

# TOWN OF PALM BEACH



# MASTER FEE SCHEDULE

Last Revised 05/29/19

# Town of Palm Beach Master Fee Schedule

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## DEPARTMENT CODES & CONTACT INFORMATION

CE - Code Enforcement Department - (561) 227-7080
FIN - Finance Department - (561) 838-5444
FR - Fire-Rescue Department - (561) 838-5420
PD - Police Department - (561) 838-5454
PW - Public Works Department - (561) 838-5440
PZB - Planning, Zoning, & Building Department - (561) 838-5430
TC - Town Clerk's Office - (561) 838-5416

# Town of Palm Beach Master Fee Schedule

<i><b>FEE CATEGORY</b></i>	<i><b>FEE</b></i>	<i><b>DEPT</b></i>
<b>BUSINESS TAX RECEIPTS</b>		
<i><b>BUSINESS TYPE:</b></i>		
Abstractors of Title	\$443.00	PZB
Accountant/Auditor/C.P.A., Firm (includes one professional)	\$443.00	PZB
Accountant/Auditor/C.P.A.	\$443.00	PZB
Adult Entertainment	\$1,279.00	PZB
Administrative Office	\$359.00	PZB
Answer Phone (support business services)	\$443.00	PZB
Apartments (see Rental Dwellings)		
Architect	\$443.00	PZB
Art Gallery, up to 400 sq ft	\$188.00	PZB
Art Gallery, 401 - 2,000 sq ft	\$443.00	PZB
Art Gallery, 2,001 - 4,000 sq ft	\$511.00	PZB
Art Gallery, 4,001 - 8,000 sq ft	\$1,022.00	PZB
Art Gallery, over 8,000 sq ft	\$1,536.00	PZB
Artist	\$340.00	PZB
Astrologer, Phrenologist, Crystal Reading, Palm Reader, Soothsayer, Fortune Teller and Clairvoyant	\$464.00	PZB
Bakery	\$222.00	PZB
Bank, Trust Company	\$1,281.00	PZB
Barber	\$169.00	PZB
Barber, Shop (includes one Barber)	\$169.00	PZB
Beauty, Shop (see Cosmetology Salon)		
Bicycle Shop Rentals	\$169.00	PZB
Bicycle Shop, Sales (see Merchants)		
Boat Dealer (Yacht Broker)	\$340.00	PZB
Broadcasting Station (Radio or TV)	\$492.00	PZB
Broker	\$443.00	PZB
Brokerage/Investment Company (includes one Broker)	\$1,281.00	PZB
Business Office Only (two people maximum)	\$222.00	PZB
Car Rental Agency	\$681.00	PZB
Catering	\$222.00	PZB
Chiropractor	\$443.00	PZB

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Coin-Operated Machines (inside, exclusive of newsracks)	\$118.00	PZB
Consultant	\$443.00	PZB
Contractor Office (Construction)	\$492.00	PZB
Cosmetologist	\$169.00	PZB
Cosmetology Salon (includes one Cosmetologist)	\$169.00	PZB
Dance Instructor	\$222.00	PZB
Dance Studio/School	\$443.00	PZB
Dentist	\$443.00	PZB
Dining Room, 40 chairs or less (hotel, business, etc.)	\$222.00	PZB
<i>Plus, for each chair up to 40</i>	\$3.47	PZB
Dining Room, over 40 chairs (hotel, business, etc.)	\$443.00	PZB
<i>Plus, for every chair</i>	\$3.47	PZB
Dining, Club (see Dining Room)		
Electric Light Company	\$384.00	PZB
Employment Agency	\$443.00	PZB
Engineer	\$443.00	PZB
Facialist, Registered (FA) or Specialist (FB)	\$50.00	PZB
Full Specialist	\$50.00	PZB
Full Registration	\$50.00	PZB
Gas Company	\$384.00	PZB
Golf Course	\$492.00	PZB
Health Studio	\$443.00	PZB
Hotel, 10 rooms or less	\$67.00	PZB
Hotel, more than 10 rooms	\$67.00	PZB
<i>Plus, each additional room</i>	\$8.11	PZB
Insurance Broker, Company/Agency	\$443.00	PZB
Insurance Salesperson	\$222.00	PZB
Interior Decorator	\$443.00	PZB
Interior Designer	\$443.00	PZB
Jeweler	\$769.00	PZB
Law Firm (includes one Lawyer)	\$443.00	PZB
Lawyer	\$443.00	PZB
Massage Therapist	\$443.00	PZB

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Massage Establishment (includes one Massage Therapist)	\$443.00	PZB
Merchant, up to 400 sq ft	\$188.00	PZB
Merchant, 401 - 2,000 sq ft	\$443.00	PZB
Merchant, 2,001 - 4,000 sq ft	\$511.00	PZB
Merchant, 4,001 - 8,000 sq ft	\$1,022.00	PZB
Merchant, over 8,000 sq ft	\$1,536.00	PZB
Mortgage Broker	\$443.00	PZB
Mortgage Company	\$443.00	PZB
Motor Scooter and Motorcycle Rental	\$1,385.00	PZB
Music Service	\$443.00	PZB
Nail Registration (FV) or Nail Specialist (FT)	\$50.00	PZB
Newspaper (see Publisher)		
Nightclub, with Dance Floor	\$1,279.00	PZB
Nightclub, without Dance Floor	\$837.00	PZB
Nurse	\$443.00	PZB
Nursing Agency (includes one Nurse)	\$443.00	PZB
Optician	\$443.00	PZB
Optometrist	\$443.00	PZB
Parking Garage	\$443.00	PZB
Parking Lot (see Chapter 22, Article VI, Parking Lots for further provisions)	\$222.00	PZB
Pharmacist (Individual)	\$443.00	PZB
Pharmacy (includes one Pharmacist)	\$443.00	PZB
Photographer	\$222.00	PZB
Physician	\$443.00	PZB
Printing Company	\$443.00	PZB
Profession, Not Listed	\$443.00	PZB
Property Management	\$222.00	PZB
Public Relations	\$443.00	PZB
Publisher	\$443.00	PZB
Real Estate Broker	\$443.00	PZB
Rental Dwellings, per unit (minimum two units)	\$43.00	PZB
Repair Shop (other than Auto Repair)	\$443.00	PZB
Restaurant, 40 chairs or less	\$222.00	PZB

