

**Highlands County Building Department  
501 South Commerce Avenue  
Sebring, FL 33870  
(863) 402-6643**

**Fee Schedule – FY 17-18**

**Right to collect fees per: FL Statute 125.56(2), 166.22 & 553.80 & County Ordinance Article VI, Section One, Part, Part M, Paragraph 3, Paragraph 4.**

**Starting Work without a Permit**

Work without a permit: If any work is commenced without permit, the penalty will be double the permit fee or \$100.00, whichever is greater, and this penalty will be in addition to the permit fee which will be assessed.

**Please be aware that refunds will not be granted on requests involving:**

- Permit fees of \$100.00 or less
- Permits which have expired
- Permits under which work has commenced
- Permits having a change of contractor
- Request received three months after permit issuance

**Refunds Where Permits Will Not Be Used**

A full refund less \$100.00 or 50% of the permit fee, whichever is greater rounded to the nearest dollar, shall be granted to the permit holder providing:

- The department receives a written request from the permit holder requesting cancellation and refund.
- The permit holder submits with the request the original validated receipt; if the original validated receipt is not available, a copy of the cancelled check along with an affidavit stating which job location
- No work has been performed under the permit
- The permit is still valid
- The permit has not been revoked
- The refund request is received within 90 days after permit issuance
- The cost of the permit exceeded \$100.00

**Refunds of Overcharge**

For refunds of an overcharge of permit fees, the following must be submitted:

- Letter from the permit holder requesting a refund explaining the overcharge
- Copy of the validated permit card
- The permit is still valid
- The permit has not been revoked

**Full Refunds:**

Full refunds are granted only in cases where an error has occurred on the part of the department, such as in cases where the permit is issued for work outside the jurisdiction of the building department. Refunds are not given on duplicated permits submitted/issued by the contractor and/or owner.

**Where to direct your refund request:**

Highlands County Building Department  
P.O. Box 1926  
Sebring, FL 33871

## Cancellation Policy

### Cancellations Where No Work Has Been Performed:

In order to cancel a permit where the work will not be taking place, the following must be submitted.

- Letter from the contractor or permit holder requesting permit cancellation and stating no work has been performed. The letter must include the permit number, job address, reasons for cancellation and a contact name and telephone number. If the contractor is no longer available or unwilling to submit the letter, **the request can be made by the property owner**. If the permit is valid at the time of request for cancellation and the permit holder is not submitting the request, then the property owner will be required to complete a hold harmless letter. Please note that in cases where a hold harmless letter is required, there will be a 10 working day waiting period prior to cancellation. Additionally, the department will notify all interested parties (original permit holders and all subsidiary permit holders) of the cancellation request.
- Original validated permit
- Job set of plans (if applicable)

Following the receipt of your letter, the department will verify that no work was performed. If the department determines no work was performed, the permit will be cancelled. If work has started but is not complete, you will be required to obtain a new permit and proceed with the mandatory inspections. Failure to do so may result in the issuance of a civil violation notice or ticket requiring payment of a fine and correction of the violation.

### Cancellations Where Work Has Been Performed:

A letter from the contractor requesting permit cancellation and stating all work that has been performed, to include the permit number, job address, reasons for cancellation and a contact name and telephone number. Upon receiving this information, the permit will be put on hold. An inspection will be performed to verify the work in place has received all of the required inspections. Following the performance of the inspection, the permit will be cancelled.

If the contractor is no longer available or unwilling to submit the letter, the request can be made by the **property owner**. The owner of the property will need to submit a Hold Harmless Letter Form. The Hold Harmless Letter needs to be signed by the owner of the property and in cases where the change is for a subsidiary permit, then by the general contractor as well. The signatures must be notarized.

The Hold Harmless Letter and the application from the new contractor must be submitted to the Building Department. There will be a 10 working day waiting period for the change of contractor to become effective. Please refer to the Building Department Fee Schedule for applicable fees.

