

CITY OF PALM BEACH GARDENS MASTER FEES AND CHARGES SCHEDULE

**Effective October 1, 2018
Adopted by Resolution 37, 2018**



City Hall Reception	(561) 799-4100
Building	(561) 799-4201
Planning and Zoning	(561) 799-4243
Engineering	(561) 799-4288
Neighborhood Services	(561) 799-4245
Public Facilities	(561) 804-7000
Finance	(561) 799-4160
City Clerk	(561) 799-4122
Police	(561) 799-4400
Fire Rescue	(561) 799-4300
Recreation	(561) 630-1100



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MASTER FEES AND CHARGES SCHEDULE

BUILDING DIVISION

Review Fees

Plan Review Surcharge	Contract >\$500, 10% permit fee. If contract <\$500, 10% permit fee, \$25 min. Additional mandatory penalty fees per FS 553.
Expedited or out-of-sequence review fee (in addition to Plan Review Surcharge)	10% of Building Permit Fee, and/or Revision Fee. \$100 minimum.

Permit Fees

Based on current fair-market value of proposed improvement, executed contract, or cost of construction using nationally recognized sources such as ICC Building Valuation Data, RS Means Cost Data, Marshall Swift, or similar publications. A copy of the contract may be required.

In addition, applicable Fire Department, CPTED, Engineering, Impact, and Processing Fees will be assessed.

Percentage of Valuation:	Unit Value:
1.80	The first \$100,000 (Minimum \$75), plus
1.30	The remainder over \$100,000 plus
.98	The remainder over \$1,000,000.
Sub-Permit Administrative Fee (applicable to all sub-permits that are issued over the counter and do not require an independent review)	\$30
Annual Facility Permit	\$150
Temporary Structure	\$75 plus, plan review and fire department fees
Penalty for commencing work without first securing a permit or written approval from the Building Official.	100% of the usual permit fee.

MASTER FEES AND CHARGES SCHEDULE

BUILDING DIVISION

Permit Fees (continued)

Inspections by special request, same day, after hours, or weekend (subject to staffing availability and as subject to review by the Building Official)	\$75/hour, 3-hour minimum.
Re-inspection Fee	\$75 for first re-inspection, \$300 for any subsequent re-inspection per FS 553.

Revision Fees

(Additional valuation charges may apply after original permit approval)

Major (exterior modifications, involves other department's review, involves valuation changes, multiple product changes)	Prior to plan review being completed: no charge. After plan review is complete: \$75 plus \$10 per sheet reviewed.
Minor (interior changes only, single product changes)	Prior to plan review being completed: no charge. After plan review is complete: \$25 plus \$10 per sheet reviewed.
Shop Drawings	\$75

Registration Fees

Effective October 1 through September 30 (not pro-rated)

Annual Sub-Permit Fax/Email Program	\$300 annually (not pro-rated).
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MASTER FEES AND CHARGES SCHEDULE

BUILDING DIVISION

Extension and Renewal Fees

Application or Permit Extension or Renewal Fee	1st extension \$50, 2nd \$75, 3rd \$100. each extension is 90 days
Permit Reissuance Fee (after 180 days of original expiration date, must meet current code and may require new submittal)	30% of original Building Permit Fee \$100 minimum. Plus, additional Plan Review Fee as determined by the Building Official

Administrative Fees

Address Change (applicant requesting physical relocation of address and/or suite; after review and approval by Address Committee; in addition to Address Change application fee)	\$30 per permit to be updated
Address Correction after permit issuance (to correct permits submitted and issued with incorrect address)	\$30 per primary permit issued with incorrect address \$15 per sub-permit issued with incorrect address as result of primary
Change of contractor after permit issuance	\$50 regardless of permit type
Open Permit Status Request (per individual address or suite) Information is available to public at no charge online at www.pbgfl.com	\$100 (10- day turnaround) \$200 (2-day expedited turnaround)
Other Administrative Services (i.e., permit estimates, plan correction inserts, etc.)	\$30/hour or a portion thereof
Other Professional Services (i.e., permit research, due diligence reports, etc.)	\$50/hour or a portion thereof

MASTER FEES AND CHARGES SCHEDULE

BUILDING DIVISION

Administrative Fees (continued)

