

# CITY OF PALM BEACH GARDENS MASTER FEES AND CHARGES SCHEDULE

**Effective October 1, 2025**



City Hall Reception	(561) 799-4100
Building	(561) 799-4201
Planning and Zoning	(561) 799-4243
Engineering	(561) 799-4288
Neighborhood Services	(561) 799-4245
Community Services	(561) 804-7000
Finance	(561) 799-4160
City Clerk	(561) 799-4122
Police	(561) 799-4400
Fire Rescue	(561) 799-4300
Parks and Recreation	(561) 630-1100

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# MASTER FEES AND CHARGES SCHEDULE

## BUILDING DIVISION

### Review Fees

Plan Review Surcharge	Contract >\$500, 10% permit fee. If contract <\$500, 10% permit fee, \$25 min. Additional mandatory penalty fees per FS 553
Expedited or out-of-sequence review fee (in addition to Plan Review Surcharge)	10% of Building Permit Fee, and/or Revision Fee \$100 minimum

### Permit Fees

Based on current fair market value proposed improvement, or cost of construction using nationally recognized sources such as ICC Building Valuation Data, RS Means Cost Data, Marshall Swift, or similar publications.

In addition, applicable Fire Department, CPTED, Engineering, Impact, and Processing Fees will be assessed.

Percentage of Valuation:	Unit Value:
1.80	The first \$100,000 (Minimum \$75), plus
1.30	The remainder over \$100,000, plus
.98	The remainder over \$1,000,000
Sub-Permit Administrative Fee (applicable to all sub-permits that are issued over the counter and do not require an independent review)	\$30
Annual Facility Permit	\$150
Temporary Structure	\$75 Plus plan review and Fire Department fees
Penalty for commencing work without first securing a permit or written approval from the Building Official	100% of the usual permit fee

# MASTER FEES AND CHARGES SCHEDULE

## BUILDING DIVISION

### Permit Fees (continued)

Inspections by special request, same day, after hours, or weekend (subject to staffing availability and as subject to review by the Building Official)	\$75/hour, 3-hour minimum
Re-inspection Fee	\$75 for first re-inspection, \$300 for any subsequent re-inspection per FS 553

### Revision Fees

(Additional valuation charges may apply after original permit approval)

Major (exterior modifications, involves other department's review, involves valuation changes, multiple product changes)	Prior to plan review being completed: no charge.  After plan review is complete: \$75 plus \$10 per sheet reviewed
Minor (interior changes only, single product changes)	Prior to plan review being completed: no charge.  After plan review is complete: \$25 plus \$10 per sheet reviewed
Shop Drawings	\$75

### Registration Fees

Effective October 1 through September 30 (not pro-rated)

Annual Sub-Permit Program	\$300 annually (not pro-rated)
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# MASTER FEES AND CHARGES SCHEDULE

## BUILDING DIVISION

### Extension and Renewal Fees

Application or Permit Extension or Renewal Fee	1st extension \$50, 2nd \$75, 3rd \$100. each extension is 90 days
Permit Reissuance Fee (after 180 days of original expiration date, must meet current code and may require new submittal)	30% of original Building Permit Fee \$100 minimum. Plus, additional Plan Review Fee as determined by the Building Official

### Administrative Fees

Address Change (applicant requesting physical relocation of address and/or suite; after review and approval by Address Committee; in addition to Address Change application fee)	\$30 per permit to be updated
Address Correction after permit issuance (to correct permits submitted and issued with incorrect address)	\$30 per primary permit issued with incorrect address \$15 per sub-permit issued with incorrect address as result of primary
Change of contractor after permit issuance	\$50 regardless of permit type
Open Permit Status Request (per tax parcel identification) Effective 7/1/2019 per FS 166.222	10-day turnaround: \$100 minimum plus \$40 per hour after the first 30 minutes 2-day expedited turnaround: \$200 plus \$40 per hour after the first 30 minutes (subject to staffing availability)
Other Administrative Services (i.e., permit estimates, plan correction inserts, etc.)	\$30/hour or a portion thereof
Other Professional Services (i.e., permit research, due diligence reports, etc.)	\$50/hour or a portion thereof
Notarization Fees	\$10 per Paper Notarization \$25 per Digital Notarization
Scanning Fees	\$0.15 per scan no larger than 8.5" x 14" \$0.30 per scan for 11" x 17" \$1.50 per scan for 24" x 36"

