

**GAINESVILLE F. 990288**  
**BUILDERS ASSOCIATION**



Gina M. Hill, CEO  
Executive Vice President

July 12, 1999

Doug Murdock  
Building Department  
City of Gainesville  
P.O. Box 490  
Gainesville, FL 32602

Dear Mr. Murdock:

The Gainesville Builders Association has reviewed the proposed Fast Track Surcharge Amendment to the permitting fee schedule. The Fast Track permitting program has allowed contractors, developers, and owners to request a "fast tracking" service when making an application for permit. In discussions with our members, it is clear that they are willing to pay an additional fee to get a faster process of their plans.

We understand the surcharge for the Fast Track process will equal the permit fee and will not exceed \$350.00. We further understand the surcharge revenue will be used to fund a staff assistant position for the Plans Review process. We hope this support position will make the plan review process more efficient and effective.

We look forward to working with you in the future to expand the Fast Track process to include new residential and commercial construction.

Sincerely,

Jack Greer  
President-Elect



1. There will be a surcharge for this Fast Track process equaling the permit fee. this Fast Track surcharge may not exceed \$350.00

***Example:***

Permit fee = \$68.00

Fast Track fee = \$68.00

***Total fee due = \$136.00***

Permit fee = \$421.00

Fast Track fee = \$350.00

***Total fee due = \$771.00***

***Therefore, Pf + FTf = Total fee***

***The Fast Track fee is based on the fee due amount, not the fee paid amount.***

In order to be able to deliver plans, as advertised a portion of the surcharge will be used to fund a Staff Assistant position for the Plan Review Process. For the first year of this new program this position will be a Temporary full time position. Should the program be continued after the first year this Staff Assistant position will become a permanent full time position. This support position is needed to make the plan review process more efficient and effective.

## **Procedures for Fast Track Permitting**

1. Each contractor, interested in participating in this new service, will be allowed 1 permit application for review each Wednesday.
2. The permit application package must be complete, including a checklist of necessary items.
3. Applications may be made at any time during the workweek, giving the permit technician direction to place this application in the Fast-Track permitting folder. The cut-off date will be the Friday preceding the Wednesday review.
4. *New Single Family homes are not to be included in this same-day permitting program at present.*
5. Review that will require other department involvement may be delayed beyond our control.
6. Approved Site Plans (if required) must be in the Building Department files.
7. Permits included in this Fast Track process include;
  - ◆ Additions (Residential & Commercial)
  - ◆ Aluminum Structures
  - ◆ Demolitions (Structures only)
  - ◆ Sign Permits (Prior Planning Approval)
  - ◆ Pools
  - ◆ Accessory Structures
  - ◆ Remodel (Residential & Commercial)

## **FAST TRACK STAFF ASSISTANT POSITION (NEW)**

### **JUSTIFICATION:**

The plan review process is a time consuming process, however, one of the most time consuming elements in the process is the documentation assembly of two approved sets of plans and comments. While a complete plan review may be completed today, the two sets of approved plans may not be ready for one to two days later. The reasons for this delay can be attributed to walk-in customers, phone calls, questions from staff during the permit process, etc. It takes time and concentration to type out two or more pages of construction comments for each set of plans. In order to deliver the plans as advertised, in the Fast Track process, this position is essential for customer service relations. This will also give the plans examiners more review time allowing more reviews to be done in the course of the workday.

Because this is a pilot program we are proposing that this position be established as temporary full time. Should the program become permanent after the first year we propose to have this position become permanent full time. The salary range is from 18,498.90 to 23,680.18.