Building Code Administration & Inspectors Fund FSS 468.631 (DEO)	1% of Building Permit Fee (\$2 Min. per FS 468)
DBPR Surcharge	1.5% of Building Permit Fee (\$2 minimum per FS 553)
Stocking/Training consent subject to approval of the Building Official and the Fire Marshal	<5000sqft = \$300 >5000sqft = \$750
Training Surcharge	1% of the Building Permit Fee and/or Revision Fee (\$2 minimum)

** Requests for refunds will be as reviewed and approved per Administrative Policy.*

MASTER FEES AND CHARGES SCHEDULE

ENGINEERING

Residential/Non-Residential Security Deposit

Hourly Rates

City Engineer	\$150
Deputy City Engineer	\$100
Engineering Inspector	\$80
Engineering Administrative Support	\$50

Infrastructure, Land Clearing or Miscellaneous Engineering Permit Fees *

ROW Permit	5% of Valuation, \$75 minimum ****.
ROW Permit with Master Permit	No Fee.
Percentage of Valuation:	Unit Value:
3%	The first \$20,000 (minimum \$150), plus.
2.5%	The amount greater than \$20,000 and less than or equal to \$100,000 plus.
2%	The remainder (over \$100,000).

NOTE: All cost estimates shall be reviewed and approved by the City Engineer prior to final fee determination.

* 25% of the total permit fee (based on the Applicant's submitted cost estimate) shall be due at the time of permit submittal (amount to be deducted from final determined Permit Fee). Remaining amount shall be due at time of permit pickup and will be based on the approved cost estimate.

Other Fees

Expedited permit review	\$2,000, plus applicable engineering escrow and hourly rates as shown herein. Fee is not applicable to Targeted Expedited Permitting Program (TEPP) certified projects.
Pre-Application infrastructure review (for petitions seeking review of engineering plans prior to obtaining site plan approval)	\$2,000, plus applicable engineering escrow and hourly rates as shown herein.

MASTER FEES AND CHARGES SCHEDULE

ENGINEERING

Other Fees (continued)

Commencing work without permit	Triple permit fee, at the discretion of the City Engineer.
Commencing work without pre-construction meeting, if applicable	\$500 plus applicable hourly rates as shown herein, at the discretion of the City Engineer.
Overtime, weekend, or holiday inspections	One and a half (1.5) times the hourly rates as shown herein, minimum 2 hours. Subject to staffing availability and review and approval by the City Engineer.
Permits requiring other Engineering review, inspections, or services (NPDES, code cases, Maintenance of Traffic, project feasibility, annual reports, build-out determination, plats, sureties, site plans, other required permits or petitions, etc.) **	Hourly rates as shown herein, plus \$1,000 engineering escrow***.

*** All invoices for engineering services must be paid within thirty (30) days from invoice date. Otherwise, services may discontinue until all invoices are current.*

**** Engineering escrow amount is required at petition submittal and will be returned only after project is completed to the satisfaction of the City Engineer and/or all related outstanding invoices have been paid. Request for return of engineering escrow must be made in writing for the City's review and approval.*

***** Or otherwise provided by State, Federal or other laws and as approved by City Engineer.*

NOTE: Permits or petitions requiring the professional review of consultants may incur additional costs by the Applicant, including, but not limited to, plats, boundary surveys, traffic impact analysis and reports, vegetation and environmental assessments, other engineering studies or reports, legal, etc. Additional costs are based on the consultants' hourly rates, which can be different from the ones shown herein and can change without notice.

MASTER FEES AND CHARGES SCHEDULE

LEGAL

Legal Review Security Deposit for Development Applications	\$1,000
Ad valorem Tax Exemption Application	\$1,000

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MASTER FEES AND CHARGES SCHEDULE

PLANNING & ZONING

- After an application has been reviewed and approved for sufficiency, any permit application that is voluntarily withdrawn shall be refunded up to a maximum of 50% of the application fee.
- All requests for refund must be made in writing to the Director of Planning and Zoning at the time the withdrawal is submitted. Security deposits will be returned only after all related outstanding invoice items have been billed and outstanding monies receipted. Request for return of security deposit must be made in writing.

