

BUILDING & DEVELOPMENT REVIEW SERVICES

Department Director: Kevin McAndrew

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<http://www.pinellascounty.org/build/>

<http://www.pinellascounty.org/drs/default.htm>

<http://www.pinellascounty.org/code-enforcement/default.htm>

Department Purpose

Building and Development Review Services (BDRS) oversees development and construction activities within Pinellas County to ensure compliance with codes and ordinances and help shape and safeguard the County's build environment while protecting its natural habitat.

Topics for Discussion

- BDRS has a new Department Director and is continuing to assess efficiencies and process improvements throughout the permitting and inspection process.
- BDRS is recommending several changes to permits and user fees to keep fees current with the cost of providing services required by County and State laws.
- House Bill 423 will go into effect July 1, 2022. This legislation impacts the department in two primary ways; the department must reduce permit fees by 10.0% for each day it fails to certain meet deadlines, and permit fees must be reduced if an owner or contractor retains a private company to provide plans review or building inspection services. It is unclear at this time what financial impacts this could have on the department.
- BDRS has 15 vacancies (16.7%) and has been having difficulty recruiting and retaining staff due to the competitive job market. This has increased staff overtime, contracted staff, and has extended the need for temporary staff.
- Implementation of EPermit Hub will require that the Department incur additional costs associated with implementation. These costs include additional vendor support and overtime to achieve full implementation in the Fall of 2022. The Department expects service disruptions and delays as part of the implementation. The Department will fully communicate potential service disruptions to BDRS patrons.
- BDRS and OMB continue to review the allocation between the Building Services (funded by Building Fees) and Development Services (funded by fees in the General Fund) in preparation for next budget cycle (FY24).

Proposed Changes to User Fees for FY23

- As discussed during the FY22 budget development process, BDRS continues to propose changes to Building user fees as part of a three-year approach that has been established. Overall fees will increase approximately 3% (specific fees will decrease or increase more or less than this overall amount). Staff will conduct a similar fees review for Development Services user fees in preparation for the FY24 budget process.

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Revenue Name & Type of Change	FY22 Adopted	FY23 Proposed	Net Revenue Impact	Reason for Change or Addition	Change in Fee
CHANGE-III-E. Building Life Safety Fire Resistance Review Charges to all Commercial New, Remodel and Addition permits.	\$110.00	\$120.00	\$4,250	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	9.1%
CHANGE-III-G. Plan Review Additional Fee for Flood Zones - Substantial Damage/Improvement	Add 20% of Plan Review	Add 25% of Plan Review	\$5,000	Increase due to Pinellas County Flood Ordinance change • Flood review % increased due to more complicated reviews (SI & cumulative) Modified text to better match ordinance	25.0%
NEW-III-J Flood Location Ordinance Review per permit in flood zone	NEW	\$15.00	\$3,990	New fee due to Pinellas County Flood Ordinance change requiring more flood reviews and staff to meet ordines requirements.	NEW
CHANGE-IV-C. Commercial Buildings valuation up to \$1 million - Includes Building, Electrical, Plumbing, Mechanical, Inspection and Plan Review.	\$8.25 per \$1,000.00; Min. \$100.00 per inspection	\$8.50 per \$1,000; Min. \$100 per inspection	\$20,000	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	3.0%
Change-IV-D. Commercial Buildings valuation portion over \$1 million - Includes Building, Electrical, Plumbing, Mechanical, Inspections and Plan Review.	\$7.25 per \$1,000.00; Min. \$100.00 per inspection	\$7.50 per \$1,000; Min. \$100 per inspection	\$9,000	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	3.0%
CHANGE-IV-I-1. Domestic Water Heating - Each (includes Building, Plan Review, Plumbing & Electrical)	\$320.00	\$335.00	\$45	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	4.7%

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Revenue Name & Type of Change	FY22 Adopted	FY23 Proposed	Net Revenue Impact	Reason for Change or Addition	Change in Fee
CHANGE-IV-I-2. Photovoltaic Systems - Each (includes Building, Plan Review & Electrical)	\$225.00	\$240.00	\$9,000	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	6.7%
CHANGE-IV-I-3. Pool/Spa Heating System - Each (includes Building, Plan Review & Electrical)	\$225.00	\$240.00	\$540	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	6.7%
CHANGE-IV-I-4. Space Heating - Each (includes all trades and Plan Review)	\$425.00	\$440.00	\$0	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	3.5%
CHANGE-IV-J-1. Spa, Swimming Pool and Hot Tubs, with Deck. Includes Building, Electric and Plans Review fee. Up to \$40,000.00 value.	\$525.00	\$540.00	\$5,400	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	2.9%
CHANGE-V-B. Aluminum Structures without slab/footer: Screen room, Pool Cage, porch, carport, includes Building inspections and Plan Review	\$235.00 plus \$1.00 per \$1,000.00 value	\$245 plus \$1 per \$1000 value	\$3,000	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	4.7%
CHANGE-V-C. Aluminum Structures with slab/footer: Screen room, Pool Cage, porch, carport, includes Building Inspections and Plan Review	\$300.00 plus \$1.00 per \$1,000.00 value	\$325 plus \$1 per \$1000 value	\$3,375	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	8.0%

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Revenue Name & Type of Change	FY22 Adopted	FY23 Proposed	Net Revenue Impact	Reason for Change or Addition	Change in Fee
CHANGE-V-D-1. Commercial Demolition Permit includes all trades and plan review.	\$200.00	\$265.00	\$2,340	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	32.5%
CHANGE-V-D-2. Residential Demolition Permit	\$150.00	\$190.00	\$3,840	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	26.7%
CHANGE-V-E. Damage pre-permit inspection, Fire or Structural (Includes Building and Electrical inspection)	\$170.00	\$185.00	\$690	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	8.8%
CHANGE-V-H-1. Reroof - Residential or Commercial - 1st 20 Squares	\$155.00	\$165.00	\$47,840	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	6.5%
CHANGE-V-H-3. Reroof Metal/Alum Roof Over— Residential or Commercial - 1st 20 Squares Includes Plan Review	\$220.00	\$230.00	\$3,500	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	4.6%
CHANGE-V-I. Retaining Walls, Masonry Walls, Seawalls Includes plan review	\$285.00 plus \$0.25 per lineal foot	\$300 plus \$.25 per. Lin. Ft.	\$2,520	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	5.3%
CHANGE-V-J-1. Signs (Billboard, Pylon, or Pole Signs) no Electrical, Includes plan review	\$300.00	\$310.00	\$120	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	3.3%

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Revenue Name & Type of Change	FY22 Adopted	FY23 Proposed	Net Revenue Impact	Reason for Change or Addition	Change in Fee
CHANGE-V-J-2. Signs (Billboard, Pylon, or Pole Signs) Includes Electrical and plan review	\$400.00	\$410.00	\$100	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	2.5%
CHANGE-V-L-1. Shed Frame Built on site - Shell Only (Max 3 Inspection trips) Includes plan review	\$355.00	\$365.00	\$20	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	2.8%
CHANGE-V-L-2. Shed Prefab greater 100 sq. ft. Includes plan review	\$165.00	\$170.00	\$500	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	3.0%
CHANGE-V-M-1. Tents includes plan review	\$145.00	\$150.00	\$500	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	3.5%
CHANGE-VI-B. Commercial Alarm System and/or Low Voltage, includes Plan review	\$275.00	\$315.00	\$2,400	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	14.6%
CHANGE-VI-C. Saw/Power Pole, Well Pump, Single/Double Pedestal	\$125.00	\$130.00	\$150	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	4.0%
CHANGE-VI-D. Residential Service Change	\$125.00	\$130.00	\$4,440	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	4.0%

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Revenue Name & Type of Change	FY22 Adopted	FY23 Proposed	Net Revenue Impact	Reason for Change or Addition	Change in Fee
CHANGE-VI-E. Commercial Service Change	\$160.00	\$165.00	\$395	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	3.1%
CHANGE-VI-F. Re-certification of Electric Service Residential or Commercial	\$160.00	\$165.00	\$600	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	3.1%
CHANGE-VI-G. Residential Generator includes all trades and Plan Review	\$280.00	\$290.00	\$3,000	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	3.6%
CHANGE-VII-A. Water Heater Replacement equal change out (Tank or Tankless) - Electric or Gas Reconnect, same locations	\$80.00	\$85.00	\$4,030	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	6.3%
CHANGE-VII-B. Water Heater Relocate/ tank to tankless or new tankless - Electric or Gas	\$190.00	\$195.00	\$660	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	2.6%
CHANGE-VII-D. Water Conditioner - Replacement - Same Location	\$80.00	\$85.00	\$0	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	6.3%
CHANGE-VII-F. Existing Residential Water Service or Sewer Replacement Size for Size	\$80.00	\$85.00	\$500	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	6.3%

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Revenue Name & Type of Change	FY22 Adopted	FY23 Proposed	Net Revenue Impact	Reason for Change or Addition	Change in Fee
CHANGE-VIII-B. Water Heater Gas - Electric Conversion (includes plumbing)	\$185.00	\$195.00	\$60	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	5.4%
CHANGE-VIII-C. Gas Appliance Replacement Equal Change	\$80.00	\$85.00	\$130	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	6.3%
CHANGE-VIII-D. Change of LP Supplier	\$80.00	\$85.00	\$330	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	6.3%
CHANGE-IX-A. Air Conditioning Equal Changeout (Does Not Include Gas, Oil, or Electrical)	\$138.00	\$140.00	\$9,724	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	1.5%
CHANGE-IX-B. Air Conditioning Changeout with Electric	\$236.00	\$240.00	\$1,200	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	1.7%
CHANGE-IX-C. Air Conditioning Changeout with Electric and Ducts	\$336.00	\$340.00	\$264	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	1.2%
CHANGE-IX-D. Two (2) Air Conditioning Equal Changeouts	\$270.00	\$275.00	\$400	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	1.9%

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Revenue Name & Type of Change	FY22 Adopted	FY23 Proposed	Net Revenue Impact	Reason for Change or Addition	Change in Fee
CHANGE-IX-I. Hood, Refrigeration, Chemical System, Boiler, Spray Booth, Chiller, etc. Includes plan review, Mechanical only. Min \$100.00 per inspection for each additional trade. Work over \$75,000 may be based on value per section IV-C.	\$285.00	\$295.00	\$80	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	3.5%
CHANGE-X-A. Re-inspection Fee	\$70.00	\$75.00	\$16,525	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	7.1%
CHANGE-X-C. Re-inspection Fee for third and any subsequent Re-inspection, for the same noted Code Violation - Four (4) times Re-inspection Fee. Per FS 553.80(2) (c)	\$280.00	\$290.00	\$100	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	3.6%
CHANGE-XI-C-2. Contractor Change. Includes all Trade Sections. Can be combined with reinstatement of permit for one fee if both are done with the same transaction. Not to Exceed the Original Permit Fee.	\$120.00	\$125.00	\$520	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	4.2%