## Town of Palm Beach Master Fee Schedule

<i>Plus, for each chair up to 40</i>	\$3.47	PZB
Restaurant, more than 40 chairs	\$443.00	PZB
<i>Plus, for each chair</i>	\$3.47	PZB
Savings and Loan Association	\$1,281.00	PZB
School, Private	\$443.00	PZB
Security Agency, Private (includes one Security Officer)	\$222.00	PZB
Security Officer, Private	\$33.00	PZB
Service Station (includes Auto Repair)	\$492.00	PZB
Services, Not Listed	\$222.00	PZB
Swimming Pools, Public	\$443.00	PZB
Talent Agency	\$443.00	PZB
Taxicabs, each Company or Stand	\$340.00	PZB
Telecommunications Company (formerly Telegraph)	\$384.00	PZB
Telephone Company	\$384.00	PZB
nothing in this chapter will be construed as requiring a license tax for coin-operated telephones		
Theater	\$1,536.00	PZB
<i>Plus, for each seat</i>	\$2.32	PZB
Travel Bureau/Agency	\$443.00	PZB
Trust Agency	\$1,281.00	PZB
Unclassified, Business Not Listed	\$359.00	PZB
Veterinarian	\$443.00	PZB
Veterinary Establishment	\$443.00	PZB
<b><u>TRANSFER FEE:</u></b>		
Transfer BTR to New Owner or Location	10% of Fee, Max. \$25.00	PZB

<b>DATA PROCESSING SERVICES (LABELS)</b>		
Data Processing/Address Labels Services	\$50.00	PZB
Labels	\$5.00/sheet	PZB
<b>DEVELOPMENT REVIEW FEES</b>		
<b><u>ARCHITECTURAL REVIEW FEES:</u></b>		
ARCOM Application, Major	\$2,000.00	PZB
ARCOM Application, Minor	\$500.00	PZB

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ARCOM Application, Staff Approval	\$200.00	PZB
ARCOM Application deferral, Major	\$250.00	PZB
ARCOM Application deferral, Minor	\$100.00	PZB
ARCOM Appeal of Board Determination	\$320.00	PZB
ARCOM Appeal of Staff Determination	\$500.00	PZB
Landmark Application	\$750.00	PZB
Landmark Application, Staff Approval	\$150.00	PZB
Landmarks Appeal of Board Determination	\$320.00	PZB
Landmarks Appeal of Staff Determination	\$500.00	PZB
Landmark Tax Abatement Preparation Fee	\$1,200.00	PZB
<b><u>DEVELOPMENT REVIEW FEES:</u></b>		
Appeal, Administrative Decision	\$1,500.00	PZB
Comp Plan, FLUM Amendment, Small-Scale	\$4,000.00	PZB
Comp Plan, FLUM Amendment, Large-Scale	\$6,000.00	PZB
Comp Plan, Text Amendment	\$3,000.00	PZB
DEP Permit Zoning Determinations	\$300.00	PZB
Development Review Consultant Reports & Escrow	As Quoted	PZB
Kitchen Agreement	\$150.00	PZB
Lot Split Application	\$2,500.00	PZB
Outdoor Seating Permit, Administrative Approval	\$200.00	PZB
Outdoor Seating Permit, Administrative Approval, Renewal	\$50.00	PZB
Plat	\$5,000.00	PZB
PUD Application	\$3,500.00	PZB
Replat	\$4,000.00	PZB
Site Plan Review, Administrative	\$1,500.00	PZB
Site Plan Review, All SFD; and PUD/MFD/Commercial, 200 sq ft or less	\$1,500.00	PZB
Site Plan Review, PUD, MFD/Commercial, over 200 sq ft	\$4,000.00	PZB
Site Plan Review, Resubmittal	\$1,000.00	PZB
Special Exception, Each Additional	\$1,000.00	PZB
Special Exception, MFD/Commercial	\$2,500.00	PZB
Special Exception, Resubmittal	\$1,000.00	PZB
Special Exception, Use, Modification, and/or Expansion	\$2,000.00	PZB
Subdivision, Application	\$5,000.00	PZB

## Town of Palm Beach Master Fee Schedule

Subdivision, Preliminary Review	\$2,000.00	PZB
Subdivision, Impact Study	Minimum 2% of Estimate of Sub-Division Improvements Plus Either \$300/Platted Lot or \$10/FF/Lot, Whichever is Greater	PZB
Traffic Concurrency Determinations and Escrow	As Quoted	PZB
Unity of Title Agreement	\$200.00	PZB
Variance, in Site Plan Review or Special Exception Application	\$700.00	PZB
Variance, Each Additional in Site Plan Review or Special Exception Application	\$700.00	PZB
Variance, Each Additional	\$600.00	PZB
Variance, Flood	\$1,500.00	PZB
Variance, MFD/Commercial	\$2,500.00	PZB
Variance, Resubmittal	\$1,000.00	PZB
Variance, Sign, Awning, Fence, Gatepost, or Other Incidental Accessory	\$1,000.00	PZB
Variance, Uses or Structures	\$2,000.00	PZB
Waiver, Advanced Irrigation Program Application	\$300.00	PZB
Waiver, Advanced Irrigation Program Transfer Fee	\$100.00	PZB
Waiver, Dimensional	\$2,000.00	PZB
Waiver, Generator	\$1,500.00	PZB
Waiver, Zoning in Progress	No Charge	PZB
Zoning Code, Text Amendment-Proposed	\$300.00	PZB
Zoning Code, Text Amendment-Studied	\$4,000.00	PZB
Zoning Code, Zoning District Change	\$4,000.00	PZB
<b><i>MISCELLANEOUS FEES:</i></b>		
Landmark Manual, Owner, first one	No Charge	PZB
Landmark Manual, Owner, all subsequent ones	Actual Cost	PZB
Landmark Manual, Non-Owners	Actual Cost	PZB
Landmark Plaque, Owner, first one	No Charge	PZB
Landmark Plaque, Owner, all subsequent ones	Actual Cost	PZB
<b>ENVIRONMENTAL &amp; SANITATION FEES</b>		
<b><i>HISTORIC TREES:</i></b>		
Annual Inspection and Maintenance, per tree	\$221.00	PW