Application Fees

Abandonment of Right-of-Way	\$825
Abandonment of Easement	\$330
Administrative Application	\$550
Administrative Approval; Minor Revision to Application	\$50
Administrative Variance	\$150
Appeal of an Administrative Determination	\$400 Single-Family Residence (non-commercial) \$1,000 All Other Uses.
Art in Public Places Application	\$550
Build-Out Time Extensions	\$750
Build-Out Determinations	\$2,750
Comprehensive Plan Land Use Map Amendment	\$2,500
Comprehensive Plan “Small Scale” Land Use Map Amendment	\$1,500
Comprehensive Plan Text Amendment	\$2,500
Concurrency Certificate	\$550

MASTER FEES AND CHARGES SCHEDULE

PLANNING & ZONING

Application Fees (continued)

Conditional Use – Major	\$1,650
Conditional Use – Minor	\$550
Miscellaneous Petitions	\$1,650
Planning & Zoning or City Council Special Workshop	\$1,000
Notice of Proposed Change (NOPC) (substantial deviation under Chapter 380 of Florida Statutes)	\$5,500
NOPC (non-substantial deviation)	\$3,000
Planned Community District (PCD)	\$3,500
Planned Unit Development (PUD)	\$3,000
PUD or PCD fee in conjunction with Rezoning for same project	\$500
PCD or PUD Amendment	\$2,000
Plat Application	\$750
Plat Exemption	\$550 \$250 Single-Family Residential
Rezoning Fee (PUD/PCD/Zoning District)	\$2,500
Site Plan Review (Major) & Site Plan Amendment	\$2,000
Site Plan Review (Major) & Site Plan Amendment in conjunction with Rezoning for same project	\$250
Site Plan Review (Minor)	\$1,650
Subdivision	\$1,650
Text Amendment of Land Development Regulations	\$1,650
Variance - Single-Family Residences	\$440
Variance - All other land uses	\$1,100

MASTER FEES AND CHARGES SCHEDULE

PLANNING & ZONING

Review Fees

Surety Bond Review and Release	\$170
Non-Compliance Stop Work Review and Action	\$500
Annual Report Review Fee	\$350

Re-Submittal Fees

Administrative Approval Re-Submittal Fee	\$150
NOPC Re-Submittal Fee	\$1,000
PCD or PUD Re-Submittal Fee	\$825
Site Plan Re-Submittal Fee	\$825

Security Deposit Fees

Advertising Security Deposit	\$1,000
Consultants/Other Security Deposit	\$1,000
Environmental Review Security Deposit	\$1,000

Other Fees

Advertising	Actual Costs to City.
Plat Recordation	\$30 first page; \$15 each additional page.
Applicant Postponement Fee (each occurrence)	\$250
Zoning Confirmation Letters (Additional \$25 per research hour if research exceeds two (2) hours)	\$250
Code of Ordinances (binder included)	\$150
Zoning Book (binder included)	\$65

MASTER FEES AND CHARGES SCHEDULE

PLANNING & ZONING

Miscellaneous Meeting Fees

Administrative Pre-Application Meeting	\$75
DRC No-Show Fee	\$170
Pre-Application Meeting (prior to submittal)	\$200
Compliance Status Meetings (per meeting)	\$200

Permit Fees

Liquor License Review	New liquor license review \$100/ Name change of ownership for existing business \$50/.
Mobile Food Truck Permit/Renewal	\$35 + \$50 Fire Rescue Inspection Fee.
Special Event Permits that require Council Approval	\$550 + \$50 Code Inspection Fee.
Special Event Permit Application (Non-Profit Organizations and block parties exempt from Application Fee and Code Inspection Fee)	\$110 + \$50 Code Inspection Fee.
Special Events Appeal (non-refundable)	\$55

Inspection Fees

Landscape Inspection	\$170
Landscape Re-Inspections	\$170 x number of re-inspections.
Compliance Review-Building Permit	\$42 Single Residence (non-commercial). \$170 All Others.
Compliance C/O Inspection- First	\$170
Compliance C/O Re-Inspections	\$170 x number of re-inspections.
Temporary Signs	\$75 + \$25 Code Inspection Fee
Temporary Signs – Commercial Annual Leasing and for sale permit	\$35 + \$25 Code Inspection Fee
Temporary Signs – Residential	\$25 Code Inspection Fee