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Revenue Name & Type of Change	FY22 Adopted	FY23 Proposed	Net Revenue Impact	Reason for Change or Addition	Change in Fee
CHANGE-XI-C-3. Mail-In Permit submittal processing fee.	\$70.00	\$85.00	\$750	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	21.4%
CHANGE-XI-C-7. Permit Reinstatement (Reinstatement of expired permit)	\$120.00	\$125.00	\$10,040	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	4.2%
CHANGE-XI-C-8. Permit Extensions (within 10 days prior to permit expiration)	\$40.00	\$45.00	\$1,805	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	12.5%
CHANGE-XI-C-11-a. All Express Building Permits (EBP), such as Re-Roofing, Window and Door Replacements, A/C, Water Heater replacements, etc.	\$1.50	\$1.75	\$5,009	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	16.7%
CHANGE-XI-C-11-b. Walk-in/Dropoff Express Building Permits (EBP). Re-Roofing, Window and Door Replacements, A/C, Water Heater replacements. Walk-in/Dropoff stand-alone trade permits.	\$2.50	\$3.25	\$600	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	30.0%
CHANGE-XI-C-11-c-1. Value of Work \$0.00 to \$10,000	\$4.00	\$5.00	\$1,587	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	25.0%

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Revenue Name & Type of Change	FY22 Adopted	FY23 Proposed	Net Revenue Impact	Reason for Change or Addition	Change in Fee
CHANGE-XI-C-11-c-2. Value of Work \$10,001 to \$50,000	\$8.00	\$10.00	\$4,366	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	25.0%
CHANGE-XI-C-11-c-3. Value of work \$50,001 and up	\$12.00	\$15.00	\$2,028	Increase per FY22-FY24 to increase fees over 3 years at approximately a 3.3% revenue increase. Reference Budget meetings 5/20/21, 7/13/2021, 9/9/2021, and 9/21/2021	25.0%
NEW-XIII-E. Private Provider in a flood zone additional fees	NEW	\$250.00	\$3,000	New fee due to Private Provider Flood reviews and inspection requirements see FL Declaratory Statement DS2021-050 10/20/2021	NEW

- **FY23 Decision Packages**

- **PSP Temp 1** - This is a request to continue funding a temporary position to provide reception, customer support, and permit intake and delivery on the first floor at 440 Court Street. The position supports the FTE that is the primary staff member responsible for reception and intake. When this temporary position is vacant, another staff member fills the support role to the primary staff member. This is a non-recurring request with a FY23 impact of \$10,370. If approved, this contract would be terminated on 12/31/2022. This position is located on the first floor at 440 Court Street and provides reception, customer support, and permit intake and delivery.
- **Two BDRS Additional Plans Examiners** - This is a request for two Plans Examiners FTE. The data provided by the department estimates an elimination of overtime hours (averaging 96.5 hours per month) and elimination for the need for contract plans examiners. This request estimates an FY23 impact of \$454 (net of reductions to overtime and contract service). The additional impact on future fiscal years is estimated at \$0, which assumes similar annual inflationary increases for Personal Services and Operating Expenses. Alternatives to this request include maintaining current costs and levels of service or increasing the number of contract plans examiners' hours and costs to provide BDRS staff a respite from working repeated overtime hours. The key objectives are to reduce or eliminate the number of staff overtime hours and cost, the cost for contracted plans examiners, and decrease the average number of days it takes to review plans.
- **BDRS Project Manager I** - This request is for one addition to the Project Management Team (PMT) that assists developers, contractors, and homeowners to navigate the development review, regulatory, and permitting processes and serves as a single point of contact to eliminate obstacles and improve service delivery for new and redevelopment projects. The FY23 impact is \$84,100. FY24 impact is approximately \$86,700 (assumes 3.1% annual inflationary increase).

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- **PSP Temp 2** - This is a request to continue funding a temporary position to provide records services to scan permitting records and site plans for indexing and retrieval. This is a non-recurring request with a FY23 impact of \$9,680. If approved, this contract would be terminated on 12/31/2022.
- **PSP Temp 3** - This is a request to continue funding a temporary position to provide reception and permit tech support. This is a non-recurring request with a FY23 impact of \$9,770. If approved, this contract would be terminated on 12/31/2022.

Budget Summary

The FY23 Revenue Budget for BDRS programs is decreasing by \$572,650, or 5.2%. Most of this change (decrease of \$434,660, or 4.9%) is in the revenues associated with the Building Services fund. This is primarily the result of the elimination of a \$1.6M transfer to Building Services fund from BTS fund in FY23. This transfer, budgeted and received in FY22, is a one-time refund of Accela costs that were previously overcharged to Building Services. Most of the offsetting increase in revenues (also in the Building Services program and fund) is seen in the permit revenue. Permit revenue is expected to increase \$1.2M, or 17.2%. This increase is a result of proposed user fee increases as previously presented to the BCC for FY22 Budget (FY23 is year two of a three-year plan) as well as expected permit volume increases.

The FY23 Expenditure Budget for BDRS (net of Reserves) is increasing by \$771,380, or 5.8%, over the FY22 Budget. Personal Services costs are increasing primarily due to full year impact of two Building Permit Technicians that were authorized by County Administration shortly after the adoption of the FY22 Budget and have since been supported by increased revenues (volume increases, not fee increases). Neither of these positions were included in the FY22 Budget. In addition, both BDRS and the Contractor Licensing Department (CLD) have undergone a realignment/reorganization that, in part, created a Deputy Director position within BDRS. Michelle Krickovic filled that role and is both the BDRS Deputy Director and the CLD Director. This resulted in the reallocation of 66.0% of her compensation from the CLD fund to BDRS.

Operating Expenses are increasing by \$90,110, or 2.4% consisting primarily of costs associated with the contracted inspection and plans review services (JPI) (increased \$108,000) as a result of higher hourly rates that were approved by the BCC on 1/11/22 (#21-2395A).

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Revenue Account	2022			2023		
	General Fund	Non- General Fund	Total	General Fund	Non- General Fund	Total
Licenses and Permits	\$512,400	\$7,184,910	\$7,697,310	\$421,340	\$8,401,950	\$8,823,290
Charges for Services	\$1,117,380	\$55,250	\$1,172,630	\$1,142,710	\$36,530	\$1,179,240
Fines and Forfeitures	\$521,920		\$521,920	\$463,490		\$463,490
Other Miscellaneous Revenues	\$13,570	\$18,600	\$32,170		\$18,600	\$18,600
Transfers From Other Funds		\$1,633,240	\$1,633,240			
Revenue Total	\$2,165,270	\$8,892,000	\$11,057,270	\$2,027,540	\$8,457,080	\$10,484,620

Expenditure Account	2022			2023		
	General Fund	Non- General Fund	Total	General Fund	Non- General Fund	Total
Personal Services	\$4,262,790	\$5,244,940	\$9,507,730	\$4,567,290	\$5,601,710	\$10,169,000
Operating Expenses	\$639,430	\$3,099,060	\$3,738,490	\$718,330	\$3,110,270	\$3,828,600
Capital Outlay	\$19,000		\$19,000	\$39,000		\$39,000
Reserves		\$3,331,560	\$3,331,560		\$5,017,790	\$5,017,790
Expenditure Total	\$4,921,220	\$11,675,560	\$16,596,780	\$5,356,690	\$13,729,770	\$19,054,390
FTE	52.2	56.8	109.0	52.8	58.9	111.7

Budget Summary by Program and Fund

Code Enforcement Program

Enforcement of county codes regulating trash, debris, excessive overgrowth, and lot clearing; zoning/sign enforcement; inoperative and prohibited vehicle enforcement; minimum standard housing enforcement; noise enforcement; and special magistrate process.

Program	Fund	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Budget
1261-Code Enforcement Program	0001 - General Fund	\$1,930,997	\$2,003,300	\$1,997,560	\$2,279,050
	Total	\$1,930,997	\$2,003,300	\$1,997,560	\$2,279,050

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Development Review Services Program

Evaluation of land development proposals and uses for alignment with the County's Land Development Code through comprehensive site plan review.

Program	Fund	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Budget
1262-Development Review Services Program	0001 - General Fund	\$2,283,077	\$2,793,624	\$2,923,660	\$3,077,640
	Total	\$2,283,077	\$2,793,624	\$2,923,660	\$3,077,640

Building Permits Program

Permitting, plan review, inspections, code administration, and unpermitted work complaints and violations as required by the Florida Building Code.

Program	Fund	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Budget
1263-Building Permits Program	1030 - Building Services	\$7,043,191	\$6,901,523	\$8,344,000	\$9,140,320
	Total	\$7,043,191	\$6,901,523	\$8,344,000	\$9,140,320

Reserves Program

Oversees the management and allocation of the County's financial reserves.

Program	Fund	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Budget
1008-Reserves Program	1030 - Building Services	\$0	\$0	\$3,331,560	\$4,589,450
	Total	\$0	\$0	\$3,331,560	\$4,589,450

Emergency Events

Expenditures incurred during a disaster event to allow for accurate tracking of those expenses in support of reimbursement of eligible expenditures from the Federal Emergency Management Agency's (FEMA) Public Assistance Grant Program or other funding sources, as applicable.

Program	Fund	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Budget
1123-Emergency Events	0001 - General Fund	\$30,550	\$0	\$0	\$0
	1030 - Building Services	\$24,367	\$83,870	\$0	\$0
	Total	\$54,917	\$83,870	\$0	\$0

BUILDING & DEVELOPMENT REVIEW SERVICES

FY22 Accomplishments

- BDRS completed its review and update of all Development Code chapters and associated regulations relating to development services. The County Stormwater manual was also updated, and several code flexibilities were identified to assist customers with developing challenging sites.
- DRS completed the second phase to evaluate the County's Development Process. The Project Management pilot program was implemented as a result of recommendations for efficiencies and improvements stemming from this evaluation. Initial performance measures have been identified, and a customer survey created to gauge the success of the project management testing program.
- Management identified more than 30 initiatives for process improvement, prioritized by Operational Impact (Customer Service, Technology, Operations, Organizational Change Management, and Governance), budget impact, and funding requirements. Teams are managing project plans, tracking milestones, and effecting change.
- The department implemented QLess to help manage in-person queueing and provide customer service data.

Performance Measures

Performance Measure	Unit of Measure	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Budget
Number of Projects in the Project Management Program	Count	New in FY22	-	8	40
*Average time to Process Standard Site Plans (First Review) ¹	Calendar days	43	36	25	25
*Average time to Process Complex Site Plans (First Review)	Calendar days	40	52	45	45
*Average time to Process Expedited Site Plans (First Review)	Calendar days	47	23	14	14
Total Number of Permits Issued	Count	30,077	28,217	28,000	28,000
Total Number of Inspections Completed	Count	78,192	79,611	77,000	77,000
Total Number of Reviews Completed	Count	5,670	6,421	6,600	6,600
Average time to Respond to Code Enforcement Violations (First Inspection)	Business days	3.0	4.3	5.0	5.0
Percent of Code Enforcement Cases Resolved Through Voluntary Compliance	Percent	76.9%	81.9%	77.4%	79.0%

* The data identified for the three starred metrics may not be entirely accurate. This is due to discrepancies identified in the data capture. Once the root cause is identified and the data recalculated, information reported for past year's data may not match the data in that table.

