

RESOLUTION NO. 2023/2024-97

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CLAY COUNTY, FLORIDA, AMENDING THE CLAY COUNTY BOARD OF COUNTY COMMISSIONERS SCHEDULE OF FEES AND SERVICES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Clay County Board of County Commissioners (the Board) regulates various activities related to health, safety and welfare, resulting in the provision of services by County departments; and

WHEREAS, the Board imposes fees for provision of these services, generally setting rates at levels sufficient to fund the full cost of providing the services funded from such fees; and

WHEREAS, the Board reviews and updates the fees and services for future fiscal years through the annual budget process; and

WHEREAS, the Board desires to approve changes to those fees and services that will become effective on October 1, 2024.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF CLAY COUNTY, FLORIDA:

Section 1. FY 2024/2025 Schedule of Fees and Services. The Board hereby adopts the Clay County Board of County Commissioners FY 2024/2025 Schedule of Fees and Services, set forth in Appendix A, which is attached hereto and made a part hereof by reference. These fees shall be collected from all persons or entities requesting the enumerated services, provided however, that all or part of these fees may be waived by the County Manager when in his judgement the circumstances so warrant. Proceeds of the fees will be applied to the cost of providing the enumerated services for which the fees are collected. Currently, a subsidy from general revenues is needed to provide adequate levels of service in these areas. The Board may, by future resolution, adjust the fees to ensure that the full cost of providing the services is recovered through the collection of fees.

Section 2. CONFLICTS. The fees adopted pursuant to this Resolution supersede any fees previously adopted by the Board for the same services. Any resolution, or part thereof, in conflict with this Resolution, or any part hereof, is hereby repealed to the extent of such conflict.

Section 3. SEVERABILITY. If any clause, section or provision of this Resolution shall be declared unconstitutional or invalid for any reason or cause, the remaining portion of this Resolution shall be in full force and effect and be valid as if such invalid portion thereof had not been incorporated herein.

Section 4. EFFECTIVE DATE. This Resolution shall take effect on October 1, 2024.

DULY ADOPTED by the Board of County Commissioners of Clay County, Florida, this 24th day of September, 2024.



ATTEST:

A handwritten signature in black ink, appearing to read "Tara S. Green".

Tara S. Green
County Clerk of Court and Comptroller
Ex Officio Clerk to the Board

Board of County Commissioners Clay
County, Florida

Jim Renninger

[Jim Renninger \(Sep 25, 2024 10:54 EDT\)](#)

Jim Renninger, Chairman

APPENDIX A

Clay County Board of County Commissioners



FY 2024/2025 Schedule of Fees & Services

ADOPTED: September 24, 2024
EFFECTIVE: October 1, 2024
(Resolution No. 2023/2024-97)

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ALL CLAY COUNTY DEPARTMENTS

County Event Permits	
Appeal Fee	\$50.00 plus processing fees*
Complex Event	\$150.00 plus processing fees*
Event (single use)	\$100.00 plus processing fees*
Event (same event, multiple times during 12-month period)	\$150.00 plus processing fees*
Late Fee	1.5% of outstanding balance per month
* Processing fees only incurred for credit card payments.	

Public Record Copies	
Audio, Video, DVD	Actual cost of duplication
Certified Copy	\$1.00 per letter or legal sized copy
Data Disc (out of current GIS Library)	\$5.00
Double-Sided, no larger than 8-1/2" x 14"	\$0.20 per letter or legal sized copy
Photo Reprints	Actual cost of duplication
Plot Products:	
8-1/2" x 11"	\$2.00
Each additional copy of same map	\$0.50
11" x 17"	\$3.00
Each additional copy of same map	\$1.00
18" x 24"	\$4.00
Each additional copy of same map	\$1.00
24" x 36"	\$5.00
Each additional copy of same map	\$2.00
36" x 48"	\$10.00
Each additional copy of same map	\$2.00
Aerials 24" x 36"	\$10.00
Postage & Packaging (if necessary)	Actual cost
Single-Sided, no larger than 8-1/2" x 14"	\$0.15 per letter or legal sized copy
Time Associated with Gathering Documents (if exceeds total of one-half hour)	Fee associated with labor cost of personnel
All Other Copy Requests	Actual cost of duplication

AMBULANCE BILLING DEPARTMENT

STATEMENT OF FUNCION: The Ambulance Billing Team oversees and liaisons an over 13,000 patient transport and \$4-million ambulance revenue system and contract. Staff works with administration and paramedics in the Public Safety Department to facilitate the review, quality assurance and transmission of the associated patient care reports to the staff of the contracted ambulance billing company in order to process claims appropriately. Staff also creates and monitors quality metrics to help improve patient care documentation and the claims process, help reduce the occurrence of patient refunds, and facilitate communications between the above and the billing personnel at the local hospitals the patients are taken too. Additionally, the staff are responsible for the gathering and submission of data along with the monitoring of the County's participation in multiple state and federal supplemental reimbursement programs and conducting routine internal audits to keep in compliance with state and federal ambulance billing laws.

LOCATION: 477 Houston Street, Green Cove Springs, FL 32043 (4th Floor)

PHONE: (904) 529-2773

Ambulance Fees	
Advanced Life Support	\$650.00 plus processing fees*
Advanced Life Support 2	\$750.00 plus processing fees*
Basic Life Support	\$600.00 plus processing fees*
Ground Transport	\$12.00 per transport mile plus processing fees*
* Processing fees only incurred for credit card payments.	

