

HIGHLANDS COUNTY SCHEDULE OF FEES



Effective October 01, 2025

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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 25-26

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 25-26

A Service Fee will be charged by the provider to all credit card payments.

Public Record Service Fee

FY 25-26

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

Flash Drives and Other Electronic Medium	\$5.00
Affidavit / Certifications	\$25.00

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.

Highlands County Building Rental Use Rules

FY 25-26

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 Parks & Facilities Management Office at 863-402-6758.
 - 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 at 863-402-6520.
 - 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 Use Agreement and 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. Key must be returned first business day after the event. There will be a \$10 per day charge for each day the key is turned in late.
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. A Special Event permit may need to be filled out with the Highlands County Code Enforcement for use of food vendors or non-food vendors at the event, that will be set-up outdoors.
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:** Pursuant to Highlands County Ordinance 20-21-04, the consumption of alcoholic beverages is permitted at certain specified County facilities provided that the primary focus of the event is not children, and the proper insurance, indemnification and other requested documentation is provided to the County 10 days prior to the event. 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. For the use of alcoholic beverages at any event, a Special Event permit must be filled out with the Highlands County Code Enforcement at 501 S. Commerce Ave in Sebring; Phone number 863-402-6638.
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 as defined by ADA and Florida Law, 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 properly placing them back on the cart at end of event. Absolutely NO sitting on tables. Set-up and tear-down is available at the O.S. "Sam" Polston Auditorium at the Bert J. Harris Agri Civic Center 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 waterspouts 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 online.

Highlands County Building Rental Fee Schedule

FY 24-25

Building	Hours Available for Rental	Capacity (approx.)	Damage Deposit Refundable	Private, Education, Civic, Religious, Non-Profit Rate (Per Day)	Additional Fees	Extraordinary Cleanup* (*held from deposit)
Ag Center Auditorium 4509 George Blvd. Sebring, FL 33875 863-402-6758	8 am to 12 am	346	\$350.00	\$250.00 plus tax*	Marquee- \$25 per day	\$25.00 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	\$25.00 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	\$25.00 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	\$25.00 per hour, plus tax*
Desoto Community Center 6305 State Road 17A S Sebring, FL 33870 863-402-6758	8 am to 12 am	43	\$100.00	\$50.00 plus tax*	None	\$25.00 per hour, plus tax*

Building	Hours Available for Rental	Capacity (approx.)	Damage Deposit Refundable	Private, Education, Civic, Religious, Non-Profit Rate (Per Day)	Additional Fees	Extraordinary Cleanup* (*held from deposit)
Lorida Community Center 1909 Blessing Ave. Lorida, FL 33857 863-402-6758	8 am to 12 am	146	\$100.00	\$100.00 plus tax*	None	\$25.00 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	\$100.00	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*	\$25.00 per hour, plus tax*
Venus Community Center 45 Clubhouse Road Venus, FL 33960	8 am to 12 am	98	\$100.00	\$100.00 plus tax*	None	\$25.00 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 24-25

Building	Hours Available for Use	Capacity (approx.)	Damage Deposit Refundable	Special Benefit Property Owner (Per Day)	Non - Property Owner (Per Day)	Extraordinary Cleanup * (* held from deposit)
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/C	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	\$250.00	N/C	N/A	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/C	N/A	Vendor rate for cleaning*

Building	Hours Available for Use	Capacity (approx.)	Damage Deposit Refundable	Special Benefit Property Owner (Per Day)	Non – Property Owner (Per Day)	Extraordinary Cleanup * (* held from deposit)
Highlands Park Estates Community Center 16415 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* 161415 Deerglen Blvd Lake Placid, Fl 33852 863-402-6843	Sunrise To Sunset	N/A	N/C	N/C	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 24-25

Placid Lakes Special Benefit District	\$100.00
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Membership and access cards are effective October 1st to September 30th each year. Cards will be deactivated upon nonrenewal of membership fees. New cards are not provided for membership renewal.

District Property Owner's Access Card Fee

FY 24-25

Placid Lakes Special Benefit District*	\$50.00
Sun 'N Lakes of Lake Placid Recreational District*	\$50.00
Replacement Card	\$20.00

Where access cards are utilized, District property owners are issued one card per property owner free of charge. Additional access card(s) are available by paying the above fee for each additional card annually. If property taxes are not paid by April 1st, District Property Owner's card(s) will be deactivated immediately.

* Due to changes in Florida Statute, some property owners within the Special Benefit District may be required to purchase an access card.

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

FY 25-26

Deposit

Event	\$300.00
Concession*	\$50.00

*Concession 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.

