

MEMORANDUM
MONROE COUNTY GROWTH MANAGEMENT DIVISION

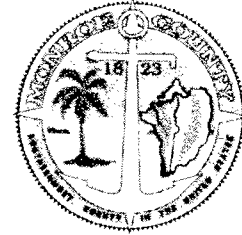
We strive to be caring, professional and fair

To: Debbie Frederick, Acting County Administrator

From: Andrew Omer Trivette
Growth Management Division Director

Date: Monday March 3, 2008

RE: Contractor Compliance Inspector



The intention of this memo is to request the creation of new position within the Code Enforcement Department.

In recent months it has been brought to my attention that Monroe County is currently seeing an increase in unlicensed contractor activity. This increase in illegality and the economic downturn which has affected the construction industry in Monroe County is severely impacting our local certified and code compliant contractors.

I suggest that the Monroe County Commission institute a nominal code compliance fee of \$11.00 for each building permit issued by the Monroe County Building Department. This fee will generate approximately \$58,036.00 each year that it is collected. The fee and resultant revenue will then be applied to the salary of a new code enforcement inspector with an annual salary, including benefits, of approximately \$56,000.00. This salary will be consistent with the other five (5) remaining inspectors in the Department and is a pay grade 8. The additional \$2,036.00 will be applied to cost allocation such as additional office supplies and equipment including fleet demands.

This proposal is endorsed by many of the local contractors and will help prevent additional loss of revenues to both Monroe County and our local certified and code compliant service providers. This position will be charged with the job site inspection of required insurances and licenses as well as general job site code compliance. The position will not be responsible for building code compliance. The proposed position will compliment an already over burdened Code Enforcement staff and allow for a more efficient and persistent enforcement of local and state contractor regulations within unincorporated Monroe County.

The jurisdiction of the proposed position will be from Stock Island to Ocean Reef and mainland Monroe County. The position will be based in the Marathon Government Center.

Please find attached a proposed job description, a new BOCC resolution establishing the code compliance fee for each building permit issued by Monroe County and other supporting documentation.

RESOLUTION NO. -2008

A RESOLUTION RESCINDING RESOLUTION NO. 420-2007 PERTAINING TO THE BUILDING DEPARTMENT FEE SCHEDULE TO MORE EFFECTIVELY IMPLEMENT THE TRUE COSTS OF PROVIDING THE SERVICES ASSOCIATED WITH THE BUILDING PERMITTING AND INSPECTION SYSTEM.

WHEREAS, the Monroe County Board of County Commissioners wish to provide the citizens of the County with the best possible service in the most cost effective and reasonable manner; and

WHEREAS, it is in the best interests of the public to charge the true cost for such services, thereby placing the burden of such costs directly upon those persons deriving the benefit from the services; and

WHEREAS, the Director of Growth Management has demonstrated that the existing fee schedule does not reflect the true cost of providing the services to the persons requesting the Building Department services; and

WHEREAS, the Board heard testimony and evidence presented as to the appropriate fee schedule; and

WHEREAS, the Board concurs with the conclusions and findings of the Growth Management Director;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MONROE COUNTY, FLORIDA:

Section 1. Pursuant to Monroe County Code, the following building permit fees are hereby established:

(A) Building Application Fees:

1. New commercial buildings_____	1500.00
2. New duplex or multi-family buildings_____	1500.00
3. New conventional single family home_____	750.00
4. New modular single family home_____	500.00
5. New replacement mobile home_____	52.00
6. All over the counter permits and signs_____	52.00
7. Residential repairs/remodel (less than \$10,000)_____	52.00
8. Residential repairs/remodel (\$10,000 or more)_____	100.00
9. Commercial repairs/remodel (less than \$10,000)_____	52.00
10. Commercial repairs/remodel (\$10,000 or more)_____	200.00
11. Construction of seawall, riprap, dredge and fill, dock, or any combination thereof _____	80.00
12. After the fact permits _____	502.00

[If the application is approved, the fee shall be deducted from any other amount which may be due and owing under the other terms of this subsection.]