# Town of Palm Beach Master Fee Schedule

<b><u>INDUSTRIAL WASTE SURCHARGE RATES**:</u></b>		
BOD (biochemical oxygen demand in mg/L)	\$0.40/pound	PW
TSS (total suspended solids in mg/L)	\$0.40/pound	PW
OG (oil and grease in mg/L)	\$7.30/pound	PW
<p>**Monthly surcharges shall be calculated as follows:  <math>IWS = 8.34(V)(\\$0.40x(BOD-400)) = \\$0.40y(TSS - 400) + \\$7.30z(OG-100)</math>  <i>IWS= Monthly industrial surcharge rate</i>  <i>V= Volume of industrial flow in million gallons per month based on metered water</i>  <i>X= Capital and operating costs per pound of BOD greater than 400 mg/L</i>  <i>Y= Capital and operating costs per pound of TSS greater than 400 mg/L</i>  <i>Z= Capital and operating costs per pound of oil and grease greater than 100 mg/L</i></p>		
<b><u>SANITARY SEWER CAPITAL CONNECTION FEES (Based on Water Meter Size):</u></b>		
5/8"	\$550.00	PW
3/4"	\$825.00	PW
1"	\$1,375.00	PW
1 1/2"	\$2,750.00	PW
2"	\$4,400.00	PW
3"	\$8,250.00	PW
4"	\$13,750.00	PW
6"	\$27,500.00	PW
8"	\$44,000.00	PW
<b><u>SEWER CONNECTION FEES (SANITARY OR STORM):</u></b>		
Connections:		
Up to 5" pipe	\$150.00	PW
Up to 12" pipe	\$180.00	PW
13" to 18" pipe	\$225.00	PW
Larger than 18"	\$300.00	PW
Connection Re-inspections (post failed inspections):	\$300.00	PW
Construction Catch Basin	\$150.00	PW
Construct Manhole	\$150.00	PW
De-Watering to Gravity System:		
Up to 2" Discharge, per month	\$150.00	PW
Up to 6" Discharge, per month	\$180.00	PW
Larger than 6" discharge, per month	\$225.00	PW

## Town of Palm Beach Master Fee Schedule

De-watering to Pump Station (cost per 1000 gallons; contractor must submit pumping calculations)	Rate TBD by Public Works	PW
Initial Cap-off and connection fee	\$150.00	PW
Cap-off and connection reinspection fee	\$300.00	PW
Disconnect or Cap Off	\$150.00	PW
Inspection of Building Sewer Lateral Flushing Operation for Discontinuing the Use of Detention and Screening Chambers, Where Required	\$150.00	PW
Re-Inspection Fee	\$300.00	PW
Occupancy Fee, if required	Rate TBD by Town Council	PW
Private Sanitary Sewer Lateral Locate (Existing)	\$250.00	PW
<b><i>SPECIAL TRASH PICK-UPS (White Goods, etc.):</i></b>		
1/4 Truck	\$105.60	PW
1/2 Truck	\$211.20	PW
3/4 Truck	\$316.80	PW
Full Truck	\$420.00	PW
Weekend Service (Fee for Condo Weekend Service is Based on Assessment Rate Set by the Town Council Every September)		PW

<b>LIENS &amp; OPEN PERMIT SEARCHES</b>		
Lien Searches (within 7 days)	\$75.00	FIN
Lien Searches, expedited (within 2 days)	\$150.00	FIN
Open Permit Searches	\$75.00	PZB
Open Permit Searches, expedited	\$150.00	PZB

<b>NOTARIZATION SERVICES</b>		
Notarization, per document, Residents, Employees, & Town Project or Contract Documents	No Charge	Notaries
Notarization, per document, All Other Individuals & Documents	\$10.00	Notaries

<b>PARKING METER FEES</b>		
Mid-Town Beach and Phipps Ocean Park	\$5.00/hour	FIN
All Other Locations in Town	\$2.00/hour	FIN

<b>PERMITS, CONSTRUCTION (Includes Dune Construction)</b>
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## Town of Palm Beach Master Fee Schedule

(BCAIF) Building Code Administrators & Inspectors Fund Surcharge (F.S. 468.631)	1.5% of Permit Fee, Minimum \$2.00	PZB
Building Board of Adjustments, Appeal of Building Official Determination	\$500.00	PZB
Certificate of Completion	\$100.00	PZB
Conservation Area Permits	3% of Value of work	PZB
Construction Permit Fee Calculation	3% of Construction Value, Minimum \$75.00	PZB
Construction Permit, Extension Fee, Reactivation Fee, Processing Fee, Reinspection Fee, Re-issuance Fee, and Renewal Fee	\$100.00	PZB
Construction Permit, Issuance Fee	70% of Permit Fee Calculation	PZB
Construction Permit, Plan Review Fee, each permit	30% of Permit Fee Calculation, Min. \$75.00	PZB
Construction Permit, Refund Processing Fee	\$150.00	PZB
Construction, Permit Revision Fee (includes one page)	\$100 + \$25/pg thereafter	PZB
Construction Permit, Time Extension Fee, Request Submitted Within Time Allowed	\$.10 per sq ft, minimum	PZB
Construction Permit, Time Extension Fee, Request Submitted after Permit Expiration	\$0.20 per sq ft/min. \$1,000.00/day	PZB
Construction Permit, Transfer Fee	\$75.00	PZB
Construction Product Approval Review	\$1,500.00	PZB
Contractor Registration, One-time only	\$25.00	PZB
DEP Permit Zoning Determinations	\$300.00	PZB
Dune Vegetation Permits, Class I, Major	\$3,500.00	PZB
Dune Vegetation Permits, Class I, Minor	\$1,400.00	PZB
Dune Vegetation Permits, Class II, All Other	\$140.00	PZB
Dune Vegetation Permits, Class II, Beach/Dune Trimming	\$700.00	PZB
Dune Vegetation Permits, Class III	No Charge	PZB
Electrical Release Agreement	\$75.00	PZB
Expedited Plan Review Fee	\$100 + \$50/pg	PZB
Flood Zone Certification (FIRM) Letter	\$100.00	PZB
Department of Business and Professional Regulation Surcharge (F.S. 553.721)	1.0% of Permit Fee, Minimum \$2.00	PZB
Landscape Permit	3% Value of Work	PZB