Cancellation Deposit Refund

Less than 10 business days' notice*	\$0
11 to 15 business days' notice	\$150.00
16 or more business days' notice	\$300.00
Administrative Fee (if cancelled 16 or more business days)	\$25.00

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

Softball Tournaments

	Event Pricing*	Tourism Event
Field Rental **	\$80.00/Field	\$265.00/Field
Field Rental with Lights**	\$125.00/Field	\$395.00/Field
Field Elements	\$12.00/Bag/Turface	\$12.00/Bag/Turface
Additional Maintenance Fee	\$25.00 per hour	\$25.00 per hour

*Event pricing includes Self-organized, local, and non-profit organizations.

**Includes Use of lined softball field, concession, and restrooms from 8:00 a.m. – 11:59 pm. Does not include officials, or maintenance other than initial lining & dragging at beginning of tournament.

Athletic & Event Program Fees

	Event Pricing*	Tourism Event
Daily Event Fee (Tournaments, Field Days, etc.)	Field A ***\$110.00 Field B, C, D \$70.00 / field	Field A*** \$400.00 Field B, C, D \$255.00 / field
Daily Event Fee with lights (tournaments, Field Days, Etc.)	Field A \$130.00	Field A \$470.00
Adult Softball (10 game)	\$360.00/Team**	
Senior Softball (10 Weeks)	\$200.00/Team (no officials or lights)	
Softball Field Rental	\$20.00 per hour /\$25 per hour with lights	
Portable Pitching Mound or Fencing	\$25.00 Day	\$25.00 Day
Vendor (Merchandise)	\$50.00/ Vendor/ Day	\$50.00/ Vendor/ Day
Food Vendor	\$50.00/ Vendor/ Day	\$50.00/ Vendor/ Day
Individual User Card	\$25.00 pp annual / \$15.00 pp partial year	
Multi-Use Field A	\$20.00 practice 1-3 hrs.	
Multi-Use Field A with Lights	\$35.00 practice 1-3 hrs.	
Multi-Use Fields B, C, D	\$15.00 practice 1-3 hrs.	

*Event pricing includes Self-organized, local, and non-profit organizations.

**Fee includes 10 games, 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.

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 10 days prior to the event.

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

FY 25-26

Right to collect fees per: FL Statute 125.56(2) & 553.80

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 Division
501 S. Commerce Ave.
Sebring, FL 33870

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 Division
501 S. Commerce Ave.
Sebring, FL 33870

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 Division
501 S. Commerce Ave.
Sebring, FL 33870

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

Date: _____ Property _____

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) _____

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.

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, prefabricated 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+	\$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	\$60.00
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
Repetitious Submittal	\$100.00

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 1,000	\$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 1,000	\$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 1,000	\$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
Replacement Contractor Card		\$15.00

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

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	
	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 of amperage. Type of equipment being installed: _____	\$15.00	
1	Writing Permit	\$75.00	\$75.00
	Certificate of Completion (If stand-alone permit)	\$10.00	
	Subtotal		
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
4506 Kenilworth Blvd.
Sebring, FL 33872
(863) 402-7600**

FY 25-26

EMS Division

Ambulance Transport/Non-transport Fees

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*	\$1,000.00
SCT - Specialty Care Transport (requires a nurse ride-a-long)	\$1,200.00
Mileage Rate (per loaded mile, rounded to nearest whole mile)	\$15.00
Treatment Only (Treat and Release)	\$100.00
Institutional Lift Assist (Applies to institutional categories with medical staff on site) **Billed to the facility not the patient**	\$600.00
Ambulance Patient Offload Delay (per hour) **Billed in ¼ hour increments to the Hospital Facility**	\$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.

Certificate of Public Convenience and Necessity (COPCN) Fees

COPCN Fees	Fee
Initial or Renewal Application Fee	\$500.00
Certificate Vehicles (charged per vehicle listed)	\$100.00
Advertising and Notifications	Actual Cost
Late Renewal (request less than 3 months of needed renewal date, added to application fee)	\$250.00
Late Renewal Requiring Extension (added to Late Renewal fee and application fee)	\$1,000.00

EMS Event/Standby Fees

Service Type	Fee
Non-dedicated EMS Unit and Crew (Subject to approval from the Fire Chief or his/her designee)	No Charge
ALS Hospital Standby (Cath Lab, STEMI) per hour, 2hours minimum	\$200.00
ALS or BLS Unit (per hour, 2 hours minimum)	\$130.00
UTV, ATV, or Command Unit (per hour, cannot substitute coverage crew)	\$66.00
Fire Rescue Supervisor or Command (per hour, cannot substitute for crew)	\$46.00

