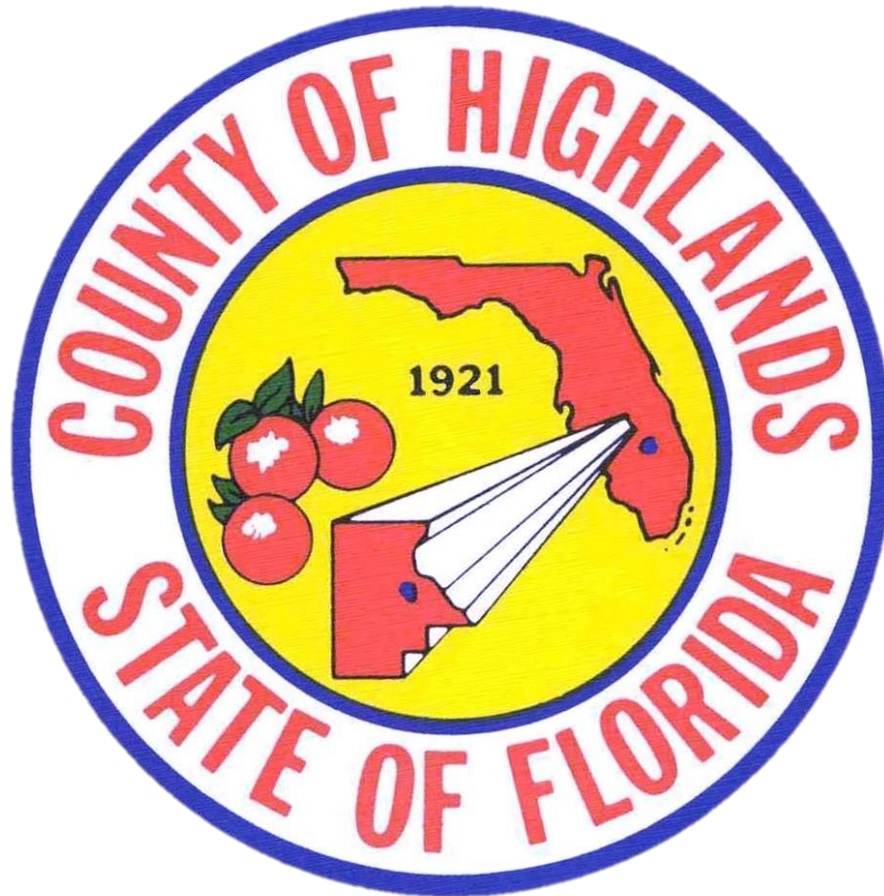


# **HIGHLANDS COUNTY SCHEDULE OF FEES**



**Effective October 01, 2020**

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# Highlands County Fee Schedule - Introduction

This document offers a compilation of the user fees which Highlands County charges to customers for funding of the services provided. The fees have been divided into the specific departments responsible for the services. However, the fees imposed for public records requests, dishonored checks, credit card payment, and notary services are uniform throughout the County. Specific questions regarding requirements for issuance of permits, inspections, etc., shall be directed to the appropriate department. In each department schedule we have included the address and telephone number, for additional information. Also provided is a list of facilities available for public rental.

## Dishonored Check Service Fee FY 20-21

Any item not exceeding \$50	\$25.00
Items exceeding \$50 but not exceeding \$300	\$30.00
Items that exceed \$300	\$40.00 or 5% of face value (whichever is greater)

- Per F.S. 832.08 & F.S. 125.0105

## Credit Card Payment Service Fee FY 20-21

A 3.5% Service Fee will be charged to all credit card payments

## Public Record Service Fee FY 20-21

Computer Disc – CD-R	\$5.00
DVD	\$5.00
Copies – 1 sided	\$0.15
Certified Copies	\$1.00
Copies – 2 sided	\$0.20

Pre-payment is required before any copies are made. To avoid the spread of viruses,

no outside computer discs may be used. Citizens requesting a copy in electronic format must purchase a new, unused DVD or CD from the county. The public has the right to inspect copyrighted documents. However, copyrighted documents may NOT be copied by the public without permission from the copyright holder. This includes architectural plans, photographs and any written (copyrighted) information. All county publications must be sold at cost, not as a revenue making project. County departments will not fax responses to public records requests. Responses will be mailed with a return receipt to ensure that all responses are received at the appropriate address. Public record fees are revised during the annual budget cycle each fiscal year.

## County Park Use Rules

1. **Smoking:** Smoking and/or the use of smokeless tobacco or snuff are not permitted on County property.
2. **Animals:** With the exception of certified service animals, no animals are permitted on County property unless otherwise posted.
3. **Maintaining a Healthy Environment:** Patrons are responsible for promoting healthy behaviors that reduce the spread of germs during their visit to Highlands County parks. Follow the Center for Disease Control and Prevention's considerations for Events and Gatherings posted on their website. Items include but are not limited to promoting hand hygiene, staying home when sick, practicing social distancing, respiratory etiquette and frequent cleaning and sanitizing prior to and during your visit.
4. **All patrons of Highlands County parks must abide by Highlands County Code of Ordinance Chapter 7-4 County Parks.**
  - a. Alcoholic beverages. No person shall possess or consume any alcoholic beverage within any county park.
  - b. Fireworks and explosives. Unless specifically allowed by a permit issued by the board of county commissioners, no person shall discharge fireworks or explosives within any county park.
  - c. Weapons. No person other than authorized law enforcement personnel shall use or possess in any county park air rifles, spring guns, bows and arrows, slingshots or any other forms of weapons potentially dangerous to human safety. Any such weapon shall be seized and confiscated by law enforcement officers or park personnel.
  - d. Solid waste. No person shall deposit solid waste in or on any county park except that garbage generated by consumption of food and beverages in the county park or in vessels on public waters may be deposited in garbage containers provided for that purpose.
  - e. Buildings and facilities. No person shall willfully mark, deface, damage, displace, remove or tamper with any buildings, facilities, bridges, tables, benches, fireplaces, railing, paving or paving materials, water lines or other utilities, permanent or temporary signs, placards or notices, monuments, stakes, posts, boundary markers or other structures, equipment or park property in any county park.
  - f. Fires. No person shall ignite or attempt to ignite any fire against or on any vegetation or park structures, except in designated fireplaces or grills. No person shall dispose of burning matches, smoking materials



or other inflammable items within any county park except in receptacles designated for that use.