# MASTER FEES AND CHARGES SCHEDULE

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## BUILDING DIVISION

### Administrative Fees (continued)

Building Code Administration & Inspectors Fund FS 468.631 (DEO)	1% of Building Permit Fee (\$2 Min. per FS 468)
DBPR Surcharge	1.5% of Building Permit Fee (\$2 minimum per FS 553)
Stocking/Training consent subject to approval of the Building Official and the Fire Marshal	<5000sqft = \$300 >5000sqft = \$750
Training Surcharge	1% of the Building Permit Fee and/or Revision Fee (\$2 minimum)

*\* Requests for refunds will be reviewed and approved per Administrative Policy.*

# MASTER FEES AND CHARGES SCHEDULE

## ENGINEERING

### Residential/Non-Residential Security Deposit

	Hourly Rates
City Engineer	\$175
Deputy City Engineer	\$125
Engineering Inspector	\$100
Engineering Administrative Support	\$60
Operations Director	\$125

### Infrastructure, Land Clearing, or Miscellaneous Engineering Permit Fees \*

ROW Permit	5% of Valuation, \$75 minimum ****
ROW Permit with Master Permit	No Fee
Percentage of Valuation:	Unit Value:
3%	The first \$20,000 (minimum \$150), plus
2.5%	The amount greater than \$20,000 and less than or equal to \$100,000, plus
2%	The remainder (over \$100,000)

**NOTE:** All cost estimates shall be reviewed and approved by the City Engineer prior to final fee determination.

*\* 25% of the total permit fee (based on the Applicant's submitted cost estimate) shall be due at the time of permit submittal (amount to be deducted from final determined Permit Fee). Remaining amount shall be due at time of permit pickup and will be based on the approved cost estimate.*

### Other Fees

Expedited permit review	\$2,000, plus applicable engineering escrow and hourly rates as shown herein. Fee is not applicable to Targeted Expedited Permitting Program (TEPP) certified projects
Pre-Application infrastructure review (for petitions seeking review of engineering plans prior to obtaining site plan approval)	\$2,000, plus applicable engineering escrow and hourly rates as shown herein

# MASTER FEES AND CHARGES SCHEDULE

## ENGINEERING

### Other Fees (continued)

Commencing work without permit	Triple permit fee, at the discretion of the City Engineer
Commencing work without pre-construction meeting, if applicable	\$500 plus applicable hourly rates as shown herein, at the discretion of the City Engineer.
Overtime, weekend, or holiday inspections	One and a half times (1.5) the hourly rates as shown herein, minimum 2 hours. Subject to staffing availability and review and approval by the City Engineer
Permits requiring other Engineering review, inspections, or services (NPDES, code cases, Maintenance of Traffic, project feasibility, annual reports, build-out determination, plats, sureties, site plans, other required permits or petitions, etc.) **	Hourly rates as shown herein, plus \$1,000 engineering escrow***

*\*\* All invoices for engineering services must be paid within thirty (30) days of the invoice date. Otherwise, services may discontinue until all invoices are current.*

*\*\*\* Engineering escrow amount is required at petition submittal and will be returned only after project is completed to the satisfaction of the City Engineer and/or all related outstanding invoices have been paid. Request for return of engineering escrow must be made in writing for the City's review and approval.*

**NOTE:** Permits or petitions requiring the professional review of consultants may incur additional costs by the Applicant, including, but not limited to, plats, boundary surveys, traffic impact analysis and reports, vegetation and environmental assessments, other engineering studies or reports, legal, etc. Additional costs are based on the consultants' hourly rates, which can be different from the ones shown herein and can change without notice.