EMT or Paramedic (per person, per hour, 2 hours minimum)	\$32.00
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Fire Division

Fire Event/Standby Fees

Service Type	Fee
Non-dedicated Fire Unit and Crew (Subject to approval from the Fire Chief or his/her designee)	No Charge
Fire Command Vehicle (per hour, cannot substitute coverage crew)	\$66.00
Class A Fire Engine or Pumper Tanker (per hour, 2 hours minimum)	\$156.00
Aerial/Ladder Truck (per hour, 2 hours minimum)	\$180.00
Brush Truck or Water Tender (per hour, 2 hours minimum)	\$121.00
Hazmat Heavy Rescue (per hour)	\$140.00
Hazmat Squad Unit (per hour)	\$120.00
Hazmat Technician/USAR Specialist (per hour)	\$50.00
Firefighter (per person, per hour, 2 hours minimum)	\$32.00

False Emergency Alarm Fees

Number of False Alarms (Per Calendar Year)	Fee
First False Alarm	No Charge
Second False Alarm	\$150.00
Third False Alarm	\$300.00
Fourth+ False Alarm	\$500.00

Fire Prevention Bureau

Pre-Inspection/Construction Review

Review Type	Fee
Buildings with 10,000 square feet or less	\$75.00
Buildings greater than 10,000 square feet	\$150.00
Pre-review of Construction Plans (Non-permit plans, per page)	\$20.00

Annual/Routine Fire Inspections

Square Footage	Initial Inspection	First Reinspection*	Second+ Reinspection
Up to 5,000	\$55.00	\$110.00	\$165.00
5,001 – 15,000	\$75.00	\$150.00	\$225.00
15,001 – 25,000	\$150.00	\$300.00	\$450.00
25,001 – 35,000	\$225.00	\$450.00	\$675.00
35,001 – 45,000	\$300.00	\$600.00	\$900.00
45,001 – 55,000	\$375.00	\$750.00	\$1,125.00
55,001 – 65,000	\$450.00	\$900.00	\$1,350.00
65,001 – 75,000	\$525.00	\$1,050.00	\$1,575.00
75,001 – 85,000	\$600.00	\$1,200.00	\$1,800.00
85,001 or greater	\$640.00	\$1,280.00	\$1,920.00
Cost for each additional 1,000 sf	\$1.00	\$2.00	\$3.00
Food Truck Inspection	\$50.00	\$100.00	\$200.00

*The first re-inspection is no charge if all violations noted on initial inspection are corrected. Re-inspection without corrected violations results in first and subsequent re-inspection charges as listed.

Temporary Certificate of Occupancy

Service	Fee
Temporary Certificate of Occupancy (TCO) Inspection Fee	\$75.00

Certificate of Occupancy Inspections (Fire Final Inspections)

Square Footage	Initial Inspection	First Reinspection	Second Reinspection	Third+ Reinspection
Up to 5,000	\$70.00	\$140.00	\$210.00	\$280.00
5,001 – 10,000	\$135.00	\$270.00	\$395.00	\$530.00
10,001 – 15,000	\$202.00	\$404.00	\$606.00	\$808.00
15,001 – 20,000	\$269.00	\$538.00	\$809.00	\$1,078.00
20,001 – 25,000	\$337.00	\$674.00	\$1,011.00	\$1,348.00
25,001 – 30,000	\$403.00	\$806.00	\$1,209.00	\$1,612.00
Above 30,001	\$470.00	\$940.00	\$1,410.00	\$1,880.00
Cost for each additional 5,000 sf	\$10.00	\$20.00	\$30.00	\$40.00

Construction Plans Review (Includes Remodel, Alterations, and Additions)

Square Footage	Initial Review	Any subsequent Resubmittal
Up to 10,000	\$400.00	\$110.00
10,001 – 20,000	\$500.00	\$150.00
20,001 – 30,000	\$600.00	\$300.00
30,001 – 40,000	\$700.00	\$450.00
40,001 – 50,000	\$800.00	\$600.00
50,001 – 60,000	\$900.00	\$750.00
60,001 – 70,000	\$1,000.00	\$900.00
70,001 – 80,000	\$1,100.00	\$1,050.00
80,001 – 90,000	\$1,200.00	\$1,200.00
90,001 or greater	\$1,300.00	\$1,280.00
Cost for each additional 5,000 sf	\$10.00	\$10.00

Fire Sprinkler Plan Reviews

Valuation	Fee
\$1.00 - \$500.00	\$35.00
\$500.01 - \$3,000.00	\$45.00
\$3,000.01 - \$10,000.00	\$15.00 per thousand or fraction thereof
\$10,000.01 - \$25,000.00	\$150.00 + \$5.00 per thousand or fraction thereof
\$25,000.01 - \$500,000.00	\$225.00 + \$3.00 per thousand or fraction thereof
\$500,000.01 and Greater	\$1,650.00 + \$0.75 per thousand or fraction thereof

New Construction: Permits Based on \$100.00 plan review plus \$0.75 per sprinkler head.