- g. Drunkenness and public nuisance. Persons in any county park who are intoxicated or who conduct themselves in a destructive, disorderly, offensive, obnoxious, obscene or profane manner are considered public nuisances and are subject to arrest and/or ejection from the county park.
- h. Flares. No person shall discharge a flare in a county park except in an emergency.
- i. Hours of use. Unless other hours of use are posted, no person other than park personnel and law enforcement personnel shall be in any county park before sunrise or after sunset of any calendar day except for the purpose of launching or trailering a vessel. When hours of use are posted, no person other than park personnel and law enforcement personnel shall be in that county park except during the posted hours of use unless that person has a valid camping or vessel launching registration issued by the county engineer or his designee.
- j. Lake Denton Beach. No motor vehicle shall be permitted except while loading or unloading boats on the premises described as Lake Denton Beach, more particularly described as: A 40-foot right-of-way lying south of Lots 14 and 15, Block 8, and north of Tract 23, Warren and Monday Subdivision, recorded in PB 1, page 10, in Section 2, Township 34 South, Range 28 East, Highlands County, Florida.

# Highlands County Building Rental Use Rules

## FY 20-21

1. **Responsibility:** The responsibilities of the renter are not limited to inside the facility but extend to the surrounding County property.
2. **Reservations:** Reservations for use of the Ag Center, Desoto Community Center, Lorida Community Center, Venus Community Center and the H.L. Bishop Park Clubhouse are made with the Park & Facilities Management Office.
  - a. Reservations for use of the Highlands Park Estates Clubhouse, Sun N Lakes of Lake Placid Clubhouse or Placid Lakes Community Center are made with the Non Ad Valorem Department.
  - b. Reservations may be made during normal business hours, from 8:00 am to 4:30 pm, Monday through Friday. Reservations may be made up to (1) year in advance but should be made no later than ten (10) days prior to the event. Reservations not made ten (10) days prior to the event must be paid with cashier's check, money order or cash. Reservations are on a first come first serve basis and cannot be confirmed until payment is received. The responsible renter must be 21 years of age or older.
3. **Refunds:** Refunds will only be processed when reservations are canceled at least ten (10) days prior to the event. Exceptions to this policy require County Administrator approval.
4. **Usage Hours:** The hours for use, including set-up and clean-up, will be shown on the rental agreement. All private functions are limited to a total of 8 consecutive hours except by prior approval from the respective department. Government and non-profit seminars, classes, events, etc. will be exempt from this rule.
5. **Admission:** Except for approved non-profit organizations, County buildings shall not be used for events where admission is charged, or anything is sold for the personal gain of one or more persons or businesses.
6. **Maintaining a Healthy Environment:** Renters are responsible for promoting healthy behaviors that reduce the spread of germs during their event(s). Follow the Center for Disease Control and Prevention's considerations for Events and Gatherings posted on their website. Items include but are not limited to promoting hand hygiene, staying home when sick, practicing social distancing and respiratory etiquette and frequent cleaning and sanitizing prior to and during event. Required personal protective equipment, cleaning supplies, garbage bags, etc. need to be part of your event plan.

7. **Alcohol:** Section 3-5 Highlands County Code of Ordinances prohibits consumption of alcoholic beverages and the possession of any open container containing alcoholic beverages while on County property. Any person convicted of violation of any of the provisions of this section shall be punished by a fine not to exceed \$500.00 or by imprisonment in the county jail for a period not to exceed 60 days, or both such fine and imprisonment for each such offense.
8. **Fireworks:** Fireworks and explosives are not permitted on County property.
9. **Smoking:** Smoking and/or the use of smokeless tobacco or snuff are not permitted on County property.
10. **Animals:** With the exception of certified service animals, no animals are permitted on County property.
11. **Decorations:**
  - a. **Ceilings** - Banners and bunting shall not be hung from the ceiling by any means, other than ceiling grid hangers (where ceilings have grids) specifically designed for this purpose. Tape, glue, pins, staples, nails, etc. may not be used. Any damage to the ceiling tiles or grids, regardless of hanging method, will be the responsibility of the renter.
  - b. **Walls** – Nothing shall be hung on the walls in any building by any method. At no time will any notices to the public be removed or covered obscuring them from attendees.
  - c. **Tables** – Table skirting may be fastened to tables by plastic clips or connectors specifically designed for this purpose. Tape, glue, pins, staples, nails, etc. must not be used.
  - d. **Confetti or glitter** – The use of confetti and glitter is not permitted on County property.
  - e. **Candles** – The use of candles or open flames is not permitted on County property.
12. **Tables & Chairs:** Tables and chairs are to be used inside the building only. Tables and chairs for use outside of the building must be privately procured by the renter. Some locations have tables and chairs available on roll carts; however, the renter is responsible for setting them up and placing them back on the cart at end of event. Absolutely NO sitting on tables. Set-up and tear-down is available at select locations for an additional fee.
13. **Doors:** Doors are not to be propped open for any reason.

14. **Food:** If food is to be served and/or consumed inside the building, tablecloths must be used, and tables and chairs must be wiped down after use. If outdoor cooking equipment is used, such as smokers or grills, they must be set-up a minimum of 50 feet from the edge of any building rooflines. Authorization must be obtained to sell food prior to any event at all locations.
15. **Overnight Parking:** Overnight parking or use of camping equipment is prohibited.
16. **Housekeeping:** Cleanup is the responsibility of the renter and all trash generated must be properly disposed of. **Renters must supply their own garbage bags and remove garbage from the building for proper disposal off premises or in County dumpsters where available.** Floors are to be left broom cleaned and no substances are to be placed on floors for any purpose; except at Placid Lakes Community Center, Sun N Lakes of Lake Placid Community Center and Highlands Park Estates Community Center. The community buildings are not cleaned by county staff, so facilities must be left clean for the next renter. The deposit will be refunded only if the building and grounds have been cleaned and left in good condition and all rules have been followed. Failure to comply with any of the cleaning and/or rules will result in forfeiture of all or a portion of the deposit.

Any renter who leaves a building or grounds in a manner requiring damage repair or an extraordinary amount of clean-up will be charged an additional fee, as specified in the fee schedule. This amount will be deducted from the refundable damage deposit and overages will be billed.

17. **Physical Security:** Physical security for rented buildings is the responsibility of the renter. All doors and windows must be checked to ensure they are secured prior to the renter leaving the building. The A/C and all switches must be in the off position or adjusted as instructed/posted at each location. All water spouts must be in the off position. Lock all doors and gates. Check kitchen and restrooms to be sure sinks are turned off and flush toilets to be sure they are working and not clogged or running. Walk around the outside of the building and facilities to ensure all outside spigots are off, trash is picked up and there is no damage to the building or screens.
18. **Proof of Liability Insurance:** Proof of insurance is required for every event. Insurance may be obtained by contacting a local insurance agency or through Sherri Bennett, Highlands County Board of County Commissioners Risk Management Coordinator at 863-402-6792. The County does not receive a commission from policies obtained.