### Where To Direct Your Request To Cancel A Permit:

Highlands County Building Department  
P.O. Box 1926  
Sebring, FL 33871

**Request To Surrender Permits Where The Contractor/Qualifier Is No Longer Going To Perform Work On The Project:**

A contractor who is no longer going to perform work on a project must send the department a letter advising of this fact and include a copy of the permit. The letter must include the permit number, job address and an explanation as to why the permit is being surrendered. In the case of the qualifying agent separating from the employ of the contractor, you must also provide a copy of the change of qualifying agent. A hold will be placed under the permit to prevent inspections until the owner has completed the hold harmless process to change the permit into the name of the new contractor.

**Cancellations When The Owner Will Hire A New Contractor:**

The owner of the property will need to submit a Hold Harmless Letter Form. The Hold Harmless Letter needs to be signed by the owner of the property and in cases where the change is for a subsidiary permit, then by the general contractor as well. The signatures must be notarized.

The Hold Harmless Letter and the application from the new contractor must be submitted to the Building Department. There will be a 10 working day waiting period for the change of contractor to become effective. Please refer to the Building Department Fee Schedule for applicable fees.

**Where To Direct Your Request To Surrender A Permit:**

Highlands County Building Department  
P.O. Box 1926  
Sebring, FL 33871

**Highlands County Building Department  
501 S. Commerce Ave.  
Sebring, FL 33870**

**HOLD HARMLESS**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Re: Property located at (address and legal description) \_\_\_\_\_

Gentlemen:

As legal owner of subject property, I request the cancellation of permit number (in full) \_\_\_\_\_

\_\_\_\_\_, issued to (name of pervious permit holder) \_\_\_\_\_ (mailing address) \_\_\_\_\_

\_\_\_\_\_ on (date) \_\_\_\_/\_\_\_\_/\_\_\_\_ for the following reason \_\_\_\_\_

Date of last inspection \_\_\_\_/\_\_\_\_/\_\_\_\_

I no longer authorize the previous permit holder to proceed with the work covered by the permit. I

hereby apply as owner-builder, or authorize (new Contractor) \_\_\_\_\_

\_\_\_\_\_ to apply for such permits to complete the construction on subject property.

I agree to hold Highlands County, its agents and authorized personnel harmless and relieve them from any responsibility or liability for any legal action or damage, cost or expense (including attorney's fee) resulting from the cancellation of the existing permit or the issuance of a new permit. I furthermore assume responsibility for the correction, if required, of work performed under the permit for which I am requesting cancellation. In the event there has been a change of ownership of the property, the new owner assumes the responsibility for notifying the previous owner of his or her intent to transfer the permit.

**Owner**

\_\_\_\_\_  
\_\_\_\_\_

**Contractor**

\_\_\_\_\_  
\_\_\_\_\_

**State of Florida  
County of Highlands**

The person whose signature appears above, deposes that he/she is the legal owner of the above property.

Sworn to and subscribed \_\_\_\_\_ before me  
This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
By \_\_\_\_\_

\_\_\_\_\_  
Notary

**State of Florida  
County of Highlands**

The person whose signature appears above, deposes that he/she is the legal owner of the above property.

Sworn to and subscribed before me  
This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
By \_\_\_\_\_

\_\_\_\_\_  
Notary

## Plans Review

All applications for building plan approvals will be accompanied by the appropriate number of drawings and specifications and a non-refundable fee will be collected based upon the following fee schedule:

One & Two Family Dwellings	\$0.10 per sq. ft
Garages, additions, & accessory structures	\$0.10 per sq. ft.
Pre-fabricated sheds, mobile homes, docks, seawalls, non-master filed hurricane shutters, and any structure that requires a plan review and does not fall in another category	\$15.00
No charge for roofs, fences, master filed hurricane shutters, and companion electric, plumbing and mechanical.	N/C
Pool cages & screen enclosures	\$30.00
Master File	\$0.10 per sq. ft.
Repetitious submittal	\$100.00
<b>All Other Building Occupancies:</b>	
0-10,000	\$55.00
10,001-25,000	\$85.00
25,001-50,000	\$160.00
50,001-100,000	\$260.00
100,001-500,000	\$500.00
500,001-1,000,000	\$900.00

The fee shall be determined by the amount over one million applied to the chart and added to the fee.