## Town of Palm Beach Master Fee Schedule

Major Plan Re-Check Fee (determined by Building Official)	Minimum 10% of the Construction Permit Calculation Fee	PZB
Preliminary Plan Review Fee (separate from Plans Examination Fee)	\$1,500.00	PZB
Tent Permit Fee	3% of Construction Value, Min. \$75.00	PZB
Tent Permit, Extension Fee (Use over 15 days)	\$1,500/month, or portion thereof	PZB
Tent Permit, Reinspection Fee for Multiple Events, Per Event	\$75.00	PZB
Work Completion Bond	135% of Construction Value	PZB
Work Completion Bond Processing Fee	\$150.00	PZB

<b>PERMITS, PARKING &amp; TRANSPORTATION (Includes Parking Placards)</b>		
Parking, Construction (see Rights-of-Way section)		
Parking Permit, Residential	\$50.00	FIN
Parking Permit, Group, Temporary (required to have 2 visitor/service permits before issuance)	No Charge	CE
Parking Permit, Valet, annual permit application fee, for each staging area	\$400.00	FIN
Parking Permit, Valet, Temporary, application fee, for each staging area	\$50.00	FIN
Parking Permit, Valet, transfer fee for revocable annual valet permit	\$300.00	FIN
Parking Permit, Visitor/Service	\$50.00	FIN
Parking Placard, 4 month period	\$320.00	FIN
Parking Placard, 6 month period	\$450.00	FIN
Parking Placard, 12 month period	\$840.00	FIN
Vehicle Permit, Limousine, per vehicle	\$225.00	FIN
Vehicle Permit, Taxi Cab, per vehicle (also requires certificate of public convenience permit)	\$225.00	FIN
Vehicle Permit, Taxi Cab, Transfer Fee, per vehicle (see above condition)	\$225.00	FIN

<b>PERMITS, OTHER</b>		
Auction Permit	\$25.00	TC
Charitable Solicitation Permit (must be submitted at least 60 days before event or late fees applied)		

## Town of Palm Beach Master Fee Schedule

Events Estimated to Raise \$5,000 or less	\$200.00	TC
First Event Estimated to Raise over \$5,000	\$420.00	TC
Second Event Estimated to Raise over \$5,000	\$200.00	TC
Closing Out/Distress Sale Permit	\$25.00	TC
Commercial Motion Picture Filming Permit (in addition to \$1000/day filming fee)	1500.00/1000.00	TC
Door-to-Door Solicitation (requires Town-issued ID card, additional \$15 fee; ID good for 2 years)	\$25.00	CE
Erection and Display of Unattended Symbols Relating to Religious Holidays Permit	\$150.00	TC
Garage Sale Permit	\$25.00	FIN
Newsrack Administration Fee	\$20.00	FIN
Parade Permit	\$300.00	CE
<b><u>SPECIAL EVENT PERMIT FEES</u></b>		
Application Fee (see additional fees below)	\$250.00	TC
<b>Damage Deposit Fees - Bradley Park and Memorial Park</b>		
50 people or less	\$200.00	TC
51 - 100 people	\$500.00	TC
100 and over	\$1,000.00	TC
<b>Damage Deposit Fees - Lake Drive Park and Phipps South Ocean Park</b>		
50 people or less	\$100.00	TC
51 - 100 people	\$200.00	TC
100 and over	\$500.00	TC
<b>Damage Deposit Fees - Other Locations</b>		
Phipps Ocean Park (Chickee Hut Only)	\$100.00	TC
Public Beaches	\$100.00	TC
All Other Public Spaces	\$100.00	TC
<b>Usage Fees (non-residents)</b>		
<i>Bradley Park and Memorial Park</i>		
50 people or less	\$75.00/hr	TC
51 - 100 people	\$150.00/hr	TC
100 and over	\$250.00/hr	TC
<i>Lake Drive Park and Phipps South Ocean Park</i>		
50 people or less	\$50.00/hr	TC
51 - 100 people	\$100.00/hr	TC

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100 and over	\$200.00/hr	TC
Phipps South Ocean Park (Chickee Hut Only)	\$75.00/hr	TC
<b>PUBLIC SAFETY SERVICES, ALARMS (FIRE &amp; BURGLAR)</b>		
<b><u>REGISTRATION FEES:</u></b>		
Security Alarms, per year	\$50.00	FIN
Direct Connect Business, Under 1000 sq ft, per year	\$100.00	FIN
Direct Connect Business, 1000+ sq ft, per year	\$250.00	FIN
Direct Connect Residential, annual fee (service available 10/1/2014)	\$100.00	FIN
Direct Connect Residential, one-time Administrative Fee for initial set-up	\$100.00	FIN
<b><u>FALSE ALARM FEES, BURGLAR:</u></b>		
3-4 times, each instance	\$150.00	FIN
5-10 times, each instance	\$300.00	FIN
11-15 times, each instance	\$750.00	FIN
16 or more times, each instance	\$1,000.00	FIN
<b><u>FALSE ALARM FEES, DIRECT CONNECT BURGLAR:</u></b>		
16-17 times, each instance	\$150.00	FIN
18-23 times, each instance	\$300.00	FIN
24-28 times, each instance	\$750.00	FIN
29 or more times, each instance	\$1,000.00	FIN
<b><u>FALSE ALARM FEES, FIRE:</u></b>		
3-4 times, each instance	\$250.00	FIN
5-10 times, each instance	\$500.00	FIN
11-15 times, each instance	\$1,000.00	FIN
16 or more times, each instance	\$1,750.00	FIN
<b>PUBLIC SAFETY SERVICES, FIRE-RESCUE</b>		
<b><u>ANNUAL FIRE &amp; LIFE SAFETY INSPECTION FEES:</u></b>		
Assembly		
50 - 299 seating capacity	\$100.00	FR
300 - 1,000 seating capacity	\$125.00	FR
1,001 - 5,000 seating capacity	\$250.00	FR
5,001 and over seating capacity	\$350.00	FR