# Highlands County Building Rental Fee Schedule

**FY 20-21**

<b>Building</b>	<b>Hours Available for Rental</b>	<b>Capacity (approx.)</b>	<b>Damage Deposit Refundable</b>	<b>Private, Education, Civic, Religious, Non-Profit Rate (Per Day)</b>	<b>Additional Fees</b>	<b>Extraordinary Cleanup * (* held from deposit)</b>
Ag Center Auditorium 4509 George Blvd. Sebring, FL 33875 863-402-6758	8 am to 12 am	346	\$250.00	\$250.00 plus tax*	Marquee- \$25 per day	\$20.00 per hour, plus tax*
Ag Center Conf. Room 1	8 am to 12 am	36	\$20.00	\$40.00 plus tax*	Marquee- \$25 per day	\$20.00 per hour, plus tax*
Ag Center Conf. Room 2	8 am to 12 am	54	\$20.00	\$40.00 plus tax*	Marquee- \$25 per day	\$20.00 per hour, plus tax*
Ag Center Conf. Room 3	8 am to 12 am	46	\$20.00	\$40.00 plus tax*	Marquee- \$25 per day	\$20.00 per hour, plus tax*
Desoto Community Center 6305 State Road 17A South Sebring, FL 33870 863-402-6758	8 am to 12 am	43	\$25.00	\$50.00 plus tax*	None	\$20.00 per hour, plus tax*

<b>Building</b>	<b>Hours Available for Rental</b>	<b>Capacity (approx.)</b>	<b>Damage Deposit Refundable</b>	<b>Private, Education, Civic, Religious, Non-Profit Rate (Per Day)</b>	<b>Additional Fees</b>	<b>Extraordinary Cleanup * (* held from deposit)</b>
Lorida Community Center 1909 Blessing Ave. Lorida, FL 33857 863-402-6758	8 am to 12 am	146	\$50.00	\$100.00 plus tax*	None	\$20.00 per hour, plus tax*
Venus Community Center 45 Clubhouse Road Venus, FL 33960 863-402-6758	8 am to 12 am	98	\$50.00	\$100.00 plus tax*	None	\$20.00 per hour, plus tax*
H.L. Bishop Park Clubhouse 10 Lake June Clubhouse Rd. Lake Placid, FL 33852 863-402-6758	8 am to 6 pm  No holidays	99	\$50.00	0-50 ppl \$100.00 plus tax*  51 + ppl \$130.00 plus, tax*	After 6 pm an additional fee of \$20.00 per hour, plus tax	\$20.00 per hour, plus tax*

\*Florida sales tax will be waived with proof of tax exemption.

Note: Government entities are exempt from Rental Fees.

Additional Event Insurance required for all locations.

# Highlands County Special Benefit Fee Schedule

**FY 20-21**

<b>Building</b>	<b>Hours Available for Use</b>	<b>Capacity (approx.)</b>	<b>Damage Deposit Refundable</b>	<b>Special Benefit Property Owner (Per Day)</b>	<b>Non - Property Owner (Per Day)</b>	<b>Extraordinary Cleanup * (* held from deposit)</b>
Placid Lakes Community Center 2010 Placid Lakes Blvd. Lake Placid, Fl 33852 863-402-6520	8 am to 12 am	65	\$100.00	N/C	\$100	Vendor rate for cleaning*
Tobler Park Pavilion 1* Tobler Park Pavilion 2* 501 Catfish Creek Rd. Lake Placid, Fl 33852 863-402-6520	Sunrise To Sunset	N/A	N/C	N/A	N/A	Vendor rate for cleaning*
Sun N Lakes of Lake Placid Community Center 440 S. Sun N Lakes Blvd. Lake Placid, Fl 33852 863-402-6520	8 am to 12 am	200	\$150.00	N/C	\$200	Vendor rate for cleaning*
Sun N Lakes of Lake Placid Park* 440 S. Sun N Lakes Blvd. Lake Placid, Fl 33852 863-402-6520	Sunrise To Sunset	N/A	N/C	N/A	N/A	Vendor rate for cleaning*

<b>Building</b>	<b>Hours Available for Use</b>	<b>Capacity (approx.)</b>	<b>Damage Deposit Refundable</b>	<b>Special Benefit Property Owner (Per Day)</b>	<b>Non – Property Owner (Per Day)</b>	<b>Extraordinary Cleanup * (* held from deposit)</b>
Highlands Park Estates Community Center 91 Deerglen Blvd. Lake Placid, Fl 33852 863-402-6520	8 am to 12 am	169	\$150.00	N/C	\$200	Vendor rate for cleaning*
Highlands Park Estates Park* 91 Deerglen Blvd. Lake Placid, Fl 33852 863-402-6843	Sunrise To Sunset	N/A	N/C	N/A	N/A	N/A

\*Park and Pavilions are first come first serve and cannot be reserved.

**Note:** Additional event insurance required for all locations. Responsible party must obtain event insurance to have an organized event such as a baseball team practice, advertised event(s) such as a concert, use an inflatable bounce house/ slide or other similar activity.



## Annual Associate Membership Fee

**FY 20-21**

Placid Lakes Special Benefit District	\$20.00 or Assessment rate as of October 1st
Sun N Lakes of Lake Placid Special Benefit District	\$25.00 or Assessment rate as of October 1st
Highlands Park Estates Special Benefit District	\$10.00 or Assessment rate as of October 1st

Membership and access cards are effective October 1 to September 30<sup>th</sup> each year. Cards will be deactivated upon nonrenewal of membership fees. New cards are not provided for membership renewal.

## Access Card Fee

**FY 20-21**

Replacement Card	\$25.00
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Where access cards are utilized, District property owners are issued one card per property owned free of charge. Additional cards are available by paying the Associate membership fee.

**Highlands County Sports Complex  
216 Sheriff's Tower Rd, Sebring, Florida 33870**

**Fee Schedule – FY 20-21**

**Deposit**

Deposit	\$200.00
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**Cancellation Deposit Refund**

Less than 2 business days' notice*	\$0
2 to 5 business days' notice	\$100.00
6 or more business days' notice	\$200.00

\* Business Days are Monday-Friday and the first day after the cancellation is counted as the first business day.