# MASTER FEES AND CHARGES SCHEDULE

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## LEGAL

Legal Review Security Deposit for Development Applications	\$1,500
Ad Valorem Tax Exemption Application	\$1,500

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# MASTER FEES AND CHARGES SCHEDULE

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## PLANNING & ZONING

- After an application has been reviewed and approved for sufficiency, any permit application that is voluntarily withdrawn shall be refunded up to a maximum of 50% of the application fee.
- All requests for refund must be made in writing to the Director of Planning and Zoning at the time the withdrawal is submitted. Security deposits will be returned only after all related outstanding invoice items have been billed and outstanding monies received. Request for return of security deposit must be made in writing.

### Application Fees

Abandonment of Right-of-Way	\$825
Abandonment of Easement	\$330
Administrative Application	\$550
Minor Administrative Application	\$50
Administrative Variance	\$150
Appeal of an Administrative Determination	\$400 Single-Family Residence (non-commercial) \$1,000 All Other Uses
Art in Public Places Application	\$550
Build-Out Time Extensions	\$750
Build-Out Determinations	\$2,750
Comprehensive Plan Land Use Map Amendment	\$2,500
Comprehensive Plan “Small Scale” Land Use Map Amendment	\$1,500
Comprehensive Plan Text Amendment	\$2,500

# MASTER FEES AND CHARGES SCHEDULE

## PLANNING & ZONING

### Application Fees (continued)

Conditional Use – Major	\$1,650
Conditional Use – Minor	\$550
Miscellaneous Petitions	\$1,650
Planning & Zoning or City Council Special Workshop	\$1,000
Notice of Proposed Change (NOPC) (substantial deviation under Chapter 380 of Florida Statutes)	\$5,500
NOPC (non-substantial deviation)	\$3,000
Planned Community District (PCD) Overlay Rezoning and Master Plan Review	\$3,500
Outdoor Seating Permit	\$160
Planned Unit Development (PUD) Overlay Rezoning and Site Plan Review	\$3,000
PCD or PUD Amendment	\$2,000
Plat Application	\$750
Plat Exemption	\$550 \$250 Single-Family Residential
Rezoning (Not PUD/PCD)	\$2,500
Site Plan Review (Major) & Site Plan Amendment (Not PUD/PCD)	\$2,000
Site Plan Review (Major) & Site Plan Amendment in conjunction with Rezoning for same project	\$250
Subdivision	\$1,650
Text Amendment of Land Development Regulations	\$1,650
Variance - Single-Family Residences	\$440
Variance - All other land uses	\$1,100

# MASTER FEES AND CHARGES SCHEDULE

## PLANNING & ZONING

### Review Fees

Surety Bond Review and Release	\$170
Non-Compliance Stop Work Review and Action	\$500
Annual Report Review Fee	\$350

### Re-Submittal Fees

Administrative Approval Re-Submittal	\$150
NOPC Re-Submittal	\$1,000
PCD or PUD Re-Submittal	\$825
Site Plan Re-Submittal	\$825

### Security Deposit Fees

Advertising Security Deposit	\$1,000
Consultants/Other Security Deposit	\$1,000
Environmental Review Security Deposit	\$1,000
Engineering Security Deposit	\$1,000
Traffic Security Deposit	\$1,000

\*\* Legal Security Deposit, see Legal Section\*\*

### Other Fees

Advertising	Actual Costs to City
Plat Recordation	\$30 first page \$15 each additional page
Applicant Postponement (each occurrence)	\$250
Zoning Confirmation Letters (Additional \$25 per research hour if research exceeds two (2) hours)	\$250
Code of Ordinances (binder included)	\$150
Zoning Book (binder included)	\$65
Comprehensive Plan with Paper Maps (binder included)	\$65

# MASTER FEES AND CHARGES SCHEDULE

## PLANNING & ZONING

### Miscellaneous Meeting Fees

Administrative Pre-Application Meeting (Minor amendment scope)	\$75
DRC No-Show Fee	\$170
Pre-Application Meeting (Major development, redevelopment, or amendment)	\$200