## Town of Palm Beach Master Fee Schedule

Business Tax Receipts	\$100.00	FR
Commercial LP Gas Facilities	\$100.00	FR
Educational Schools and Day Care		
10,000 sq ft and under	\$75.00	FR
10,001 - 20,000 sq ft	\$100.00	FR
20,001 - 50,000 sq ft	\$250.00	FR
50,001 - 100,000 sq ft	\$300.00	FR
100,001 - 200,000 sq ft	\$350.00	FR
200,001 and over	\$400.00	FR
Hazardous Materials Facilities		
5,000 sq ft and under	\$125.00	FR
5,001 - 15,000 sq ft	\$175.00	FR
15,001 - 30,000 sq ft	\$275.00	FR
30,001 - 100,000 sq ft	\$325.00	FR
100,000 - 200,000 sq ft	\$425.00	FR
200,001 - 500,000 sq ft	\$475.00	FR
500,001 and over	\$525.00	FR
Health Care, Hospital, Nursing Home, Ambulatory Health Care, Etc.		
5,000 sq ft and under	\$100.00	FR
5,001 - 15,000 sq ft	\$150.00	FR
15,001 - 30,000 sq ft	\$200.00	FR
30,001 - 100,000 sq ft	\$250.00	FR
100,001 - 200,000 sq ft	\$300.00	FR
200,001 - 500,000 sq ft	\$350.00	FR
500,001 and over	\$400.00	FR
Lodging, Rooming Houses, Hotels, Dormitories, and Condominiums		
0 - 16 units / rooms	\$100.00	FR
17 - 100 units / rooms	\$150.00	FR
101 - 500 units / rooms	\$250.00	FR
501 and over	\$300.00	FR
Marinas and Docks	\$75.00	FR
Mercantile, Business and Storage		
5,000 sq ft and under	\$100.00	FR

## Town of Palm Beach Master Fee Schedule

5,001 - 15,000 sq ft	\$125.00	FR
15,001 - 30,000 sq ft	\$200.00	FR
30,001 - 100,000 sq ft	\$225.00	FR
100,001 - 200,000 sq ft	\$250.00	FR
200,001 - 500,000 sq ft	\$300.00	FR
500,001 and over	\$350.00	FR
Restaurants, Cafes, and Public Eating Places	\$90.00	FR
Temporary Structures	\$75.00	FR
Re-inspections Fee, First	\$75.00	FR
Re-inspection Fee, All Subsequent	\$125.00	FR
<b><u>EMS TRANSPORTATION FEES:</u></b>		
Basic Life Support Transportation Fee	\$750.00	FR
Advanced Life Support-Level 1 Transportation Fee	\$750.00	FR
Advanced Life Support-Level 2 Transportation Fee	\$850.00	FR
Ambulance Ground Mileage, in Addition to Transportation Fee	\$12.00/mile	FR
<b><u>FIRE PREVENTION FEES:</u></b>		
Technical Fire Inspections	\$250.00	FR
Fixed Fire Suppression Systems	\$250.00	FR
Hazardous, Flammable or Explosive Materials		
<i>Fire hydrant flow test witness</i>	\$275.00	FR
<i>Bonfire permit</i>	\$300.00	FR
<i>Fireworks and pyrotechnic displays</i>	\$2,000.00	FR
<i>Hot work operation permit</i>	\$100.00	FR
Public assembly plans review and inspection	\$50.00	FR
<b><u>MISCELLANEOUS FEES:</u></b>		
Meeting Room Rental-South Fire Station	\$28.00/hr	FR
Meeting Room Rental Deposit-South Fire Station (required for rental)	\$200.00	FR
<b><u>SPECIAL ASSIGNMENT (OFF-DUTY) DETAILS FEE:</u></b>		
Special Assignment Details (3 hour minimum)	\$70.00/hr	FR
Special Assignment Details (3 hour minimum) - Premium Days (as defined by Res. No. 176-2015)	\$100.00/hr	FR

### **PUBLIC SAFETY SERVICES, POLICE**

#### **FINGERPRINTING FEES:**



# Town of Palm Beach Master Fee Schedule

Fingerprinting, Town Resident Civilians (except employee applicants)	\$15.00	PD
Fingerprinting, Children	No Charge	PD
<b>MISCELLANEOUS FEES:</b>		
Identification Cards, each (good for 2 years)	\$20.00	PD
Passport Photos, for 2 photos	\$15.00	PD
<b>SPECIAL ASSIGNMENT (OFF-DUTY) DETAILS FEE:</b>		
Special Assignment Details (3 hour minimum)	\$70.00/hr	PD
Special Assignment Details (3 hour minimum) - Premium Days (as defined by Res. No. 176-2015)	\$100.00/hr	PD

<b>RECORDS REQUEST FEES (see page 23)</b>		
These costs vary by department and scope of the request. An expanded fee schedule is on page 23.	Based on actual costs	TC
<b>NOTE: All Duplication Fees are Subject to F.S. Ch. 119, as May be Amended From Time to Time</b>		

<b>RECREATION FEES</b>
The Town of Palm Beach is proud to offer the best recreational programs and facilities around! As our recreation programs and fees fluctuate, please

<b>RETURNED CHECK FEES</b>		
Check Amount \$0.01 to \$50.00	\$25.00*	FIN
Check Amount \$50.01 to \$300.00	\$30.00*	FIN
Check Amount Greater than \$300.00	\$40.00*	FIN
* Or 5% of check amount, whichever is greater		
<b>If payment is not received within 30 days, the Town may file a civil action against the check writer for three times the amount of the check, but in</b>		

# Town of Palm Beach Master Fee Schedule

<b>RIGHTS-OF-WAY FEES</b>		
<b><u>ABANDONMENTS &amp; EASEMENTS:</u></b>		
Abandonment of Streets Rights of Way & Easements Application	\$1,200.00	PW
<b><u>PUBLIC WORKS AGREEMENTS:</u></b>		
Preparation and/or Review (Stormwater Management, Stormwater Management Recertifications, Driveway/Walkway)	\$100.00	PW
Preparation and/or Review (Easement Installtion & Removal, Wall Maintenance, ROW Installation & Maintenance, etc.)	\$250.00	PW
Recordation (up to 6 pages)	\$100 + \$10/pg thereafter	PW
<b><u>CONSTRUCTION PARKING - METERED SPACES (Excludes Worth Avenue):</u></b>		
Per Vehicle (3 vehicles maximum)	\$48.00	PW
Per Month (3 vehicles maximum)	\$1056.00/vehicle	PW
<b><u>CONSTRUCTION PARKING - MID-TOWN BEACH &amp; PHIPPS OCEAN PARK:</u></b>		
Per Vehicle (3 vehicles maximum)	\$48.00/day	PW
Per Month (3 vehicles maximum)	\$1056.00/vehicle	PW
<b><u>CONSTRUCTION PARKING - NON-METERED SPACES (Excludes Worth Avenue):</u></b>		
Up to 3 Days, per vehicle (3 vehicles maximum)	\$180.00	PW
4 or More Days, per vehicle	\$36.00/per day	PW
Per Month	\$540.00/per vehicle	PW
<b><u>CONSTRUCTION PARKING - NON-METERED SPACES, ADDITIONAL PERMITS (Excludes Worth Avenue):</u></b>		
During 3 Week Close-Out Period, per vehicle	\$90.00/per week	PW
Owner's Permit, per month, (1 vehicle maximum)	\$90.00/per vehicle	PW
<b><u>CONSTRUCTION PARKING - WORTH AVENUE ONLY:</u></b>		
Per Space, Per Month or Any Lesser Period (2 spaces max., active loading/unloading and essential construction activities only)	\$360.00	PW
<b><u>DRIVEWAY APPROACH, USE, &amp; EXCAVATION PERMIT FEES:</u></b>		
Driveway Approach, up to 20 lineal ft width	\$180.00	PW
Driveway Approach, 20+ lineal ft width, per lineal ft	\$3.60	PW
Delivery of Materials (2 hours or less, will not block a major roadway or a moving lane of traffic.)	\$30.00	PW
ROW Use, up to 3 days	\$180.00	PW
ROW Use, 4 or more days, per day	\$36.00	PW
ROW Use, per month	\$540.00	PW