**Softball Tournaments**

Field Rental	\$75.00*
Light Fee	\$20.00/Hour/Field
Field Elements	\$12.00/Bag/Turface
Maintenance Fee	\$25.00 per hour
Concession Rental	\$150.00 Daily**
Conference Room/Umpire Lounge	\$50.00 Daily or \$10.00 per hour
Propane Fee	\$25.00 per day
BBQ Grill Pad	\$25.00 per day

\* Includes Use of lined softball field from 8:00 a.m. – 11:00 pm. Does not include officials,

lights, or maintenance other than initial lining & dragging at beginning of tournament.

\*\* Concession rental requires an additional \$50.00 damage & cleaning deposit refundable after inspection of facility. No frying oil is supplied with rental. Foods for sale are prohibited when concession building is rented. Weekly rental of softball concession is Monday thru Thursday to coincide with local league play.

### **Athletic & Event Program Fees**

Softball/Flag Football (10 game)	\$385.00/Team*
Senior Softball (10 Weeks)	\$200.00/Team (no officials or lights)
Softball Field Rental	\$20.00 per hour /\$25 per hour with lights
Light Fee	\$20.00/Hour/Field
Portable Pitching Mound or Fencing	\$25.00 Day
Concession Rental ***	\$50.00 per day or \$125.00 Week**
Vendor (Sundries)	\$50.00/ Vendor/ Day
Food Vendor	\$90.00/ Vendor/ Day
Announcer's Booth / Meeting Room	\$50.00 Day or \$10.00 per hour
Individual User Card	\$25.00 pp annual / \$15.00 pp partial year
Multi-Use Field A	\$20.00 practice 1-3 hrs. / \$100.00 daily game
Multi-Use Fields B, C, D	\$15.00/practice 1-3 hrs. / \$60.00 game day
Restroom Fee	1-4 Hours \$25.00 or 4 + Hours \$50.00
Daily Event Fee (Tournaments, Field Days, etc.)	Field A \$150.00 day / Fields B, C, D \$100.00 day, each field*

\* Fee includes 10 games, sanctioning fee (annual fee) and a final tournament. All subsequent registration fees will be \$360.00.

\*\* Lessee of Field A has first rights to rent Youth Concession Building. All fees quoted do not include applicable taxes. Taxes will be added unless a tax exemption certificate is provided at the time of reservation of fields.

\*\*\* Concession rental requires an additional \$50.00 damage & cleaning deposit refundable

after inspection of facility. No frying oil is supplied with rental. Foods for sale are prohibited when concession building is rented.

Note: Individual user cards are \$25.00 per person, per year (renewable January 1), and \$15.00 for a partial year. They are needed to use softball fields only, Monday thru Friday from 8:00 am to 4:30 pm. Green spaces are open to the public at no charge subject to availability, Monday thru Friday from 8:00 am to 4:30 pm.

All tournament organizers provide equipment, goals, balls, and other items as needed. Tournament organizers shall provide liability insurance coverage naming Highlands County Board of County Commissioners as additional insured prior to start of event.

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

**Fee Schedule FY 20-21**

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

**Starting Work without a Permit**

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

**Refund Policy**

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

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

**Refunds Where Permits Will Not Be Used**

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

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

## **Refunds of Overcharge**

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

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

## **Full Refunds**

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

### **Where to direct your refund request:**

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

## **Cancellation Policy**

### **Cancellations Where No Work Has Been Performed**

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

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

Following the receipt of your letter, the department will verify that no work was performed.

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

### **Cancellations Where Work Has Been Performed**

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

If the contractor is no longer available or unwilling to submit the letter, the request can be made by the **property owner**. The owner of the property will need to submit a Hold Harmless Letter Form. The Hold Harmless Letter needs to be signed by the

owner of the property and in cases where the change is for a subsidiary permit, then by the general contractor as well. The signatures must be notarized.

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

**Where to Direct Your Request to Cancel A Permit:**

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

**Request to Surrender Permits Where the Contractor/Qualifier Is No Longer Going to Perform Work on the Project**

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

**Cancellations When the Owner Will Hire a New Contractor**

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

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

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

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



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

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

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

As legal owner of subject property, I request the cancellation of permit number (in full) \_\_\_\_\_, issued to (name of previous permit holder) \_\_\_\_\_

\_\_\_\_\_ (mailing address) \_\_\_\_\_

\_\_\_\_\_ on (date) \_\_\_\_\_

for the following reason \_\_\_\_\_

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

I no longer authorize the previous permit holder to proceed with the work covered by the permit. I hereby apply as owner, builder or authorize (new Contractor)

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

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I agree to hold Highlands County, its agents and authorized personnel harmless and relieve them from any responsibility or liability for any legal action or damage, cost or expense (including attorney's fee) resulting from the cancellation of the existing permit or the issuance of a new permit. I furthermore assume responsibility for the correction, if required, of work performed under the permit for which I am requesting cancellation.

**Owner**

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

**State of Florida**  
**County of \_\_\_\_\_**

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

Sworn to and subscribed before me

This \_\_\_ day of \_\_\_\_\_, 20\_\_

By \_\_\_\_\_

\_\_\_\_\_  
Notary

**Contractor**

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

**State of Florida**  
**County of \_\_\_\_\_**

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

Sworn to and subscribed before me

This \_\_\_ day of \_\_\_\_\_, 20\_\_

By \_\_\_\_\_

\_\_\_\_\_  
Notary

## Plans Review

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

One & Two-Family Dwellings	\$0.10 per sq. ft
Garages, additions, & accessory structures	\$0.10 per sq. ft.
Mobile homes, docks, seawalls, non-master filed hurricane shutters, and any structure that requires a plan review and does not fall in another category	\$15.00
No charge for roofs, fences, master filed hurricane shutters, pre-fabricated sheds and companion electric, plumbing and mechanical.	N/C
Pool cages & screen enclosures	\$30.00
Solar	\$40.00
Master File	\$0.10 per sq. ft.
Repetitious submittal	\$100.00

## All Other Building Occupancies

0-10,000	\$55.00
10,001-25,000	\$85.00
25,001-50,000	\$160.00
50,001-100,000	\$260.00
100,001-500,000	\$500.00
500,001-1,000,000	\$900.00

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

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

## Construction Valuation Fees

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

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

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

## Miscellaneous Fees

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

## Roofing Permits

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

## Roofing Permits (Continued)

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

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

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

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

## Mobile Home Fees

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

## Residential Plan Review Fees

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

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

## Residential Plan Review Fees (Continued)

Repetitious Submittal	\$100.00
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### Mechanical Fees

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

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

### Plumbing Fees

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

### Irrigation Permit Fees

The same cost as building permits.

