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Date: August 14, 2024

To: Honorable Mayor and Councilmembers

From: Rey Valdes  
City Manager

Department: Jane Decker  
Building Director

Subject: **Permit Fee Utilization Report & Fee Schedule Update**

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## **Introduction**

The Building Department respectfully submits a resolution to update the Building Permit Fee Schedule "A" as a result of the Permit Fee Utilization report conducted by JRD & Associates upon completion of work approved under Resolution No. 22-110. As established in Florida Statute 553.80, "After December 31, 2020, the governing body of a local government that provides a schedule of fees shall update its building permit and inspection utilization report before making any adjustments to the fee schedule".

## **Background**

The City of Doral adopted Ordinance 2004-15 to establish the mechanism by which to charge permit fees related to work done under the Florida Building Code and Florida Statute 553.80. Permit Fee Schedules for the Building Department have been updated over time via Resolutions 05-82, 10-72, 13-41, 18-01 and 21-01.

City Council approved Resolution No. 22-110 for Miscellaneous Management Consulting Services on August 9, 2022. Jorge Duyos and members of the JRD & Associates team met with Building and Finance staff to gather the necessary financial data to analyze the department's usage of permit fee revenue and operational expenses. The team also conducted a competitive market analysis of surrounding jurisdictions. The goal of the analysis was to provide a competitive fee schedule that allows the department to collect fees to cover regular operating expenses and as required by the statute. The final report can be found in Exhibit D.

The report examined the following:

- Market analysis comparing base permit fees of similar municipalities
- Department revenues and expenditures for previous fiscal years
- Indirect expenses (e.g. cost allocation study)
- Permit activity and volume for previous fiscal years

Findings:

- Opportunity to modify base permit fee, to be calculated on percentage of construction costs
- Eliminate itemized or count-based fees, simplifying fee calculation process
- Decrease timeline for sub permit issuance

The changes in the fee schedule will result in the majority of permit application fees being collected at time of master permit issuance. This will include both Building Department Revenue and Technology Accounts.

### **Strategic Plan Alignment**

This item aligns with the “Exceptional Service” objective of the Strategic Plan and will provide the community with timely turnaround of sub permits and provide a simplified permitting schedule.

### **Recommendation**

The City Manager's Office recommends that the Mayor and Council approve the Resolution that adopts the Permit Fee Schedule "A" Update as proposed by JRD & Associates and the Building department; and to continue conducting a Permit Fee Utilization Report no less than every four years in order to assess current charges and the utilization of those fees to cover regular operating expenses; and to provide for maintaining any surplus as per the guidelines of the statute.