



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

Date: December 27, 2023

Re: Fiscal Year (FY) 2021-2022 Permit Utilization Report pursuant to F.S.§553.80

On July 1, 2019, House Bill 127 took effect, amending Florida Statute Section 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. attached are addenda providing complete data 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 (the “Code”). These costs include partial costs for personnel whose positions include 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 Code. Personnel Service Costs are based on a pro-rata share of Department-wide Direct Personnel Costs for personnel responsible for enforcement of the Code, including fringe expenses.

a. Personnel Services Costs:

- Total Direct Personnel Costs: **\$386,073.20**
- Total paid to contracted permitting and building services provider: **\$621,264.53**

b. Operating Expenses:

- Record Retention Scanning Project: **\$3,624.96**
- Dues, Subscriptions, Memberships: **\$6,647.82**
- Operating Supplies: **\$11,540.09**
- Office Supplies: **\$5,039.96**





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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 Code. A full breakdown of building permit types and volume can be found in Attachment “A” of this document. A breakdown of inspections and inspection types can be found in Attachment “B” of this document.

- a. Number of building permit applications submitted: **3,108**
- b. Number of building permits issued/approved: **2,954**
- c. Number of building inspections/reinspections requested: **7,912**
- d. Number of building inspections/reinspections conducted: **7,912**
- e. Number of building inspections performed by a private provider: **0**
- 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: **5.5 FTE**
- 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: **\$1,253,646.07**
- b. Revenue derived from fines: **Fee/fine revenue is not separated in our 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**

ATTACHMENTS

- Attachment “A” – Building Permit Applications by Type and Status
- Attachment “B” – Recorded Inspections Summary





Building Permit Applications by Type and Status

Permit Type	Annual Total by Permit Type	
	Applications Processed	Permits Issued
40 YEAR CERTIFICATION	3	-
ANNUAL VESSEL/BOILER INSPECTION	1	1
BUILDING COMMERCIAL ANTENNA	1	1
BUILDING COMMERCIAL DEMOLITION	3	2
BUILDING COMMERCIAL FIRE SPRINKLER	4	4
BUILDING COMMERCIAL GENERATOR	2	2
BUILDING COMMERCIAL NEW CONSTRUCTION/ADDITIONS	2	2
BUILDING COMMERCIAL REPAIR/ALTERATION	53	45
BUILDING COMMERCIAL ROOF	12	12
BUILDING COMMERCIAL SHUTTERS	2	1
BUILDING COMMERCIAL SIGN	42	37
BUILDING COMMERCIAL TENT	11	10
BUILDING COMMERCIAL TRAILER	1	1
BUILDING COMMERCIAL WALK IN COOLER	1	1
BUILDING COMMERCIAL WINDOWS AND DOORS	9	9
BUILDING RESIDENTIAL ADDITION	16	10
BUILDING RESIDENTIAL ALTERATION	139	118
BUILDING RESIDENTIAL DEMOLITION	4	4
BUILDING RESIDENTIAL DRIVEWAY	100	92
BUILDING RESIDENTIAL FENCE EXCEPT MASONRY	221	216
BUILDING RESIDENTIAL FENCE MASONRY	3	2
BUILDING RESIDENTIAL GARAGE DOOR	17	16
BUILDING RESIDENTIAL GENERATOR	6	6
BUILDING RESIDENTIAL MARQUEES AND CANOPIES	4	3
BUILDING RESIDENTIAL REPAIR	2	2
BUILDING RESIDENTIAL ROOFING	529	527
BUILDING RESIDENTIAL SCREEN ENCLOSURE	1	-
BUILDING RESIDENTIAL SHEDS	27	22
BUILDING RESIDENTIAL SHUTTERS	38	37
BUILDING RESIDENTIAL SINGLE FAMILY / DUPLEX	6	3
BUILDING RESIDENTIAL SLAB	41	35
BUILDING RESIDENTIAL SWIMMING POOL	95	93
BUILDING RESIDENTIAL WINDOWS AND DOORS	540	531
CERTIFICATE OF OCCUPANCY	21	18
ELECTRICAL ALARM BURGLAR	2	2
ELECTRICAL ALTERATION OR REPAIR	112	106
ELECTRICAL CHANGE SERVICE	1	1
ELECTRICAL COMMERCIAL	11	11
ELECTRICAL COMMERCIAL ALTERATION/REPAIR	24	21
ELECTRICAL DEMOLITION	1	1
ELECTRICAL FIRE ALARM	11	10
ELECTRICAL FIRE DAMAGE	1	1
ELECTRICAL GENERATOR	11	11
ELECTRICAL LOW VOLTAGE	17	17
ELECTRICAL NEW CONSTRUCTION	14	14
ELECTRICAL SIGN	36	31
ELECTRICAL SOLAR PHOTOVOLTAIC	130	119
ELECTRICAL SWIMMING POOL	89	87
ELECTRICAL TEMP FOR CONSTRUCTION	3	3
ELECTRICAL TEMPORARY TEST	9	9
MECHANICAL COMMERCIAL	12	12
MECHANICAL DUCT WORK	8	7
MECHANICAL EQUIPMENT CHANGE OUT	129	122
MECHANICAL NEW CONSTRUCTION	8	7
PLUMBING ALTERATION/REPAIRS	90	88
PLUMBING CHEMICAL TOILETS	6	6
PLUMBING COMMERCIAL	20	20
PLUMBING GAS	29	28
PLUMBING IRRIGATION / DOMESTIC	1	1
PLUMBING NEW CONSTRUCTION	11	11
PLUMBING SWIMMING POOL	89	88
PLUMBING WATER HEATER	10	10
REVISION	240	226
SHOP DRAWING	18	18
TEMPORARY CERTIFICATE OF OCCUPANCY	4	3
UNSAFE STRUCTURES	4	-
2021-22 Permit Applications / Permits Issued:	3108	2954



Building Permit Applications by Type and Status

Inspection Type	Total Inspections
Setbacks	22
Foundation	367
Slab	55
Columns	41
Tie Beam	40
Sheathing	46
Truss	15
Lathing	26
Framing	156
Windows/Doors	6
Insulation	48
Drywall	80
Pool Barrier	134
Pool Steel	114
Pool Deck	39
Ceiling	1
Exterior Lath	12
Misc. Building	71
Building Final	1720
Low Voltage	24
Alarm	2
Ground	89
Pool Alarm	17
Temp. Service	7
Rough (Elec.)	352
Underground	77
Slab (Elec)	9
Elec. Deck Bonding - Pools	143
Work With	65
Temp. Service Const.	5
Elec. Light Niche - Pools	25
Misc. Electric	4
Electrical Final	536

Inspection Type	Total Inspections
Gas	9
Water	38
Sewer	34
PVC Test	3
Top Out	21
Heater	1
Sprinkler System	1
Pool Main Drain	310
Pool Piping	129
Ground Rough	165
Generator	1
Grease Trap	6
Misc. Plumbing	10
Plumbing Final	339
A/C Rough	38
Hood Rough	3
Hood Final	3
Boiler	2
Chiller	2
Mech. Rough	27
Misc. Mech.	3
Mech. Final	234
Tin Cap	670
Shingle In Progress	576
2nd Wat. Barrier	31
Nailing Affidavit	30
Tile Placing	125
Uplift Test	2
Mop In Progress	206
Roofing Final	747

Total Recorded Inspections:	7,912
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