### Swimming Pool Fees

The same cost as building permits.

## Electrical Permit Fees

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

### 1 Phase 120/240 Volt

0 to 100	\$75.00
101 to 150	\$80.00
151 to 200	\$85.00
201 to 400	\$105.00
401 to 600	\$155.00
601 to 800	\$205.00
801 to 1,000	\$255.00
Over 1,001	\$155.00*

### 3 Phase 208 or 240 Volt

0 to 100	\$92.00
101 to 150	\$100.00
151 to 200	\$118.00
201 to 400	\$152.00
401 to 600	\$238.00
601 to 800	\$325.00
801 to 1,000	\$412.00
Over 1,001	\$238.00*

### 3 Phase 480 Volt

0 to 100	\$144.00
101 to 150	\$160.00
151 to 200	\$196.00



**3 Phase 480 Volt (Continued)**

201 to 400	\$264.00
401 to 600	\$436.00
601 to 800	\$610.00
801 to 1,000	\$784.00
Over 1,001	\$610.00*

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

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

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

## Contractor Registration Fees

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

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

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

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

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

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

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

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

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

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

Number		Price	Fee
	Outlets, Switches and Lights 120V, 15 & 20 A	\$0.50	
	Sub Feed panel each	\$5.00	
	Equipment circuit up to 30A	\$1.00	
	More than 30A up to 60A	\$2.00	
	Over 60A	\$5.00	
	Water Heaters	\$1.00	
	Dryer	\$1.00	
	Dishwasher	\$1.00	
	Disposal	\$1.00	
	Electric Range	\$1.00	
	Cook top	\$1.00	
	Oven	\$1.00	
	Exhaust Fan under ¼ HP	\$0.50	
	Exhaust Fan over ¼ HP	\$1.00	
	Generator up to 22 kw	\$5.00	
	More than 22 kw up 45 kw	\$10.00	

Number		Price	Fee
	Greater than 45 kw	\$15.00	
	Power Transformer up to 10 KVA	\$5.00	
	Each Additional 10 KVA or fraction thereof	\$1.00	
	Change in Service location without amperage	\$15.00	
	Installation of Equipment regardless amperage. Type of equipment being Installed: _____	\$15.00	
1	Writing Permit	\$75.00	75.00
	Certificate of Completion (If stand-alone permit)	\$10.00	
	<b>Subtotal</b>		
1	State Surcharge (2.5% of total fees or minimum \$4.00)		

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

Date: \_\_\_\_\_ Contractor or Owner: \_\_\_\_\_ **Total Fee** \_\_\_\_\_  
 Competency Card # \_\_\_\_\_ State Number: \_\_\_\_\_

## Valuation Fee Schedule

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

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

**Highlands County Fire Rescue  
Emergency Medical Service (EMS)  
6850 W. George Blvd., Sebring FL 33872  
(863) 402-6630**

**Fee Schedule FY 20-21**

Service Type	Fee
BLS Base Rate (IV or less, including glucose check w/o ALS assessment or procedure/treatment)	\$600.00
ALS 1 Base Rate (ALS assessment; ALS procedure, excl. IV only) *	\$650.00
ALS 2 Base Rate *	\$750.00
Mileage (per loaded mile)	\$12.00
Treatment Only, No Transport	\$75.00
Refusal (for habitual abuse of the system, administrative discretion)	\$75.00
Event Designated ALS Unit Standby Coverage / per hr. / min. 2 hrs.	\$130.00
Stemi/Cath Lab Designated ALS Unit Standby / per hr. / min. 2 hrs.	\$200.00

**Treatment/Transport to Landing Zone will be charged appropriate base rate plus a minimum of one (1) mile**

\* ALS 2 Base Rate:

- I. At least three administrations of medications
  - a. Medications **must** be by IV push, bolus, or infusion.
  - b. Three administrations of the SAME medication qualify for the 3 medications rule.
  - c. The following medications DO NOT qualify for the 3-medication rule
    - i. Crystalloid, Hypotonic or Hypertonic solutions
    - ii. D5W
    - iii. Normal Saline
    - iv. Ringer's Lactate
    - v. Oxygen
    - vi. Aspirin

**OR**

- II. One of the following procedures:
  - a. Manual defibrillation/cardioversion
  - b. Endotracheal Intubation
  - c. Central venous IV line
  - d. Cardiac pacing

- e. Chest decompression
- f. Surgical airway
- g. Intraosseous line

**All other emergency and non-emergency transports are billed to the patient at the usual rate.**

**Highlands County Fire Rescue  
Fire Prevention  
6850 W. George Blvd Sebring, FL 33875  
(863) 385-1112**

**Fee Schedule FY 20-21**

**Pre-Inspection**

Pre-Inspection	\$25.00
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**Routine Fire Inspections\***

The first re-inspection is free. Each subsequent re-inspection will be billed at twice the inspection charge.

Number of Square Feet	Normal Fee	Re-Inspection Fee
Up to 5,000	\$25.00	\$50.00
5,001 – 10,000	\$30.00	\$60.00
10,001 – 15,000	\$35.00	\$70.00
15,001 – 20,000	\$40.00	\$80.00
20,001 – 25,000	\$45.00	\$90.00
25,001 – 30,000	\$50.00	\$100.00
30,001 – 35,000	\$55.00	\$110.00
35,5001 – 40,000	\$60.00	\$120.00
40,001 – 45,000	\$65.00	\$130.00
45,001 – 50,000	\$70.00	\$140.00
50,001 – 55,000	\$75.00	\$150.00
55,001 – 60,000	\$80.00	\$160.00
60,001 – 65,000	\$85.00	\$170.00
65,001 – 70,000	\$90.00	\$180.00



<b>Number of Square Feet</b>	<b>Normal Fee</b>	<b>Re-Inspection Fee</b>
70,001 – 75,000	\$95.00	\$190.00
75,001 – 80,000	\$100.00	\$200.00
Above 80,001	\$105.00	\$210.00

### **Certificate of Occupancy Inspections**

<b>Number of Square Feet</b>	<b>Normal Fee</b>	<b>Re-Inspection Fee</b>
Up to 5,000	\$25.00	\$50.00
5,001 – 10,000	\$30.00	\$60.00
10,001 – 15,000	\$35.00	\$70.00
15,001 – 20,000	\$40.00	\$80.00
20,001 – 25,000	\$45.00	\$90.00
25,001 – 30,000	\$50.00	\$100.00
Above 30,000	\$55.00	\$110.00