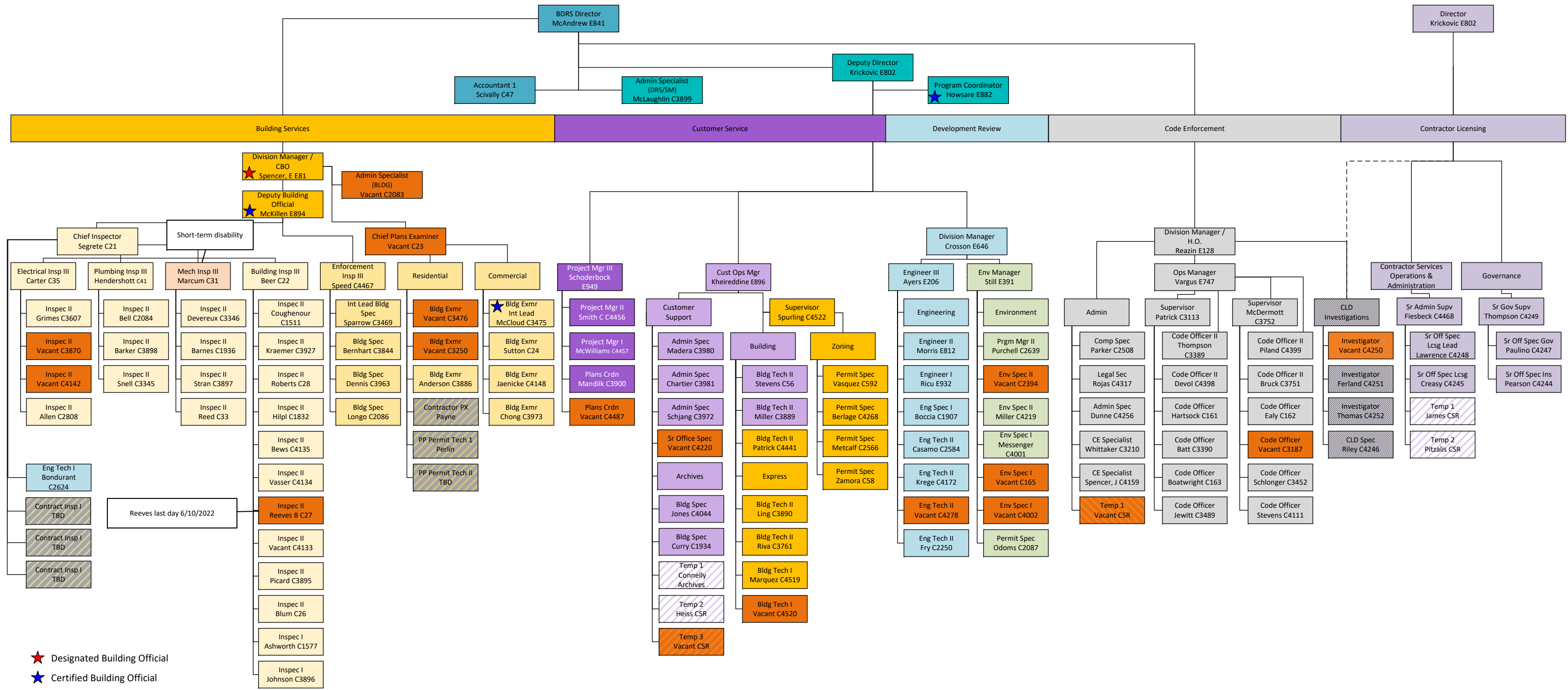
BUILDING & DEVELOPMENT REVIEW SERVICES

Work Plan

- Configure and Deploy Electronic Plan Review Software in FY22
- Review BDRS Application and Intake Forms in FY23
- Introduce VuSpex Virtual Inspections Software in FY23
- Evaluate DRS System Improvements; Phase 3 in FY23
- Test and Implement DRS Project Management Program in FY23
- Manage Contract Building Inspectors, Plans Examiner, and Permit Technicians in FY23
- Deliver Customer Service Standards of Excellence in FY23
- Develop BDRS Career Ladders and Career Paths in FY23

Attachments:

1. Organizational Chart – page 16
2. Budget Reports
 - a. Department roll-up – pages 17
 - b. By Fund – pages 18-20
 - c. Revenues – pages 21-22
3. User Fees – pages 23-40
4. Decision Packages – pages 41-50



Pinellas County
Standard Detail
Department: Building and Development Review Services
Version: County Admin Review

Expenditures

Major Object	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY22 Estimate	FY23 Request	Budget to Budget Change	Budget to Budget % Change
Personal Services	8,318,972	8,672,573	9,277,640	9,507,730	9,329,606	10,169,000	661,270	6.96%
Operating Expenses	3,937,417	2,763,649	2,579,162	3,738,490	4,010,157	3,828,600	90,110	2.41%
Capital Outlay	52,924	79,081	14,036	19,000	15,000	39,000	20,000	105.26%
Reserves	0	0	0	3,331,560	0	5,017,790	1,686,230	50.61%
Expenditures Total	12,309,313	11,515,303	11,870,837	16,596,780	13,354,763	19,054,390	2,457,610	14.81%
	(12,309,313)	(11,515,303)	(11,870,837)	(16,596,780)	(13,354,763)	(19,054,390)	(2,457,610)	-14.81%

Pinellas County
Standard Detail
Fund: 0001 - General Fund
Version: County Admin Review

Expenditures

Major Object	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY22 Estimate	FY23 Request	Budget to Budget Change	Budget to Budget % Change
Personal Services	3,722,211	3,725,468	4,135,201	4,262,790	4,242,956	4,567,290	304,500	7.14%
Operating Expenses	493,919	534,194	666,343	639,430	747,696	718,330	78,900	12.34%
Capital Outlay	52,924	71,264	7,284	19,000	15,000	39,000	20,000	105.26%
Expenditures Total	4,269,054	4,330,927	4,808,828	4,921,220	5,005,652	5,324,620	403,400	8.20%
	(4,269,054)	(4,330,927)	(4,808,828)	(4,921,220)	(5,005,652)	(5,324,620)	(403,400)	-8.20%

Pinellas County
Standard Detail
Fund: 1030 - Building Services
Version: County Admin Review

Expenditures

Major Object	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY22 Estimate	FY23 Request	Budget to Budget Change	Budget to Budget % Change
Personal Services	4,596,761	4,947,105	5,142,439	5,244,940	5,086,650	5,601,710	356,770	6.80%
Operating Expenses	3,443,498	2,229,455	1,912,818	3,099,060	3,262,461	3,110,270	11,210	0.36%
Capital Outlay	0	7,816	6,752	0	0	0	0	0.00%
Reserves	0	0	0	3,331,560	0	5,017,790	1,686,230	50.61%
Expenditures Total	8,040,259	7,184,376	7,062,009	11,675,560	8,349,111	13,729,770	2,054,210	17.59%
	(8,040,259)	(7,184,376)	(7,062,009)	(11,675,560)	(8,349,111)	(13,729,770)	(2,054,210)	-17.59%

Pinellas County
Standard Detail
Program: 1123-Emergency Events
Version: County Admin Review

Expenditures

Account	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY22 Estimate	FY23 Request	Budget to Budget Change	Budget to Budget % Change
5299992 - Benefits-Contra-Projects	3,004	16,202	22,262	0	0	0	0	0.00%
5299991 - Reg Salary&Wgs-Contra-Prj	5,939	38,714	61,607	0	0	0	0	0.00%
Expenditures Total	8,943	54,917	83,870	0	0	0	0	0.00%
	(8,943)	(54,917)	(83,870)	0	0	0	0	0.00%

Pinellas County
Standard Detail
Fund: 0001 - General Fund
Version: County Admin Review

Revenues

Major Object	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY22 Estimate	FY23 Request	Budget to Budget Change	Budget to Budget % Change
Licenses and Permits	577,698	422,864	484,735	512,400	443,523	421,340	(91,060)	-17.77%
Intergovernmental Revenue	3,108,824	68,752,490	130,680,330	1,253,800	800,150	969,080	(284,720)	-22.71%
Charges for Services	1,193,361	1,093,983	1,267,868	1,117,380	1,180,042	1,150,500	33,120	2.96%
Fines and Forfeitures	523,024	553,364	201,597	521,920	487,883	463,490	(58,430)	-11.20%
Interest Earnings	0	244,124	115,735	0	0	0	0	0.00%
Rents, Surplus and Refunds	0	48,467	0	0	0	0	0	0.00%
Other Miscellaneous Revenues	11,700	10,814	3,480	13,570	300	0	(13,570)	-100.00%
Non-Operating Revenue Sources	0	0	18,706	0	0	0	0	0.00%
Revenues Total	5,414,607	71,126,105	132,772,452	3,419,070	2,911,898	3,004,410	(414,660)	-12.13%

Pinellas County
Standard Detail
Fund: 1030 - Building Services
Version: County Admin Review

Revenues

Major Object	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY22 Estimate	FY23 Request	Budget to Budget Change	Budget to Budget % Change
Licenses and Permits	6,625,122	7,278,686	7,825,652	7,078,020	8,716,076	8,295,320	1,217,300	17.20%
Intergovernmental Revenue	0	67,779	69,810	0	0	0	0	0.00%
Charges for Services	17,906	28,253	34,529	55,250	36,524	36,530	(18,720)	-33.88%
Fines and Forfeitures	2,185	2,218	0	0	0	0	0	0.00%
Other Miscellaneous Revenues	16,008	19,125	19,730	18,600	18,600	18,600	0	0.00%
Transfers From Other Funds	0	0	0	1,633,240	1,633,240	0	(1,633,240)	-100.00%
Revenues Total	6,661,221	7,396,061	7,949,722	8,785,110	10,404,440	8,350,450	(434,660)	-4.95%

Building and Development Review Services	FY22 Adopted	FY23 Adopted
<p>Table of Contents</p> <ul style="list-style-type: none"> I. General Notes II. Permit Fees General III. Plan Review IV. Combination Permits V. Building Stand Alone Permits VI. Electrical Stand Alone Permits VII. Plumbing Stand Alone Permits VIII. Gas Stand Alone Permits IX. Mechanical Stand Alone Permits X. Inspections XI. General/Administrative Fees XII. Interlocal Municipal Fees XIII. Private Provider Administrative Fees <p>I. General Notes</p> <ul style="list-style-type: none"> •Building Permit fee shall be as the Pinellas County Published Fees schedule. •Permit fees shall be based on the construction valuation of the proposed work unless listed in the schedule. The construction valuation shall include all labor and materials cost for all trades as stated on the permit application and/or executed construction contract. "Final building permit valuation shall be set by the building official" per FBC109.3 •The permit fees for new construction shall be based on the submitted construction cost but not less than the latest building valuation data published by the International Code Council (www.iccsafe.org/building-safety-journal/bsj-technical/building-valuation-data) based on the gross work area for all new constructions and additions. One and Two Family Dwellings interior unconditioned spaces, open and covered exterior spaces (garage, attic, porches) will be calculated as Utility Occupancy for permit cost. •The permit fees for shell building construction shall be based on the submitted construction valuation but not less than the latest 60% of the building valuation data published by the International Code Council based on the gross work area. •The permit fees for interior and exterior remodels, rehabs, and repairs shall be based on the submitted construction valuation but not less than the 40% of the latest building valuation data published by the International Code Council based on the gross work area. (•Minimum permit fees shall be \$100.00 per required trade inspection regardless of value unless listed in schedule.) Fees for permits or services not specified in the fee schedule shall be based on \$100.00 per inspections and \$125.00 min plan review fee. •All building permit are subject to the Florida Building Permit Surcharges Per. FS 553 and FS 468 (2.5% of permit fees value or \$4.00 minimum) and a Technology Fee per schedule. 		