All others assessed by job valuation table above.

Fire Alarm Plan Reviews

Valuation	Fee
\$1.00 - \$500.00	\$35.00
\$500.01 - \$3,000.00	\$45.00
\$3,000.01 - \$10,000.00	\$15.00 per thousand or fraction thereof
\$10,000.01 - \$25,000.00	\$150.00 + \$5.00 per thousand or fraction thereof
\$25,000.01 - \$500,000.00	\$225.00 + \$3.00 per thousand or fraction thereof
\$500,000.01 and Greater	\$1,650.00 + \$0.75 per thousand or fraction thereof

New Construction: Permits Based on \$100.00 plan review plus \$0.75 per alarm device.

All others assessed by job valuation table above.

Other Fire Plan Reviews

Service	Fee
Commercial Hood System Plan Review (Includes Light Inspection) Commercial Hood System Plan Review (Includes Light Inspection)	\$150.00
Commercial Hood Suppression System Review (Includes Balloon Inspection)	\$150.00
Standpipe Plan Review	\$100.00
Paint Booth Plan Review	\$100.00
Hazardous Materials Review	\$75.00
Rack Storage Review	\$75.00
Facility Fire Action Plan Review	\$50.00
Residential Site Review - LDP	\$100.00
Commercial/Industrial Site Review - LDP	\$200.00

Underground Plan Review	\$100.00
Bidirectional Amplifiers (BDA) Plan Review	\$100.00

Safety Systems

Service	Fee
Fire Alarm acceptance test and inspection/recertification	\$50.00
Fire Suppression System Test and Inspection	\$50.00
Second and Subsequent Reinspection of Fire Safety Systems	\$75.00
Standpipe Test and Inspection/Reinspection	\$50.00
Fire Pump Test and Inspection/Recertification	\$175.00
Underground/FDC Inspection	\$50.00

Tents, Membrane Structures, and Other Temporary Structures (Greater than 10x10 feet)

Service Use	Fee
Assembly, 50 to 300 Persons	\$50.00
Assembly, 301 to 1,000 Persons	\$100.00
Assembly, Greater Than 1,000 Persons	\$150.00
Mercantile, Sales	\$50.00
Mercantile, Sales, High Hazard	\$150.00

Fireworks/Pyrotechnic Displays

Type	Fee
Open Air Display	\$250.00
Indoor/Covered Display Inspection	\$300.00
Sparkler Permit	\$50.00

Miscellaneous Prevention Fees

Service	Fee
Work Started/Done Without Permit	\$75.00 + Double Original Permit Fee
Occupying a Commercial Building Prior to a CO (per day)	\$75.00
Miscellaneous Inspections (Complaint Driven and Violations Found)	\$60.00 added to Initial Inspection Fee
Fire Watch (per person, per hour, 4 hours minimum)	\$50.00
After Hours Inspection or Plan Review (per inspector, per hour)	\$65.00

Note: Ambulance transport fees may be subject to indexing based on a minimum of 120% Medicare allowable charges. All other Fire Rescue service fees may be subject to indexing based on the annual percentage increase in the Consumer Price Index (CPI-U, as developed by the Bureau of Labor Statistics of the U.S. Department of Labor) rounded to the nearest whole dollar.

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

FY 25-26

Starting Work without a Permit

Work without a permit: If any work is commenced without permit, the penalty will be a \$100.00 fee. 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 \$70.00 or less
- Permits which have expired
- Permits under which inspections were made and/or work has commenced
- Permits having a change of contractor
- Request received after 48 hours for an Existing Driveway Permit, or three months after permit issuance for new construction

Refunds Where New Construction 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, must include the permit number and/or job location
- The permit holder submits with the request a copy of the original validated receipt; if the original validated receipt is not available, a copy of the cancelled check or financial statement will be accepted
- 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, which must include the permit # and/or job location
- Copy of the original validated receipt; if the original validated receipt is not available, a copy of the cancelled check or financial statement will be accepted
- 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 Engineering Department. Refunds are not given on duplicated permits submitted/issued by the contractor and/or owner.