MASTER FEES AND CHARGES SCHEDULE

PLANNING & ZONING

Map Fees

8.5" x 11"	\$4
11" x 17"	\$7
17" x 24"	\$10
24" x 36"	\$13
Black and White Engineering Prints (24" x 36")	\$5 per page.
Comprehensive Plan with Paper Maps	\$39

GIS Fees

Address Change	\$100 per address change; other fees may apply.
Subdivision Name Approval	\$100
Review of Residential Addressing Plan	\$200
Review of Commercial Addressing Plan	\$200
Open Space CAD Review	\$300 Major Site Plan review

MASTER FEES AND CHARGES SCHEDULE

NEIGHBORHOOD SERVICES

Release of Lien	\$175
Estoppel Letters	\$175
Filing Fee	Actual Cost
Boat/RV Decals	\$25
Code Case Research	\$100 (10-day turnaround). \$200 (2-day expedited turnaround).
Advertising, Recording, & Other Costs	Actual Costs to City.
Certificate of Occupancy Inspection	\$50
Certificate of Occupancy Re-Inspection	\$75
Same-Day Certificate of Occupancy Inspection	\$100
Off-Duty Code Officer Rate	\$35/hour
Payoff Letter	\$75

Business Tax Receipt and Application Fees

Residential	\$25
Commercial	\$35
Professional	\$15
Research Fee (Application)	\$20
Renewal Administrative Fee	\$10 per license
Retail Affidavit	\$10 each.
Dog-Friendly Dining Application	\$175 initial
Dog-Friendly Dining Annual Renewal/Inspection	\$50
Expedited Business Tax Receipt Approval (Approval within 3 days of application intake)	\$100
Live Entertainment Permit	\$175
Live Entertainment Permit Annual Renewal/Inspection	\$50
Live Entertainment Surety	\$500
Building Occupancy Inspection (if required)	\$75
Temporary Dumpster/Storage Unit Registration (Residential)	\$20
Out-of-Town Registration	\$30
Duplicate Business Tax Receipt (Reprint)	\$5

MASTER FEES AND CHARGES SCHEDULE

COMMUNITY SERVICES

Sign Shop: Sign Production	\$100 per Street/Regulatory Sign. \$150 per Stop/Warning Sign. Material costs plus labor: Other Signs. \$25/hour labor rate for design development. \$50/hour labor rate for sign installation plus materials.
Fleet Services (based upon resource availability, open only to other governmental jurisdictions through Interlocal Agreement)	\$110/hour shop rate (Per Chilton Labor Guide, current ed.).
Labor Assistance	\$45/hour (2-hour min. during regular business hours, 3-hour min. callback).
Equipment Charge	\$50/hour equipment charge (paired with duration of operator).
Small Vehicle	\$10/hour vehicle charge.
Traffic Control (2 staff with vehicle)	\$90/hour (2-hour minimum during regular business hours, 3-hour minimum call back). \$45/hour for each additional staff member.
Maintenance of Traffic (MOT) Equipment	As per FEMA 44 CFR § 206.228 Allowable Cost.
Street Sweeping Fee: Includes labor and equipment	\$135/hour (2-hour minimum after hours).
Mosquito Spraying Fee: Includes labor, equipment, and chemicals	\$95/hour (2-hour minimum after hours).
Pressure Cleaning/Graffiti Removal	\$90/hour (2-hour minimum) during regular business hours with 3-hour min. call back). \$45/hour for each additional staff member.

MASTER FEES AND CHARGES SCHEDULE

FINANCE

Franchise Filing Fee *	\$1,000
Franchise Renewal Fee *	\$1,000
Transfer or Assignment of Franchise	\$500
Copy of Budget or Proposed Budget	\$40
Copy of Comprehensive Annual Financial Report	\$25
Returned Check Fee	\$25
Amendments to Code	\$1,650
Convenience Fee	\$0.30 Per Transaction Plus 2.2 % Total Transaction Convenience Charge to each PayPal payment made. (PayPal accepts Visa, MasterCard, American Express and Discover. Debit cards with the Visa or MasterCard logo are also accepted.
**Private Activity Bond Issuance	Amount issued: Less than or equal to \$10 million = .3% of total issuance amount Issuances greater than \$10 million = \$30,000 plus .15% of issuance amount greater than \$10 million Minimum fee for any bond issue = \$7,500
**Private-Activity Bond Public Approval Fee (TEFRA approval):	\$7,500 (This fee is not in addition to bond issuance fees; it is only applicable where the City is granting TEFRA approval only)
**Maximum Fees	There are no caps or maximum fees
**Other Fees	Private-Activity Bonds are also subject to City's legal costs for time spent on the transaction.

