

ORDINANCE NO. 2026-\_\_\_\_\_

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF COCONUT CREEK, FLORIDA, AMENDING THE CITY'S CODE OF ORDINANCES, BY AMENDING CHAPTER 13, ARTICLE I, "ADMINISTRATION, REGULATION AND PROCEDURES," DIVISION 4, "FEE SCHEDULES," SECTION 13-83, "APPLICATION FEES, MISCELLANEOUS SERVICE CHARGES," TO IMPLEMENT MANDATORY FEE REDUCTIONS FOR PRIVATE PROVIDERS PERFORMING PLANS REVIEW AND INSPECTION SERVICES PURSUANT TO SECTION 553.791, FLORIDA STATUTES; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the Florida legislature revised the requirement for 40-year building inspections to require that such inspections be completed every 25 years; and

**WHEREAS**, Section 553.791, Florida Statutes, mandates that if an owner or contractor retains a private provider for purposes of plans review or building inspection services, the local jurisdiction must reduce the permit fee by the amount of cost savings realized by the local enforcement agency for not having to perform such services; and

**WHEREAS**, such reduction may be calculated on a flat fee or percentage basis, or any other reasonable means by which a local enforcement agency assesses the cost for its plans review or inspection services; and

**WHEREAS**, City staff has evaluated the statutory requirements for reduction, as well as fee reductions offered in numerous Broward County municipalities; and

**WHEREAS**, the City has determined if an owner or contractor chooses to utilize a private provider for plans review they should be required to also utilize a private provider for inspection services; and

**WHEREAS**, based on the research and evaluation performed by City staff, the City has determined that a fifteen percent (15%) reduction in building permit fees is appropriate if a private provider is performing both plans review and inspection services and a five percent (5%) reduction in building permit fees is appropriate if a private provider is performing only inspection services; and

**WHEREAS**, a fee owner or contractor may elect to use a private provider at any time, even after a permit is issued and paid for, and as such, the ability to refund permit fees for the services not rendered must be added to the fee schedule; and

**WHEREAS**, the Building Official of the City of Coconut Creek determines these fee reductions to be reasonable and in accordance with state law; and

**WHEREAS**, the City Commission of the City of Coconut Creek, Florida finds and determines the addition of these fee reductions and the ability to refund paid permit fees for services not rendered should a fee owner or contractor decide to use a private provider after payment was remitted, to be required by, and consistent with, current law.

**NOW, THEREFORE, THE CITY COMMISSION OF THE CITY OF COCONUT CREEK HEREBY ORDAINS:**

**Section 1: Ratification.** That the foregoing “WHEREAS” clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this ordinance.

**Section 2: Amendment.** That the Code of Ordinances of the City of Coconut Creek, Florida, shall be amended by amending Chapter 13, Article I, “Administration, Regulation and Procedures,” Division 4, “Fee Schedules,” Section 13-83, “Application fees, miscellaneous service charges,” to read as follows:

**ARTICLE I: ADMINISTRATION, REGULATION AND PROCEDURES**

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**DIVISION 4: FEE SCHEDULES**

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**Sec. 13-83. Application fees, miscellaneous service charges.**

- (1) Miscellaneous service charges:
  - a. Copying and reproduction charges as provided in section 2-468, "Copying and reproduction charges."
  - b. For any inspections requested to be performed before 7:00 a.m. and after 6:00 p.m. Monday through Thursday, or any hour during a holiday, a special overtime fee will be charged for each inspection and added to the permit fee. Inspection fees shall be prepaid.
    - Charge per hour or fraction thereof \$100.00
    - Minimum three hours \$300.00
  - c. Notary fee, per permit application \$2.00
  - d. ~~Fifty~~ Twenty-five-year old building safety inspection report \$150.00

**ALL PERMITS**

Plan review fees, and other service charges (nonrefundable) shall be as follows:

- (2) Application fee: will be credited towards permit fee (non-refundable).
  - a. Residential: Single family or duplex, townhomes (per unit)\$200.00
  - b. New commercial: Up to 2,500 sq. ft. 200.00  
Each additional 1,000 sq. ft. or fraction thereof \$100.00
  - c. Commercial alterations, buildouts, renovations \$100.00
  - d. All other applications \$30.00
  - e. Maximum fee \$10,000.00
- (3) Review fee schedule:
  - a. Plan re-review for corrections after the 2nd review, etc., per discipline: \$200.00
  - b. Pre-plan review by building official approval only \$500.00  
Fee exemptions may be made by approval only in accordance with Section 13-83(4) j. Fee shall be paid prior to next submittal)
  - c. Fees for meetings with architects/engineers/or duly authorized agents and plan reviewers shall be charged at the rate of \$100.00 per hour or fraction thereof.
  - d. Early start administrative fee \$200.00
  - e. If a private provider performs the plans review, they must also perform all required inspections, and the main building permit fee will be reduced by 15%. If the City performs plans review and a private provider performs all required inspections, the main building permit fee will be reduced by 5%. If a private provider is selected to perform inspection services after the permit was issued and paid for, a refund of the 5% private provider performing inspections fee reduction will only be provided if the City has not already performed inspection services.

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**Section 3: Conflicts.** That all ordinances or parts of ordinances, all City Code sections or parts of City Code sections, and all resolutions or parts of resolutions in conflict with this ordinance are hereby repealed to the extent of such conflict.

**Section 4: Severability.** That should any section or provision of this ordinance or any portion thereof, any paragraph, sentence, clause or word be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder hereof as a whole or part hereof other than the part declared invalid.

**Section 5: Codification.** That the provisions of this ordinance shall be codified within the Code of Ordinances of the City of Coconut Creek, Florida, and any paragraph or section may be renumbered to conform with the Code of Ordinances.

**Section 6: Effective Date.** That this ordinance shall become effective upon its passage on second and final reading.

PASSED FIRST READING THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026.

PASSED SECOND READING THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026.

\_\_\_\_\_, Mayor

Attest:

\_\_\_\_\_  
Joseph J. Kavanagh, City Clerk

1<sup>st</sup>

2<sup>nd</sup>

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Initials: ADE  
Date: 3/6/2026