NOTE: Six months after plans have been approved for permit issuance, or notification to applicant that plans require additional information or revisions, plans will be discarded and applicant will be required to resubmit plans and pay another submittal fee. No extensions will be granted.

## Construction Valuation Fees

Up to 1,000.00	\$75.00
1,001 thru 25,000	\$75.00 + \$3.00 per thousand or fraction thereof
25,001 thru 100,000	\$147.00 + \$2.00 per thousand or fraction thereof
100,000 and Up	\$297.00 + \$1.50 per thousand or fraction thereof

Residential Applications are based on the construction cost of the residence being \$90.00 per square foot or confirmed contract price.

Commercial Applications are based on the construction cost of the commercial structure being \$150.00 per square foot or confirmed contract price.

### Miscellaneous Fees

Minimum permit fees for signs, fences, walls, roofing, demolitions, etc.		\$75.00
Permit re-issuance fee for Commercial, 1&2 Family, Mobile Homes		\$175.00
Permit re-issuance fee for additions, alterations & accessory structures		\$75.00
BCIS/FBC Surcharge	Minimum \$2.00 or 1.5% of permit fee	Effective 7-1-17 Section 553.721 and Section 468.631
DCA/DBPR Surcharge	Minimum \$2.00 or 1.0 % of permit fee	
Pre-move inspection fee (each occurrence)		\$50.00
Permit to move a building or structure (includes connection of utilities)		\$190.00
Power Company Reconnection Permit		\$40.00
Property Search Confirmation Response per property		\$4.00
Certificate of Occupancy		\$10.00
Certificate of Completion		\$10.00
Re-inspection fee (each occurrence)		\$50.00
Change in Contractor		\$175.00
Copies		\$0.15 ea
Computer Reports per page		\$0.55 ea
Copy of Construction Plans		\$4.00
Low Voltage Alarm System Labels		\$55.00

### Roofing Permits

Shingle price per square	\$115.00 or confirmed contract
Metal price per square	\$150.00 or confirmed contract

Multiply number of squares by price per square for valuation then apply to fee schedule.

Up to 1,000.00	\$75.00
1,001 thru 25,000	\$75.00 plus \$3.00 per thousand or fraction thereof
25,001 thru 100,000	\$147.00 plus \$2.00 per thousand or fraction thereof
100,001 and up	\$297.00 plus \$1.50 per thousand or fraction thereof
Minimum permit	\$75.00
Certificate of completion	\$10.00

\*NOC must be recorded and a certified copy on file for all work valued \$2,500.00 or greater.

\*\*If the number of squares is misrepresented on the building permit application, the Building Inspector may issue a stop work/red tag. Prior to proceeding the contractor or owner will need to correct the permit application to reflect the correct number of squares, pay any additional fees and record a notice of commencement before work can recommence.

### Mobile Home Fees

Parking Fee	\$100.00
Electrical	\$30.00
Plumbing	\$30.00
Mechanical	\$30.00
Certificate of Occupancy	\$10.00

### Residential Plan Review Fees

All applications for building plan approvals will be accompanied by the appropriate number of copies of drawings and specifications and a non-refundable fee will be collected based upon the following fee schedule.

One & Two Family Dwellings	\$0.10 per sq. foot
Mobile Homes, Vinyl Siding Windows, Doors, etc...	\$15.00
Repetitious Submittal	\$100.00

### Mechanical Fees

Minimum permit fee	\$75.00
Fee for each thousand or fraction thereof	\$5.00

For Repair or replacement of an existing heating or air conditioning system in an amount less than \$7,500.00 a notice of commencement is not required.

### Plumbing Fees

Minimum permit fee	\$75.00
All fixtures	\$4.00
Drain or tap	\$4.00
Sewer Pipe	\$4.00
Water heater or vent	\$4.00
Installation, alteration, repair	\$4.00

### Irrigation Permit Fees

The same cost as building permits.

### Swimming Pool Fees

The same cost as building permits.

## Electrical Permit Fees

Electrical permit fees are based upon the total amperage of the service required to meet the need of all the fixtures.