Building and Development Review Services	FY22 Adopted	FY23 Adopted
<ul style="list-style-type: none"> •Permit fees shall be based on the construction valuation of the proposed work unless listed in the schedule. The construction valuation shall include all labor and materials cost for all trades as stated on the permit application and/or executed construction contract. "Final building permit valuation shall be set by the building official" per FBC109.3 •The permit fees for new construction shall be based on the submitted construction cost but not less than the latest building valuation data published by the International Code Council (www.iccsafe.org/building-safety-journal/bsj-technical/building-valuation-data) based on the gross work area for all new constructions and additions. One and Two Family Dwellings interior unconditioned spaces, open and covered exterior spaces (garage, attic, porches) will be calculated as Utility Occupancy for permit cost. •The permit fees for shell building construction shall be based on the submitted construction valuation but not less than the latest 60% of the building valuation data published by the International Code Council based on the gross work area. •The permit fees for interior and exterior remodels, rehabs, and repairs shall be based on the submitted construction valuation but not less than the 40% of the latest building valuation data published by the International Code Council based on the gross work area. •Minimum permit fees shall be \$100.00 per required trade inspection regardless of value unless listed in schedule. Fees for permits or services not specified in the fee schedule shall be based on \$100.00 per inspections and \$125.00 min plan review fee. •All building permit are subject to the Florida Building Permit Surcharges Per. FS 553 and FS 468 (2.5% of permit fees value or \$4.00 minimum) and a Technology Fee per schedule. <p>Work exempt from Building Permits.</p> <ul style="list-style-type: none"> • A Building Permit is not required for minor repairs where the valuation does not exceed \$500.00, unless there is a structural component, or includes electrical, mechanical , or plumbing trades. (See FBC 105.2.2) •No building permit is required for fences of chain link, vinyl or wood 6' or less in height, paving, Driveways, flatwork, work of a strictly cosmetic nature (painting, wallpapering, trim, kitchen cabinets, etc.), but may require Zoning Clearance, Environmental/Habitat and Regulatory Services/Right of way permits. •See Chapter 1 section 105.2, of the Florida Building Code with Pinellas County Amendments and the Pinellas county website for more information. <p>Contract Communities Only</p> <p>Pinellas County Building Services performs Building Official, Plan Review, Zoning Verification, Permitting and Construction inspections by Interlocal Agreement for a number of incorporated Municipalities. These municipalities have local ordinances regulations, and zoning that differ from the unincorporated portion of the County. In some cases, items exempted from permitting by the unincorporated ordinances and regulations will require permits and inspection in the municipalities.</p> <p>When in doubt about whether a permit is required in these municipalities, please contact our office at 727-464-3888 or check the Building Services website at http://www.pinellascounty.org/build/.</p>		

Building and Development Review Services	FY22 Adopted	FY23 Adopted
<p>Express Permits (On-Line) http://www.pinellascounty.org/build/permitting.htm ALL PERMITS SUBJECT TO DEVELOPMENT REVIEW SERVICES (DRS) FEES, ZONING, HABITAT, RIGHT OF WAY, UTILITIES, SITE PLAN, IMPACTS. SEE DRS FEE SCHEDULE FOR MORE INFORMATION.</p>		
<p>II. Permit Fees General</p> <p>II-A. Permit Fee Minimum (Per trade for single trip inspections when there is no specific permit fees specified within the fee schedule) \$100.00</p> <p>II-B. "After-the-Fact" permit fees</p> <p>II-B-1. Shall be two (2) times the normal permit fees.</p> <p>II-B-2. Any subsequent "After-the-Fact" permit issued to the same licensed contractor within the following twelve (12) months shall be ten (10) times the normal permit fees.</p> <p>* Fixed Fee Permits are calculated on the historical average number of expected inspections. The County reserves the right to limit or increase the number of inspections and adjust fees accordingly.</p> <p>* No credit or fee reduction for "Master Plan" permits.</p>		
<p>III. Plan Review (fees are non-refundable)</p> <p>III-A. Plan Review Commercial (Charges on original plan review, revisions, and interiors). 25.0% of permit fee; Min. \$125.00</p> <p>III-B. Plan Review Residential (Charges on original plan review, revisions, and interiors). 25.0% of permit fee; Min. \$125.00</p> <p>III-C. Plan Review Revisions and Supplements, Residential and Commercial \$50.00 First page; \$15.00 each add page</p> <p>III-D. Plan Review Fee subject to an Interlocal Agreement where a Building Permit is not issued by Pinellas County Building Services (Charges on original plan review, revisions, and interiors). Additional 10.0%</p> <p>III-E. Building Life Safety Fire Resistance Review Charges to all Commercial New, Remodel and Addition permits. \$110.00</p> <p>III-F. Expedited Plan Review (Manager approval required)</p> <p>III-F-1. Residential \$400.00</p> <p>III-F-2. Commercial</p> <p>III-F-2-a. Between 0-5,000 sq. ft. \$500.00</p> <p>III-F-2-b. More than 5,000 sq. ft. Add'l 50.0% of Plan Review; Min \$500.00</p> <p>III-G. Plan Review Additional Fee for Flood Zones - Substantial Damage/Improvement Add 25% of Plan Review</p> <p>III-H. Piling/Grade Beam Foundation Review Additional Fee Add 20.0% of Plan Review</p>		

Building and Development Review Services	FY22 Adopted	FY23 Adopted
III-I. Building Code Site Plan Review (excluding 1 & 2 Family Detached on Single Lots)	\$125.00	\$125.00
III-J Flood Location Ordinance Review per permit in flood zone		\$15.00
NOTE: The third and any subsequent plan review of signed & sealed plans, for the same noted Code Violation, will be charged at four (4) times the applicable plan review fee. Per FS 553.80 (2)(b)		
IV. Combination Permits \$100.00 min per required inspection; \$125.00 min plan review		
IV-A. Residential Buildings - 1 and 2 Family Dwellings and accessory structures valuation up to \$600,000 Includes Building, Electrical (includes saw pole or power pole), Plumbing, Mechanical, Inspections and Plan Review.	\$11.00 per \$1,000.00; Min. \$100.00 per inspection	\$11.00 per \$1,000.00; Min. \$100.00 per inspection
IV-B. 1 and 2 family valuation over \$600,000 - Includes Building, Electrical, Plumbing, Mechanical, Inspections and Plan Review.	\$8.00 per \$1,000.00; Min. \$100.00 per inspection	\$8.00 per \$1,000.00; Min. \$100.00 per inspection
IV-C. Commercial Buildings valuation up to \$1 million - Includes Building, Electrical, Plumbing, Mechanical, Inspection and Plan Review.	\$8.25 per \$1,000.00; Min. \$100.00 per inspection	\$8.50 per \$1,000; Min. \$100 per inspection
IV-D. Commercial Buildings valuation portion over \$1 million - Includes Building, Electrical, Plumbing, Mechanical, Inspections and Plan Review.	\$7.25 per \$1,000.00; Min. \$100.00 per inspection	\$7.50 per \$1,000; Min. \$100 per inspection
IV-E. Permit Revisions and Supplements, Residential and Commercial	Value based per Schedule or \$100.00 min per additional trade inspection	Value based per Schedule or \$100.00 min per additional trade inspection
IV-F. Shell building fees shall be based on the submitted construction valuation but not less than 60% of the latest building valuation data published by the International Code Council based on the gross work area. Includes Building, Electrical, Plumbing, Mechanical, Inspections and Plan Review as applicable.	See Text	See Text
IV-G. Early Start Permit (Interior work prior to first required inspection - See separate policy for instructions and limitations)	\$160.00	\$160.00
IV-H. Threshold Building (Charged on all buildings that meet State of Florida definition of a threshold building)	Additional 20.0% of standard permit fee.	Additional 20.0% of standard permit fee.
IV-I. Solar Permits (Building, Plan Review for wind resistance engineering)		
IV-I-1. Domestic Water Heating - Each (includes Building, Plan Review, Plumbing & Electrical)	\$320.00	\$335.00
IV-I-2. Photovoltaic Systems - Each (includes Building, Plan Review & Electrical)	\$225.00	\$240.00
IV-I-3. Pool/Spa Heating System - Each (includes Building, Plan Review & Electrical)	\$225.00	\$240.00
IV-I-4. Space Heating - Each (includes all trades and Plan Review)	\$425.00	\$440.00
IV-J. Spa, Swimming Pools and Hot Tubs		
IV-J-1. Spa, Swimming Pool and Hot Tubs, with Deck. Includes Building, Electric and Plans Review fee. Up to \$40,000.00 value.	\$525.00	\$540.00

Building and Development Review Services	FY22 Adopted	FY23 Adopted
IV-J-2. Spa, Swimming Pool and Hot Tubs - additional value exceeding \$40,000.00. Added to fee above.	\$5.50 per \$1,000.00	\$5.50 per \$1,000.00
IV-K. Construction Trailer or Sales Trailer includes all trades and plan review	\$400.00	\$400.00
IV-L. Mobile Home on lot setup. Includes all trades and plan review.	\$650.00	\$650.00
V. Building Stand Alone Permits		
NOTE: Additional fees shall apply for work performed beyond the scope of the Building contractor's license (e.g., electrical, mechanical, plumbing). Fees shall be calculated on the gross value of the work per section IV A-D or as listed below. Minimum fee if not listed is \$100 per required inspection and \$125.00 Min Plan Review, if applicable.		
V-A. Antenna Co Locate (no electric) includes Plan Review	\$225.00	\$225.00
V-B. Aluminum Structures without slab/footers: Screen room, Pool Cage, porch, carport, includes Building inspections and Plan Review	\$235.00 plus \$1.00 per \$1,000.00 value	\$245 plus \$1 per \$1000 value
V-C. Aluminum Structures with slab/footers: Screen room, Pool Cage, porch, carport, includes Building Inspections and Plan Review	\$300.00 plus \$1.00 per \$1,000.00 value	\$325 plus \$1 per \$1000 value
V-D. Demolition		
V-D-1. Commercial Demolition Permit includes all trades and plan review.	\$200.00	\$265.00
V-D-2. Residential Demolition Permit	\$150.00	\$190.00
V-D-3. Mobile Home Demolition - Plumbing Only	\$100.00	\$100.00
V-E. Damage pre-permit inspection, Fire or Structural (Includes Building and Electrical inspection)	\$170.00	\$185.00
V-F. Daycare - Inspections only - Includes Bldg., Elec. & Fire Life-Safety.	\$200.00	\$200.00
V-G. Move Building Per-Inspections within Pinellas County Only. An additional/supplement permit will be required for foundation and building set per fee schedule.	\$300.00	\$300.00
V-H. Reroof		
V-H-1. Reroof - Residential or Commercial - 1st 20 Squares	\$155.00	\$165.00
V-H-2. Reroof - Residential or Commercial - Each additional Square	\$1.50	\$1.50
V-H-3. Reroof Metal/Alum Roof Over- Residential or Commercial - 1st 20 Squares Includes Plan Review	\$220.00	\$230.00
V-H-4. Reroof Metal/Alum Roof Over- Residential or Commercial - Each additional Squares	\$1.50	\$1.50
V-I. Retaining Walls, Masonry Walls, Seawalls Includes plan review	\$285.00 plus \$0.25 per lineal foot	\$300 plus \$.25 per. Lin. Ft.
V-J. Signs		
V-J-1. Signs (Billboard, Pylon, or Pole Signs) no Electrical, Includes plan review	\$300.00	\$310.00