(B) Building Permit Fees:

1. Minimum Fee _____	50.00
2. Buildings (including balconies, additions, garages, enclosures and accessory buildings):	
a. For each 100 square feet of enclosed area or fractional part thereof _____	30.00
3. Structures other than buildings & misc. construction (Unless specified herein):	
a. For each \$1000.00 of cost or fractional parts thereof _____	30.00
b. Seal coating/painting (for each \$1000.00 of cost or fraction part thereof) _____	20.00
c. Cabinets & Vanities _____	50.00
4. Sewer Treatment Plants (physical plant with lift station): _____ see (B) 3a above [For all additional items refer to applicable sections herein]	
5. All flat work and decks on grade outdoor & indoor (concrete, asphalt, wood, tile, carpet etc.):	
a. For each 1000 square feet or fractional part thereof _____	25.00
6. Fences and retaining walls:	
a. For each 100 lineal feet or fractional part thereof _____	50.00
7. Roofing (including repairs and new roofs):	
a. For each 100 square feet or fractional part thereof _____	5.00
b. Waterproofing _____	50.00
8. Swimming pools:	
a. Residential _____	150.00
b. Commercial _____	250.00
c. Spas/hot tub (up to 12' diameter) _____	75.00
[For all additional items refer to applicable sections herein]	
9. Cisterns:	
a. Residential _____	100.00
b. Commercial (non-potable water only):	
i. For each 1000-gallon capacity or fractional part thereof _____	10.00
c. Minimum Fee _____	150.00
10. Mobile Home Installation:	
a. Tie downs, blocking, sewer connection, water connection, and electrical	
b. Connection _____	150.00
c. Tie downs, inspection for insurance purposes only _____	75.00
[For all additional items refer to applicable sections herein]	
11. Temporary Trailer (Construction and/or Sales):	
a. Annual Fee (each) _____	200.00
12. Temporary Tents _____	50.00
13. Tanks:	
a. For each 1000-gallon capacity or fractional part thereof _____	7.00
b. Minimum Fee (each tank) _____	75.00
[For all additional items refer to applicable sections herein]	

14. Moving building	_____	200.00
15. Demolition:		
a. For each 1000 square feet or fractional part thereof	_____	50.00
16. Seawalls and riprap:		
a. For each 50 lineal feet or fractional part thereof	_____	25.00
b. Inspection	_____	80.00
17. Docks:		
a. For each 100 square feet of flat area or fractional part thereof	_____	25.00
b. Inspection	_____	80.00
c. With piling (each pile)	_____	15.00
d. With boat davit (each davit)	_____	20.00
e. With retaining wall	_____	priced as fence
18. Excavation:		
a. Borrow pits, canals, etc:		
i. Annual Fee:	_____	500.00
ii. Inspection	_____	80.00
iii. Boat slips, ramps, miscellaneous minor excavations:		
(a) For first 100 cubic yards or fractional part thereof	_____	50.00
(b) For each additional 100 cubic yards or fractional part thereof	_____	15.00
(c) Inspection	_____	80.00
19. Filling (On land and/or water):		
a. For each 100 cubic yards or fractional part thereof	_____	15.00
b. Inspection Fee	_____	80.00
20. Land Clearing:		
a. Removal or trimming of invasive exotics	_____	No Fee
b. Major pruning or removal of non-invasive exotics and natives:		
i. Inspection fee, when necessary	_____	35.00
ii. First acre or fractional part thereof	_____	35.00
iii. For each additional acre	_____	6.00
21. Awnings and removable canopies:		
a. For each 100 square feet or fractional part thereof	_____	25.00
22. Hurricane Shutters:		
a. Retrofit or New Construction	_____	No Fee
23. Wood lattice and screening:		
a. For each 100 square feet or fractional part thereof	_____	15.00
24. Commercial kitchen vent hoods:		
a. For each \$1000 of cost or fractional part thereof	_____	30.00

[For all additional items refer to applicable sections herein]

25. Signage:

a. Signs (New):

- i. For each 50 square feet of sign face or fractional part thereof _____ 30.00
- ii. Annual Re-inspection Fee (when applicable) _____ 25.00

b. Signs (Modify, Repair, Repaint):

- i. For each 50 square feet of sign face or fractional part thereof _____ 20.00
- ii. Highway Billboards (Repair/Maintenance Only): _____ 40.00
- iii. For each 50 square feet of sign face or fractional part thereof _____ 35.00
- iv. Annual Re-inspection Fee (when applicable) _____ 35.00

[For all additional items refer to applicable sections herein]

(C) Electrical Permit Fees:

1. Minimum Fee _____ 50.00

2. Site work: (Commercial)

a. For each \$1000 of cost or fractional part thereof _____ 30.00

3. Outlets:

a. General (receptacles, switches, lights, telephones, TV, etc.):

b. For each 100 square feet of enclosed area or fractional part thereof _____ 10.00

c. Appliance outlets, each (including ceiling fans) _____ 10.00

d. Exterior Area Lighting, each _____ 10.00

4. Services:

a. Temporary: _____ 50.00

b. Single Phase

i. 0 to 300 amp _____ 50.00

ii. Over 300 amp to 400 amp _____ 75.00

iii. Over 400 amp to 600 amp _____ 100.00

iv. Over 600 amp _____ 125.00

c. Three Phase

i. 0 to 300 amp _____ 75.00

ii. Over 300 to 400 amp _____ 100.00

iii. Over 400 to 600 amp _____ 125.00

iv. Over 600 amp _____ 200.00

[Sub Feeds to be charged by amps at the same rate as Service]

5. Motors:

a. 0 to 10 HP _____ 50.00

b. Over 10 HP to 25 HP _____ 100.00

c. Over 25 HP _____ 125.00

6. Generators, Transformers, and Transfer Switches (each):

a. 0 to 25 KW _____ 50.00

b. Over 25 KW to 50 KW _____ 100.00

c. Over 50 KW _____ 125.00

7. X-ray Machines (each): _____ 150.00

8. Welding Machines (each):
- a. 0 to 25 amps (primary) _____ 50.00
 - b. Over 25 amps to 50 amps _____ 65.00
 - c. Over 50 amps _____ 75.00
9. A/C (each):
- a. Window or wall (If New Service Required) _____ 20.00
 - b. Central System:
 - i. Up to 20 tons _____ 50.00
 - ii. Over 20 tons _____ 3.00/ton
 - c. Refrigeration:
 - i. Up to 20 tons _____ 50.00
 - ii. Over 20 tons _____ 3.00/ton
 - iii. Heat Pump (per unit) _____ 50.00
10. Elevators, Commercial (each) _____ 200.00
- a. Elevators, Residential (each) _____ 75.00
 - b. Dumbwaiters, wheelchair lifts or stair lifts (each) _____ 75.00
11. Signage:
- a. 1st sign connection _____ 50.00
 - b. Each additional sign connection _____ 15.00
12. Plug Mold and Track Lighting:
- a. For each 100 lineal feet or fractional part thereof _____ 50.00
13. Alarm Systems:
- a. Low Voltage Systems Residential (each) _____ 50.00
 - b. Commercial
 - i. For each \$1000 of cost or fractional part thereof _____ 20.00
14. Commercial kitchen vent hood motors _____ see (C) 5 above
15. Repairs/ Remodeling (same as new work):
- a. Minimum Fee _____ 50.00
16. Swimming Pools & Hot Tubs: _____ see (C) 4 & 5 above
17. Home Automation System:
- a. For each \$1000 of cost or fractional part thereof _____ 20.00
18. Fiber Optic System:
- a. For each \$1000 of cost or fractional part thereof _____ 20.00
19. Carnivals, Circuses, Road Shows and similar temporary installations:
- a. Generators _____ see (C) 6 above
 - b. Minimum Fee _____ 200.00
20. Miscellaneous:
- a. For each \$1000.00 of cost or fractional part thereof _____ 20.00

(D) Plumbing Permit Fees:

1. Minimum Fee	_____	50.00
2. Fixtures (each):		
a. Roughed in and set	_____	15.00
3. Sewer:		
a. Building interior lines and connection	_____	50.00
b. Outside sanitary and storm lines (site work):		
(a) For each \$1000 of cost or fractional part thereof	_____	50.00
4. Manholes (each):	_____	50.00
5. Sewage Treatment Plant:		
a. For each \$1000 of cost or fractional part thereof for:		
b. Collection System and Disposal Well	_____	65.00
6. Water Piping:		
a. Connection to supply system (each)	_____	20.00
i. Connection (each) to any appliance or fixture	_____	15.00
b. Irrigation system:		
i. For each \$1000 of cost or fractional part thereof	_____	12.00
c. Fire protection system:		
i. For each \$1000 of cost or fractional part thereof	_____	12.00
7. Water Mains and Distribution Lines:		
a. For each \$1000 of cost or fractional parts thereof	_____	50.00
8. Swimming Pool:		
a. Hook-up and site work (Residential)	_____	50.00
b. Commercial	_____	100.00
9. Wells (where applicable) each	_____	25.00
10. Repairs/Remodeling:		
a. Same as New Work... Minimum Fee	_____	50.00
11. Commercial kitchen vent hood (if plumbing required)	_____	50.00
12. Miscellaneous:		
a. For each \$1000.00 of cost or fractional part thereof	_____	25.00