## Town of Palm Beach Master Fee Schedule

ROW Excavation*, up to 3 days	\$180.00	PW
ROW Excavation*, 4 or more days, per day until ROW is completely restored to original or better condition	\$36.00	PW
<b>* ROW Restoration Includes Sidewalks, Medians, and Roads.</b>		

<b>VIOLATIONS, FINES, PENALTIES, &amp; LATE FEES (ALL)</b>		
<b><u>BUSINESS TAX RECEIPT LATE FEES:</u></b>		
1 - 31 Days Late	10% of Annual BTR Fee	PZB
32 - 61 Days Late	15% of Annual BTR Fee	PZB
62 - 92 Days Late	20% of Annual BTR Fee	PZB
93 Days Or More Late	25% of Annual BTR Fee	PZB
Failure to Pay Within 150 Days of Initial Notice of Tax Due (Owner may also be subject to code enforcement board actions relating to violation of this section and may also be subject to civil actions and penalties, including court costs, reasonable attorney's fees, and additional administrative costs incurred as a result of collection efforts.)	\$250.00 in <b>Addition</b> to any Other Penalty	PZB
<b><u>CHARITABLE SOLICITATION PERMIT LATE FEES:</u></b>		
Late Application, 31-59 Days Before Event:		
Events Estimated to Raise \$5,000 or less	\$50.00	TC
First Event Estimated to Raise over \$5,000	\$105.00	TC
Second Event Estimated to Raise over \$5,000	\$50.00	TC
Late Application, 16-30 Days Before Event:		
Events Estimated to Raise \$5,000 or less	\$100.00	TC
First Event Estimated to Raise over \$5,000	\$210.00	TC
Second Event Estimated to Raise over \$5,000	\$100.00	TC
Late Application, 15-8 Days Before Event:		
Events Estimated to Raise \$5,000 or less	\$150.00	TC
First Event Estimated to Raise over \$5,000	\$315.00	TC
Second Event Estimated to Raise over \$5,000	\$150.00	TC
Late Application, 7 Days or Less Before Event:		
Events Estimated to Raise \$5,000 or less	\$200.00	TC

## Town of Palm Beach Master Fee Schedule

First Event Estimated to Raise over \$5,000	\$420.00	TC
Second Event Estimated to Raise over \$5,000	\$200.00	TC
Permit Issued After the Fact (fee is in addition to base permit fee and any Code Enforcement Board Fees):		
Events Estimated to Raise \$5,000 or less	\$600.00	TC
First Event Estimated to Raise over \$5,000	\$1,260.00	TC
Second Event Estimated to Raise over \$5,000	\$600.00	TC
<b><u>CODE VIOLATION FINES:</u></b>		
Class I Violations:		
<i>First Offense</i>	\$75.00	CE
<i>Second Offense</i>	\$125.00	CE
<i>Third Offense</i>	\$250.00	CE
<i>Fourth and subsequent offense</i>	\$500.00	CE
Class II Violations:		
<i>First Offense</i>	\$125.00	CE
<i>Second Offense</i>	\$250.00	CE
<i>Third Offense</i>	\$400.00	CE
<i>Fourth and subsequent offense</i>	\$500.00	CE
Class III Violations:		
<i>First Offense</i>	\$250.00	CE
<i>Second Offense subsequent offense</i>	\$500.00	CE
Class IV Violations:		
<i>First and Subsequent Offenses</i>	\$500.00	CE
<b><u>CONSTRUCTION PERMIT (AFTER THE FACT) CONSTRUCTION:</u></b>		
Construction Without a Permit	300% of Permit Fee	PZB
<b><u>CONSTRUCTION WORK IN RIGHTS-OF-WAY EXCEEDING TIME PERMITTED PENALTY FEE:</u></b>		
Work Performed After the Time Allowed in the Applicable Permit	\$1,000.00/per day	PZB
<b><u>DEMOLITION PERMIT VIOLATIONS:</u></b>		
Violations of Conditions Placed Upon Granting of Demolition Permit, per violation	\$250.00/per day	PZB
<b><u>FIRE &amp; LIFE SAFETY INSPECTION LATE FEE:</u></b>		
Late Payments Finance Charge	10% of Inspection Fee	FR
<b><u>PARKING FINES - COMMERCIAL ZONING DISTRICTS:</u></b>		
Overtime Parking as Referenced in Section 118-92 (a)(1)	\$50.00	FIN
Parking on Wrong Side of Street as Referenced in Section 118-92 (a)(2)	\$50.00	FIN