PROJECTED REVENUE BASED ON 1/2 OF THE ACTUAL FIGURES

MONTH	COMMERCIAL REMODEL \$ AMOUNTS	NUMBERS	AVERAGE COST	RESIDENTIAL REMODEL \$ AMOUNTS	NUMBERS	AVERAGE COST
Oct-97	\$ 539,300.00	25	\$ 21,572.00	\$ 305,299.00	53	\$ 5,760.36
Nov-97	\$ 564,700.00	18	\$ 31,372.22	\$ 186,070.00	32	\$ 5,814.69
Dec-97	\$ 560,106.00	16	\$ 35,006.63	\$ 146,743.00	33	\$ 4,446.76
Jan-98	\$ 791,750.00	18	\$ 43,986.11	\$ 310,859.00	27	\$ 11,513.30
Feb-98	\$ 194,660.00	13	\$ 14,973.85	\$ 313,771.00	74	\$ 4,240.15
Mar-98	\$ 1,435,120.00	37	\$ 38,787.03	\$ 314,526.00	39	\$ 8,064.77
Apr-98	\$ 525,990.00	20	\$ 26,299.50	\$ 935,716.00	56	\$ 16,709.21
May-98	\$ 745,701.00	27	\$ 27,618.56	\$ 253,394.00	26	\$ 9,745.92
Jun-98	\$ 1,526,553.00	34	\$ 44,898.62	\$ 624,716.00	49	\$ 12,749.31
Jul-98	\$ 1,343,783.00	34	\$ 39,523.03	\$ 570,284.00	65	\$ 8,773.60
Aug-98	\$ 2,911,926.00	26	\$ 111,997.15	\$ 236,713.00	33	\$ 7,173.12
Sep-98	\$ 1,686,348.00	21	\$ 80,302.29	\$ 335,525.00	82	\$ 4,091.77
<b>TOTALS</b>	<b>\$ 12,825,937.00</b>	<b>289</b>	<b>\$ 12,826,226.00</b>	<b>\$ 4,533,616.00</b>	<b>569</b>	<b>\$ 4,534,185.00</b>
<b>FAST TRACK REVENUE PROJECTION</b>						
	<b>Ave p-fee + p-fee ( ftf will not &gt;350 )</b>	<b>NUMBERS</b>	<b>PROJECTED \$</b>	<b>Ave p-fee + p-fee ( ftf will not &gt;350 )</b>	<b>NUMBERS</b>	<b>PROJECTED \$</b>
Oct-97	\$ 352.00	13	\$ 4,576.00	\$ 160.00	27	\$ 4,320.00
Nov-97	\$ 472.00	9	\$ 4,248.00	\$ 160.00	16	\$ 2,560.00
Dec-97	\$ 520.00	8	\$ 4,160.00	\$ 148.00	17	\$ 2,516.00
Jan-98	\$ 616.00	9	\$ 5,544.00	\$ 232.00	14	\$ 3,248.00
Feb-98	\$ 268.00	7	\$ 1,876.00	\$ 148.00	37	\$ 5,476.00
Mar-98	\$ 556.00	19	\$ 10,564.00	\$ 196.00	20	\$ 3,920.00
Apr-98	\$ 412.00	10	\$ 4,120.00	\$ 292.00	28	\$ 8,176.00
May-98	\$ 424.00	14	\$ 5,936.00	\$ 208.00	13	\$ 2,704.00
Jun-98	\$ 628.00	17	\$ 10,676.00	\$ 244.00	25	\$ 6,100.00
Jul-98	\$ 568.00	17	\$ 9,656.00	\$ 196.00	33	\$ 6,468.00
Aug-98	\$ 1,066.00	13	\$ 13,858.00	\$ 184.00	17	\$ 3,128.00
Sep-98	\$ 880.00	11	\$ 9,680.00	\$ 148.00	41	\$ 6,068.00
<b>TOTALS</b>			<b>\$ 84,894.00</b>			<b>\$ 54,684.00</b>
				<b>GRAND TOTAL COMMERCIAL &amp; RESIDENTIAL REMODEL</b>		<b>\$ 139,578.00</b>