<b>1 Phase 450 Volt</b>	
0 to 100	\$75.00
101 to 150	\$80.00
151 to 200	\$85.00
201 to 400	\$105.00
401 to 600	\$155.00
601 to 800	\$205.00
801 to 1,000	\$255.00
Over 1,001	\$155.00*
<b>3 Phase 208 or 240 Volt</b>	
0 to 100	\$92.00
101 to 150	\$100.00
151 to 200	\$118.00
201 to 400	\$152.00
401 to 600	\$238.00
601 to 800	\$325.00
801 to 1,000	\$412.00
Over 1,001	\$238.00*
<b>3 Phase 480 Volt</b>	
0 to 100	\$144.00
101 to 150	\$160.00
151 to 200	\$196.00
201 to 400	\$264.00
401 to 600	\$436.00
601 to 800	\$610.00
801 to 1,000	\$784.00
Over 1,001	\$610.00*

\*Over 1,000 charge fee per each additional thousand amperes of fraction thereof: take amp ÷ 100 then multiply by 83.54166. Change in service: The fee shall be determined by the difference between the new service amperage and the previous service amperage, which is then applied to the chart.

**NOTE:** Temporary Service or E-TUG ..... \$35.00

Change in service: The fee shall be determined by the difference between the new service amperage and the previous service amperage which is then applied to the chart.

## Contractor Registration Fees

Certified Contractor Administrative Fee (CC1)	\$35.00
General & Building Contractors (CR4)	\$100.00
Residential Contractors (CR3)	\$75.00
Contractors address under Chapter 489 F.S. (CR3)	\$75.00
Sheet metal, Roofing Contractor, Air Condition Contractor	
Mechanical Contractor, Commercial Pool Contractor, Residential Pool Contractor	
Swimming Pool Service Contractor, Plumbing Contractor, Electrical Contractor	
Specialty Contractor (CR2)	\$50.00
Journeyman (CR05)	\$25.00
Inactive (go from inactive to active the \$30 will be subtracted from the registration fee) 489 (CR5) Specialty (CR6) Gen/Bldg (CR7)	\$30.00
Handy Person Registration (0033)	\$50.00
Unlicensed Activity Fee ( to be assessed on all registration renewals and original licensure) (CAF)	\$5.00

**Late registration is double the original amount!** A grace period of 90 days is given from September 30<sup>th</sup>.

**Board Review**..... \$25.00

**Letter of Reciprocity**..... \$25.00

**Application for Electrical Permit on Additions Only or Equipment Replacement**  
**Highlands County, Florida**  
 Phone (863)402-6643

Permit No. \_\_\_\_\_

Owner: \_\_\_\_\_

Job Location: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_

Building Contractor: \_\_\_\_\_

<u>Number</u>		<u>Price Each</u>	<u>Fee</u>
	Outlets, Switches and Lights 120V, 15 & 20 A	.50	
	Sub Feed panel each	5.00	
	Equipment circuit up to 30A	1.00	
	More than 30A up to 60A	2.00	
	Over 60A	5.00	
	Water Heaters	1.00	
	Dryer	1.00	
	Dishwasher	1.00	
	Disposal	1.00	
	Electric Range	1.00	
	Cook top	1.00	
	Oven	1.00	
	Exhaust Fan under ¼ HP	.50	
	Exhaust Fan over ¼ HP	1.00	
	Generator up to 22 kw	5.00	
	More than 22 kw up 45 kw	10.00	
	Greater than 45 kw	15.00	
	Power Transformer up to 10 KVA	5.00	
	Each Additional 10 KVA or fraction thereof	1.00	
	Change in Service location without amperage	15.00	
	Installation of Equipment regardless amperage. Type of equipment being Installed: _____	15.00	
1	<b>Writing Permit</b>	<b>75.00</b>	
	<b>Certificate of Completion (If stand alone permit)</b>	<b>10.00</b>	
1	<b>State Surcharge (3% of total fees or minimum \$4.00)</b>		

I hereby certify that the above information is correct and that said work will be in conformance with the National Electrical Code in force and all other applicable codes.