**This fee is set by Ordinance. If a conflict exists between this document and said Ordinance, the Ordinance shall prevail.*

***This fee was set by Resolution 83,2018*

MASTER FEES AND CHARGES SCHEDULE

CITY CLERK

Facility Rental

- Certificate of Insurance must be provided naming the City of Palm Beach Gardens as Additional Insured with respect to General Liability-minimum limit of \$500,000.
- Rental Hours: 8:00 a.m. - 5:00 p.m., excluding weekends and holidays.
- After 5:00 p.m., may require approval from City Manager or designee (as per Administrative Order CC: ADM 1).

Photocopies	.15 cents for one-sided copy no larger than 8.5” x 14” .20 cents for two-sided copy .30 cents for 11” x 17” \$1.50 for 24” x 36” (normal quality)
Certified photocopies	\$1 per page
Compact Discs	\$1 per disc
For all other copies	Actual cost of duplication of the public record
Council Chambers (per meeting)	\$150/hour (2- hour minimum)
Special City Council Meeting Application (application to be reviewed and approved in accordance with City Policy)	\$1,000 (50% refund will be issued if application is not approved)
Special City Council Meeting Fee (upon approval, meeting fee is additional)	\$4,000
Electronic Equipment Staff Support	\$25
Set-Up Fee-over basic set up	\$50
Storage Fee (depending on availability)	\$350 up to 5 days, \$50 each additional day.
Refundable Security Deposit	\$200
Cancellation and/or Re-Scheduling Fee	\$25

MASTER FEES AND CHARGES SCHEDULE

POLICE

- Extra-duty hourly rates are subject to the prevailing rates as approved by the City Council through the current Police Department’s collective bargaining agreement.
- The City’s administrative fee of \$10.00 per hour is included in the following hourly rates for the purpose of determining total billable charges:
- Extra-duty details scheduled on the following days will include an **additional Five Dollar (\$5.00) fee per hour**: Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year’s Eve, Super Bowl Sunday, Easter, Memorial Day, and Independence Day.

Personnel

5 - 9 Officers	One (1) Sergeant
10 - 14 Officers	Two (2) Sergeants
15 - 20 Officers	Three (3) Sergeants or Two (2) Sergeants and One (1) Captain or Major
Police Officer	\$47/hour
Emergency Communications Operator	\$42/hour
Emergency Communications Supervisor	\$47/hour
Sergeant	\$52/hour
Captain or Major (A Captain or Major may be required when 2 or more Sergeants are working)	\$57/hour

Equipment

Vehicle	\$4/hour
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New Construction

Crime Prevention Through Environmental Design (CPTED) Inspection & Plans Review Fee	\$1.50 per \$1,000 improvement cost (\$50 minimum)
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MASTER FEES AND CHARGES SCHEDULE

POLICE

Re-inspections/Extra Inspections

First	No additional charge.
Second	\$100
Third	\$150
Fourth and subsequent	\$200

Alarm Registration Fees: Commercial

New Construction	\$50
Renewals	\$10

False Alarm Fees: Residential

4 - 6 False Alarms (per occurrence)	\$50
7 - 9 False Alarms (per occurrence)	\$75
10+ False Alarms (per occurrence)	\$100

False Alarm Fees: Commercial

4 - 6 False Alarms (per occurrence)	\$50
7 - 9 False Alarms (per occurrence)	\$75
10+ False Alarms (per occurrence)	\$100
Misuse of 911 or Emergency Call System	\$250

Additional Fees

Fingerprinting	\$5 Resident \$15 Non-Resident.
Community Room Usage	\$30 per use \$100 Security deposit.
Violations of Article III, excluding Section 70-63	\$25
Violations of Section 70-63	\$250
Violation Payment Late Fee (<30 Days)	\$10
Administrative Hearing Fee	\$50

MASTER FEES AND CHARGES SCHEDULE

FIRE RESCUE

- Special event hourly rates are subject to the prevailing rates as approved by the City Council through the current Fire Rescue Department’s collective bargaining agreement.
- The City’s Fee per hour will be added for the purpose of total compensation.
- Equipment rates apply to hourly rates only for the specified equipment and do not include personnel costs, which are in addition to the equipment rates.