(E) Mechanical Permit Fees:

1. Minimum Fee	50.00
2. A/C Systems (excluding windows units) and refrigeration:	
a. Under 2 Ton	50.00
b. Over 2 Ton to less than 5 Ton	65.00
c. Over 5 Ton to less than 10 Ton	85.00
d. Over 10 Ton to less than 25 Ton	115.00
e. Over 25 Ton to less than 50 Ton	155.00
f. Over 50 Ton to less than 100 Ton	250.00
g. Over 100 Ton	300.00
3. Duct Work:	
a. Per each drop (opening)	10.00
4. Commercial Kitchen Vent Hood	50.00
5. Heat Pump (per unit)	65.00
6. Miscellaneous:	
a. For each \$1000.00 of cost or fractional part thereof	20.00

(F) Fuel Gas Fees:

1. Service fee:	50.00
2. Fixtures, i.e.; range, dryer, water heater etc. (each)	15.00

(G) Building Plans Review Fees:

1. New, single family residential	100.00
2. Remodeling plans review single family residential	50.00
3. New, commercial and/or remodeling plans review	150.00
4. Revisions:	
a. Major revision (complete re-design)	1000.00
b. Minor revisions	50.00
<small>[Above fee increases 50.00 with each submission, not to exceed 500.00]</small>	
5. Lost plans re-review	per page 5.00
a. Minimum fee	50.00

(H) Re-inspection Fees:

a. First re-inspection	50.00
b. Subsequent	100.00

(REMAINDER OF PAGE LEFT INTENTIONALLY BLANK)

(I) LDR and Non-building code site and plans review fees

1.Planning and/or Environmental review:

a. Education fee	10.00
b. Biologist Review:	
i. Compliance review for new development	
(a) Single family and mobile homes	75.00
(b) Duplex, multi- family and commercial	150.00
(c) Other (accessory or clearing)	60.00
(d) Habitat Evaluation Index (HEI) evaluation	260.00
(e) Site Visit (other than final inspection)	130.00
ii. Compliance review for revision, remodel or expansion	
(a) Single family and mobile homes	75.00
(b) Duplex, multi- family and commercial	150.00
(c) Other (accessory or clearing)	60.00
(d) Habitat Evaluation Index (HEI) evaluation	260.00
(e) Site Visit (other than final inspection)	130.00
(f) Miscellaneous per hour fee (research)	60.00
c. Planer Review:	
i. Compliance review for new development	
(a) Single family and mobile homes	75.00
(b) Duplex, multi- family and commercial	150.00
(c) Other (accessory or clearing)	60.00
(d) Site Visit (other than final inspection)	130.00
ii. Compliance review for revision, remodel or expansion	
(a) Single family and mobile homes	75.00
(b) Duplex, multi- family and commercial	150.00
(c) Other (accessory or clearing)	60.00
(d) Site Visit (other than final inspection)	130.00
d. Miscellaneous per hour fee (research)	60.00

2.Flood Plain Management Review:

a. Flood Plain Manger Review	140.00
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3.Engineering Division Review:

a. County Engineer Review	
i. Compliance Review	375.00
(a) Administrative Fee	229.00
(b) Site Inspection	375.00
b. Miscellaneous per hour fee (research)	94.00

4.Fire Safety Division

a. Fire Marshal Review	
i. Compliance Review	
(a) Structural & Site Plan	229.00
(i) Administrative Fee	52.00
(b) Inspections	
(i) Structural & Site Plan	172.00
(ii) Sprinkler Systems & Fire Alarms	304.00
(iii)Administrative Fee	26.00

5. Code Enforcement Department

a. Code Compliance Fee _____ 11.00
(applies to all permits)

(J) ROGO/NROGO and privatized plans compliance review application fees:

1. Single family residential, mobile home _____ 200.00
2. Attached residential and commercial _____ 400.00

(K) Miscellaneous Fees:

1. Transfer of a building permit upon change of ownership _____ 200.00
2. Extension of permit fee (One per permit) _____ 250.00
3. Education Fee _____ \$2.00 per permit issued
a. New Residential and/or Commercial _____ 25.00