## Town of Palm Beach Master Fee Schedule

Parking at Yellow Curb as Referenced in Section 118-92 (a)(3)	\$50.00	FIN
Blocking Driveway as Referenced in Section 118-92 (a)(4)	\$50.00	FIN
Parking on Sidewalk as Referenced in Section 118-92 (a)(5)	\$50.00	FIN
Trespassing by Vehicle as Referenced in Section 118-92 (a)(6)	\$50.00	FIN
No Parking (designated hours) as Referenced in Section 118-92 (a)(7)	\$50.00	FIN
Parking Too Close to Fire Hydrant as Referenced in Section 118-92 (a)(8)	\$55.00	FIN
No Parking Anytime as Referenced in Section 118-92 (a)(9)	\$50.00	FIN
Double Parking as Referenced in Section 118-92 (a)(10)	\$50.00	FIN
Obstructing Traffic as Referenced in Section 118-92 (a)(11)	\$50.00	FIN
Parking in Loading Zone as Referenced in Section 118-92 (a)(12)	\$50.00	FIN
Residential Parking as Referenced in Section 118-92 (a)(13)	\$50.00	FIN
Vehicle Parked Across Lines Designating Parking Space as Referenced in Section 118-92 (a)(14)	\$50.00	FIN
Vehicle Parked in Wrong Direction on One-Way Street as Referenced in Section 118-92 (a)(15)	\$50.00	FIN
Parking at Curbs Designated in Red as Referenced in Section 118-92 (a)(16)	\$50.00	FIN
Expired Meter as Referenced in Section 118-92 (a)(17)	\$50.00	FIN
Official Parking Only as Referenced in Section 118-92 (a)(18)	\$50.00	FIN
Parking in Crosswalk as Referenced in Section 118-92 (a)(19)	\$50.00	FIN
Parking in Passenger Loading Zone as Referenced in Section 118-92 (a)(20)	\$50.00	FIN
Overtime Parking in a Designated Parking Zone (in addition to any other parking regulation violation noted at the time of fine issuance) as Referenced in Section 118-92 (a)(21)	\$50.00	FIN
All Other Parking Violations as Prescribed by Appropriate State Statute or Other Town Ordinance as Referenced in Section 118-92 (b)	\$50.00	FIN
<b><u>PARKING FINES - RESIDENTIAL ZONING DISTRICTS:</u></b>		
Overtime Parking as Referenced in Section 118-92 (a)(1)	\$60.00	FIN
Parking on Wrong Side of Street as Referenced in Section 118-92 (a)(2)	\$60.00	FIN
Parking at Yellow Curb as Referenced in Section 118-92 (a)(3)	\$60.00	FIN
Blocking Driveway as Referenced in Section 118-92 (a)(4)	\$60.00	FIN
Parking on Sidewalk as Referenced in Section 118-92 (a)(5)	\$60.00	FIN
Trespassing by Vehicle as Referenced in Section 118-92 (a)(6)	\$60.00	FIN
No Parking (designated hours) as Referenced in Section 118-92 (a)(7)	\$60.00	FIN
Parking Too Close to Fire Hydrant as Referenced in Section 118-92 (a)(8)	\$65.00	FIN

## Town of Palm Beach Master Fee Schedule

No Parking Anytime as Referenced in Section 118-92 (a)(9)	\$60.00	FIN
Double Parking as Referenced in Section 118-92 (a)(10)	\$60.00	FIN
Obstructing Traffic as Referenced in Section 118-92 (a)(11)	\$60.00	FIN
Parking in Loading Zone as Referenced in Section 118-92 (a)(12)	\$60.00	FIN
Residential Parking as Referenced in Section 118-92 (a)(13)	\$60.00	FIN
Vehicle Parked Across Lines Designating Parking Space as Referenced in Section 118-92 (a)(14)	\$60.00	FIN
Vehicle Parked in Wrong Direction on One-Way Street as Referenced in Section 118-92 (a)(15)	\$60.00	FIN
Parking at Curbs Designated in Red as Referenced in Section 118-92 (a)(16)	\$60.00	FIN
Expired Meter as Referenced in Section 118-92 (a)(17)	\$60.00	FIN
Official Parking Only as Referenced in Section 118-92 (a)(18)	\$60.00	FIN
Parking in Crosswalk as Referenced in Section 118-92 (a)(19)	\$60.00	FIN
Parking in Passenger Loading Zone as Referenced in Section 118-92 (a)(20)	\$60.00	FIN
Overtime Parking in a Designated Parking Zone (in addition to any other parking regulation violation noted at the time of fine issuance) as Referenced in Section 118-92 (a)(21)	\$60.00	FIN
All Other Parking Violations as Prescribed by Appropriate State Statute or Other Town Ordinance as Referenced in Section 118-92 (b)	\$60.00	FIN
<b><i>PARKING FINES - RIGHT-OF-WAY CONSTRUCTION PARKING:</i></b>		
First Offense, per day, per vehicle	\$75.00	CE & PW
Second Offense, per day, per vehicle	\$150.00	CE & PW
Third and All Subsequent Offenses, per day, per vehicle (may also result in a stop work order)	\$250.00	CE & PW
<b><i>PARKING FINES - FAILURE TO PAY CITATION (Does Not Include ROW Parking Violations):</i></b>		
Failure to Pay Penalties for Violations of Sections 118-91 and 118-92 Within Seven Days from the Time of Issuance of the Violation Shall Result in an Additional Delinquency Penalty to the Violator as	\$20.00	FIN
Failure to Pay Penalties and Delinquency Assessments for Violations of Sections 118-91 and 118-92 and in Accordance with Section 118-93 within 60 Days of Issuance of the Parking Violation Shall Result in a Service Charge to the Violator per Citation in Addition to the Cost of the Violation and Delinquent Penalty as Referenced in Section 118-94	\$20.00	FIN
Failure to pay penalties and delinquency assessments for violations of Sections 118-91 and 118-92 and in accordance with Section 118-93 within 90 days of issuance of the parking violation shall result in an	\$25.00	FIN