### Permit Fees

Liquor License Review	New liquor license review \$100/ Name change of ownership for existing business \$50
Special Event Permits that require Council Approval	\$550 + \$50 Code Inspection Fee
Special Event Permit Application (Non-Profit Organizations and block parties exempt from Application Fee and Code Inspection Fee)	\$110 + \$50 Code Inspection Fee
Special Events Appeal (non-refundable)	\$55

### Inspection Fees

Landscape Inspection	\$170
Landscape Re-Inspections	\$170 x number of re-inspections
Compliance Review-Building Permit	\$42 Single Residence (non-commercial) \$170 All Others.
Compliance C/O Inspection- First	\$170
Compliance C/O Re-Inspections	\$170 x number of re-inspections
Temporary Signs	\$75 + \$25 Code Inspection Fee
Temporary Signs – Commercial Annual Leasing and For Sale Permit	\$35 + \$25 Code Inspection Fee
Temporary Signs – Residential	\$25 Code Inspection Fee

# MASTER FEES AND CHARGES SCHEDULE

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## GEOGRAPHIC INFORMATION SYSTEM (GIS)

### Map Fees

8.5" x 11"	\$4
11" x 17"	\$7
17" x 24"	\$10
24" x 36"	\$13
Black and White Engineering Prints (24" x 36")	\$5 per page

### GIS Fees

Address Change	\$100 per address change other fees may apply
Subdivision/Project Name Approval	\$100
Subdivision/Project Name Change	\$250
Residential Addressing Plan	\$200
Commercial Addressing Plan	\$200
Open Space CAD Review	\$300 Major Site Plan review

# MASTER FEES AND CHARGES SCHEDULE

## NEIGHBORHOOD SERVICES

Release of Lien	\$175
Estoppel Letters	\$175
Filing Fee	Actual Cost
Code Case Research	\$100 (10-day turnaround) \$200 (2-day expedited turnaround)
Advertising, Recording, & Other Costs	Actual Costs to City
Off-Duty Code Officer Rate	\$ 60.00/hour
Payoff Letter	\$75

## Business Tax Receipt and Application Fees

Residential	\$25
Commercial	\$35
Professional	\$15
Research Fee (Application)	\$20
Renewal Administrative Fee	\$10 per license
Retail Affidavit	\$10 each
Dog-Friendly Dining Application	\$175 initial
Dog-Friendly Dining Annual Renewal/Inspection	\$50
Expedited Business Tax Receipt	\$100
Live Entertainment Permit	\$175
Live Entertainment Permit Annual Renewal/Inspection	\$50
Live Entertainment Surety	\$500
Building Occupancy Inspection (if required)	\$75
Temporary Dumpster/Storage Unit Registration (Residential)	\$20
Out-of-Town Registration	\$30
Printed Business Tax Receipt	\$5
Boat/RV Decals	\$25

# MASTER FEES AND CHARGES SCHEDULE

## COMMUNITY SERVICES

Sign Shop: Sign Production	<p>\$200 per Street/Regulatory Sign                  \$250 per Stop/Warning Sign                  Material costs plus labor: Other Signs                  \$35/hour labor rate for design development                  \$75/hour labor rate for sign installation plus materials</p>
Fleet Services (based upon resource availability, open only to other governmental jurisdictions through Interlocal Agreement)	<p>\$100/hour shop rate Light Duty                  \$129/hour shop rate Heavy Duty                  (Per Chilton Labor Guide, current ed.)</p>
Labor Assistance	<p>\$50/hour (2-hour min. during regular business hours, 3-hour min. callback)</p>
Equipment Charge	<p>\$200/hour equipment charge (paired with duration of operator)</p>
Small Vehicle	<p>\$10/hour vehicle charge</p>
Traffic Control (2 staff with vehicle)	<p>\$120/hour (2-hour minimum during regular business hours, 3-hour minimum call back)                  \$50/hour for each additional staff member</p>
Maintenance of Traffic (MOT) Equipment	<p>As per FEMA 44 CFR § 206.228 Allowable Cost</p>
Pressure Cleaning/Graffiti Removal	<p>\$120/hour (2-hour minimum) during regular business hours with 3-hour min call back)                  \$50/hour for each additional staff member</p>