New Construction

Inspection & Plans Review Fee	\$2.25 per \$1,000 improvement cost (\$50 minimum).
Civil Drawing Review Fee	\$50

Re-inspections/Extra Inspections

First	No additional charge.
Second	\$100
Third	\$150
Fourth and subsequent	\$200
Any unproductive inspector trip (Work not ready, locked out, plans absent, etc.)	\$75
Hood (Excluding fire suppression system)	\$100
Inspections by special request, same day, after hours, or weekend (subject to staffing availability and as subject to review by the Fire Marshal)	\$75/hour, 3-hour minimum

New and Existing Occupancies, Buildings, and Structures (To be paid annually with the City Business Tax)

Assembly

Occupancy:	
50 - 299	\$50
300 - 999	\$75
1,000 - 4,999	\$150
5,000 persons or greater	\$250

MASTER FEES AND CHARGES SCHEDULE

FIRE RESCUE

Healthcare/Institutional/Educational

5,000 sq. ft. and under	\$50
5,001-15,000 sq. ft.	\$100
15,001-30,000 sq. ft.	\$150
30,001-100,000 sq. ft.	\$200
100,001-200,000 sq. ft.	\$250
200,001-500,000 sq. ft.	\$300
500,001 sq. ft. and greater	\$350

Transient Lodging, Apartments, Residential Board & Care, and Adult Living Facilities

24 units and under	\$50
25-100 units	\$75
101-500 units	\$150
501 units and greater	\$250

Mercantile, Office, Storage, Industrial, and Manufacturing

5,000 sq. ft. and under	\$50
5,001-15,000 sq. ft.	\$100
15,001-30,000 sq. ft.	\$150
30,001-100,000 sq. ft.	\$200
100,001-200,000 sq. ft.	\$250
200,001-500,000 sq. ft.	\$300
500,001 sq. ft. and greater	\$350

Marinas and Boat Storage Buildings

50 boat slips and under	\$50
51-100 boat slips	\$150
101-250 boat slips	\$200
251 boat slips and greater	\$300

Temporary Structures

Tents	\$50
All other occupancies not listed subject to Fire Safety Inspection	\$50

MASTER FEES AND CHARGES SCHEDULE

FIRE RESCUE

Special Details

Personnel:

Special Event hourly rates	\$5/hour
Firefighter	\$30/hour
Driver Engineer/Fire Medics	\$35/hour
Lieutenants, Captains	\$40/hour

Equipment:

Fire Engine	\$85/hour
Ladder Truck	\$150/hour
Brush Truck	\$45/hour
Utility Truck (Generator/Breathing Air Supply)	\$48/hour
Rescue Truck	\$32.50/hour
Specialty EMS Vehicle	\$25/hour

EMS Transport Fees

Basic Life Support Emergency Transport	\$700
Advanced Life Support Emergency Transport Level 1	\$750
Advanced Life Support Emergency Transport Level 2	\$800
Specialty Care Emergency Transport	\$850
Oxygen	\$30
Mileage	\$12/transport mile

Motor Vehicle Accident and Fire Fees *

Level I-Scene Safety & Investigation	\$435
Level II-Light Extrication/Cleanup of Materials	\$650
Level III-Heavy Extrication/Situation Stabilization	\$1,800
Level IV-Aero-Medical Transportation	\$2,100
Level V-Vehicle Fires	\$500

**Contingent upon approved State of Florida legislation for cost recovery*

MASTER FEES AND CHARGES SCHEDULE

FIRE RESCUE

Alarm Registration Fees: Commercial

New Construction	\$35
Renewals/ Changes of Ownership/Updates	\$10

False Alarm Fees: Residential

4-6 False Alarms (per occurrence)	\$100
7-9 False Alarms (per occurrence)	\$200
10+ Alarms (per occurrence)	\$300