# CHECKLIST FOR FAST TRACK PERMITTING

## 1. Residential or Commercial interior remodel (existing use).

- Floor Plan(s) dimensioned with room occupancy labels
- Wall Section(s) dimensioned
- Electrical, Plumbing, HARV plans (if applicable) including Plumbing Riser diagram, Electrical load calculation & duct layout
- Fire Alarm plan & permit application (if applicable)

## 2. Residential addition.

- Foundation plan(s)
- Site Plan.
- Floor Plan(s) dimensioned
- Wall Section(s) dimensioned
- Electrical, Plumbing, HARV plans (if applicable) including Plumbing Riser diagram, Electrical load calculation.
- Energy Form (Signed in both places)
- Manual J & D.
- Wind loads

## 3. Change of use with interior remodeling.

- Site visit by the Building Inspection Department
- Required documents determined from this on-site inspection.
- Zoning Compliance permit.
- Existing floor plan(s) dimensioned with room occupancy labels
- Proposed floor plan(s) dimensioned with room occupancy labels
- Wall section(s) dimensioned
- Fire Alarm plans & permit application (if applicable)
- Residential to commercial will require a site plan.

## 4. Change of use no construction

- Site visit by the Building Inspection Department
- Required documents (if applicable) determined from this on-site inspection.
- Zoning Compliance permit.

## 5. Commercial addition.

- Site plan process (Completed & on file in the Building Department)
- Floor plan(s) dimensioned with room occupancy labels
- Wall Section(s) dimensioned
- Foundation plan(s)
- Electrical, Plumbing, HARV plans (if applicable) including Plumbing riser diagram, Electrical load calculations.
- Energy form (signed in both places) Sealed by a design professional.
- Wind loads.
- Fire Alarm plans & permit application (if applicable)

## CHECKLIST FOR FAST TRACK PERMITTING

### 6. Commercial exterior remodeling.

- Facade or projections from the building.
- Planning process determined by planning.
- Plans depend on degree and scope of work.

### 7. New Commercial.

- Floor Plan(s) dimensioned with room occupancy labels
- Wall Section(s) dimensioned
- Electrical, Plumbing, HARV plans (if applicable) including Plumbing Riser Diagram, electrical load calculations
- Energy Form (Signed in both places) DCA computer program.
- Foundation plan(s)
- Fire Alarm plans & permit application (if applicable)
- Site plan.
- Wind loads

### 8. New Residential.

- Floor Plan(s) dimensioned
- Wall Section(s) dimensioned
- Electrical, Plumbing, HARV plans (if applicable) including Plumbing Riser Diagram, Electrical load calculations
- Energy Form (Signed in both places)
- Manual J & D
- Foundation plan(s)
- Site plan. (Planning site plan process if multi-family)