Building and Development Review Services	FY22 Adopted	FY23 Adopted
V-J-2. Signs (Billboard, Pylon, or Pole Signs) Includes Electrical and plan review	\$400.00	\$410.00
V-J-3. Signs (Wall) no Electrical, Includes plan review	\$220.00	\$220.00
V-J-4. Signs (Wall) Includes Electrical and plan review	\$320.00	\$320.00
V-K. Vinyl Siding, Soffit & Fascia, Stucco over frame	\$135.00	\$135.00
V-L. Shed Detached (Building Permit Not Required for one-story storage shed less than 100 sq. ft. with no electrical, plumbing, or mechanical. May require Zoning/Habitat Permit.		
V-L-1. Shed Frame Built on site - Shell Only (Max 3 Inspection trips) Includes plan review	\$355.00	\$365.00
V-L-2. Shed Prefab greater 100 sq. ft. Includes plan review	\$165.00	\$170.00
V-M. Tents		
V-M-1. Tents includes plan review	\$145.00	\$150.00
V-M-2. Each additional tent within 100 Ft	\$45.00	\$45.00
V-N. Windows, Doors, shutters, Garage doors residential or commercial includes plan Review		
V-N-1. Up to 20 Openings (For Electric shutters add \$100.00)	\$140.00 per 20	\$140.00 per 20
V-N-2. Each additional opening	\$5.00	\$5.00
, ,		
VI. Electrical Stand Alone Permit Fees		
NOTE: Additional fees shall apply for work performed beyond the scope of the electrical contractor's license (e.g., building, mechanical, plumbing). Fees shall be calculated on the gross value of the work per IV A-D or as listed below. Minimum fee if not listed is \$100 per required inspection and \$125.00 Min Plan Review, if applicable.		
VI-A. Temporary Underground Service (T.U.G.) and Pre-Power Inspections Commercial and Residential	\$100.00	\$100.00
VI-B. Commercial Alarm System and/or Low Voltage, includes Plan review	\$275.00	\$315.00
VI-C. Saw/Power Pole, Well Pump, Single/Double Pedestal	\$125.00	\$130.00
VI-D. Residential Service Change	\$125.00	\$130.00
VI-E. Commercial Service Change	\$160.00	\$165.00
VI-F. Re-certification of Electric Service Residential or Commercial	\$160.00	\$165.00
VI-G. Residential Generator includes all trades and Plan Review	\$280.00	\$290.00
, ,		
VII. Plumbing Stand Alone Permit Fees		
NOTE: Additional fees shall apply for work performed beyond the scope of the plumbing contractor's license (e.g., building, mechanical, electrical). Fees shall be calculated on the gross value of the work per section IV A-D or as listed below. Minimum fee if not listed is \$100 per required inspection and \$125.00 Min Plan Review, if applicable.		

Building and Development Review Services	FY22 Adopted	FY23 Adopted
VII-A. Water Heater Replacement equal change out (Tank or Tankless) - Electric or Gas Reconnect, same locations	\$80.00	\$85.00
VII-B. Water Heater Relocate/ tank to tankless or new tankless - Electric or Gas	\$190.00	\$195.00
VII-C. Water Conditioner - New Installation or Relocation	\$125.00	\$125.00
VII-D. Water Conditioner - Replacement - Same Location	\$80.00	\$85.00
VII-E. New Commercial/Residential Utility Site Work, Sewer or Water	\$100.00 first 100 ft.; \$75.00 each add'l 100 ft.	\$100.00 first 100 ft.; \$75.00 each add'l 100 ft.
VII-F. Existing Residential Water Service or Sewer Replacement Size for Size	\$80.00	\$85.00
VII-G. Re-pipe Water Distribution - Res/Comm. One Inspection	\$125.00	\$125.00
VII-H. Submeters	\$125.00 per every 10	\$125.00 per every 10
VII-I. Shower Pan Replacement Plumbing Only	\$185.00	\$185.00
VII-J. Bathtub to Shower Conversion including Building Inspection	\$275.00	\$275.00
VII-K. Residential Washing Machine Supply Valve Outlet Box. Does not included Electrical	\$125.00	\$125.00
VII-L. Plumbing Fixture Replacement Residential or Commercial	\$100.00	\$100.00
VIII. Gas Stand Alone Permit Fees		
NOTE: Additional fees shall apply for work performed beyond the scope of the gas contractor's license (e.g., mechanical, electrical, plumbing). Fees shall be calculated on the gross value of the work per section IV A-D or as listed below. Minimum fee if not listed is \$100 per required inspection and \$125.00 Min Plan Review, if applicable.		
VIII-A. Residential or Commercial, New system, Modify or Add appliance to existing system, change LP to Natural Gas	\$70.00 per appliance; min. \$175.00	\$70.00 per appliance; min. \$175.00
VIII-B. Water Heater Gas - Electric Conversion (includes plumbing)	\$185.00	\$195.00
VIII-C. Gas Appliance Replacement Equal Change	\$80.00	\$85.00
VIII-D. Change of LP Supplier	\$80.00	\$85.00
VIII-E. Medical Gas/Vacuum	\$125.00 per every 10	\$125.00 per every 10
IX. Mechanical Stand Alone Permit Fees		
NOTE: Additional fees shall apply for work performed beyond the scope of the mechanical contractor's license (e.g., Plumbing, electrical, gas). Fees shall be calculated on the gross value of the work per section IV A-D or as listed below. Minimum fee if not listed is \$100 per required inspection and \$125.00 Min Plan Review, if applicable.		
IX-A. Air Conditioning Equal Changeout (Does Not Include Gas, Oil, or Electrical)	\$138.00	\$140.00
IX-B. Air Conditioning Changeout with Electric	\$236.00	\$240.00

Building and Development Review Services	FY22 Adopted	FY23 Adopted
IX-C. Air Conditioning Changeout with Electric and Ducts	\$336.00	\$340.00
IX-D. Two (2) Air Conditioning Equal Changeouts	\$270.00	\$275.00
IX-E. Air Conditioning Unit Removal and Reinstallation for Re-Roofing. Includes Electrical	\$200.00 per 5 units or less	\$200.00 per 5 units or less
IX-F. Duct Replacement, additions or alterations, or Mobile Home Duct	\$110.00 plus \$1.00 per \$1,000.00 value	\$110.00 plus \$1.00 per \$1,000.00 value
IX-G. Furnace Change Out (does not include Electric or Gas) without Condensing Unit	\$100.00	\$100.00
IX-H. Heat Recovery (includes Electric & Plumbing)	\$185.00	\$185.00
IX-I. Hood, Refrigeration, Chemical System, Boiler, Spray Booth, Chiller, etc. Includes plan review, Mechanical only. Min \$100.00 per inspection for each additional trade. Work over \$75,000 may be based on value per section IV-C.	\$285.00	\$295.00
IX-J. Refrigeration Change Out/Equal Change Out	\$100.00	\$100.00
X. Inspections		
X-A. Re-inspection Fee	\$70.00	\$75.00
X-B. Re-inspection Fee for Lockout.	\$30.00	\$30.00
X-C. Re-inspection Fee for third and any subsequent Re-inspection, for the same noted Code Violation - Four (4) times Re-inspection Fee. Per FS 553.80(2) (c)	\$280.00	\$290.00
X-D. After Hours inspection per individual trade inspection maximum 4 inspections per trade done at same inspection stop. (After/before normal inspection hours or days) (Normal inspection hours M-F 8:00am through 4:15pm excluding county holidays).	\$400.00	\$400.00
XI. General/Administrative Fees		
XI-A. Appeals		
XI-A-1. Building Official Determination	\$150.00	\$150.00
XI-A-2. Flood Variance Request	\$400.00	\$400.00
XI-B. Documents		
XI-B-1. Duplicate Certificate of Occupancy, Certificate of Completion Request – More than 15 days after Final Inspection or Duplicate Placard	\$35.00	\$35.00
XI-B-2. Duplicate Plan Certification	\$25.00 per page; \$50.00 min. not to exceed original plan review fee.	\$25.00 per page; \$50.00 min. not to exceed original plan review fee.
XI-B-3. Flood information/letter Request	\$150.00	\$150.00
XI-B-4. Permit/Property information Request per address/parcel	\$60.00	\$60.00
XI-C. Services		

Building and Development Review Services	FY22 Adopted	FY23 Adopted
XI-C-1. Address change (numbers only)	\$100.00	\$100.00
XI-C-2. Contractor Change. Includes all Trade Sections. Can be combined with reinstatement of permit for one fee if both are done with the same transaction. Not to Exceed the Original Permit Fee.	\$120.00	\$125.00
XI-C-3. Mail-In Permit submittal processing fee.	\$70.00	\$85.00
XI-C-4. Fire Permit Processing Fee. Applied to all stand alone fire permits requiring review.	\$125.00	\$125.00
XI-C-5. Notarize signature.	\$6.00	\$6.00
XI-C-6. Refund processing Fee: No refund of permits if work has commenced or if permit is over 180 days old. Plan review fees, DRS and Zoning fees are not refundable. All Refunds are subject to management determination.	\$100.00	\$100.00
XI-C-7. Permit Reinstatement (Reinstatement of expired permit)	\$120.00	\$125.00
XI-C-8. Permit Extensions (within 10 days prior to permit expiration)	\$40.00	\$45.00
XI-C-9. Stocking Authorization Permit (commercial)	\$200.00	\$200.00
XI-C-10. Stop Work Order Release	\$200.00	\$200.00
XI-C-11. Technology Fees		
XI-C-11-a. All Express Building Permits (EBP), such as Re-Roofing, Window and Door Replacements, A/C, Water Heater replacements, etc.	\$1.50	\$1.75
XI-C-11-b. Walk-in/Dropoff Express Building Permits (EBP). Re-Roofing, Window and Door Replacements, A/C, Water Heater replacements. Walk-in/Dropoff stand alone trade permits.	\$2.50	\$3.25
XI-C-11-c. All Combo Building Permits (CBP) such as. New construction, Additions, Remodels, Solar, Pools, Signs, etc.		
XI-C-11-c-1. Value of Work \$0.00 to \$10,000	\$4.00	\$5.00
XI-C-11-c-2. Value of Work \$10,001 to \$50,000	\$8.00	\$10.00
XI-C-11-c-3. Value of work \$50,001 and up	\$12.00	\$15.00
XII. Interlocal Municipal Fees		
XII-A. Inspection Fee for Municipal Interlocal Agreement (or as per Agreement)	\$100.00	\$100.00
XII-B. Local Regulation Review Fee with plans (contract communities)	\$125.00	\$125.00
XII-C. Local Regulation Commercial Site Plan Review	\$125.00	\$125.00
XII-D. Contract Community Board of Adjustment variance advisory process	\$90.00 per staff hour	\$90.00 per staff hour
XIII. Private Provider Administrative Fees		

