

INTEROFFICE MEMORANDUM

TO: Building Construction Services Department FILE: BCS20-0177 DATE: 03/19/2020

FROM: Esther O. Oluyemi, MSC (ARCH), CBO 
 Building Construction Services Director/Building Official

SUBJECT: Administrative Fees to be charged when inspections and/or plans review performed by a third-party private provider

Effective April 1, 2020, Pasco County Building Construction Services (BCS) will charge only the following fees for permits when a third-party private provider performs inspections and/or plans review. However, there may be additional fees applied outside of plan review and/or inspections. The administrative fees are as follows:

Administrative Fee	Administrative Fee
Pool	\$120.00
Single Family Residence	\$600.00
Commercial	\$980.00

These administrative fees are authorized by 2019 FL H.B. 7103(NS), for the purpose of recapturing costs to the county in processing such permits.

These fees were calculated using a methodology approved by the County Attorney's Office to identify the actual costs incurred by Pasco County in processing such permits.

Upon examination of the costs to process single trade and other minor alteration permits, such as re-roofs and HVAC changeouts, using the same methodology the actual cost exceeds the current permit costs charged by the county for such permits. Therefore, the administrative fees for these permits will be assessed at the same rate as their current permitting fees. However, it should be clearly understood such fees are not charges for inspections or plans review performed by third-party providers, but instead are in fact administrative fees allowed by state law. The administrative fees for such permits have instead been reduced at this time based on the discretion of the Building Official to waive fees or portions thereof.

The administrative fees addressed in this memorandum will be implemented beginning April 1, 2020, and are retroactive to July 1, 2019. Calculations of refunds due for permitting fees in conflict with this memorandum paid by private providers performing inspections and/or plans review since July 1, 2019, are underway. The administrative fees identified in this memorandum will be subtracted from the refunds to be paid in those cases. These fees will be included in the next comprehensive fee schedule adopted by the Board for the Building and Construction Department.