# MASTER FEES AND CHARGES SCHEDULE

## FINANCE

Franchise Filing Fee *	\$1,000
Franchise Renewal Fee *	\$1,000
Transfer or Assignment of Franchise	\$500
Copy of Budget or Proposed Budget	\$40
Copy of Comprehensive Annual Financial Report	\$25
Returned Check Fee	\$25
Amendments to Code	\$1,650
**Private Activity Bond Issuance	<p>Amount issued:                      Less than or equal to \$10 million = .3% of total issuance amount                      Issuances greater than \$10 million = \$30,000 plus .15% of issuance amount greater than \$10 million                      Minimum fee for any bond issue = \$7,500</p>
**Private-Activity Bond Public Approval Fee (TEFRA approval)	<p>\$7,500                      (This fee is not in addition to bond issuance fees; it is only applicable where the City is granting TEFRA approval only)</p>
**Maximum Fees	There are no caps or maximum fees
**Other Fees	Private Activity Bonds are also subject to City's legal costs for time spent on the transaction.

*\*This fee is set by Ordinance. If a conflict exists between this document and said Ordinance, the Ordinance shall prevail.*

*\*\*This fee was set by Resolution 83, 2018*

# MASTER FEES AND CHARGES SCHEDULE

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## CITY CLERK

Photocopies	\$0.15 for one-sided copy no larger than 8.5" x 14" \$0.20 for two-sided copy \$0.30 for 11" x 17" \$1.50 for 24" x 36" (normal quality)
Certified Photocopies	\$1 per page
For All other Copies	Actual cost of duplication of the public record
Council Chambers (per meeting)	At the discretion of the City Manager
Special City Council Meeting Fee	\$5,000.00

# MASTER FEES AND CHARGES SCHEDULE

## POLICE

- Extra-duty hourly rates are subject to the prevailing rates as approved by the City Council through the current Police Department’s collective bargaining agreement.
- The City’s administrative fee of \$10.00 per hour is included in the following hourly rates for the purpose of determining total billable charges:
- Extra-duty details scheduled on the following days will include an **additional Fifteen Dollar (\$15.00) fee per hour**: Any City holiday, as well as St. Patrick’s Day, Halloween, Christmas Eve, New Year’s Eve, Super Bowl Sunday, and Easter.

### Personnel

5 - 9 Officers	One (1) Sergeant
10 - 14 Officers	Two (2) Sergeants
15 - 20 Officers	Three (3) Sergeants or Two (2) Sergeants and One (1) Captain or Major
Police Officer	\$75/hour
Emergency Communications Operator	\$60/hour
Emergency Communications Supervisor	\$65/hour
Sergeant	\$80/hour
Captain or Major (A Captain or Major may be required when 2 or more Sergeants are working)	\$85/hour

### Equipment

Vehicle	\$5/hour
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### Commercial Building Permits

Crime Prevention Through Environmental Design (CPTED) Inspection & Plans Review Fee	\$1.50 per \$1,000 improvement cost (\$50 minimum)
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# MASTER FEES AND CHARGES SCHEDULE

## POLICE

### Re-inspections/Extra Inspections

First	No additional charge.
Second	\$100
Third	\$150
Fourth and subsequent	\$200

### Alarm Registration Fees: Commercial

New Construction	\$50
Renewals	\$10

### False Alarm Fees: Residential

4 - 6 False Alarms (per occurrence)	\$100
7 - 9 False Alarms (per occurrence)	\$200
10+ False Alarms (per occurrence)	\$300

### False Alarm Fees: Commercial

4 - 6 False Alarms (per occurrence)	\$100
7 - 9 False Alarms (per occurrence)	\$200
10+ False Alarms (per occurrence)	\$300
Misuse of 911 or Emergency Call System	\$250