Building and Development Review Services	FY22 Adopted	FY23 Adopted
<p>Note all private provider permits are charged the state mandated surcharge fees based on the calculated county permit fees. FL Statute 553 FBC Surcharge 1% of permit fees min \$2 and FL Statute 468 BCAIB Surcharge, 1.5% of permit fees min \$2</p>		
XIII-A. Commercial Plan Review and Inspections	\$200.00 Base Admin Fee Plus 25.0% of Calculated Plan Review and Inspections permit fees	\$200.00 Base Admin Fee Plus 25.0% of Calculated Plan Review and Inspections permit fees
XIII-B. Residential Plan Review and Inspections	\$200.00 Base Admin Fee Plus 25.0% of Calculated Plan Review and Inspections permit fees	\$200.00 Base Admin Fee Plus 25.0% of Calculated Plan Review and Inspections permit fees
XIII-C. Inspections Only	\$200.00 Base Admin Fee Plus 25.0% of Calculated Inspection permit fees	\$200.00 Base Admin Fee Plus 25.0% of Calculated Inspection permit fees
XIII-D. Supplements and Revisions processing fees.	\$100.00	\$100.00
XIII-E. Private Provider in a flood zone additional fees.		\$250.00

Development Review Services Dept	FY22 Adopted	FY23 Adopted
DEVELOPMENT REVIEW		
I. Site Plan Review		
I-A. Standard Site Plan: (typical development proposal requiring the routine review of a property)		
I-A-1. Standard Residential	\$1,694.00 Plus \$61.00 per Acre for Each Acre Over 5 Acres	\$1,694.00 Plus \$61.00 per Acre for Each Acre Over 5 Acres
I-A-2. Standard Non - Residential	\$1,694.00 Plus \$61.00 per 1,000 Sq. Ft. Covered Floor Area	\$1,694.00 Plus \$61.00 per 1,000 Sq. Ft. Covered Floor Area
I-B. Complex Site Plan: (multifaceted development proposal requiring detailed review, analysis, and coordination between multiple County departments, as well as external agencies.) Examples may include, but are not limited to, projects involving drainage modeling, floodplain impacts, environmental conservation and species protection.		
I-B-1. Complex Residential	\$3,388.00 Plus \$122.00 per Acre for Each Acre Over 5 Acres	\$3,388.00 Plus \$122.00 per Acre for Each Acre Over 5 Acres
I-B-2. Complex Non - Residential	\$3,388.00 Plus \$122.00 per 1,000 Sq. Ft. Covered Floor Area	\$3,388.00 Plus \$122.00 per 1,000 Sq. Ft. Covered Floor Area
II. All Site Plans		
II-A. Resubmittal Fee	\$1,216.00	\$1,216.00
II-B. Over-the-Counter:		
II-B-1. Single Family	\$72.00	\$72.00
II-B-2. Multi-Family / Commercial	\$473.00	\$473.00
II-B-3. Inter-Departmental Coordinated Review	\$935.00	\$935.00
II-C. Sub-Sheet (s) Review – Per Submittal	\$275.00	\$275.00
II-D. As Built Plan Submittal	\$275.00	\$275.00
II-E. Parking Lot Re-striping Review	\$55.00	\$55.00
II-F. Residential Design Manufactured Home Application	\$215.00	\$215.00
II-G. Revisions to an Approved Site Plan (RAP)	\$1,216.00	\$1,216.00
II-H. Expedited:		
II-H-1. Affordable Housing	Free with verification	Free with verification

Development Review Services Dept	FY22 Adopted	FY23 Adopted
II-H-2. Economic Development Priority Project	Free with verification	Free with verification
II-H-3. Schools (Public and Charter Only)	Free with verification	Free with verification
II-H-4. County Capital Improvement Projects (CIP)	Free with verification	Free with verification
II-I. Pre-Application:		
II-I-1. Conceptual	\$50.00 (credit applied towards application fee)	\$50.00 (credit applied towards application fee)
II-I-2. Pre-Submittal	\$350.00 (credit applied toward application fee)	\$350.00 (credit applied toward application fee)
II-I-3. Additional Pre-Submittal Meeting	\$350.00	\$350.00
II-I-4. Comment Review Meeting	\$350.00 (credit applied toward resubmittal fee)	\$350.00 (credit applied toward resubmittal fee)
II-I-5. Design Consultation	\$62.00 per hour	\$62.00 per hour
II-J. Consultant Review	At Cost	At Cost
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III. Subdivision Plat Review		
III-A. Subdivision Plat Review	\$2,185.00 Plus \$18.00 per Lot/Tract	\$2,185.00 Plus \$18.00 per Lot/Tract
III-B. Subdivision Plat Re-Submittal	No Charge for First Resubmittal; 50% of the Initial Submittal Fee for all subsequent Submittals	No Charge for First Resubmittal; 50% of the Initial Submittal Fee for all subsequent Submittals
III-C. Monument Inspection Fee	\$240.00	\$240.00
III-D. Monument Re-Inspection Fee	\$135.00	\$135.00
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IV. Subdivision Inspection Fees		
IV-A. Subdivision Initial Inspection Fee	\$410.00	\$410.00
IV-B. Subdivision Re-Inspection Fee	\$210.00	\$210.00
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V. Request for Street Name Change	\$325.00 Plus Actual Cost of Legal Advertising and Actual Cost of Street Signs	\$325.00 Plus Actual Cost of Legal Advertising and Actual Cost of Street Signs
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VI. Special Event Permits		

Development Review Services Dept	FY22 Adopted	FY23 Adopted
VI-A. Residential Block Parties	\$45.00 per Event	\$45.00 per Event
VI-B. Art Shows, Festivals	\$130.00 per Event	\$130.00 per Event
VI-C. Marathons, Parades and Races over County Roads	\$130.00 per Event	\$130.00 per Event
VI-D. Re-submittal Fee	50% of the Initial Submittal Fee	50% of the Initial Submittal Fee
VII. Right of Way Utilization Permit – Fees payable by all private and commercial interests, all municipal governmental entities, and all privately and publicly held utilities. All fees include the initial inspection.		
VII-A. Residential Driveway, Residential Water Connection, Residential Sewer Connection, Residential Storm Drainage Connection or Pipe Installation	\$52.00 Each	\$52.00 Each
VII-B. Residential Reinspection Fee	\$35.00 Each	\$35.00 Each
VII-C. Standard Commercial Driveway	\$345.00 Each	\$345.00 Each
VII-D. Commercial Storm Sewer Connection	\$260.00 Each	\$260.00 Each
VII-E. Commercial Sanitary Sewer Connection	\$260.00 Each	\$260.00 Each
VII-F. Commercial Water Connection	\$260.00 Each	\$260.00 Each
VII-G. Turn Lane Median Cuts	\$345.00	\$345.00
VII-H. New Road Construction (includes new subdivision roads)	\$860.00 Minimum Up to 1/2 mile, \$1,290.00 Per Mile for Each Additional Mile (Prorated)	\$860.00 Minimum Up to 1/2 mile, \$1,290.00 Per Mile for Each Additional Mile (Prorated)
VII-I. Utility Construction (Including lines for the transmission of gas, electricity, television or similar services, whether underground or overhead)	\$430.00	\$430.00
VII-J. Non-Telecommunications Service Providers - Conduit Laying	\$860.00 per Mile	\$860.00 per Mile
VII-K. Telecommunication Antenna (Co-locate)	\$130.00 Each	\$130.00 Each
VII-L. Telecommunication Tower	\$430.00 Each	\$430.00 Each
VII-M. Monitor Wells (\$5,000 Surety required for each well)	\$175.00 Each	\$175.00 Each
VII-N. House Moving (Minimum \$5,000 Surety required)	\$260.00	\$260.00
VII-O. Miscellaneous use of Right of Way or Easements	\$130.00	\$130.00
VII-P. Commercial Reinspection Fee	\$210.00 Each	\$210.00 Each
VII-Q. Municipalities	No Charge	No Charge
VII-R. Landscaping within Right of Way or Easement		
VII-R-1. Single Family Residence	No Charge	No Charge

Development Review Services Dept	FY22 Adopted	FY23 Adopted
VII-R-2. All Others	\$172.00	\$172.00
VII-S. Tree Removal within the Right of Way (Applies when the proposed design requires the removal of a healthy specimen tree.)		
VII-S-1. Single Family Residence	\$52.00 Each	\$52.00 Each
VII-S-2. Commercial	\$250.00 Each	\$250.00 Each
VII-T. Right of Way Code - Waiver Request		
VII-T-1. Residential - Initial Application	\$125.00	\$125.00
VII-T-2. Commercial - Initial Application	\$325.00	\$325.00
VII-T-3. Appeal to the Board of County Commissioner after Administrative Appeal	\$400.00 plus Actual Cost of Notices and Advertising	\$400.00 plus Actual Cost of Notices and Advertising
VII-U. Modify or Extend an Existing Permit	\$86.00	\$86.00
VII-V. Re-submittal Fee for Right of Way Permits above	50% of the Initial Submittal Fee	50% of the Initial Submittal Fee
VIII. After the Fact Applications (For all permits, including utility providers)	Double the Normal Fee	Double the Normal Fee
IX. Petition to Vacate	\$750.00 Plus Actual Cost of Legal Advertising and Clerk of Court Fees	\$750.00 Plus Actual Cost of Legal Advertising and Clerk of Court Fees
X. Release of Property Interest	\$750.00 Plus Actual Cost of Legal Advertising and Clerk of Court Fees	\$750.00 Plus Actual Cost of Legal Advertising and Clerk of Court Fees
XI. Development of Regional Impact (DRI) Review	\$19,080.00	\$19,080.00
XI-A. Substantial Deviation	\$7,777.00	\$7,777.00
XI-B. Incremental Deviation	\$7,777.00	\$7,777.00
XI-C. Substantial Deviation Determination	\$2,035.00	\$2,035.00
XI-D. Review DRI Annual Reports	\$473.00	\$473.00
XII. Habitat Management Permit Application Fees		
XII-A. Trees Only		
XII-A-1. Dead Tree Verification (Note) Replants may be necessary	\$18.00	\$18.00

