



OFFICE OF THE TOWN MANAGER

Rafael G. Casals, ICMA-CM, CFM

Town Manager

MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, ICMA-CM, CFM, Town Manager *RGC*

Date: December 29, 2020

Re: FY 2018-2019 Permit Utilization Report pursuant to F.S. §553.80

On July 1, 2019, House Bill 127 took effect, amending Florida Statute Section (F.S. §) 553.80 to require the compilation and publication of a Permit Utilization Report, providing detailed reporting on building permit applications, permits issued, inspection performed, revenue generated and specific other information as outlined in the Bill. This Permit Utilization Report is prepared in compliance with F.S. §553.80. The attached addenda provides a complete data synopsis from which this summary report was prepared.

PERSONNEL AND OPERATING COSTS

As provided by F.S. §553.80(7)(b)(1), the Permit Utilization Report is required to provide personnel service costs incurred by the local government to enforce the Florida Building Code. These costs include partial costs for personnel whose positions include Building Code enforcement, though it may not be their only role as well as total costs paid to the Town's building services vendor for permit intake, plan review, inspections, and other technical functions relative to the enforcement of the Florida Building Code. Personnel Service Costs are based on a pro-rata share of Department-wide Direct Personnel Costs for personnel responsible for enforcement of the Florida Building Code, including fringe expenses.

a. Personnel Services Costs:

- Total Direct Personnel Costs: **\$235,176.20**
- Total paid to C.A.P. Government (building services only): **\$624,644.29**
- Contract Interim Director of Community Development: **\$29,998.75**

b. Operating Expenses:

- Dues, Subscriptions, Memberships: **\$3,262.00**
- Operating Supplies: **\$3,638.00**

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BUILDING PERMITS AND INSPECTIONS

As provided by F.S. §553.80(7)(b)(2), the Permit Utilization Report is required to provide permit and inspection utilization information, inclusive of permits issued, inspections performed, and other activities undertaken in the enforcement and implementation of the Florida Building Code. A full breakdown of building permit types and volume can be found in Attachment “A” of this document.

- a. Number of building permit applications submitted: **3,191**
- b. Number of building permits issued/approved: **3,061**
- c. Number of building inspections/reinspections requested: **3,217**
- d. Number of building inspections/reinspections conducted: **3,217**
- e. Number of building inspections performed by a private provider: **3,217**
- f. Number of audits conducted by local government of private provider inspections: **0**
- g. Number of Town personnel dedicated to enforcing the Florida Building Code: **3.5 FT**
- h. Other permissible activities not otherwise captured here or above: **None**

REVENUE INFORMATION

As provided by F.S. §553.80(7)(b)(3), the Permit Utilization Report is required to provide revenue information, including revenues derived from fees, fines, or other means.

- a. Revenue derived from fees: **\$904,683.52**
- b. Revenue derived from fines: **Fee/Fine revenue is not separated in our current permitting system**
- c. Investment earnings derived from revenue produced by fees and fines: **None**
- d. Balances carried forward pursuant to F.S. §553.80(7)(a): **None**
- e. Balances refunded pursuant to F.S. §553.80(7)(a): **None**
- f. Revenue derived from other sources (including local general revenue): **None**

ATTACHMENT

- Attachment “A” – Building Permit Applications by Type and Status.