False Alarm Fees: Commercial

4-6 False Alarms (per occurrence)	\$250
7-9 False Alarms (per occurrence)	\$500
10+ False Alarms (per occurrence)	\$1,000
Misuse of 911 or Emergency Call System	\$250

Additional Fees

Emergency/Safety Plan Review	\$50
Water Flow Test	\$150
Community Room Rental (Minimum 2-hour rental) Certificate of Insurance must be provided naming the City of Palm Beach Gardens as Additional Insured with respect to Liability with a minimum limit of \$500,000	\$50/hour Fire EOC \$65/hour \$200 Security Deposit
EMS Lab (1 instructor required)	\$50/hour
Instructor Rate for EMS Lab	\$45/hour
METIMAN Instructor	\$65/hour
Additional Instructor	\$35/hour
Pyrotechnics Permit (If required by Fire Marshal, a Fire Inspector will be placed on stand-by during event).	\$150 plus (if applicable 3-hour minimum stand-by at \$40 per hour
Outdoor Fireworks Display Permit (Includes inspection of site and mandatory fire engine stand-by with full crew)	\$175 plus 3-hour minimum of a Fire Engine stand-by with crew (\$190 per hour).

All applicable fees do not include tax

MASTER FEES AND CHARGES SCHEDULE

PARKS & RECREATION General Information

- Non-residents are assessed a higher fee on individual programs and services.
- Fees charged for programs and services are established based on cost recovery to sustain the special revenue budget. (Fees that are not listed will be posted on the departments web page.)
- Memberships and Passes will be established based upon cost recovery and market comparison. Residents receive a discounted rate.
- Tax will be added to all fees as required at the current tax rate.
- Fees will be modified for resident participants who met scholarship criteria.
- Res. = Resident
- NR = Non-Resident
- Business = Any entity that is not a Non-Profit.
- Affiliated Group = PBGYAA or other organizations providing Recreation services and programs as determined by City.

MASTER FEES AND CHARGES SCHEDULE

PARKS & RECREATION Facility Use Permits:

- Any organized activities on City property require a permit and the entity to pay the applicable fees prior to use.
- Certain permits require multiple fees to cover costs of the event to the City.
- Insurance Requirements:
 - a) Certificate of Insurance may be required naming the City of Palm Beach Gardens as Additional Insured with respect to General Liability minimum limit of \$1,000,000.
 - b) All vendors for programs/events held on City property will be required to provide the insurance deemed necessary by the City.
- Room Rentals (2 – hour minimum during operating hours & 4-hour minimum outside of operation hours, does not include set up and tear down time)

	Individual	Group
Park Pavilion, 4 hours	\$45R/\$90NR Weekdays \$64R/\$128NR Weekends & Holidays (max. 50 people)	\$200R/\$400NR (max. 50 people)
Veteran’s Plaza Rental 4-hour rental Weekends Only must include set up and tear down time,	\$500 Res/ \$1000 NR \$100 each additional hour	\$750R/\$1,500NR \$100 each additional hour
Single Clay Athletic Field No prep, 1-hour (2-hour min)	\$34 Res \$45 NR	\$44R/\$60NR
Single Turf Athletic Field No prep, 1-hour (2-hour min)	\$56 Res \$73 NR	\$80R/\$104NR

