




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 20, 2022
Re: Fiscal Year (FY) 2020-2021 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: **\$338,166.42**
- Total paid to C.A.P. Government (building services only): **\$623,250.42**
- Contract Interim Director of Community Development: **\$3,125.00**

b. Operating Expenses:

- Record Retention Scanning Project: **\$8,627.29**
- Dues, Subscriptions, Memberships: **\$3,604.00**
- Operating Supplies: **\$9,090.00**
- Office Supplies: **\$3,488.00**





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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 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: **3,137**
- b. Number of building permits issued/approved: **2,992**
- c. Number of building inspections/reinspections requested: **7,168**
- d. Number of building inspections/reinspections conducted: **7,168**
- e. Number of building inspections performed by a private provider: **7,168**
- 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: **3.0 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: **\$879,533.30**
- 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