FY 2018-19
Building Permit Applications by Type and Status

Permit Type	Annual Total by Permit Type	
	Permit Applications Processed	Permits Issued
ANNUAL VESSEL/BOILER INSPECTION	1	1
BUILDING COMMERCIAL ANTENNA	3	2
BUILDING COMMERCIAL DEMOLITION	4	4
BUILDING COMMERCIAL FIRE SPRINKLER	8	8
BUILDING COMMERCIAL GENERATOR	1	1
BUILDING COMMERCIAL MARQUEES & CANOPIES	6	5
BUILDING COMMERCIAL NEW CONSTRUCTION/ADDITIONS	3	0
BUILDING COMMERCIAL REPAIR/ALTERATION	52	45
BUILDING COMMERCIAL ROOF	23	23
BUILDING COMMERCIAL SHED	1	1
BUILDING COMMERCIAL SHUTTERS	1	1
BUILDING COMMERCIAL SIGN	45	39
BUILDING COMMERCIAL SPECIAL EVENT	1	1
BUILDING COMMERCIAL TENT	13	9
BUILDING COMMERCIAL WINDOWS AND DOORS	5	4
BUILDING RESIDENTIAL ADDITION	9	7
BUILDING RESIDENTIAL ALTERATION	90	75
BUILDING RESIDENTIAL DEMOLITION	4	4
BUILDING RESIDENTIAL DRIVEWAY	55	48
BUILDING RESIDENTIAL FENCE EXCEPT MASONRY	229	222
BUILDING RESIDENTIAL FIRE DAMAGE	1	1
BUILDING RESIDENTIAL GARAGE DOOR	49	48
BUILDING RESIDENTIAL GENERATOR	2	1
BUILDING RESIDENTIAL MARQUEES AND CANOPIES	3	3
BUILDING RESIDENTIAL REPAIR	7	6
BUILDING RESIDENTIAL ROOFING	791	783
BUILDING RESIDENTIAL SAFETY CHECK	1	1
BUILDING RESIDENTIAL SCREEN ENCLOSURE	3	2
BUILDING RESIDENTIAL SHEDS	28	28
BUILDING RESIDENTIAL SHUTTERS	71	71
BUILDING RESIDENTIAL SINGLE FAMILY / DUPLEX	8	6
BUILDING RESIDENTIAL SLAB	14	14
BUILDING RESIDENTIAL SWIMMING POOL	76	75
BUILDING RESIDENTIAL WINDOWS AND DOORS	374	370
BUILDING SOLAR PHOTOVOLTAIC	46	41
CERTIFICATE OF OCCUPANCY	45	45
ELECTRICAL ALARM BURGLAR	1	
ELECTRICAL ALTERATION OR REPAIR	135	128
ELECTRICAL CHANGE SERVICE	2	2
ELECTRICAL COMMERCIAL	8	7
ELECTRICAL COMMERCIAL ALTERATION/REPAIR	37	36
ELECTRICAL DEMOLITION	2	2
ELECTRICAL FIRE ALARM	12	12
ELECTRICAL GENERATOR	16	14
ELECTRICAL LIGHT POLES	1	1
ELECTRICAL LOW VOLTAGE	23	23
ELECTRICAL NEW CONSTRUCTION	15	15
ELECTRICAL SAFETY CHECK	2	2
ELECTRICAL SIGN	37	33
ELECTRICAL SOLAR PHOTOVOLTAIC	47	42
ELECTRICAL SPECIAL EVENTS	1	1
ELECTRICAL SWIMMING POOL	77	76
ELECTRICAL TEMP FOR CONSTRUCTION	6	6
ELECTRICAL TEMPORARY TEST	10	10
MECHANICAL COMMERCIAL	20	18
MECHANICAL DUCT WORK	9	7
MECHANICAL EQUIPMENT CHANGE OUT	161	157
MECHANICAL NEW CONSTRUCTION	18	18
PLUMBING ADDITIONS	3	3
PLUMBING ALTERATION/REPAIRS	90	86
PLUMBING CHEMICAL TOILETS	9	8
PLUMBING COMMERCIAL	20	20
PLUMBING GAS	11	11
PLUMBING IRRIGATION / DOMESTIC	3	3
PLUMBING NEW CONSTRUCTION	13	12
PLUMBING SOLAR WATER HEATER	2	1
PLUMBING SWIMMING POOL	76	74
PLUMBING WATER HEATER	21	21
REVISION	204	195
SHOP DRAWING	22	21
TEMPORARY CERTIFICATE OF OCCUPANCY	4	1
2018-2019 Permit Applications / Permits Issued	3191	3061