

RESOLUTION NO. R-11-26

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, PROVIDING AN UPDATED AND REVISED COMPREHENSIVE SCHEDULE OF FEES AND CHARGES FOR SERVICES PROVIDED BY THE TOWN; PROVIDING THAT THE TOWN'S REVISED SCHEDULE OF FEES AND CHARGES SHALL BE AVAILABLE FOR INSPECTION AT ALL TIMES AT THE TOWN HALL DURING REGULAR BUSINESS HOURS; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the Town Commission of the Town of Palm Beach Shores has previously adopted fees as set forth in the Town's Fee Schedule to be imposed for the various services rendered by the Town for its citizens and for other members of the public; and

WHEREAS, the Town Commission of the Town of Palm Beach Shores desires to adopt various additions and revisions to the Town's Fee Schedule; and

WHEREAS, the Town Commission of the Town of Palm Beach Shores desires to make certain the updated Fee Schedule, including the additions and revisions as set forth therein, is available for inspection such that any member of the public may be aware of the cost of all services provided by the Town of Palm Beach Shores.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AS FOLLOWS:

SECTION 1: The Town Commission of the Town of Palm Beach Shores, Florida, hereby officially adopts the comprehensive revised schedule of fees and charges attached hereto as Exhibit "A" and made a part hereof as if fully set forth herein.

SECTION 2: The updated Fee Schedule, as set forth in Exhibit "A" shall be available at the Town Hall for inspection by the public during normal business hours. Revisions to the fee schedule appear in red font.

SECTION 3: This Resolution specifically supersedes any and all other fee schedules previously adopted, including but not limited to Resolution R-7-26, adopted July 27, 2026.

SECTION 4: This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 28TH day of SEPTEMBER, 2026.

ATTEST:

Tracy Larcher, Mayor

Karen E. Hancsak, Town Clerk

(Seal)

TOWN OF PALM BEACH SHORES - FEE SCHEDULE

Revised 9/28/2026

TYPE OF FEE	AMOUNT	
ADMINISTRATIVE FEES		
Certified Copies	\$	5.00 each
Lien Search	\$	75.00
Lien Search Expedited Fee	\$	125.00
Non-Sufficient Fund Fee	\$	30.00
Lot File Review	\$	15.00 free for owners
Meeting with:		
Code Official	\$	150.00 per hour
Building Official	\$	150.00 per hour
Zoning Official	\$	150.00 per hour
Open Records:		
Search/Retrieval	See Open Record Rate Schedule - Exhibit B	
Electronic Copies	No charge	if available
Black & White Copies	\$	0.15 per page
Color Copies & Double Sided	\$	0.20 per page
Business Tax Receipt (administrative fees):		
Annual BTR Inspections by Code Officer - residential	\$	50.00
Annual BTR Inspections by Code Officer - commercial	\$	100.00 includes timeshares
Re-Inspections	\$	50.00
Transfer (to new owner)		10% of BTR <i>max \$25; min \$3; per F.S. Sec 205.033(2)</i>
Transfer (to new location)		10% of BTR <i>max \$25; min \$3; per F.S. Sec 205.033(3)</i>
Transfer (to new name)	\$	15.00
Duplicate	\$	15.00
Annual Fire Inspection Fee		
Residential	\$	50.00
Commercial	90.00 Per Hour	includes timeshares
Re-Inspections - residential	\$	50.00
Re-Inspections - commercial	90.00 Per Hour	includes timeshares
Solicitor Fees for all commercial activity <i>(See Sec. 18-42 of the Town Code of Ordinances)</i>		
Annual Fee	\$	300.00
Monthly Fee, 30 day (minimum required)	\$	50.00
For Sale or For Rent Signs	\$	55.00 per sign
Garage Sale Sign deposit (refundable)	\$	40.00 per sign
Garage Sale Permit	\$	15.00
Beach Parking Permit:		
Resident (annual)	\$	10.00
Guest Pass or Hotel/Motel	\$	10.00
Non-Resident (annual; limited to # of permits issued per year – set by Town Commission)	\$	350.00