### **Miscellaneous Fees**

Department of Children and Families Service*	\$25.00
For Certificate of Construction Plan	\$25.00-\$110.00
Sprinkler Systems, Standpipes and Smoke Alarms	\$25.00
Pre-Review of Construction Plan	\$20.00 per page
Construction Plan Review	\$20.00 per page
Revision of Construction Plans	\$20.00 per page
Sparkler Permit	\$30.00
Public Fireworks Display Permit	\$100.00

## Miscellaneous Fees (Continued)

Tent Permit	\$30.00
Fire Safety Program Fee*	* \$5.00 per occupational License

**\*Effective: May 27, 2003 (Per Resolution 02-03-132) - Currently the fees for Routine Fire Inspections, Department of Children and Families Services Inspections, and the Fire Safety Program Fees, are not being collected.**

**Highlands County Engineer  
505 South Commerce Avenue, Sebring, FL 33870  
(863) 402-6877**

**Fee Schedule FY 20-21**

**Comprehensive Plan Map Amendments**

**Small Scale Map Amendment**

Pre-Application Conference (Optional)	\$150.00
Concurrency Traffic Analysis Review	\$80.00

**Large Scale Map Amendment**

Pre-Application Conference	\$200.00
Concurrency Traffic Analysis Review	\$120.00

**Developments Within Adjacent Municipality**

**Concurrency Review of Municipality**

Small Projects w/traffic analysis by County Engineer	Fee Waived
Minor Project w/ Minor Traffic Impact Analysis (TIA)	\$ 300.00
Major Project w/ Major Traffic Impact Analysis (TIA)	\$ 500.00
Pre-Application Conference - Major Traffic Impact Analysis (TIA) (Mandatory)	\$ 150.00
Off-Site Construction Plans Review – Minor (per sheet)	\$500.00
Off-Site Construction Plans Review – Major (per sheet)	\$500.00
Commercial Driveway – Roadway Construction (Small)	\$300.00
Commercial Driveway – Roadway Construction (Minor)	\$ 500.00
Commercial Driveway– Roadway Construction (Major)	\$ 500.00

## Developments Within the Unincorporated Areas

### Concurrency Review of Unincorporated

Small Project w/Analysis by County Engineer	\$ 300.00
Project w/ Minor Traffic Impact Analysis (TIA)	\$400.00
Project w/ Major Traffic Impact Analysis (TIA)	\$600.00
Pre-Application Conference- Major Traffic Impact Analysis (TIA) (Mandatory)	\$150.00

### Development of Regional Impact

Base Fee	\$3,000.00
Additional Charge per Acre over 400 Acres	\$5.00
Substantial Deviation (DRI)	\$1,000.00
Annual Review Fee	\$300.00
Variance Requests to Land Development Regulations	\$350.00

### Flood Hazard Development

Flood Hazard Development Permit	\$500.00
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### Improvement (Development) Plans Review

Improvement Plans Review (Per Sheet)	\$500.00
Revision of Previously Approved Improvement Plan (Per sheet)	\$350.00

### Planned Development District Review

Base Fee	\$3,000.00
Additional Charge Per Acre Over 400 Acres	\$5.00
Post Approval Revisions Review/Text Amendments	\$1,000.00
Annual Review Fee	\$300.00

## Commercial Development

Preliminary Site Plan Review (Per sheet)	\$500.00
Final Site Plan Review (Per sheet > 11x 17)	\$500.00
Final Site Plan Review (Per sheet on 11x17, 4 sheet minimum)	\$125.00
Commercial Driveway (Connection) Permit	\$800.00
Revision of Previously Approved Preliminary or Final Plan (Per sheet)	\$350.00
Site Plan Exemption	\$400.00

## Preliminary Plat Review

(Some Commercial Development May Follow These Procedures)

Control Point Monuments	\$7.00
1-50 Property Corners, Permanent Control Points/Monuments	\$700.00
Each Additional 1-50 Corners, Permanent Control Points/Monuments	\$300.00

## Final Plat Review and Field Locate All Corners

(Some Commercial Development May Follow These Procedures)

1-50 Property Corners, Permanent Control Points/Monuments	\$700.00
Each Additional 1-50 Corners, Permanent Control Points/Monuments	\$300.00

## Mining Permits

Base Fee, Plan Review (Per sheet)	\$500.00
Per Mining Acre	\$10.00
Annual Review Fee	\$500.00

**Residential Driveway Permit**  
(All with Grades Set)

New Driveway, One Access	\$150.00
Existing Driveway Inspection	\$80.00
Conversion, Existing Driveway to New Driveway, One Access	\$70.00
New Driveway, Two Access Points	\$210.00
Renewal of Expired Permit	\$70.00
Resetting of Grade Stakes	\$80.00
Re-Inspection of Finals	\$80.00
Pre-pour Re-Inspection	\$80.00
Ditch Closure/Modification (Includes Grades)	\$400.00
Road Damage (Per square yard)	\$90.00
Red Tag Fee	\$100.00

**Right of Way Use Permits**

Temporary Use	\$400.00
Other Right-Of-Way Construction	\$400.00
General Utility Permit	\$400.00
House Moving Permit	\$400.00
Unauthorized work within the Right-Of-Way (plus restoration)	\$1,000.00

**Vacation of Right-of-Way or Easements**

Vacation of Right-of-Way	\$800.00
Vacation of Right-of-Way Due to Existing Encroachments	\$1,000.00
Vacation of Easement	\$500.00

**Vacation of Right-of-Way or Easements (Continued)**

Vacation of Easement Due to Existing Encroachments	\$600.00
Vacation of Plat	\$800.00

**GIS/Addressing**

Addressing – New Construction (Non-County Initiated) Other than New Development	\$25.00
Address Verification (Non-County Initiated)	\$10.00
Renaming Roadway (Private and Public)	\$150.00
Readdressing of changed Site Plan/Plat	\$150.00
Addressing Fee – Commercial Platting - First 10 addresses (To be charged at the time addresses are initially assigned to the development)	\$15.00 per
Each Additional Address	\$5.00 per

**Media Processing, Manuals & Standards Cost**

Land Development Regulations (Hard Copy)	\$75.00
Technical Standards Manual (Hard Copy)	\$25.00
Aerial Map	\$5.00
Highlands County Road Map	\$1.50
Map of Roads Maintained by Highlands County	\$50.00