	Permit #	Permit Fee	Fast Track Fee	Total Permit Fee	
4/1/99	99-01796	\$50.00	\$50.00	\$100.00	R
	99-01798	\$152.00	\$152.00	\$304.00	R
	99-01802	\$74.00	\$74.00	\$148.00	R
	99-01803	\$35.00	\$35.00	\$70.00	C
	99-01816 E	\$31.00	\$62.00	\$93.00	R
	99-01817	\$35.00	\$35.00	\$70.00	C
	99-01822	\$68.00	\$68.00	\$136.00	R
	99-01829	\$218.00	\$218.00	\$436.00	R
	99-01859 E	\$40.32	\$80.64	\$120.96	R
	99-01860	\$35.00	\$35.00	\$70.00	C
	99-01871	\$25.00	\$25.00	\$50.00	R
	99-01878	\$40.32	\$40.32	\$80.64	R
	99-01886	\$74.00	\$74.00	\$148.00	R
	99-01888	\$62.00	\$62.00	\$124.00	C
	99-01891	\$98.00	\$98.00	\$196.00	C
	99-01898	\$116.00	\$116.00	\$232.00	R
	99-01899	\$104.00	\$104.00	\$208.00	R
	99-01900	\$56.00	\$56.00	\$112.00	R
	99-01901	\$62.00	\$62.00	\$124.00	R
	99-01932	\$68.00	\$68.00	\$136.00	C
	99-01939	\$30.24	\$30.24	\$60.48	C
	99-01940	\$50.00	\$50.00	\$100.00	R
	99-01981	\$140.00	\$140.00	\$280.00	R
	99-01984 E	\$58.00	\$116.00	\$174.00	R
	99-01985 E	\$40.00	\$80.00	\$120.00	C
	99-02005 E	\$49.00	\$98.00	\$147.00	C
	99-02008	\$68.00	\$68.00	\$136.00	C
	99-02018	\$116.00	\$116.00	\$232.00	R
	99-02019 E	\$17.50	\$35.00	\$52.50	C
	99-02022 E	\$25.00	\$50.00	\$75.00	R
	99-02029 E	\$46.00	\$92.00	\$138.00	R
	99-02056	\$50.00	\$50.00	\$100.00	C
	99-02074	\$62.00	\$62.00	\$124.00	C
	99-02076	\$56.00	\$56.00	\$112.00	C
	99-02078	\$56.00	\$56.00	\$112.00	C
	99-02100	\$74.00	\$74.00	\$148.00	R
	99-02143 E	\$25.00	\$50.00	\$75.00	C
	99-02145	\$62.00	\$62.00	\$124.00	C
	99-02147	\$56.00	\$56.00	\$112.00	C
	99-02160	\$86.00	\$86.00	\$172.00	C
	99-02161	\$98.00	\$98.00	\$196.00	R
	99-02177 E	\$40.32	\$80.64	\$120.96	C
	99-02178 E	\$20.16	\$40.32	\$60.48	C
	99-02179 E	\$20.16	\$40.32	\$60.48	C
	99-02180	\$80.64	\$80.64	\$161.28	R
	99-02181 E	\$20.16	\$40.32	\$60.48	C
	99-02182	\$25.00	\$25.00	\$50.00	R

99-02183		\$40.32	\$40.32	\$80.64	R
99-02184	E	\$34.00	\$68.00	\$102.00	C
99-02194	E	\$31.00	\$62.00	\$93.00	C
99-02203		\$146.00	\$146.00	\$292.00	R
99-02204		\$140.00	\$140.00	\$280.00	R
99-02208	E	\$25.00	\$50.00	\$75.00	R
99-02226		\$35.00	\$35.00	\$70.00	C
99-02227		\$35.00	\$35.00	\$70.00	C
99-02235		\$35.00	\$35.00	\$70.00	C
99-02247		\$104.00	\$104.00	\$208.00	C
99-02250	E	\$82.00	\$164.00	\$246.00	R
99-02265		\$56.00	\$56.00	\$112.00	R
99-02266		\$50.00	\$50.00	\$100.00	C
99-02279		\$56.00	\$56.00	\$112.00	R
99-02283	E	\$40.00	\$80.00	\$120.00	R
99-02284	E	\$46.00	\$92.00	\$138.00	R
99-02309		\$62.00	\$62.00	\$124.00	C
99-02310		\$62.00	\$62.00	\$124.00	C
99-02315		\$50.00	\$50.00	\$100.00	C
99-02323		\$146.00	\$146.00	\$292.00	R
99-02328		\$68.00	\$68.00	\$136.00	R
99-02355		\$35.00	\$35.00	\$70.00	C
99-02356		\$50.00	\$50.00	\$100.00	C
99-02360		\$35.00	\$35.00	\$70.00	C
99-02366		\$50.00	\$50.00	\$100.00	R
99-02404	E	\$49.00	\$98.00	\$147.00	C
99-02405	E	\$34.00	\$68.00	\$102.00	C
99-02413		\$35.00	\$35.00	\$70.00	C
99-02416	E	\$28.00	\$56.00	\$84.00	C
99-02417	E	\$17.50	\$35.00	\$52.50	C
99-02433		\$50.00	\$50.00	\$100.00	R
99-02438		\$110.00	\$110.00	\$220.00	R
99-02439		\$236.00	\$236.00	\$472.00	R
99-02445		\$80.00	\$80.00	\$160.00	R
99-02448		\$140.00	\$140.00	\$280.00	R
99-02459		\$79.00	\$79.00	\$158.00	C
99-02464		\$140.00	\$140.00	\$280.00	R
99-02466		\$146.00	\$146.00	\$292.00	R
99-02476		\$74.00	\$74.00	\$148.00	R
99-02489		\$74.00	\$74.00	\$148.00	R
99-02492		\$22.50	\$22.50	\$45.00	C
99-02512		\$62.00	\$62.00	\$124.00	R
99-02549		\$25.00	\$25.00	\$50.00	R
99-02552		\$68.00	\$68.00	\$136.00	R
99-02553		\$74.00	\$74.00	\$148.00	R
99-02554		\$74.00	\$74.00	\$148.00	R
99-02555		\$56.00	\$56.00	\$112.00	R
99-02556		\$56.00	\$56.00	\$112.00	R
99-02567		\$116.00	\$116.00	\$232.00	R