TOWN OF PALM BEACH SHORES - FEE SCHEDULE

Revised 9/28/2026

TYPE OF FEE		AMOUNT	
Special Event Permit (Town Beach or on any Town Property)			
Timely Application	\$	50.00	
Untimely Application	\$	150.00	
No Special Event Permit on Beach or any Town Property	\$	500.00	Fine

TOWN OF PALM BEACH SHORES - FEE SCHEDULE

Revised 9/28/2026

TYPE OF FEE	AMOUNT	
Community Center Rental		
RESIDENT RENTAL		
First Floor of Community Center		
Security Deposit	\$ 50.00	Refundable
Rental Fee (10 Hrs)	\$ 50.00	
Business Rental Fee	\$ 250.00	
Additional Hours	\$ 53.50	per hr
Grill rental and cleaning (includes applicable sales tax)	\$ 26.75	
Kitchen Rental (includes applicable sales tax)	\$ 26.75	
Pre-event and post event clean under 50 people fee included	\$ -	Public Works will do the setup and cleaning
Event Cleaning Fee over 50 people (includes applicable sales tax)	\$ 175.00	Non refundable
Special Permit (over 50 guests)	\$ 50.00	
Second Floor Community Center		
Security Deposit	\$ 500.00	Refundable
Rental Fee (10 Hrs) includes setup/breakdown and cleaning	\$ 475.00	
Business Rental Fee	\$ 3,400.00	
*Holiday Event Fees		
Rental Fee (10 Hrs) *Holiday Event Services,2nd Floor (includes setup/breakdown/cleaning)	\$ 550.00	
Rental Fee(10 Hrs) *Holiday Event Services Both Floors (includes setup/breakdown/cleaning)	\$ 725.00	
Additional Hrs	\$ 107.00	per hr
Special Permit (over 50 guests)	\$ 50.00	
Approved Service Provider (FOR NON-RESIDENT RENTAL)		
Security Deposit	\$ 2,000.00	Held while approved service provider
First Floor - Rental Fee (10 Hrs)	\$ 250.00	
Second Floor - Rental Fee (10 Hrs) (includes setup/breakdown/cleaning)	\$ 3,400.00	
Rental Fee - Both Floors (10 Hrs) (includes setup/breakdown/cleaning)	\$ 3,650.00	
Rental Fee - *Holiday Event 1st Floor (10 Hrs) (includes setup/breakdown/cleaning)	\$ 725.00	
Rental Fee- *Holiday Event 2nd Floor Rental Fee (10Hrs) (includes setup/breakdown/cleaning)	\$ 3,475.00	
Rental Fee - *Holiday Event for both floors (includes setup/breakdown/cleaning)	\$ 3,900.00	
Grill rental and cleaning fee (includes applicable sales tax)	\$ 157.00	
Additional Hrs	\$ 210.00	per hr
Special Permit (over 50 guests)	\$ 50.00	
* Holidays schedule defined by code		