**Copies/Prints (All)**

Letter Size (F.S. 119.07)	\$0.15
Legal Size (F.S. 119.07)	\$0.15
11X17 Copies	\$0.25
Two Sided- Letter Size (F.S. 119.07)	\$0.20

**Copies/Prints (All)** (Continued)

Two Sided- Legal Size (F.S. 119.07)	\$0.20
Two-Sided 11 x 17	\$0.30

**Plots, Including Color**

Up to 42", Per Sheet	\$5.00
In excess of 42", Per Sheet, Up to 120" Long	\$10.00

**Digital Analysis, Overlay and Associated Manual Work**

Minimum Charge (One hour)	\$75.00
Additional Hours	\$30.00

**Electronic Database and Digital Map Files**

Minimum Charge (One hour)	\$25.00
Additional Hours	\$30.00
Computer Time (Per hour)	\$25.00
Staff Time (Per hour)	\$25.00



# Heartland Library Cooperative

## Fee Schedule FY 20-21

### General Fees

<b>Description</b>	<b>Cost</b>
3 Month Non-Residential Library Card	\$10.00
6 Month Non-Residential Library Card	\$20.00
12 Month Non-Residential Library Card	\$30.00
Resident Library Card	FREE
Collection Agency Fee	\$10.00
Processing Fee/Replacements	\$5.00 each
Processing Fee/Damaged Material	Cost of replacement plus \$5.00 processing
Replacement Library Card	\$2.00
Copies, B&W 8 x 11	\$0.25 each
Copies, Color 8 x 11	\$1.00 each
Copies, legal sized	\$0.25 each
Guest Pass for Public Access Computers	\$2.00 per hour
Guest Pass for Wireless Access	FREE
Computer Printouts, B&W	\$0.25 each
Computer Printouts, Color	\$1.00 each

## Late Fees

<b>Description</b>	<b>Cost</b>
Audio Cassette, Kits, Music CD	\$0.25 per day
Audio CD Sets	\$1.00 per day
Video Cassette	\$0.25 per day
DVD	\$1.00 per day
Video Game	\$1.00 per day
Books	\$0.25 per day
Periodicals	\$0.25 per day
Pink Cart Books	\$1.00 per day
Playaways	\$1.00 per day
Maximum Fine Per Item	\$50.00

## Estimated Replacement Costs

<b>Description</b>	<b>Default</b>
Cassette Audiobook	\$50.00/set or \$9.00/per tape
CD Audiobook	\$60.00/set or \$9.00/per CD
Computer Software	\$25.00
DVD Set	\$60.00
DVD Single	\$18.00
Easy Board Book	\$ 8.00
Easy Book	\$17.00
Hardback Book	\$25.00
J Cassette Audiobook	\$50.00
J CD Audiobook	\$60.00
J DVD	\$18.00
J Hardback Book	\$17.00
J Mass Market PBK	\$5.00
J Music CD	\$20.00
J Trade PBK	\$10.00

<b>Description</b>	<b>Default</b>
J VHS	\$18.00
Magazine	\$5.00
Mass Market PBK	\$ 8.00
Music CD	\$20.00
Reference	\$60.00
Trade PBK	\$16.00
VHS	\$18.00
Video Game	\$48.00
YA Cassette Audiobook	\$50.00
YA CD Audiobook	\$60.00
YA DVD	\$18.00
YA Hardback Book	\$17.00
YA Mass Market PBK	\$5.00
YA Trade PBK	\$10.00
YA VHS	\$30.00

**Highlands County Road and Bridge Department  
4344 George Blvd., Sebring, FL 33875  
(863) 402-6529**

**Fee Schedule FY 20-21**

Mechanic Shop Rate	\$42.41 per hr.
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**Highlands County Development Services  
Department  
501 S. Commerce Ave, Sebring, FL 33870  
Planning – (863) 402-6650  
Zoning – (863) 402-6638**

**Fee Schedule FY 20-21**

Rural Land Stewardship (RLS)	TBD (To Be Determined)
Development of Regional Impact (DRI)	\$21,800.00
Zoning Change Only	\$1,950.00
Large Scale Comprehensive Plan (LSCP) Amendment Only	\$2,025.00
Small Scale Comprehensive Plan (SSCP) Amendment Only	\$1,500.00
PD (Planned Development District) Amendment (minor amendment excluded) Only	\$1,950.00
Special Use Permit Only	\$2,925.00
FUD (Flexible Development District) Amendment (minor amendment excluded) Only	\$1,950.00
Revision of legal on resolution, ordinance or ad when applicant provides revised legal	\$1,375.00
Concurrency Traffic Analysis Reviews for LSCP and SSCP Amendment	Contact Engineering Dept.
Special Exception Application Only	\$975.00
Special Exception Application for a Tower Only	\$1,300.00
Special Exception Application for Goats, Hogs, Sheep, and Chickens	\$0.00
Variance Application Only	\$650.00
Notice Requirements (zoning changes, LSCP, SSCP, variances, Special Use Permit, and special exceptions and the like)	Actual or pro-rated expense for public notice requirements depending on the application
Environmental Clearance Report Processing Fee (> 2 acres w/ impact)	\$425.00

## Environmental Exemption Fee

This fee is collected with other building permit fees for projects that would otherwise have to go through Environmental Clearance even though preparation of the Environmental Clearance report would be unnecessary.

For each Residential Dwelling Unit*	\$130.00
For each Commercial/Industrial Building Permit*	\$325.00

\*No Environmental Exemption Fee will be collected on building permits to replace existing mobile homes and residential dwellings on their original lot or for constructing accessory in unoccupied structures, or remodeling or adding to existing structures.

## Development Review Fees

Developer Requested Conference**	\$400.00
Plat Review (Preliminary Plat and Final Plat, each)	\$275.00
Vacation of Plat	\$175.00
Vacation of Easement	\$130.00
Road (Vacation) Closures	\$130.00
Site Plan Review	\$425.00

Development Agreement Legal Review Fee: Actual cost incurred by the legal review and services rendered by the Board Attorney and/or other law firm or service for this purpose.

\*\*In an effort to better serve the people, Highlands County Planning and Zoning Staff believe effective communication early in the planning process prevents expensive setbacks later in the process. To this regard, two coordination meetings are available to facilitate effective communication between developer and staff: a pre-application meeting and an application review meeting. It is most beneficial to meet with the Highlands County Planning and Zoning Staff to review a proposal for basic conformity with county land use regulations. The pre-application meeting does well to circumvent routine problems that would otherwise cause delay and added expense. Prior to submitting the application, an application review meeting is also highly recommended to ensure the package is complete and as detailed as possible. There are no fees for the pre-application meeting or the application review meeting. All meetings requested by the developer after the pre-application meeting (excluding the application review meeting) or after an application is submitted qualify as a developer requested conference.