Where to Direct Your Refund Request:

Highlands County Engineering Department
505 S. Commerce Ave.
Sebring, FL 33870
driveway@highlandsfl.gov

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

Master Park Plan

RV and Mobile Home Parks Review (Per sheet)	\$500.00
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Preliminary Plat Review

(Some Commercial Developments 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 Developments 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	\$250.00
Existing Driveway Inspection	\$80.00
Conversion, Existing Driveway to New Driveway, One Access	\$170.00
Conversion, Existing Driveway to New Driveway, Two Access Points	\$200.00
New Driveway, Two Access Points	\$280.00
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
Repair or Replacement of Driveway, One Access	\$150.00
Repair or Replacement of Driveway, Two Access Points	\$180.00

Right-of-Way Use Permits

Temporary Use	\$400.00
Temporary Road Closure (TTC Required)	\$200.00
Temporary Road Closure (No TTC Required)	\$100.00
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
Visibility Triangle Review	\$25.00

Vacation of Right-of-Way or Easements

Encroachment Agreement	\$300.00
Vacation of Right-of-Way – Preliminary Review	\$200.00
Vacation of Right-of-Way – Secondary Review (includes \$200 from Preliminary)	\$1,000.00
Vacation of Right-of-Way Due to Existing Encroachments	\$1,200.00
Vacation of Easement – Preliminary Review	\$200.00
Vacation of Easement – Secondary Review (includes \$200 from preliminary)	\$1,000.00
Vacation of Easement Due to Existing Encroachments	\$1,200.00

Vacation of Plat	\$1,200.00
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GIS/Addressing

Address Assignment	\$25.00
Address Verification Letter (Non-County Initiated)	\$10.00
Private Roadway Rename	\$100.00 Base Fee + \$10 per Affected Site
Public, Unincorporated County, Roadway Rename	\$125.00 Base Fee + \$10 Per Affected Site Address
Public, Within Municipality, Roadway Rename	\$150.00 Base Fee + \$10 Per Affected Site Address
Manufacture and Installation of Roadway Sign for Road Renaming (Estimated rate Based on standard 15-character sign)	\$150.00 per sign
Address Assignment for Commercial or Residential Platting (To be charged after final plan is approved during development review process, when addresses are initially assigned)	\$15.00 For First 10 Addresses, \$10.00 For Addresses 11-100, and \$5.00 for Addresses 101+
Commercial or Residential Platting Readdress Assignment of Changed Site Plan/Plat	\$50.00 base fee + \$5.00 Per Affected Site Address
New Roadway Added to GIS for Commercial or Residential Platting (To be charged after Final Plan is Approved During Development Review Process, when road feature is added to GIS)	\$50 Per ¼ Mile Road
Review & Implementation of Site Address and Road Centerline GIS Data for Commercial or Residential Platting (per Submission)	\$4 Per Site Address

Media Processing, Manuals & Standards Cost

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

Copies/Prints (All)

Letter Size (ANSI A, 8.5x11) (F.S. 119.07)	\$0.15
Legal Size (F.S. 119.07)	\$0.15
Tabloid Size (ANSI B, 11X17)	\$0.25
Two Sided- Letter Size (ANSI A, 8.5x11) (F.S. 119.07)	\$0.20
Two Sided- Legal Size (F.S. 119.07)	\$0.20
Two Sided- Tabloid Size (ANSIB, 11X17)	\$0.30

Large Format Printing, Including Color

ARCH A (9x12), ARCH B (12X18), ARCH C (18X24), ARCH D (24X36), including equivalent size in ISO and other international paper standards	\$5.00
Paper Sheets of ARCH E (36x48) or larger, including equivalent sizes in ISO (A0 or larger) and other international standards	\$10.00

Digital Analysis, Overlay and Associated Manual Work

Basic GIS Services (<i>Routine Work, Minimal Analysis</i>) Examples: Simple map creation, basic spatial overlays, digitizing, formatting	\$75.00 Per Hour (minimum 1-hour, \$30.00 per additional hour)
Advanced GIS Analysis & Custom Mapping (<i>Moderate Complexity Work</i>) Examples: Custom map design, large format map design, moderate spatial analysis (buffering, spatial joins, proximity analysis), and data processing	\$100.00 Per Hour (minimum 1-hour, \$50.00 per additional hour)
Expedited & Rush Order Requests – Same Day or ASAP (if feasible)	+50% surcharge

Electronic Database, Documents, and Digital Map File Retrievals

Minimum Charge (30 minutes)	\$15.00
Additional 30 minutes	\$10.00

Highlands County Traffic Operations
4330 George Blvd.
Sebring, FL 33875
(863) 402-6536

FY 25-26

Traffic Cones

36" FDOT Traffic Cones with Reflective Collars	\$.25/day	\$1.75/week
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Barricades