Development Review Services Dept	FY22 Adopted	FY23 Adopted
XII-A-2. Verification of no trees on site (Note) Replants may be necessary	\$18.00	\$18.00
XII-A-3. Damaged/Declining/Diseased (Note) Replants may be necessary	\$50.00	\$50.00
XII-A-4. Structural Impacts/Vehicle Sight Lines (Note) Replants may be necessary	\$50.00	\$50.00
XII-B. Tree Removal on existing/developed parcels		
XII-B-1. Single Family, Townhomes, Privately owned or adjacent parcel Ownership	\$50.00	\$50.00
XII-B-2. Multi-family (MHP, Condominiums, Apartments) Established Site	\$250.00	\$250.00
XII-B-3. Commercial, Occupied, Established Site	\$250.00	\$250.00
XII-C. Development Activities		
XII-C-1. Single Family Homes	\$495.00	\$495.00
XII-C-2. Multi-Family (MHP, Condominium, Apartment)	\$495.00	\$495.00
XII-C-3. Commercial - Minor (sign/canopy)	\$100.00	\$100.00
XII-C-4. Commercial - Major (building, drainage, etc.)	\$495.00 per acre	\$495.00 per acre
XII-C-5. Grubbing (Vacant)	\$495.00	\$495.00
XII-C-6. Addition - Single family	\$100.00	\$100.00
XII-C-7. Addition - Multi-Family/Commercial	\$495.00	\$495.00
XII-C-8. Pool - Single Family	\$100.00	\$100.00
XII-C-9. Pool - Multi-Family/Commercial	\$495.00	\$495.00
XII-C-10. Detached Structures - Single Family	\$100.00	\$100.00
XII-C-11. Detached Structures - Multi-Family/Commercial	\$495.00	\$495.00
XII-D. Re-inspection Fees		
XII-D-1. Single Family	\$50.00	\$50.00
XII-D-2. Multi-Family / Commercial	\$200.00	\$200.00
XII-D-3. Each re-inspection after the 2nd - Single Family	\$200.00	\$200.00
XII-D-4. Each re-inspection after the 2nd - Multi-Family/Commercial	\$495.00	\$495.00
XII-E. Certificate of Occupancy Inspections		
XII-E-1. Initial Inspection - Single Family	Included	Included
XII-E-2. Initial Inspection - Multi-family or Commercial	Included	Included
XII-E-3. 2nd Inspection - Single Family	\$50.00	\$50.00
XII-E-4. 2nd Inspection - Multi-Family/Commercial	\$200.00	\$200.00
XII-E-5. Each re-inspection after the 2nd - Single Family	\$200.00	\$200.00

Development Review Services Dept	FY22 Adopted	FY23 Adopted
XII-E-6. Each re-inspection after the 2nd - Multi-Family or Commercial	\$495.00	\$495.00
XIII. Wetland Verification		
XIII-A. Residential	\$138.00	\$138.00
XIII-B. Non-Residential	\$270.00	\$270.00
XIV. Zoning Clearance		
XIV-A. Zoning Clearance With Zoning Requirements	\$66.00	\$66.00
XIV-B. Zoning Clearance With No Zoning Requirements (reroofs, plumbing, electricity, siding, soffit, etc.)	\$12.00	\$12.00
XV. Liquor Clearance		
XV-A. If No Field Check Required	\$215.00	\$215.00
XVI. Field Check	\$215.00	\$215.00
XVII Copies of Zoning Regulations	\$44.00	\$44.00
XVII Certificate of Present Zoning or Land Use		
I.		
XVIII-A. Simple: Zoning and Land Use Only	\$49.00 per parcel	\$49.00 per parcel
XVIII-B. Detailed: Zoning, Land Use, Conforming, Master Plan, Certificate of Occupancy, Violations, etc.	\$149.00 per parcel	\$149.00 per parcel
XIX. Adult Use Permit	\$523.00	\$523.00
XX. After the Fact Applications (For all permits, variances, exceptions, etc.)	Double the Normal Fee	Double the Normal Fee
XXI. Zoning Map - Site Plan Duplications		
XXI-A. Half Section Zoning Maps, 11"x17" (color copy)	\$3.00	\$3.00
XXI-B. Site Plan Duplication 24"x 36"	\$7.00 per page	\$7.00 per page
XXI-C. Digital Scanning	\$5.00 per Sheet	\$5.00 per Sheet

Development Review Services Dept	FY22 Adopted	FY23 Adopted
XXI-D. Record Research	\$45.00 per Hour	\$45.00 per Hour
XXII Advertising for Public Hearings (DRI)	Actual Cost of Advertising	Actual Cost of Advertising
XXII Billboard Application Fee		
I.		
XXIII-A. New or Replacement - Standard	\$250.00	\$250.00
XXIII-B. Electronic/Digital - Changeable Message	\$500.00	\$500.00
XXIII-C. Annual Verification Fee	\$125.00	\$125.00
XXI Technical Consultation	\$90.00 per Hour	\$90.00 per Hour
V.		
XXV Administrative Waivers / Variances / Adjustments (independent of site plan application)		
XXV-A. Minor Variances		
XXV-A-1. Setbacks	\$35.00	\$35.00
XXV-A-2. Parking	\$50.00	\$50.00
XXV-B. Administrative Adjustment		
XXV-B-1. Fence Height	\$175.00	\$175.00
XXV-B-2. Infill Development	\$175.00	\$175.00
XXV-C. Waivers		
XXV-C-1. Roadway Frontage	\$175.00	\$175.00
XXV-C-2. Other Provisions of the Land Development Code	\$215.00	\$215.00
XXV Temporary Uses	\$215.00	\$215.00
I.		
CODE ENFORCEMENT		
XXV Lot Clearing		
II.		
XXVII-A. Administrative Fee	\$400.00	\$400.00
XXVII-B. Mowing & Debris Removal	At Cost	At Cost

Development Review Services Dept	FY22 Adopted	FY23 Adopted
XXVII-C. Secure Property	At Cost	At Cost
XXVII-D. Secure Property - Materials	At Cost	At Cost
XXVII-E. Vehicle Towing, Transport and Storage Services	At Cost	At Cost
XXV Research Fee for Code Enforcement Violations and Liens (per property)	\$60.00	\$60.00
III.		
XXI Re-inspection Fees		
X.		
XXIX-A. 1st & 2nd re-inspection	No Charge	No Charge
XXIX-B. 3rd re-inspection and above	\$45.00	\$45.00
XXX Foreclosed Property Registration Fee	\$200.00	\$200.00
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XXX Lien Payoff Statement Fees		
I.		
XXXI-A. 1st Statement	No Charge	No Charge
XXXI-B. Each Additional Request	\$15.00	\$15.00
XXX After Hours Noise Monitoring - Code Enforcement Officer		
II.	\$55.00 per hour (2 Hr. Minimum)	\$55.00 per hour (2 Hr. Minimum)
XXX Lien Settlement Administrative Fee		
III.		
XXXIII-A. Lien Recipient (violator)	Included in Lein Settlement	Included in Lein Settlement
XXXIII-B. Non-Lien holder	\$300.00	\$300.00

Change Request	AUTO - 477 - BDRS PSP Temp #1
Ranking	1 (note: department has two DPs that are ranked #1)
Budget Year	2023
Change Request Type	Operating Decision Package Request
Change Request Stage	OMB Review [Operating Decision Package Request]
Acct. Reference	
Publish Date	
Description (What is it) *	Senior Office Specialist – Reception / Permit Drop-off (Labor Req #244)
Summary of Request	<p>This is a request to continue funding support for an existing PSP Position ID# PC-C015; an equivalent Senior Office Specialist contract worker at a pay rate of \$15.00 per hour (Bill Rate \$19.95 per hour) for 40 hours per week through Dec 2022 (Total Estimated Request \$10,370)</p> <p>Building and Development Review Services continues to see significant demand for permits and review services. Permit applications for Express Building Permits and Combo Building Permits increased 49.5% in the first 3 months of FY22 over FY21. The data shown in the attachment illustrates the activity for building permits and does not include the increasing demand for other types of permits, review and services.</p> <p>A new temp was authorized by County Administration in October 2021 to support the permit intake and initialization team at the first floor reception at 440 Court Street. This position provides reception, customer support, permit intake and delivers building permits to citizens, contractors and permit-runners who require our services. While this is not a County FTE position, there is a full-time business requirement to support the FTE who is the primary to deliver front-line services.</p>
Justification *	<p>In late October 2021, the Department introduced QLess, a queue management and appointment scheduling application to help manage in-person customer service demands. Adding to the challenge of providing in-person services, BDRS reception is on the first floor, but visitors who need personal service must go unattended to the third floor to consult with one or more of our subject matter experts. The attachment provides the data provided by QLess of the in person traffic.</p> <p>Until the Department can deliver 100% of all permitting online and change customer behavior, demand will continue to provide a high level of in-person service.</p> <p>Overall, the Department has strict statutory deadlines for delivering permits and review services. The support provided by this temporary position helps to reduce the risk of us incurring penalties as a result of not meeting delivery deadlines.</p> <p>In addition to providing front-line customer service support, this position is also providing administrative support to close-out abandoned permits.</p>
Operational Impacts	The department anticipates an ongoing critical need for this position for the duration of FY23.
Net Operating Budget	10,370
Net Capital Budget	-
Net Budget	10,370

Operating Budget Details

Account	Position	Description (What is it?)	2023 Budget
Expenses			
222010 - Building Permits			
5340001 - Other Contractual Svcs		PSP Temp -Senior Office Specialist – Reception / Permit Drop-off	10,370
Total 222010 - Building Permits			10,370
Permits Total Expenses			10,370

Total
Net Total

10,370

10,370

Change Request	AUTO - 498 - BDRS 2 Additional Plan Examiners
Ranking	1 (note: department has two DPs that are ranked #1)
Budget Year	2023
Change Request Type	Operating Decision Package Request
Change Request Stage	OMB Review [Operating Decision Package Request]
Acct. Reference	
Publish Date	
Description (What is it) *	Multi-licensed Plan Examiners This is a request to add 2 plan examiners: <ul style="list-style-type: none"> • Eliminates overtime, • Decreases need for contract plan examiner, • Decreases review time by 3 days. (a 10% reduction in overall review time)
Summary of Request	Base pay rate @ \$27/hr. per FTE (C26) Fully loaded rate = \$41.20/hr per FTE (Current Pay rate for Overtime- \$76.88/hr. - average 97 hours per month; Contract service pay rate \$78.78 per hr.- average 100 hrs. per month) CURRENT COST OF OVERTIME AND CONTRACT SERVICES \$15,335 per month 2 Additional FTEs would cost \$14,283/month (\$1,053/mo less than current OT + Contract Svc. Cost) Building and Development Review Services continues to see significant demand for permits and review services. Permit applications for Express Building Permits and Combo Building Permits increased 49.5% in the first 3 months of FY22 over FY21. The data shown below illustrates the activity for building permits and does not include the increasing demand for other types of permits, review, and services. Total Permit Applications Received: Oct 1, 2021 - Dec 31, 2021 = 6,597 Oct 1, 2020 - Dec 31, 2020 = 4,414 Increase = 49.5% Permits Issued: Oct 1, 2021 - Dec 31, 2021 = 5,643 Oct 1, 2020 - Dec 31, 2020 = 2,344 Increase = 140.7% The Department has strict statutory deadlines for delivering permits and review services. The support provided by these additional FTEs helps to reduce the costs and improve customer service by reducing plan review time. Currently, staff has been able to meet the deadline with the use of continuous mandatory overtime, and the use of contract services for plan review. By adding 2 plan examiners, building services would be able to eliminate all overtime and contractor services and begin to reduce review turn-around time by 10%.
Justification *	In addition to providing higher customer service support, this position also decreases employee fatigue through working mandatory overtime, providing a cost-savings solution, and have the ability to train and retain employees.
Operational Impacts	
Total Amount Requested	\$454 – This includes all Personal Services and is net of other account reductions.
Net Operating Budget	(170,940)
Net Capital Budget	-
Net Budget	(170,940)

