\$35.00
Tanks (Gas/LP)	0-600 gallons – \$16.00 601-1,000 gallons - \$23.00 Each 1,000 gallons after - \$4.00
Service Station Automobile Lift	\$18.00
Elevator/Escalator/Man Lift	\$23.00
Solar A/C Collector System	\$23.00
All Mech permits not listed above	\$8.00/ea \$1,000 of valuation of project cost
Minimum Fee	\$44.00
Additional Inspections/reinspection	1 <sup>st</sup> reinspection - \$25.00 2 <sup>nd</sup> reinspection - \$75.00 3 <sup>rd</sup> reinspection – two (2) times permit fee
<b><i>Miscellaneous</i></b>	
Garage Sales	\$5.00
Peddling/Soliciting	\$75.00; §15-3 of the City's Code exempts charitable organizations from the fee.
<b><i>PLANNING DIVISION</i></b>	

<b>FEE TYPE</b>	<b>FEE</b>
Comprehensive Plan Text Amendment	\$1,500.00 + advertising cost
Comprehensive Plan Map Amendment (Small Amendment less than 10 acres)	\$2,000.00 + advertising cost
Comprehensive Plan Map Amendment (Large Amendment greater than 10 acres)	\$2,500.00 + advertising cost
Land Development Code (Text Amendment)	\$1,000.00 + advertising cost
Zoning Map Amendment	\$1,000.00 + advertising cost
Appeals (Review of administrative decisions)	\$800.00
Pre-Application Plans Review	\$100.00
Development Order Review	Residential Developments (not including SFD) - \$200.00/ unit (plus cost of any outside review or other departmental reviews)  Commercial/Institutional/Industrial Development - \$2,000.00  PUD - \$2,500.00 (plus Commercial Development Order Review and Subdivision Plan Review)
Development Order Extension (also applies to Variances and other board approved processes)	\$50.00
Subdivision Plan Review	\$1,000.00 (plus \$100.00/lot being created)
Replat Plan Review	\$400.00
Deviation Plan Review	\$500.00 (Not required for deviations out of applicant control)

Concurrency Certificate	\$75.00
Planning Review Fees (Building Permits)	40% of project valuation or a minimum of \$50.00
Tree Removal Permit (Fees to be placed in mitigation fund)	\$125.00 per caliper inch of tree removed \$400.00 Heritage Tree Removal
Special Exception	\$300.00 residentially zoned property \$800.00 commercially zoned property
Variance	\$300.00 residentially zoned property \$1,000.00 commercially zoned property
Abandonments/Vacations/Easements	\$1,000.00 + any agreed upon sale price (if negotiated)
Large copies (maps, site plans, etc.)	\$20.00 per page
Hard Copies of Land Development Code and/or Comprehensive Plan	Same price as Public Records Requests
Dog Friendly Dining Review	\$75.00
Zoning verification letter	\$75.00
FDEP Letter	\$75.00
Alcohol License Review	\$50.00
Art Project Review	\$300.00
<b><i>FIRE &amp; FLOODPLAIN DIVISION</i></b>	
<b>FEE TYPE</b>	<b>FEE</b>
Building Plan Review	

	40% of project valuation
Floodplain Review	40% of project valuation
Floodplain Letter	\$75.00
Request FEMA Floodplain Change	25% of Fee established by FEMA Flood Map Related Fee Schedule
New Construction Plan Review	45% of building permit fee
Resubmittals of New Construction Plan Review	\$75.00/ea
Plan review of fire sprinkler system (up to 50 heads)	\$75.00 \$1.00 for each additional head over 50
Plan review of fire standpipe or fire pumps	\$75.00
Plan review of fire alarm up to 10 devices (including fire alarm control panel)	\$75.00 \$1.25 per device over 10 devices
Plan review of fire suppression systems	\$75.00/system
Plan review of emergency generator systems	\$75.00/system
Plan review of grease hoods and light test	\$75.00/system
Plan review of private fire mains & hydrants with visual & flushing	\$125.00
Plan review of new above ground & underground tanks	\$125.00
Plan review of removal for fuel tank	\$25.00/tank