4. Flood Insurance Inspection and Compliance:

a. Program administration fee _____ 210.00
b. Inspection Fee (Code Enforcement) _____ 90.00
c. Inspection upon Sale _____ 170.00

5. Blasting Fees:

a. Monthly fee _____ 50.00
b. Yearly fee:
i. User _____ 600.00
ii. Blaster _____ 100.00

6. Charge for copies priced per Section 119.07(1)(a), F.S.

7. Replacement permit card _____ 25.00

8. Permit Renewal:

a. Minimum fee _____ 500.00
[Fee is prorated to last approved inspection]

9. Change of contractor (After Permit Has Been Issued) _____ 75.00

10. Technology & Document Processing Fee:

a. Total permit fee less than 500.00 _____ 3.00
b. Total permit fee greater than 500.00 _____ 20.00

11. Certificates of Occupancy/Certificates of Completion

a. Residential _____ 100.00
b. Commercial _____ 200.00
c. Emergency C.O. (without 24 hrs. processing) additional fee _____ 75.00
d. Certificate of Completion _____ 100.00

12. Post card permits _____ min. 70.00

13. Contractor registration (Initial) _____ 50.00

14. Review of shutter insurance affidavit _____ 50.00

Section 2. Resolution no. 420-2007 is hereby rescinded.

Section 3 The Clerk of the Court is hereby directed to forward one (1) certified copy of this Resolution to the Division of Growth Management.

PASSED and ADOPTED at a regular meeting of the Board of County Commissioners of Monroe County, Florida, held on the 19th day of March, 2008.

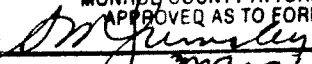
Mayor Charles "Sonny" McCoy	_____
Mayor Pro Tem Mario DiGennaro	_____
Commissioner George Neugent	_____
Commissioner Dixie Spehar	_____
Commissioner Sylvia Murphy	_____

BOARD OF COUNTY COMMISSIONERS OF
MONROE COUNTY, FLORIDA

BY: _____
Mayor/Chairperson

(SEAL)
ATTEST: DANNY L. KOLHAGE, CLERK

By: _____
DEPUTY CLERK

MONROE COUNTY ATTORNEY APPROVED AS TO FORM  Date: <u>March 4, 2008</u>

MONROE COUNTY

JOB DESCRIPTION

Position Title: INSPECTOR CODE ENFORCEMENT

Date: 2-25-08

Position Level: 8

FLSA Status: NonExempt

Class Code: 8-1

GENERAL DESCRIPTION

Primary function is to receive, document and investigate violations of the Monroe County Code, Standard Building Code and State and Federal Regulations.

KEY RESPONSIBILITIES

1. *Investigate complaints of unlicensed and licensed contractor violations proactively and reactively.
2. * Performs research as required.
3. * Prepare, compose, and organize evidence.
4. *Attends Contractor Examining Board and Special Master hearings as required in order to prosecute violators.
5. *Issue citations and/or notices of violations and Notices to Appear.
6. *Communicate with the public during investigations.
7. *Travels as required throughout area of responsibility.
- 8.* Investigate complaints of violations as needed.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: INSPECTOR, CODE ENFORCEMENT	Class Code: 8-1	Position Level: 8
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KEY JOB REQUIREMENTS	
<i>Education:</i>	Associate's Degree or Two Year College equivalent required.
<i>Experience:</i>	2 to 3 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Involves no responsibility or authority for the direction of others.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	Florida Drivers License.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____

Florida Keys Contractor's Association, Inc.
P.O. Box 522797
Marathon Shores, FL 33052-2797

March 7, 2008

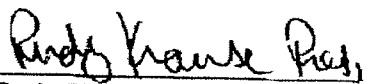
Growth Management Division
Attn: Drew Trivette, Director
2798 Overseas Highway
Marathon FL 33050

Dear Mr. Trivette,

We would like to express our support of your recent proposal to impose an \$11.00 per permit fee to fund hiring a special code enforcement officer. We do believe that this fee should be considered on a one year trial basis; at that time the fines collected should be sufficient to support the cost.

We understand this Special code officer's sole purpose will be to inspect active construction sites. This will help ensure there is proper licensing for the work being performed, all insurance requirements are met, including worker's comp for any employees onsite and the proper permits have been obtained. We think this is a great step forward and the FKCA would like to thank you for your ongoing efforts to help control illegal contracting practices in Monroe County.

Sincerely,


Rudy Krause, President