### Additional Fees

Fingerprinting	\$5 Resident \$15 Non-Resident
Community Room Usage A Certificate of Insurance must be provided, naming the City of Palm Beach Gardens as an additional insured with respect to liability with a limit no less than \$500,000.	\$50per use \$200 Security deposit
Violations of Article III, excluding Section 70-63	\$25
Violations of Section 70-63	\$250
Violation Payment Late Fee (<30 Days)	\$10

## MASTER FEES AND CHARGES SCHEDULE

Administrative Hearing Fee	\$50
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### FIRE RESCUE

- Special event hourly rates are subject to the prevailing rates as approved by the City Council through the current Fire Rescue Department’s collective bargaining agreement.
- The City’s Fee per hour will be added for the purpose of total compensation.

Equipment rates apply to hourly rates only for the specified equipment and do not include personnel costs, which are in addition to the equipment rates.

- Special Event details scheduled on the following days will include an **additional Ten Dollar (\$10.00) fee per hour** on City holiday.

#### Personnel:

Special Event hourly rates	\$10/hour
Firefighter/Fire Inspector	\$40/hour
Driver Engineer/Fire Medics	\$45/hour
Lieutenants, Captains, District Captain, Battalion Chief, Asst. Fire Marshal	\$50/hour
Division Chief	\$75/Hour
Fire Marshal	\$80/Hour

### Commercial Building Permits

Inspection & Plans Review Fee	\$2.25 per \$1,000 improvement cost (\$ 100 minimum).
Civil Drawing Review Fee	\$ 200

### Re-inspections/Extra Inspections

First	No additional charge.
Second	\$100
Third	\$150
Fourth and subsequent	\$200
Hood (Excluding fire suppression system)	\$100
Inspections by special request, same day, after hours, or weekend (subject to staffing)	\$125/hour, 3-hour minimum

## MASTER FEES AND CHARGES SCHEDULE

availability and as subject to review by the Fire Marshal)	
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### New and Existing Occupancies, Buildings, and Structures (To be paid annually)

#### Assembly, Mercantile, Business, Storage, Healthcare, Educational, Day Care, and Industrial

5,000 total sq. ft. and under	\$75
5,001-15,000 total sq. ft.	\$ 125
15,001-30,000 total sq. ft.	\$ 175
30,001-100,000 total sq. ft.	\$ 225
100,001-200,000 total sq. ft.	\$ 275
200,001-500,000 total sq. ft.	\$ 325
500,001 total sq. ft. and greater	\$ 375

#### Transient Lodging, Apartments, and Residential Board & Care

24 units and under	\$ 75
25-100 units	\$ 100
101-500 units	\$ 175
501 units and greater	\$ 275

#### Temporary Structures

Tents	\$50 First Tent \$20.00 each additional tent
All other occupancies not listed subject to Fire Safety Inspection	\$50

# MASTER FEES AND CHARGES SCHEDULE

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## FIRE RESCUE

### Equipment:

Fire Suppression Unit	\$100/hour
Brush Truck	\$50/hour
Utility Truck (Generator/Breathing Air Supply)	\$50/hour
Rescue Truck	\$75/hour
Specialty EMS Vehicle	\$25/hour

### EMS Transport Fees

Basic Life Support Emergency Transport	\$750
Advanced Life Support Emergency Transport Level 1	\$800
Advanced Life Support Emergency Transport Level 2	\$850
Specialty Care Emergency Transport	\$850
Oxygen	\$30
Mileage	\$12/transport mile

# MASTER FEES AND CHARGES SCHEDULE

## FIRE RESCUE

### Alarm Registration Fees: Commercial

New Construction	\$50
Renewals/ Changes of Ownership/Updates	\$10

### False Alarm Fees: Residential

4-6 False Alarms (per occurrence)	\$100
7-9 False Alarms (per occurrence)	\$200
10+ Alarms (per occurrence)	\$300