36" Type II Barricade	\$.30/day	\$2.10/week
36" Type II Barricade with 12" x 18" No Parking Sign	\$.35/day	\$2.45/week
36" Type II Barricade with 12" x 36" One Way Sign	\$.35/day	\$2.45/week
36" Type II Barricade with 24" x 30" Detour Sign Right	\$.40/day	\$2.80/week
36" Type II Barricade with 24" x 30" Detour Sign Left	\$.40/day	\$2.80/week
72" Type III Barricade	\$.40/day	\$2.80/week
72" Type III Barricade with 18" x 48" Detour Sign Right	\$.45/day	\$3.15/week
72" Type III Barricade with 18" x 48" Detour Sign Left	\$.45/day	\$3.15/week
72" Type III Barricade with 38" x 48" Road Closed Sign	\$.50/day	\$3.50/week

Signs

48" Advanced Placed Road Closed Ahead Sign on Stand	\$.40/day	\$2.80/week
48" Advanced Placed Detour Ahead Sign on Stand	\$.40/day	\$2.80/week
48" Road Closed Ahead 1/2 mile Sign on Stand	\$.40/day	\$2.80/week

48" Road Closed Ahead 1-mile Sign on Stand	\$.40/day	\$2.80/week
48" Detour Ahead ½ mile Sign on Stand	\$.40/day	\$2.80/week
48" Detour Ahead 1-mile Sign on Stand	\$.40/day	\$2.80/week
48" Road Work Ahead Sign on Stand	\$.40/day	\$2.80/week
48" Left Lane Closed Legend Sign on Stand	\$.40/day	\$2.80/week
48" Left Lane Closed Symbol Sign on Stand	\$.40/day	\$2.80/week
48" Right Lane Closed Legend Sign on Stand	\$.40/day	\$2.80/week
48" Right Lane Closed Symbol Sign on Stand	\$.40/day	\$2.80/week

Arrow Boards

Arrow Board Trailer (Government Agency Only)	\$25.00/day	\$175.00/wk
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Message Boards

PCMS Message Board (Installed & Removed by HCTO) Labor & Equipment Rates Apply in addition to rental fee	\$25.00/day	\$175.00/wk
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Portable Light Station

Portable Light Station (Government Agency Only)	\$25.00/day	\$175.00/wk
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**Highlands County Road and Bridge Department 4344
George Blvd.
Sebring, FL 33875
(863) 402-6529**

FY 25-26

Mechanic Shop Rate	\$53.82 per hr.
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Heartland Library Cooperative

FY 25-26

General Fees

Description	Cost
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	\$0.00
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

Description	Cost
Audio Cassette, Kits, Music CD	\$0.00 per day
Audio CD Sets	\$1.00 per day
Video Cassette	\$0.00 per day
DVD	\$1.00 per day
Video Game	\$1.00 per day
Books	\$0.00 per day
Periodicals	\$0.00 per day
Pink Cart Books	\$1.00 per day
Playaways	\$1.00 per day
Maximum Fine Per Item	\$50.00

Estimated Replacement Costs

Description	Default
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

Description	Default
J Trade PBK	\$10.00
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

**Highlands County Misdemeanor
Probation
400 S. Lake Ave
Avon Park, FL 33825
(863) 402-7100**

FY 25-26

Service Type	Fee
Intake/file Set-up Fee	\$25.00 per probation
Cost of Supervision Fee (Probation Fee)	\$75.00 per month
Community Service Insurance Fee	\$6.00 for each 50 hours
Lost Community Service Paperwork Fee	\$10.00 each set after 2 nd set
Intake Appointment Rescheduling Fee	\$75.00 for each reset
Missed Appointment Fee	\$40.00 each missed appointment
Violation of Probation Fee	\$75.00 each violation per case
Urinalysis (Illegal Drug Screen)	\$30.00 to \$40.00 each test

**Highlands County
Development Services Department
501 S. Commerce Ave
Sebring, FL 33870
Planning – (863) 402-6650
Zoning – (863) 402-6638**

FY 25-26

Planning & Zoning Fees

Zoning Change	\$1,500.00
PD (Planned Development District) - Creation	\$2,000.00
PD (Planned Development District) - Amendment	\$750.00
FUD (Flexible Development District) - Creation	\$2,000.00
FUD (Flexible Development District) - Amendment	\$750.00
Large-Scale Comprehensive Plan Amendment	\$3,000.00
Small-Scale Comprehensive Plan Amendment	\$2,000.00
Comprehensive Plan Text Amendment	\$2,000.00
Rural Land Stewardship	\$5,000.00
Variance Application	\$500.00
Special Exception Application – Residential	\$750.00
Special Exception Application – Non-Residential	\$1,000.00
Special Exception Application – Cell Tower	\$1,500.00
Special Exception Application - 2 Caged Hens in Residential District	\$50.00
Special Use Permit	\$3,000.00
Administrative Waiver	\$150.00
Administrative Setback Reduction	\$150.00