TOWN OF PALM BEACH SHORES - FEE SCHEDULE

Revised 9/28/2026

TYPE OF FEE	AMOUNT
Underground Utility Waiver Application	\$ 50.00
Unauthorized Sewer Connection; Per Incident (See Town Code of Ordinances, Sec. 74-131)	\$ 500.00
Sewer System Maintenance Rates (See Town Code of Ordinances, Sec. 74-131)	
Single unit / vacant single unit lot accounts	\$ 32.00
Multiple units w/ facilities for meal preparation	\$ 26.00
Multiple units w/o facilities for meal preparation	\$ 23.58
Each seat in restaurant/lounge/bar	\$ 3.93
Each marina boat slip	\$ 2.62
Proportionate Fair-Share Program Application	\$ 50.00
Special Meetings/Hearings	\$ 150.00 plus advertising costs
<u>LAW ENFORCEMENT</u>	
Parking Penalties:	
Obstructing Traffic	\$ 35.00
Parallel parking within 10 ft. of fire hydrant	\$ 60.00
	\$ 35.00
Parking on any street or right-of-way, including the "10-foot strip"	
Double-parking	\$ 35.00
	\$ 35.00
Parking in prohibited area posted with a "No Parking" sign	
Parallel parking w/in 15 ft. of a "STOP" sign	\$ 45.00
Blocking driveway, public or private	\$ 45.00
Parking on private property w/out permission	\$ 45.00
Parking at beach parking lot w/out permit	\$ 60.00
Parking at beach parking lot with expired permit	\$ 35.00
Parking in handicapped parking space w/o permit	\$ 260.00
Parking in fire lane or zone	\$ 85.00
Parking in any manner as to block any portion of a sidewalk and/or bicycle path or cross walk	\$ 35.00
Parking outside of designated lines at beach or Town Hall parking lots	\$ 35.00
Other Penalties	
Littering	\$ 200.00
Animals (Chapter 10) Violations:	
First violation	written or verbal warning citation
Second violation	\$ 100.00
Subsequent violations	\$ 200.00 each
Illegal use of bicycles, roller-skates, rollerblades, skateboards, quadricycles, electric vehicles of any kind on Parkway or Inlet Park	\$ 25.00

TOWN OF PALM BEACH SHORES - FEE SCHEDULE

Revised 9/28/2026

TYPE OF FEE	AMOUNT
EMERGENCY TRANSPORT SERVICE FEES	
Basic Life Support (BLS)	\$ 750.00
Advanced Life Support (ALS) 1	\$ 800.00
ALS 2	\$ 1,000.00
Mileage	\$ 14.00/mile
Immobilization	\$ 50.00

PLANNING AND ZONING

Development Orders *

Development Application Fee (DRC)	\$ 350.00	Plus Contracted Services
P&Z Application Fee	\$ 350.00	Plus Contracted Services
Variance	\$ 750.00	Plus Legal Ads/Contracted Services
Special Exception	\$ 250.00	
Comprehensive Plan Amendment	\$ 750.00	
Re-zoning	\$ 750.00	
Plat Approval	\$ 600.00	Plus Contracted Services
Site Plan Review or Modification	\$ 350.00	
Telecom Site Plan Review of Modification	\$ 500.00	
Building Plan Review & Inspections	\$ 150.00	
Administrative Appeal	\$ 250.00	

**All development orders are subject to the fees listed herein in addition to any legal fees associated with the Town's review/processing of the development application, any costs associated with the Town's consultants' review of the development application, postage and advertising, which may exceed the fee amount listed herein per Sec 14-83 and pf 17.4 of the Town Code*

Specially set meetings of the DRC, Planning & Zoning Board and/or Town Commission at the request of an applicant shall require the applicant to pay actual cost (minimum one hour) in advance for all Town consultants' involvement in said meeting(s), including, but not limited to the Town Attorney, Planner, Engineer and other consultants as applicable.

TOWN OF PALM BEACH SHORES - FEE SCHEDULE

Revised 9/28/2026

TYPE OF FEE	AMOUNT
BUILDING PERMIT FEES	

Building permit fees are determined based on the valuation formula as follows:

