




## MEMORANDUM

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Date: February 8, 2024

To: Honorable Mayor and City Commissioners

Via: Albert P. Childress   
City Manager

From: Raj Ramsingh  
Chief Building Official

Subject: **24-5310 A request to approve a text amendment to the City of Key West Code of Ordinances to allow for increased administrative, building, mechanical, electrical, plumbing, and after the fact permit fees.**

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### Introduction

The purpose of this ordinance is to amend Chapter 14 of the Code of Ordinances entitled "*Buildings and Building Regulations*", Article I entitled "*In General*", Section 14-2 entitled "*Applicable Fees*" to increase the fees imposed on administrative building services such as plans examination and inspections, and the permit fees applied to building, mechanical, electrical, plumbing, and after-the-fact building permits. The proposed ordinance was developed by the Building Department and is recommended for approval to the City Commission.

### Background

The Building Department is responsible for the enforcement of building codes, regulations, and ordinances which ensure the health, safety, and welfare of citizens and visitors within the City of Key West. Revenue collected through the Building Department's administrative and building fee schedule is utilized to enforce the Florida Building Code, including personnel services, employee benefit costs, and operating expenditures and expenses. The fee schedule for administrative building services and permit fees was last amended in 2015 through Ordinance 15-06. According to the Fiscal Year 2022-2023 Building Permit and Inspection Utilization Report (Exhibit B), the total costs incurred by the City of Key West to enforce the Florida Building Code equated to \$2,633,364. There were 3,499 building permits issued or approved, and 4,358 building inspections and re-inspections conducted. Administrative and building permit fees collected through these building permits and inspections procured \$4,153,448 in revenue.

The proposed fees are comparative of fees imposed by other local jurisdictions such as Monroe County and Islamorada. Notable increases include, but are not limited to, a \$100 minimum fee applicable to subcontractor permits such as electrical, mechanical, or plumbing (as opposed to the existing \$60 minimum fee), increasing the general rate per each \$1,000 of contract price for new buildings and remodeling of existing buildings, and establishing a plan review fee for FEMA/Floodplain Administrator permit reviews. The proposed ordinance also introduces a new means of calculating the fee for signage, roofing, asphalt

coating, and swimming pools by calculating fees based upon each \$1,000 of contract price or fractional part thereof, as opposed to enforcing a flat fee or a fee based upon the size of the project area.

The first reading of the Ordinance occurred on January 11, 2024. At that time the Mayor and City Commission approved the Ordinance with a 7-0 vote. There have been no changes to the Ordinance between the first and second reading.

**Procurement**

The proposed text amendment will not incur any costs on the City. A vote to approve the proposed text amendment will allow for an increase in the administrative and building permit fees collected by the Building Department to enforce building codes, regulations, and ordinances.

**Recommendation**

The City Manager's Office recommends approval of the proposed text amendment, allowing for increased fees for Chapter 14 of the Code of Ordinances as provided in Exhibit A.

Exhibits:

Exhibit A – Proposed Ordinance

Exhibit B – Fiscal Year 2022-2023 Utilization Report