	99-02569	\$56.00	\$56.00	\$112.00	R
	99-02592	\$98.00	\$98.00	\$196.00	R
	99-02604	\$98.00	\$98.00	\$196.00	R
	99-02613	\$124.00	\$124.00	\$248.00	R
	99-02624	\$188.00	\$188.00	\$376.00	R
	99-02654	\$248.00	\$248.00	\$496.00	R
	99-02655	\$176.00	\$176.00	\$352.00	R
	99-02673	\$116.00	\$116.00	\$232.00	R
	99-02697	\$68.00	\$68.00	\$136.00	R
	99-02698	\$25.00	\$25.00	\$50.00	R
	99-02736	\$50.00	\$50.00	\$100.00	R
	99-02737	\$50.00	\$50.00	\$100.00	C
	99-02740	\$50.00	\$50.00	\$100.00	R
	99-02752 E	\$31.00	\$62.00	\$93.00	R
	99-02770 E	\$25.00	\$50.00	\$75.00	R
	99-02873 E	\$21.00	\$42.00	\$63.00	R
	99-01968	\$50.00	\$50.00	\$100.00	R
	99-02747 E	\$34.00	\$68.00	\$102.00	R
	99-01708 E	\$43.00	\$86.00	\$129.00	R
	99-02999 E	\$34.00	\$68.00	\$102.00	R
	99-03091 E	\$28.00	\$56.00	\$84.00	R
	99-03092	\$74.00	\$74.00	\$148.00	R
	99-03162 E	\$28.00	\$56.00	\$84.00	R
	99-03163	\$50.00	\$50.00	\$100.00	R
	99-03208	\$80.00	\$80.00	\$160.00	R
	99-03209	\$68.00	\$68.00	\$136.00	R
	99-03210	\$68.00	\$68.00	\$136.00	R
	99-03185	\$56.00	\$56.00	\$112.00	R
	99-03227	\$80.00	\$80.00	\$160.00	R
	99-03258	\$104.00	\$104.00	\$208.00	R
	99-03261	\$62.00	\$62.00	\$124.00	R
	99-03262	\$128.00	\$128.00	\$256.00	R
	99-03260	\$50.00	\$50.00	\$100.00	C
	99-03268	\$188.00	\$188.00	\$396.00	R
	99-03360 E	\$100.00	\$200.00	\$300.00	R
	99-03359	\$68.00	\$68.00	\$136.00	C
	99-03345	\$40.00	\$40.00	\$80.00	C
6/23/99	99-03295	\$245.00	\$245.00	\$490.00	C
	TOTAL	\$9,960.14	\$10,539.26	\$20,575.40	