## Special Approval

Car Tent Sales Permit	\$500.00
Off-Premise Sales of Merchandise Permit	\$200.00
Beverage License Review	\$150.00
Temporary Beverage License (1 to 3 days permit) Review	\$25.00

## Amusements

Bingo	\$130.00
Bingo – nonprofit – no fee for a temporary permit (1 to 3 days)	\$ 0.00
Carnival and Exhibition	\$325.00
Rodeo	\$200.00
Palm Reading	\$325.00
Zoning/FLUM (Future Land Use Map) Confirmation Letter per property	\$20.00
Boat Dock/Boat House	\$40.00
Permit Review-New Structures	\$65.00
Shed, Carport, Driveway, Slab, Screen Room, Garage, Additions, Swimming Pools, and the like	\$40.00
Form Board, Fence and Seawall	\$20.00
CO (Certificate of Occupancy) Review	\$20.00

Exempt from Planning and Zoning review: re-roof, interior remodel with no change in use, window replacement size for size, hurricane shutters, siding, and garage door.

## Nuisance Abatement Fees

Standard Abatement (\$25.00 per hour)	TBD (To Be Determined)
Noticing, Abatement involving asbestos (cost of the Asbestos Survey includes an additional fee)	Fees Vary
Open Code Violations and/or Lien Confirmation Letter per property	\$20.00

## Document or Map Purchases

Zoning Text	per County policy
Comprehensive Plan (text)	\$35.00
Evaluation & Appraisal Report Document	\$ 125.00
Color Maps (each FLUM or other map)	\$20.00
Blueprint Maps (each FLUM or other map "32 x 32")	\$ 10.00
Blueprint Maps (each FLUM or other map "24 x 36")	\$ 5.00
Copies or Xerox charges – one sided	per County policy
Copies or Xerox charges – two sided	per County policy
Computer Discs with information	per County policy
Cassette tape – 90 minutes	per County policy
Computer Disc without information	per County policy
Garage Sale/Yard Sale Permit *	\$ 5.00
Community Garage Sale/Yard Sale Permit*	\$25.00

\*Garage/Yard Sale Permits to be obtained and paid for at the Tax Collector's Offices.



## Vesting Order Applications

Single Lots of Record	\$ 175.00
Subdivisions (under 26 units)	\$425.00
Subdivisions (26 or more units)	\$850.00
Commercial & Industrial Property	\$850.00
Appeals (deposit on account)	\$1,625.00

**Highlands County Solid Waste Management Center  
Arbuckle Landfill – 12700 Arbuckle Creek Rd.  
Sebring, FL 33870  
(863) 402-7786**

**Fee Schedule – FY20-21**

<b>Type of Material</b>	<b>Landfill Tipping Fee</b>
Animal Carcasses	\$75.00 per ton
Asbestos (Need 48-hour notice)	\$150.00 per ton
Assistance pulling load off vehicle	\$25.00 each
Class I (bagged) maximum of 10 bags	\$1.00 per bag
Class I Waste/Commercial MSW (Bulk only)	\$45.00 per ton
Class I Waste/Residential MSW (Bulk only)	\$45.00 per ton
Construction & Demolition (C & D) Waste/Debris	\$25.00 per ton
Contaminated Soil (Less than 25 tons, Same origination site)	\$45.00 per ton
Fine Dust (Granite, Plastic, Other Materials)	\$10.00 per ton
Fined Load Fee	\$50.00 each
Fined Load Fee (Enforcement of Tarp Ordinance)	\$50.00 per ton
Flat Fee – Fined Load	\$50.00 per ton
Freon Removal	\$15.00 per appliance
Gas Plastic (Ag Plastic)	\$45.00 per ton
Grass Clippings	FREE
Hazardous Waste	NOT ACCEPTED
Horticultural/Yard Waste (bagged)	\$0.50 per bag

<b>Type of Material</b>	<b>Landfill Tipping Fee</b>
Horticultural/Yard Waste (bulk)	\$25.00 per ton
Landfill Cover Material Unless Waived	\$5.00 per ton
Mechanical Assistance (battery jump)	\$25.00 each
Minimum Charge for C & D Bulk Items	\$10.00 minimum
Minimum Charge for Class 1 & Horticultural Bulk Items	\$10.00 minimum
Mobile Home Trailer 40' or less	\$200.00 flat fee
Mobile Home Trailer over 40'	\$300.00 flat fee
Mobile Home Trailer w/drywall 40' or less	\$350.00 flat fee
Mobile Home Trailer w/drywall over 40'	\$450.00 flat fee
Paint Disposal - Commercial	\$3.00 per gallon
Prohibited Debris Separation Fee (ALL OTHERS)	\$150.00 each
Prohibited Debris Separation Fee (Mini Wheel)	\$75.00 each
Prohibited Debris Waste Separation Fee (Pick-Up)	\$50.00 each
Propane Tanks – 121 lb. - 250 lb.	\$20.00 each
Propane Tanks - 20 lb. or less	FREE
Propane Tanks – 21 lb. - 30lb.	\$5.00 each
Propane Tanks – 31 lb. - 120 lb.	\$10.00 each
Residential Illegal Dump Property Cleanup by Owner (With Documentation)	FREE
RF Tag Replacement	\$20.00 each
Road Base Material (concrete and asphalt paving and roofing)	FREE
Tires, Bulk Rate	\$110.00 per ton
Tires, Individual Car Tires (Residential, Up to 20" Tire Size)	FREE

<b>Type of Material</b>	<b>Landfill Tipping Fee</b>
Tires, Individual Mobile Home Tires	\$5.00 each
Tires, Individual Truck Tires (Over 20" Tire Size)	\$7.50 each
Tires, Large Truck Tires and OTR Tires	\$15.00 each
Unloading Fee	\$35.00 each
Vehicle & Trailer Weight Tickets	\$5.00 per ticket
White Goods (refrigerators, stoves, water heaters, etc.)	\$20.00 per ton

**Highlands County Health Department  
7205 South George Blvd., Sebring, FL 33875  
863-386-6040**

Please contact the Health Department directly regarding fee questions. They can be reached at (863) 386-6040 or <http://highlands.floridahealth.gov/>.