Appeal of Administrative Decision	\$250.00
Miscellaneous Development Application (not in conjunction with any other request)	\$500.00
Zoning/Future Land Use Confirmation Letter – Per Property	\$50.00
Notice Requirements (zoning changes, comprehensive plan amendments, variances, special use permits, special exceptions, etc.)	Actual or pro-rated expense for public notice requirements
Revision of legal on resolution, ordinance, or ad when applicant provides revised legal	\$1,375.00

Special Use Approvals

Special Event Permit Simple	\$50.00
Special Event Permit General	\$100.00
Car Tent Sales Permit	\$500.00
Off-Premises Sales of Merchandise Permit	\$200.00
Beverage License Review	\$150.00
Temporary Beverage License (1 to 3 days permit) Review	\$25.00
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.

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

Building Permit Reviews

Boat Dock/Boat House	\$50.00
Permit Review - New Structures	\$75.00
Shed, Carport, Driveway, Slab, Screen Room, Garage, Additions, Swimming Pools, and the like	\$50.00
Form Board, Fence and Seawall	\$25.00
CO (Certificate of Occupancy) Review	\$25.00

These fees are collected with other building permit fees. 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.

Special Flood Hazard Area Review Fee

Elevation Certificate	\$250.00
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Environmental Clearance Fees

Environmental Clearance Report Processing Fee (> 2 acres with impact)	\$425.00
Environmental Clearance Exemption Fee - per Residential Dwelling Unit*	\$200.00
Environmental Clearance Exemption Fee - per Commercial/Industrial Building Permit*	\$500.00

* 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.

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 or 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
Master Park Plan Review (Preliminary and Final, each)	\$275.00
Site Plan Review	\$425.00
Vacation of Plat	\$175.00
Vacation of Easement	\$130.00
Road Closure / Vacation of Right-of-Way	\$130.00
Concurrency Traffic Analysis Review for Comprehensive Plan Amendments	Contact Engineering
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.

** 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.

Nuisance Abatement Fees

Standard Abatement	\$ 35.00 per hour
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	\$50.00

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 32" x 32")	\$20.00
Color Maps (each FLUM or other map "24 x 36")	\$10.00
Color Maps (each FLUM or other map "11 x 17")	\$5.00
Copies or Xerox charges – one sided	per County policy
Copies or Xerox charges – two sided	per County policy
Computer Discs CD-R	per County policy
DVD	per County policy

**Highlands County Solid Waste
Management Center
Arbuckle Landfill – 12700 Arbuckle
Creek Rd.
Sebring, FL 33870
(863) 402-7786
FY 25-26**

**** Items do not apply to the City of Avon Park, City of Sebring, Town of Lake Placid or the Highlands County contract hauler for Solid Waste**

TIPPING FEES	
Type of Material	Landfill Tipping Fee
Animal Carcasses	\$100.00 per ton
Asbestos (Need 48-hour notice)	\$150.00 per ton
Battery Assist Fee	\$35.00 each
Class I Waste (Residential & Commercial) Municipal Solid Waste**	\$55.00 per ton
Construction & Demolition (C & D) Waste/Debris**	\$55.00 per ton
Contaminated Load Additional Fee	\$100.00 each
Contaminated Soil (Less than 25 tons)	\$55.00 per ton
Equipment Assist Fee	\$100.00 each
Fine Dust (Granite, Plastic, Other Materials)	\$55.00 per ton
Fluorescent Bulbs – Residential (Maximum 10/month)	\$1.00 each
Fluorescent Bulbs – Commercial – 4 feet	\$1.00 each
Fluorescent Bulbs – Commercial – 6 feet	\$1.50 each