### False Alarm Fees: Commercial

4-6 False Alarms (per occurrence)	\$350
7-9 False Alarms (per occurrence)	\$750
10+ False Alarms (per occurrence)	\$1,500
Misuse of 911 or Emergency Call System	\$250

### Additional Fees

Emergency/Safety Plan Review	\$100
Water Flow Test	\$200
Community Room Rental (Minimum 2-hour rental) Certificate of Insurance must be provided naming the City of Palm Beach Gardens as Additional Insured with respect to Liability with a minimum limit of \$500,000	\$50/hour Fire EOC \$65/hour \$200 Security Deposit
Pyrotechnics Permit (If required by Fire Marshal, a Fire Inspector will be placed on stand-by during event)	\$150 plus (If applicable 3-hour minimum stand-by at \$40 per hour
Outdoor Fireworks Display Permit (Includes inspection of site and mandatory fire suppression unit or brush truck stand-by with full crew)	\$175 plus 3-hour minimum. Fire Suppression Unit with a crew of three personnel  Brush Truck with a crew of two personnel

*All applicable fees do not include tax*

# MASTER FEES AND CHARGES SCHEDULE

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## PARKS AND RECREATION

### General Information

- Non-residents are assessed a higher fee on individual programs and services.
- Fees charged for programs and services are established based on cost recovery to sustain the special revenue budget. *(Fees that are not listed will be posted on the department's web page.)*
- Memberships and Passes will be established based upon cost recovery and market comparison. Residents receive a discount rate.
- Tax will be added to all fees as required at the current tax rate.
- Fees will be modified for resident participants who meet the scholarship criteria.
- Res. = Resident
- NR = Non-Resident
- GDP = Gardens North County District Park, RAC = Joseph R. Russo Athletic Complex, BRCC-Burns Road Community Center

### Facility Use and Public Assembly Permits

- Use of certain facilities and any organized activities on City property requires a permit and the entity to pay the applicable fees prior to use.
- Certain permits may require multiple fees to cover costs of the event to the City.
- Depending on the event and location, a Public Assembly/Event Permit may be required.
- Insurance Requirements:
  - a) Certificate of Insurance may be required, naming the City of Palm Beach Gardens as Additional Insured with respect to General Liability minimum limit of \$1,000,000.
  - b) All vendors for programs/events held on City property will be required to provide the insurance deemed necessary by the City.
- All fees are an hourly rate unless otherwise stated. Some rates require a minimum of 2-hour rental. Set up and tear down time by the permit holder is charged at the hourly rate.

# MASTER FEES AND CHARGES SCHEDULE

## PARKS AND RECREATION

### General Fees

NR Rate –	10% to Market Trend as set by SOP
Staffing as deemed necessary by the City	\$40/per staff \$100 per staff/Holiday & After Hours
Recognized Provider Fee per sport session/annual fees	As per agreement.
Sport Instruction Registration (City business tax receipt required)	\$500 annually for first year/ member (plus permit fees), \$400 concurrent renewal (\$100 late fee) \$300 each additional Instructor
Group Fitness Instructor Registration (City business tax receipt required)	Individual: \$1,000 year one, \$850 concurrent renewal (\$150 late fee) Organization: \$1,250 first instructor, \$1,000 concurrent renewal (\$250 late fee), \$250 each additional instructor
Non-Peak Use/Promotional/Marketing Programs & Affiliated Groups	10%-50% discount
Public Assembly Permit Application plus facility & staff charges; non-refundable	\$50R/\$100NR N/C for Recognized Providers
Camps, Training, Clinics, or similar activity when revenue based and/or registration fees are charged. Does not include staffing and prep.	Three times the applicable facility rate.