MASTER FEES AND CHARGES SCHEDULE

Single Basketball Court, 2-hours (2-hour min)	\$10 Res \$13 NR	\$25R/\$33NR (must rent all courts in area)
Concession Stand Use	N/A	\$250/event up to 3 calendar days \$50/day exceeding 3 days \$100 cleaning fee \$250 damage deposit
Skate Park Facility,	\$100R/\$130NR 2 hours, \$50 each additional hour	\$250 Res \$500 NR., 4 hours, \$100 each additional hour
City Property Use, 4-hour minimum, Groups over 100 people	N/A	\$400 Res \$800 NR \$100 each additional hour
Light Fee	\$20 per hour per field/court	\$20 per hour per field/court
Organized Tournament; includes light fee; does not include staffing/prep and/or other fees determined applicable		\$300 - 1 multi-purpose field \$250 per multi-purpose field - 2 fields \$200 per multi-purpose field - 3+ fields \$250 per 1 baseball/softball field \$200 per 2 baseball/softball field \$150 per 3+ baseball/softball field
Field Prep per field		\$30 ball field prep including drag & chalk \$80 multi-purpose field prep including anchoring equip/painting \$30 multi-purpose field reline
Staffing as deemed necessary by the City	\$35/hour/staff \$85/hour/staff/City holiday	\$35/hour/staff \$85/hour/staff/City holiday
Lakeside Small Card Room, BRRC Small Dance Room	\$20/hour Res \$26/hour NR	\$40/hour Res \$52/hour NR
BRRC Dance/Art Rooms	\$50/hour Res \$65/hour NR	\$75/hour Res \$98/hour NR
BRRC Auditorium & Lakeside Main Room	\$100/hour Res \$130/hour NR	\$150/hour Res \$195/hour NR
BRRC Kitchen Use (in conjunction with room or gym rental)	\$50	\$100

MASTER FEES AND CHARGES SCHEDULE

BRRC Gymnasium	\$125/hour Res \$163/hour NR	\$125/hour Res \$163/hour NR
Gymnasium Tournament	N/A	\$1,000 (10 hours) Res \$1,300 (10 hours) NR
Lane Rental – 1-hour, plus entry fee	\$12 Res \$16 NR	N/A
Pool Corral Rental 3 hours includes up to 20 admissions	\$120 Res \$156 NR	N/A
Splash Playground Rental Rate 2-hours, for up to 35 people (each additional person at entry rate plus staffing.)	N/A	\$400 Res \$520 NR
Training Lanes per lane per day (4-hr max per day, minimum rental 4 lanes)	\$25 Res \$50 NR	\$25 Res \$50 NR
Set-Up Fees	Hourly Staff Rate Applied Over Basic Set-up	Hourly Staff Rate Applied over Basic Set-up
Staff – as determined by the Director or Designee	\$35/hour \$85/hour additional on City observed holidays	
Event Permit Application plus facility & staff charges; Non-refundable	\$100 Res \$200 NR N/C for Recognized Youth Sports Providers	
Permits	Cancellation more than 2 day 10% Cancellation less than 2 days 15% Booking less than 2 days 15% extra Late Payment Fee 10% extra	
Non-Peak Use/Promotional/Marketing programs & Affiliated Groups	10% to 50% discount	
Security Deposits	Fee accessed at 20% or \$50, whichever is more, to be returned.	

MASTER FEES AND CHARGES SCHEDULE

PARKS & RECREATION

Program Fees	
NR Rate – Level One (General Programs)	10% - 30%
NR Rate – Level Two (High Demand or Heavy Impact)	25%-50%
NR Rate – Level Three (City-Supported Programs, memberships, passes, highly attended programs)	Market Trend
PBGYAA Participant Fee per sport session	\$2 Res \$55 NR
PBGYAA Sports Annual Sports Fee	\$20,000
Program Processing Fee	\$20
Sport Instruction Registration (City business tax license required)	\$500 annually (plus permit fees)
Aquatic Entry Fee - All Persons Entering the Pool (6 months and under NC)	\$3.50 Res \$7 NR

MASTER FEES AND CHARGES SCHEDULE

PARKS & RECREATION

Organization Sports Fees	
Affiliated Group providing core recreation programs/services for youth under the age of 18 conducted within City’s operating hours. PBG public schools included. As determined by City.	Fee per participant, per sport
Affiliated Group providing core recreation programs for youth under the age of 18 conducted outside of City’s operating hours. PBG public school included. As determined by City.	Fee = Support Staff and park maintenance staff as determined by City and consumables
Affiliated Group or PBG public school athletic team’s tournaments or special events	Fee = Support Staff and park maintenance staff as determined by City and consumables
Affiliated Group, specialized non-recreation team, camps/clinics, and other business entities programming outside of core recreation concepts. as determined by City	Fee = City’s fee and charges policy. Includes field permit fees, support staff, park maintenance staff and consumables as determined by City.