Type of Material	Landfill Tipping Fee
Fluorescent Bulbs – Commercial – 8 feet	\$1.75 each
Fluorescent Bulbs – Commercial – 12 feet	\$2.00 each
Fluorescent Bulbs – Commercial – Compact	\$2.00 each
Fluorescent Bulbs – Commercial – U-Tube light	\$2.00 each
Gas Plastic (Ag Plastic)	\$55.00 per ton
Hazardous Waste	NOT ACCEPTED
Horticultural/Yard Waste	\$35.00 per ton
Minimum Fee – Class I, C & D and Horticultural Items	\$35.00 minimum
Mobile Home Trailer 40' or less	\$250.00 flat fee
Mobile Home Trailer over 40'	\$400.00 flat fee
Mobile Home Trailer w/drywall 40' or less	\$400.00 flat fee
Mobile Home Trailer w/drywall over 40'	\$500.00 flat fee
Paint Disposal - Commercial	\$5.00 per gallon
Prohibited Debris Separation Fee (ALL OTHERS) Commercial Customers	\$150.00 each
Prohibited Debris Separation Fee Residential Customers	\$75.00 each

Type of Material	Landfill Tipping Fee
Residential Illegal Dump Property Cleanup by Owner (With Documentation)	\$55.00 per ton
RF Tag Replacement	\$20.00 each
Road Base Material (concrete and asphalt paving and roofing)	\$35.00 per ton
Tires, Bulk Rate	Actual third-party contract rate per ton plus \$50.00 processing fee
EXEMPTION FEES	
Type of Exemption	Fee
Mobile Home Park / RV Park Community	\$500 year one \$250 years 2-5 (must renew at initial fee every five years)
Apartment / Condominium Community	\$500 year one \$250 years 2-5 (must renew at initial fee every five years)
Single Family Residences on 3 or more acres – each parcel charged separately	\$500 year one \$250 years 2-5 (must renew at initial fee every five years)
Construction and Demolition Debris Hauler	\$1,000 year one \$750 years 2-5 (must renew at initial fee every five years) MUST PROVIDE INSURANCE CERTIFICATE WITH RENEWAL

**Highlands County Animal Services
7300 Haywood Taylor Blvd.
Sebring, FL 33876
863-402-6730**

FY 25-26

Adoption Charges

Male Cats	Fee
Adoption	\$5.00
Castration/Neuter	\$55.00
Microchip	\$10.00
Rabies Shot	\$10.00
Total	\$80.00

Female Cats	Fee
Adoption	\$5.00
Spaying	\$70.00
Microchip	\$10.00
Rabies Shot	\$10.00
Total	\$95.00

Male Dogs	Fee
Adoption	\$5.00
Castration/Neuter	\$65.00
Microchip	\$10.00
Rabies Shot	\$10.00
Heartworm Test	\$10.00
Total	\$100.00

Female Dogs	Fee
Adoption	\$5.00
Spaying	\$75.00
Microchip	\$10.00
Rabies Shot	\$10.00
Heartworm Test	\$10.00
Total	\$110.00

Reclaim Charges

Altered Dog Impounding	Fee
1 st Time	\$20.00
2 nd Time	\$40.00
3 rd Time and thereafter	\$50.00
Microchip	\$10.00
Rabies Shot	\$10.00
Charge per day that the dog is there for board	\$10.00

Un-Altered Dog Impounding	Fee
1 st Time	\$40.00
2 nd Time	\$75.00
3 rd Time and thereafter	\$100.00
Microchip	\$10.00
Rabies Shot	\$10.00
Charge per day that the dog is there for board	\$10.00

Altered Cat Impounding	Fee
1 st Time	\$20.00
2 nd Time	\$40.00
3 rd Time and thereafter	\$50.00
Microchip	\$10.00
Rabies Shot	\$10.00
Charge per day that the cat is there for board	\$10.00

Un - Altered Cat Impounding	Fee
1 st Time	\$40.00
2 nd Time	\$75.00
3 rd Time and thereafter	\$100.00
Microchip	\$10.00
Rabies Shot	\$10.00
Charge per day that the cat is there for board	\$10.00

Large Animal	Fee
Impounding Plus Standard Mileage Rate	\$50.00
Charge per day that the animal is there for board	\$10.00

Quarantine Charges

10 – day Quarantine Reclaim Fee	\$40.00
Board Fee (\$10 per day)	\$10.00
Rabies Shot	\$10.00
Heartworm	\$10.00
County License – Altered	\$10.00
County License – Un - Altered	\$25.00

Dangerous Dog Charges

Dangerous Dog Registration Fee	\$165.00
Dangerous Dog Sign(s)	\$16.00
Dangerous Dog Collar	\$30.00

Other Charges

Supplies	\$25.00
Standard Mileage Rate	per mile
Microchip	\$10.00
Chemical Immobilization Fee	\$8.00
Chemical Immobilization Fee Reversal	\$125.00
Preventative Vaccination Fee	\$5.00

Heartworm	\$10.00
Vaccine Miscellaneous	\$5.00
Euthanasia Fee Carcass Disposal	\$5.00
Euthanasia Fee	\$40.00

**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/>.