# MASTER FEES AND CHARGES SCHEDULE

## PARKS AND RECREATION

### Aquatic Facilities

Aquatic Entry Fee – All Persons Entering the Pool (11 months and under-Free)	\$8.50/\$13.55NR \$4.67/\$7NR Lap Swimming Only Each Entry \$109R/\$136.25 NR 3-month lap pass
Main Pool & Splash Zone Season Pass	\$99R/\$158.40NR
Pool Cabana Rental (in addition to admission)	Full Day \$40R/\$60NR
Camp Reservation with Corral 2 hours minimum/maximum	\$50 R Business/ \$100 NR Business
Training Lanes per lane two hours (4-hr max per day,), does not include staffing.	\$50R/\$100NR
Pool Corral Rental 2-hours includes up to 15 admissions	Small\$200R/\$286 NR Large \$300 R/ \$429 NR
Private Rental Splash: 2-hours for up to 50 people Main:2-hours for up to 100 people	Splash Playground: \$400R/\$572NR Main Pool: \$600R/\$858NR

### Indoor Facilities

**All Indoor rentals: Hourly rate is charged for the duration of occupancy of the room, not based solely on event time.**

BRCC Gymnasium Practice/Game per hour	\$100R/\$200NR
BRCC Gymnasium Tournament/Event Not to exceed 10-hours	\$1,000R/\$2,000NR
Tennis & Pickleball Center	Field View Room: \$45R/\$65NR Large Room: \$174R/\$238NR Plus set up and staffing
Burns Road Community Center – 2 hours minimum, plus staffing and set up/cleaning fees	Studio \$45R/\$90NR Kids' Corner \$40 R/\$80 NR Banyan Room/Garden Room per hour \$60 R/ \$120 NR Palm Room per hour \$110 R/ \$220 NR Kitchen use per day \$50

## MASTER FEES AND CHARGES SCHEDULE

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Lakeside Center per hour/2-hours minimum, plus staffing and set up/cleaning.	\$150 R/\$300 NR
Cleaning Fee	\$100
Change Fee*	\$50 per change

**\*Any changes to event hours, setup, or layout made less than 24 hours before the event will incur the change fee to be billed to the credit card on file.**

# MASTER FEES AND CHARGES SCHEDULE

## Outdoor Facilities

Small Park Pavilion (daily sunrise to sunset)	\$45R/\$90NR Weekdays \$64R/\$128NR Weekends and Holidays
Large Park Pavilion (daily rental sunrise to sunset, staffing and other fees might apply depending on event)	\$500R/\$600NR600NR \$50 for each hour after sunset
GDP Pavilions (4 hours)	#2 - \$100R/\$120NR #3 & #4 - \$60R/\$72NR #5 & #6 - \$75R/\$90NR
Veterans Plaza Amphitheater 4-hours	\$750R/\$1,500NR \$100 each additional hour
Public Assembly/Event Permitting Public Property per day (does not include staffing and other fees)	\$800R/\$1,000NR
Single Outdoor Basketball Court	\$10R/\$13NR
Single Outdoor Tennis/Pickleball Court (excludes PBG Tennis and Pickleball Center)	\$10R/\$13NR
Multi-Purpose Field, No Prep	\$56R/\$73NR GDP & RAC: \$80R/\$96NR96NR
Baseball/Softball Field, No Prep	\$40R/\$52NR52
Baseball/Softball Showcase Field No Prep	\$75R/\$98NR
Field Prep per field	\$40 ball field including drag & chalk \$125 multi-purpose field including anchoring equip/painting \$50 multi-purpose field reline
Miracle League Artificial Turf Field	\$75R/\$98NR
Light Fee per field/court	\$25
Covered Mound or Cage	\$20R/\$26NR
Open Air Batting Cage	\$5R/\$7NR
Organized Tournament Daily fee includes light fee; does not include staffing/prep and/or other fees determined applicable	\$350 per multi-purpose field \$550 GDP/RAC per multipurpose field \$250 per baseball/softball field \$525 per showcase field
Concession Stand Use	\$250/event up to 3 days \$50/day exceeding 3 days \$100 cleaning fee \$250 damage deposit
Vendors w/Park Permit	\$10 per permit

## **MASTER FEES AND CHARGES SCHEDULE**

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Vendor Registration	\$15 per/\$25 up to 4-day event/\$50 annual
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