Operating Budget Details

Account	Position	Description (What is it?)	2023 Budget
Expenses			
222010 - Building Permits			
5520098 - PC Purchases under \$5,000		Laptops for 2 Additional Plan Examiners (DP #498)	2,000
5520001 - Operating Supplies Exp		Furniture for 2 Additional Plan Examiners (DP #498)	2,000
5140001 - Overtime Pay		OT reduction (operating efficiency) associated with 2 Additional Plan Examiners (DP #498)	(81,000)
5340001 - Other Contractual Svcs		JPI Contract Services reduction (operating efficiency) associated with 2 Additional Plan Examiners (DP #498)	(93,940)
Total 222010 - Building Permits			(170,940)
Total Expenses			(170,940)
Total			(170,940)
Net Total			(170,940)

Change Request	AUTO - 487 - BDRS Project Manager I
Ranking	2
Budget Year	2023
Change Request Type	Operating Decision Package Request
Change Request Stage	OMB Review [Operating Decision Package Request]
Acct. Reference	
Publish Date	
Description (What is it) *	Project Manager I
Summary of Request	<p>This is a request to add one FTE Project Manager I position, pay grade C27 at the starting minimum for the classification: \$26.36 per hour, \$54,800 base salary, \$84,100 total burdened compensation</p> <p>Since FY20, BDRS has been working with a consultant at the direction of County Administrator Barry Burton to re-engineer permitting and development review services for unincorporated Pinellas County. The strategic plan identified a Project Management model to assist developers, contractors and homeowners to navigate the development review, regulatory, and permitting processes and serve as a single point of contact to eliminate obstacles, and improve service delivery for new and redevelopment projects.</p> <p>The Department reorganized its teams in mid-FY21 to support the Project Management model, including hiring one each of Project Manager III, Project Manager II, and Project Manager I positions, adding Plans Coordinators to round out the team. Organizational changes throughout FY22 support the move to a Project Management model. (See org chart attached.)</p>
Justification *	<p>In addition to currently active private developer projects varying from 50+ unit residential development to a range of industrial, and commercial projects, the Project Management model will manage all expedited, economic development and affordable housing Penny 4 Pinellas Projects, County CIP Projects and all submissions under the new Form Based (Development) Code.</p> <p>The Project Management model is supported by a re-engineering of all customer-facing and customer-service teams and operations. The Department has been investing in people and processes to support the service delivery model. Continuous process improvements, Accela online applications and reporting, and the introduction of new electronic plans review software will contribute to performance improvements over time. Project managers will focus on better coordination, reducing the number of review cycles, and working with the DRS team to resolve issues and obstacles that delay approval of development projects.</p> <p>Systemwide implementation planning has commenced to define all tasks needed to fully transition to a project-oriented system. Expanding the project management model systemwide is the key goal of the implementation plan.</p> <p>The execution strategy forecasts a need to add a new Project Manager I in FY23 to support these organizational changes.</p>
Operational Impacts	<p>The Department is working closely with the consultant to define and refine the system operational design that includes creating a project-oriented (rather than permit-driven) culture, providing early assistance, pre-application support, and managing technical review cycles to deliver projects to approval completion, successful construction, inspection and close-out to meet customer goals.</p>
Total Amount Requested	\$84,100
Net Operating Budget	-
Net Capital Budget	-
Net Budget	-

Change Request	AUTO - 488 - BDRS Environmental Specialist III
Ranking	3
Budget Year	2023
Change Request Type	Operating Decision Package Request
Change Request Stage	OMB Review [Operating Decision Package Request]
Acct. Reference	
Publish Date	
Description (What is it) *	Environmental Specialist III
Summary of Request	<p>This is a request to add one senior level FTE Environmental Specialist III position, pay grade C26 at a starting rate of \$30.00 per hour (Minimum \$25.23 / Mid \$32.80), \$62,400 base salary, \$93,136 total burdened compensation.</p> <p>Since FY20, BDRS has been working with a consultant at the direction of County Administrator Barry Burton to re-engineer permitting and development review services for unincorporated Pinellas County. A critical component of development review includes environmental and natural resource protection and environmental compliance managed by the Environmental Team at DRS.</p> <p>The Environmental Team reviews all proposed development site plans, conducts habitat reviews on building permits, manages tree removal requests and issues habitat permits. The Team also manages National Pollutant Discharge Elimination System Permits (NPDES) and conducts weekly inspections of active construction sites as required by the State of Florida Department of Environmental Protection (DEP).</p>
Justification *	<p>Demand for Environmental services related to building combo permits and site plan review in the first 4 months of FY22 are up 24.5% over same period last year. These reviews require a certain level of expertise and can take the most amount of time to complete. Inspections for habitat finals or COs, silt fence and barricade and trees are up over 22%. Inspections called by 2 pm of the previous day are promised for next day. On February 23, 2022 the department had to manage 29 inspections called in the previous day. COs are always a priority for inspection. NPDES inspections are not reported in Accela (they are tracked separately). NPDES inspections are audited annually. In calendar year 2021, the division performed 819 private site inspections for NPDES that are NOT reported in the attached data chart.</p> <p>Another item to note in the attached data is that complaint investigations and inspections are down in FY22 because we do not currently have the resources to allocate to investigating complaints. SB60 (eliminating anonymous complaints) is another influence on the number of complaints reported.</p> <p>We are requesting to add an Environmental Specialist III with 10 to 15 years' experience in the field to provide senior level site plan reviews and leadership to the team.</p> <p>The rate requested is approx. 9% below the midpoint which is required to attract talent at a competitive rate and at the experience level required. Predictability and timeliness are the main desired outcomes customers want when submitting their projects and applications. The length of time an application takes in review is directly influenced by the capacity of the technical review teams in DRS Environmental and Engineering.</p> <p>Unlike with building inspections, many Environmental and Engineering inspections take place BEFORE permits are issued. Inspections are promised next day if confirmed by 2 PM the day previous. It is difficult to forecast day-to-day which sites may call for an inspection and how long that inspection may take. Resource scheduling is challenging.</p>
Operational Impacts	<p>Much of the volume of work in DRS is manual and takes place outside of Accela, creating additional challenges for measuring performance and planning resources.</p> <p>Process improvements, Accela online applications and reporting, and the introduction of ePermitHub electronic plans review software will contribute to performance improvements over time.</p> <p>This position request is specifically to fill a resource gap in addition to a knowledge/experience gap in the team. Both are required to ensure service delivery and support succession planning.</p>

Total Amount Requested	\$93,136
Net Operating Budget	-
Net Capital Budget	-
Net Budget	-

Change Request	AUTO - 484 - BDRS PSP Temp #2
Ranking	5
Budget Year	2023
Change Request Type	Operating Decision Package Request
Change Request Stage	OMB Review [Operating Decision Package Request]
Acct. Reference	
Publish Date	
Description (What is it) *	Administrative Support – Records Archive (Labor Req #249)
Summary of Request	<p>This is a request to continue funding support for an original PSP Position ID# PC-C037; an equivalent Administrative Support Specialist contract worker at a pay rate of \$14.00 per hour (Bill Rate \$18.62 per hour) for 40 hours per week through Dec 2022 (Total Estimated Request \$9,680). The contract worker originally filling this position was permanently hired by the Department in a related full-time role. The business need for the support position continues.</p> <p>Building and Development Review Services continues to see significant demand for permits and review services. Permit applications for Express Building Permits and Combo Building Permits increased 49.5% in the first 3 months of FY22 over FY21. The data shown in the attachment illustrates the activity for building permits and does not include the increasing demand for other types of permits, review and services.</p>
Justification *	<p>This temporary position was authorized by County Administration in September 2020 to support the Department’s document management requirements, initially as a COVID response, however, the move to the Accela permitting and inspection software put even more demands on ensuring that permitting records and site plans are scanned, indexed and easily retrievable.</p> <p>The temporary employee originally fulfilling this position was hired as a permanent FTE in December 2021. This position has remained unfilled since that time.</p>
Operational Impacts	The department anticipates an ongoing critical need for this position for the duration of FY23.
Net Operating Budget	9,680
Net Capital Budget	-
Net Budget	9,680

Operating Budget Details

Account	Position	Description (What is it?)	2023 Budget
Expenses			
221010 - Development Review Services			
5340001 - Other Contractual Svcs		PSP Temp - Administrative Support – Records Archive	9,680
Total 221010 - Development Review Services			9,680
Total Expenses			9,680
Total			9,680
Net Total			9,680

Change Request	AUTO - 579 - BDRS PSP Temp #3
Ranking	DEPARTMENT DID NOT RANK THIS ONE
Budget Year	2023
Change Request Type	Operating Decision Package Request
Change Request Stage	OMB Review [Operating Decision Package Request]
Acct. Reference	
Publish Date	
Description (What is it) *	Building Services Specialist – Reception Support / Permit Tech Support (Labor Req #333)
Summary of Request	<p>This is a request to continue funding support for an existing PSP Position; a Building Services Specialist contract worker at a Bill Rate \$18.79 per hour) for 40 hours per week through Dec 2022 (Total Estimated Request \$9,770)</p> <p>Building and Development Review Services continues to see significant demand for permits and review services. Permit applications for Express Building Permits and Combo Building Permits increased 49.5% in the first 3 months of FY22 over FY21. The data shown in the attachment illustrates the activity for building permits and does not include the increasing demand for other types of permits, review and services.</p> <p>A new temp was authorized by County Administration in October 2021 to support the permit intake and initialization team at the first floor reception at 440 Court Street. This position provides reception, customer support, permit intake and delivers building permits to citizens, contractors and permit-runners who require our services. While this is not a County FTE position, there is a full-time business requirement to support the FTE who is the primary to deliver front-line services.</p>
Justification *	<p>In late October 2021, the Department introduced QLess, a queue management and appointment scheduling application to help manage in-person customer service demands. Adding to the challenge of providing in-person services, BDRS reception is on the first floor, but visitors who need personal service must go unattended to the third floor to consult with one or more of our subject matter experts. The attachment provides the data provided by QLess of the in person traffic.</p> <p>Until the Department can deliver 100% of all permitting online and change customer behavior, demand will continue to provide a high level of in-person service.</p> <p>Overall, the Department has strict statutory deadlines for delivering permits and review services. The support provided by this temporary position helps to reduce the risk of us incurring penalties as a result of not meeting delivery deadlines.</p> <p>In addition to providing front-line customer service support, this position is also providing administrative support to permit techs.</p>
Operational Impacts	The department anticipates an ongoing critical need for this position for the duration of FY23.
Net Operating Budget	9,770
Net Capital Budget	-
Net Budget	9,770

Operating Budget Details

Account	Position	Description (What is it?)	2023 Budget
Expenses			
222010 - Building Permits			
5340001 - Other Contractual Svcs		Building Services Specialist – Reception Support / Permit Tech Support	9,770
Total 222010 - Building Permits Total Expenses			9,770

Total
Net Total

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