Date: \_\_\_\_\_ Contractor or Owner: \_\_\_\_\_ Total Fee \$ \_\_\_\_\_

Competency Card # \_\_\_\_\_ State Number: \_\_\_\_\_

Revised 10/1/17

## Valuation Fee Schedule

<b>1,000</b>	\$75.00	<b>26,000</b>	\$149.00	<b>51,000</b>	\$199.00	<b>76,000</b>	\$249.00
<b>2,000</b>	\$78.00	<b>27,000</b>	\$151.00	<b>52,000</b>	\$201.00	<b>77,000</b>	\$251.00
<b>3,000</b>	\$81.00	<b>28,000</b>	\$153.00	<b>53,000</b>	\$203.00	<b>78,000</b>	\$253.00
<b>4,000</b>	\$84.00	<b>29,000</b>	\$155.00	<b>54,000</b>	\$205.00	<b>79,000</b>	\$255.00
<b>5,000</b>	\$87.00	<b>30,000</b>	\$157.00	<b>55,000</b>	\$207.00	<b>80,000</b>	\$257.00
<b>6,000</b>	\$90.00	<b>31,000</b>	\$159.00	<b>56,000</b>	\$209.00	<b>81,000</b>	\$259.00
<b>7,000</b>	\$93.00	<b>32,000</b>	\$161.00	<b>57,000</b>	\$211.00	<b>82,000</b>	\$261.00
<b>8,000</b>	\$96.00	<b>33,000</b>	\$163.00	<b>58,000</b>	\$213.00	<b>83,000</b>	\$263.00
<b>9,000</b>	\$99.00	<b>34,000</b>	\$165.00	<b>59,000</b>	\$215.00	<b>84,000</b>	\$265.00
<b>10,000</b>	\$102.00	<b>35,000</b>	\$167.00	<b>60,000</b>	\$217.00	<b>85,000</b>	\$267.00
<b>11,000</b>	\$105.00	<b>36,000</b>	\$169.00	<b>61,000</b>	\$219.00	<b>86,000</b>	\$269.00
<b>12,000</b>	\$108.00	<b>37,000</b>	\$171.00	<b>62,000</b>	\$221.00	<b>87,000</b>	\$271.00
<b>13,000</b>	\$111.00	<b>38,000</b>	\$173.00	<b>63,000</b>	\$223.00	<b>88,000</b>	\$273.00
<b>14,000</b>	\$114.00	<b>39,000</b>	\$175.00	<b>64,000</b>	\$225.00	<b>89,000</b>	\$275.00
<b>15,000</b>	\$117.00	<b>40,000</b>	\$177.00	<b>65,000</b>	\$227.00	<b>90,000</b>	\$277.00
<b>16,000</b>	\$120.00	<b>41,000</b>	\$179.00	<b>66,000</b>	\$229.00	<b>91,000</b>	\$279.00
<b>17,000</b>	\$123.00	<b>42,000</b>	\$181.00	<b>67,000</b>	\$231.00	<b>92,000</b>	\$281.00
<b>18,000</b>	\$126.00	<b>43,000</b>	\$183.00	<b>68,000</b>	\$233.00	<b>93,000</b>	\$283.00
<b>19,000</b>	\$129.00	<b>44,000</b>	\$185.00	<b>69,000</b>	\$235.00	<b>94,000</b>	\$285.00
<b>20,000</b>	\$132.00	<b>45,000</b>	\$187.00	<b>70,000</b>	\$237.00	<b>95,000</b>	\$287.00
<b>21,000</b>	\$135.00	<b>46,000</b>	\$189.00	<b>71,000</b>	\$239.00	<b>96,000</b>	\$289.00
<b>22,000</b>	\$138.00	<b>47,000</b>	\$191.00	<b>72,000</b>	\$241.00	<b>97,000</b>	\$291.00
<b>23,000</b>	\$141.00	<b>48,000</b>	\$193.00	<b>73,000</b>	\$243.00	<b>98,000</b>	\$293.00
<b>24,000</b>	\$144.00	<b>49,000</b>	\$195.00	<b>74,000</b>	\$245.00	<b>99,000</b>	\$295.00
<b>25,000</b>	\$147.00	<b>50,000</b>	\$197.00	<b>75,000</b>	\$247.00	<b>100,000</b>	\$297.00

Over 100,000, fee is \$297.00 plus \$1.50 per thousand thereafter or fraction thereof.