Proposed Building Division Permit Fees		
Description	Fee	
Minimum Permit Fee	\$100 Minimum plus plan review fee if applicable	
Technology Fee	4% of the permit fee	
Administrative Fee	4% of the permit fee	
AC Change Out	Flat Fee per system	\$300
Accessory Structure	Fee per sq ft	\$3
Addition	Fee per sq ft	\$3
Awning	Flat Fee per awning	\$300
Boatlift	Flat Fee per lift	\$400
Concrete Restoration	Flat Fee	\$300
Construction Trailer	Flat Fee	\$300
Deck/Patio/Walkway	Flat Fee	\$300
Dock	Flat Fee	\$300
Dock and Boatlift	Flat Fee	\$600
Driveway	Flat Fee	\$300
Electric Panel Change	Flat Fee per panel	\$250
Electrical Multifamily/Commercial	\$2 Per sq ft Inspection Area	\$2
Electrical Service Change	Flat Fee	\$350
Electrical SFD	\$1 Per sq ft Inspection Area	\$1
Elevator	Flat Fee	\$300
Fence/Railing	Flat Fee	\$300
Flooring	Flat Fee	\$300
Fuel Tank	Flat Fee	\$300
Garage Door	Flat Fee	\$300
Generator (31-75 KW)	Flat Fee	\$550
Generator (76-150 KW)	Flat Fee	\$800
Generator (Over 150 KW)	Flat Fee	\$2,500
Interior Demo	Flat Fee	\$300
Single Family Home Demo	Flat Fee	\$600
Irrigation	Flat Fee	\$200
Low Voltage Multifamily/Commercial	Flat Fee	\$500
Low Voltage SFD	Flat Fee	\$300
Mechanical Multifamily/Commercial	\$2 Per sq ft Inspection Area	\$2
Mechanical SFD	\$1 Per sq ft Inspection Area	\$1
New Structure Commercial	\$3 Per sq ft	\$3
New Structure SFD	\$3 Per sq ft	\$3
Parking Lot Repave/Restripe	Fee Per sq ft	\$1.50
Plumbing Multifamily/Commercial	\$2 Per sq ft Inspection Area	\$2

TOWN OF PALM BEACH SHORES - FEE SCHEDULE

Revised 9/28/2026

TYPE OF FEE	AMOUNT	
Plumbing SFD	\$1 Per sq ft Inspection Area	\$1
Retaining Wall/Seawall	Fee Per linear feet	\$18
Roof	25 cents per sq ft	\$0.25
Screen Enclosure multifamily	Flat Fee	\$500
Screen Enclosure SFD	Flat Fee	\$500
Shutters	Fee per opening	\$30
Sign-Freestanding	Flat Fee	\$400
Sign-Illuminated, includes Electric	Flat Fee	\$600
Sign- Wall	Flat Fee	\$200
Solar Panel	Fee Per Panel	\$25
Structural Multifamily/Commercial	\$2 Per sq ft Inspection Area	\$2
Structural SFD	\$1 Per sq ft Inspection Area	\$1
Swimming Pool SFD	Fee Per sq ft	\$3
Swimming Pool Multifamily	Fee Per sq ft	\$5
Tankless Water Heater	Flat Fee per system	\$300
Temp Power Pole	Flat Fee	\$350
Temporary Structure/ POD/ Tent	Flat Fee	\$100
Water Heater	Flat Fee	\$250
Window / Door	Fee per opening	\$200
Building Dept Plan Review	25% of the permit fee	25%
Fire Plan Review	25% of the permit fee	25%
Private Provider Permit Fees Reduce	25% for inspections 50% for plan review and inspections	Permit fees reduce per FS 553.791
Synthetic Turf	Fee Per sq ft	\$0.50

IMPORTANT NOTE:

Pursuant to Section 553.721 Florida Statutes, the Building Department is required to assess and collect a 1% surcharge (minimum \$2.00) on all permit fees associated with the enforcement of the Florida Building Code. Pursuant to Section 468.631 Florida Statute, the Building Department is required to assess and collect at 1.5% surcharge (minimum \$2.00) on all permit fees associated with the enforcement of the Florida Building Code. The total minimum amount collected on any permit pursuant to these state statute provisions will be \$4.00.

Additional Fees:

Plan Review or Plan Revision	\$80.00 per hour
Permit Revision (not including Plans revisions)	\$75.00
Change of Contractor Fee	\$30.00
Re-Inspection fee	\$50.00
Electrical Permit	\$30.00
Reinstate Expired Permit of Less Than 1 Year	Half of Valuation Formula Above
Reinstate Expired Permit of More Than 1 Year	Per Valuation Formula Above
(May be waived in part or in total by the Building Official)	

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TYPE OF FEE	AMOUNT
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