Plan review of paint booth & fire suppression system	\$25.00/system
Plan review & inspection for Med-Gas/ Med-Gas Storage <i>or similar process where the knowledge or experience of the Authority Having Jurisdiction (the City) is limited. For the purposes of this provision</i>	\$65.00
Special Event Review	\$100.00/tent or food truck
Any other permit required by the FFPC not listed above	\$50.00
Resubmittal Review Fees	1 <sup>st</sup> resubmittal – no charge 2 <sup>nd</sup> resubmittal - \$100.00 3 <sup>rd</sup> resubmittal – four (4) times original permit fee
New Business Tax Receipt	\$50.00 (home office licenses are exempt)
Annual Inspections for Commercial properties (attached to Business Tax Receipts)	No Occupancy used for address ... \$0.00  Desk within Occupancy/ Beauty Salon Chair... \$10.00  Beauty Salon Booth (With Key) ... \$15.00  0 – 100sf ... \$20.00  101 – 500sf ... \$25.00  501- 750sf ... \$ 50.00  751 – 1,000 ... \$ 60.00  1001 – 1,250 ... \$70.00  1251 – 1,500sf...\$80.00  1,501 – 3,000sf...\$122.00  3,0001 – 6,000sf...\$160.00

	6,001 – 12,000sf...\$239.00 12,001sf and over...\$400.00
Re-Inspection Fees	1 <sup>st</sup> reinspection - \$50.00 Each additional reinspection - \$100.00
<b><u>PUBLIC WORKS DEPARTMENT</u></b>	
<b>FEE TYPE</b>	<b>FEE</b>
Residential Right-of-Way Permit	\$100.00 (driveway aprons only)
Right-of-Way Use Permits (Except Residential driveways)	\$100.00
Commercial Right-of-Way Permit	\$500.00
Trenchless Utility Right-of-Way Permit excluding fee exempt (based on avg 350 feet per permit)	\$150 for first 500 ft (plus \$10 each 100 feet)
Open Cut Utility Right-of-Way Permit excluding fee exempt (based on average 550 feet per permit)	\$300 for first 1,000 ft (plus \$20 for each additional 500 feet)
Water Meter Connection	¾" Tap...\$1,211.00 1" Tap...\$2,022.00 1 ½" Tap...\$4,031.00 2" Tap...\$6,453.00 3" Tap...\$12,107.00 6" Tap...\$40,352.00 8" Tap...\$65,565.00

Sewer Meter Connection	¾” Tap...\$4,301.00
	1” Tap...\$7,183.00
	1 ½” Tap...\$14,323.00
	2” Tap...\$22,925.00
	3” Tap...\$43,011.00
	6” Tap...\$143,356.00
	8” Tap...\$229,378.00
Deposit Charge for Service	\$160.00
Set-Up Service Charge	\$27.00
New Connection Surcharges	\$66.00
Construction Water Service	\$43.00
Reconnection Fee for Accounts in arrears	\$100.00
Initial Backflow Inspection	\$35.00
Initial Grease Trap Inspection	\$35.00
Annual Backflow Inspection	\$50.00
Annual Grease Trap Inspection	\$50.00
Initial Erosion Control Inspection	\$25.00
Intermediate Erosion Control Inspection	\$25.00

Final Erosion Control Inspection	\$25.00
Reinspection Fee	1 <sup>st</sup> reinspection - \$50.00 2 <sup>nd</sup> reinspection - \$75.00 3 <sup>rd</sup> reinspection - \$150.00  Failure to comply by 3 <sup>rd</sup> inspection results in a notice of violation and hearing before the Magistrate.
Stormwater Management Utility Fee	Residential - \$20.00/living unit Commercial - \$29.00/ERU

**FINANCE DEPARTMENT**

<b>FEE TYPE</b>	<b>FEE</b>
Business Tax Receipts	All Professional, Retail, and Service Establishments 0 – 1,500sf...\$80.00  1,501 – 3,000sf...\$122.00  3,0001 – 6,000sf...\$160.00  6,001 – 12,000sf...\$239.00  12,001sf and over...\$400.00  Home Occupation...\$70.00  Food Trucks...\$100.00  Insurance Companies...\$150.00  Vending Machines...\$5.00  Home-based Day Care...\$50.00 (fee is exempt from increase FL Statute)

**POLICE DEPARTMENT**

<b>FEE TYPE</b>	<b>FEE</b>
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Incident/Crash/Research Copies	\$0.15/page
Fingerprints (Neptune Beach residents)	\$5.00/card
Complex Personnel/Records Request*	<p>Cost = Rate of employee time by number of hours required to complete the request (plus cost of pages/CD/DVD).</p> <p>Paper copies of records \$0.15 per page + \$0.05 for double-sided copy for documents over 2 pages (\$0.20 per sheet).</p> <p><i>*Complex Public Records include requests that contain complex, or historical information, or those that call for bulk data reports or recurring data subscriptions. Such determination will be made in the Records Division's discretion.</i></p>