



MEMORANDUM

Date: July 18, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso, City Manager

From: Alan Averette KWFD Fire Chief
Jason Barroso KWFD Division Chief/Fire Marshal

Subject: 25-3918 Transient Rental Units & Hotel/Motel/Guesthouses Annual Fire Inspection Fee Increase

Introduction

The Key West Fire Department (KWFD) requests a revision to existing City Ordinance Chapter 30—Fire Prevention and Protection, Section 30-9. Schedule of inspection fees, Item (c) Inspections, (2) Annual inspections. This revision increases annual fire inspection fees for temporary and long-term living in residential, transient and nontransient units for various periods of time. Other inspections such as plans review, new structures, repairs, renovations, etc. are unchanged.

Background

Fire prevention is an integral component of community life safety and property protection. The KWFD Office of the Fire Marshal shall charge and collect fees for various permits required by the Florida Fire Prevention Code. These fees assist in defraying the personnel and operating costs of the Fire Marshal Office's services.

Staff conducted a review of similar Monroe County Fire Rescue (MCFR) inspection services and have determined that the KWFD inspection fees are generally lower than the median MCFR rates.

Procurement

KWFD proposed revision to Chapter 30, Sec.30-9, (c) 2:

	Current Fees	Proposed Fees
All residential	\$165	\$300
Transient hotel/motel	(I)1—24 units...\$150	(I)1—24 units...\$300
	(II)25—50 units...\$250	(II)25—50 units...\$400

	(III)51—100 units...\$350	(II)51-100 units...\$500
	(IV)101 or more units...\$450	(IV)101 or more units...\$600

The proposed \$135.00 increase for Transient Rental Units and \$150.00 Increase for Hotel, Motel, and Guesthouses. This will bring in an estimated additional \$151,470.00 per fiscal year.

The proposed ordinance, if adopted, would be effective on October 1, 2025 of Fiscal Year 2026.