## Town of Palm Beach Master Fee Schedule

Failure to pay penalties and delinquency assessments for violations of Sections 118-91 and 118-92 and in accordance with Section 118-93 within 120 days of issuance of the parking violation shall result in an additional service charge to the violator per citation in addition to the cost of the violation of the	\$25.00	FIN
Fee for Removal of an Immobilizing Device as Referenced in Section 118-95(2)	\$350.00	FIN
<b><i>PUBLIC SAFETY SPECIAL ASSIGNMENT (Off-Duty) DETAILS FEES - FAILURE TO PAY BILL WITHIN 30 DAYS:</i></b>		
In the event said fees are not paid within 30 days of billing, an automatic ten percent penalty per month shall be assessed for nonpayment of said delinquent fees (Applies to both regular and premium day assignments)	10% per month delinquent	PD or FR, based on detail
<b><i>SEWAGE DISPOSAL VIOLATION FINES:</i></b>		
Failure to Comply with the 24 Hour Notification Requirement for the Industrial User Out of Compliance as Referenced in Section 122-118 (2)	\$100.00	PW
Failure to comply with resampling rules as referenced in Section 122-118 (3)	\$150.00	PW
Failure to Comply with Waste Water Facility (WWF) Monitoring and 45 Day Compliance Schedule as Referenced in Section 122-118 (4)	\$250.00	PW
Fine for significant noncompliance for industrial user in violation as referenced in Section 122-118 (5)	\$400.00	PW
Failure to Respond within 15 Days to Formal Notice of Significant Non-Compliance for Industrial User as Referenced in Section 122-118 (6)	\$500.00	PW
Failure to Respond within 15 Days for Failure to Demonstrate Compliance with Notice of Significant Violation (NOSV) During the 90 Day Schedule for Industrial User as Referenced in Section 122-118 (7)	\$500.00	PW
Construction of Pretreatment Facilities Does Not Achieve Compliance as Referenced in Section 122-118 (8)	\$500.00	PW
Industrial User Failure to Show Cause to Comply as Referenced in Section 122-118 (8)	Up to \$500.00/day	PW
<b><i>SPECIAL EVENT/TEMPORARY ANIMAL PERMIT LATE FEE:</i></b>		
Late Application, less than 30 days before event	100	TC
Permit Issued After the Fact (fee is in addition to any Code Enforcement Board Admin Fees)	\$75.00	TC
<b><i>TENT PERMIT LATE FILING FEE:</i></b>		
Tent Permit, Late Filing Fee	200% of Tent Permit Fee	PZB
<b><i>WATER CONSERVATION/RESTRICTIONS VIOLATION FINES:</i></b>		

## Town of Palm Beach Master Fee Schedule

First Offense, within any 180-day period	\$75.00	CE
Second Offense, within any 180-day period	\$125.00	CE
Third Offense, within any 180-day period	\$250.00	CE
Fourth and Subsequent Offenses, within any 180-day period	\$500.00	CE
<b><i>WATER CONSERVATION/RESTRICTIONS VIOLATION FINES: CURTAILMENT AUTHORIZED (Emergency Order):</i></b>		
First Offense	\$125.00	CE
Second Offense	\$250.00	CE
Third Offense	\$400.00	CE
Fourth and subsequent offense	\$500.00	CE
<b><i>VEHICLE PERMIT PENALTIES:</i></b>		
Late Annual Renewal	\$100.00	FIN



**TOWN OF PALM BEACH  
RECORDS REQUEST & DUPLICATION SERVICES FEE SCHEDULE**

<b>DEPARTMENTAL PAPER DUPLICATION COSTS (Per Page)*</b>										
	<u>TC</u>	<u>TM/FIN</u>	<u>IT</u>	<u>HR</u>	<u>PZB</u>	<u>PURCH</u>	<u>FR</u>	<u>PD</u>	<u>PW</u>	<u>REC</u>
<b>Total Duplication Costs: 8.5 x 11</b>										
B&W-s/s	\$0.15	\$0.15	\$0.15	\$0.15	\$0.15	\$0.15	\$0.15	\$0.15	\$0.15	\$0.15
B&W-d/s	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20
Color-s/s	\$0.05	\$0.05	\$0.32	\$0.05	\$0.10	\$0.05	\$0.09	\$0.12	\$0.16	\$0.13
Color-d/s	\$0.10	\$0.10	\$0.64	\$0.10	\$0.19	\$0.09	\$0.18	\$0.23	\$0.32	\$0.25
<b>Total Duplication Costs: 8.5 x 14</b>										
B&W-s/s	\$0.01	\$0.05	n/a	\$0.02	\$0.06	\$0.05	\$0.03	\$0.05	\$0.07	\$0.05
B&W-d/s	\$0.01	\$0.10	n/a	\$0.02	\$0.11	\$0.09	\$0.06	\$0.08	\$0.12	\$0.09
Color-s/s	\$0.05	\$0.05	n/a	\$0.05	\$0.10	\$0.05	\$0.09	\$0.12	\$0.16	\$0.13
Color-d/s	\$0.10	\$0.10	n/a	\$0.10	\$0.19	\$0.09	\$0.18	\$0.23	\$0.32	\$0.25
<b>Total Duplication Costs: 11 x 17</b>										
B&W-s/s	\$0.02	\$0.06	n/a	\$0.02	\$0.07	\$0.06	\$0.04	\$0.05	\$0.07	\$0.05
B&W-d/s	\$0.02	\$0.10	n/a	\$0.03	\$0.11	\$0.10	\$0.07	\$0.09	\$0.13	\$0.09
Color-s/s	\$0.06	\$0.06	n/a	\$0.06	\$0.11	\$0.06	\$0.10	\$0.13	\$0.17	\$0.14
Color-d/s	\$0.10	\$0.10	n/a	\$0.11	\$0.19	\$0.10	\$0.19	\$0.24	\$0.33	\$0.26
<b>Large Format Copies: Actual Cost (to be determined upon request)</b>										
<b>OTHER COPY &amp; DUPLICATION SERVICE COSTS</b>										
Copies Provided on CD							\$0.25/each			
Copies Provided on DVD							\$0.60/each			
Copies Provided on Mini Digital Cassette (if available)							\$7.65/each			
Copies Provided on VHS Tape (if available)							\$2.90/each			
Copies Provided on Cassette Tape (if available)							\$1.40/each			
Certification of Documents (fee is in addition to duplication fee)							\$1.00/document			
Postage if Mailed Out (USPS/UPS/FED-EX)							Current Rate			
Special Service Charge							Varies (see below)			
<p>"If the nature or volume of public records requested to be inspected or copied pursuant to this subsection is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or both, the agency may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by the agency or attributable to the agency for the clerical and supervisory assistance required, or both." F.S. Ch. 119.07(4)(d). A Special Service Charge is assessed when a request requires over 15 minutes to complete. The charge is determined by the hourly salary of the lowest paid individual that can complete the request X the amount of time spent on the request (in 1/4 hour increments). There is no special service charge for the first 15 minutes.</p>										

\* The Town of Palm Beach charges actual duplication costs for copies of public records requests. These costs may vary from department to department depending upon the equipment utilized by each department. If a request is received by a department that does not maintain the office having the public records, the fee assessed per copy shall be determined by the department(s) charged with the responsibility of maintaining the office having the public records.