ANIMAL SERVICES

STATEMENT OF FUNCTION: Clay County Animal Services (CCAS) is responsible for the enforcement of animal-related State laws and County ordinances regarding animal welfare and community concerns. CCAS provides humane care for the abandoned, abused, and unwanted animals of Clay County. The Cost Center is responsible for public health and safety, as well as animal health. It also educates the public on animal-related topics and encourages the spaying and neutering of all pets to alleviate pet overpopulation.

The mission at Clay County Animal Services is to safeguard public health and safety from dangerous and sick animals; to protect the community's animals from cruelty and neglect; to humanely house, care for, and provide placement for homeless pets; and to find humane resolutions for the animals in its care. In addition, it strives to reduce pet overpopulation by working closely with local nonprofit and community organizations, and to educate the community on responsible pet ownership.

LOCATION: 3984 State Road 16 West, Green Cove Springs, FL 32043

PHONE: (904) 269-6342

Adoption Fees	
Cats (kittens) under 6 months old	\$25.00
Cats 6 months and older	\$20.00
Dogs (puppies) under 6 months old	\$100.00
Dogs 6 months and older	\$20.00
Ferrets	\$25.00
Fowl	\$10.00
Horses	\$100.00, plus cost of Coggins testing
Livestock (not including cows)	\$50.00
Pocket Pets (Rabbits, Guinea Pigs, Birds, Etc.)	\$10.00
Reptiles	\$10.00
Special Adoption Pricing	Per Event

Aggressive / Dangerous Dog Fees	
Annual Registration: 1st Year	\$500.00
Annual Registration: Subsequent Years	\$250.00
First Impoundment	\$500.00
Spay / Neuter (does not include rabies vaccine and microchip)	\$175.00

Daily Boarding Fees	
All Animals	\$15.00

Hobby Breeder Fees	
Annual Inspection Fee (Max of 20 Animals)	\$100.00
Filing Fee (Notice of Revocation Challenge)	\$250.00
License Fee	\$100.00
Re-Inspection Fee of Kennel	\$100.00

Impound Fees	
1st Impound	Free
2nd Impound	\$50.00
3rd and Subsequent Impound	\$100.00
1st Livestock Impound	\$100.00
2nd Livestock Impound	\$200.00
3rd and Subsequent Livestock Impound	\$300.00

Microchip Fees	
Microchip Implant	\$15.00

Quarantine Fees	
Quarantine (for 10-day period at Clay County Animal Services Facility)	\$200.00

Retail Sale of Dogs and Cats Fees	
Annual Inspection Fee (includes a minimum of 2 per year)	\$200.00
Re-Inspection Fee	\$200.00

Special Care Fees	
Coggins Testing	Actual Cost
Farrier	Actual Cost
Owner Reclaim Heartworm Treatment (per phase)	\$100.00
Outside Veterinary Services	Actual Cost

Special Handling Fees	
Preparation and Packaging of Laboratory Specimens	\$50.00

Surgery Fees	
* Does not include mandatory microchipping and rabies vaccine.	
Owner reclaim sterilization: Dog or Cat	* \$75.00
Miscellaneous Surgery	\$100.00

Vaccination Fees	
Equine Vaccine	Actual Cost
Rabies Vaccine	\$10.00

	1st Offense	2nd Offense	3rd Offense	4th Offense
Violations				
* MCA = Mandatory Court Appearance				
Aggressive / Dangerous Dog Provision Violation	\$500.00	* MCA	* MCA	* MCA
Animals Creating a Nuisance	\$100.00	\$200.00	\$300.00	* MCA
Control of Animals: Livestock Fencing Minimum Requirements	\$100.00	\$200.00	\$300.00	* MCA
Control of Animals: On or Off the Real Property Limits of the Owner	\$100.00	\$200.00	\$300.00	* MCA
Failure to Contact Maintaining Agency to Update Registry Information for Dangerous / Aggressive Animals	\$100.00	\$200.00	\$300.00	* MCA
Hobby Breeder License Violation	\$100.00	\$200.00	\$300.00	* MCA
Inhumane Treatment of Animals	\$100.00	\$200.00	\$300.00	* MCA
Requirement for Sales of Dogs and Cats; Failure to Provide Health Certificate	\$100.00	\$200.00	\$300.00	* MCA
Retail Sale of Dogs and Cats Violation	\$100.00	\$200.00	\$300.00	*MCA
Sale of Dogs and Cats; Public or Private Streets, Rights-of-Way, Flea Market, Private Parking Lots or Any Open-Air Venue Sales Prohibited; Violation of Pet Shop Provision	\$100.00	\$200.00	\$300.00	* MCA
Violation Fees:				
Administration Surcharge (F.S. 828.27(4)(b))	\$5.00	\$5.00	\$5.00	* MCA
10% of Fine – Fine and Forfeiture (F.S. 28.37)	Included in Fine	Included in Fine	Included in Fine	Included in Fine
Additional Court Cost (F.S. 938.01)	\$3.00	\$3.00	\$3.00	\$3.00
Filing Fee (Clerk) (F.S. 34.045)	\$10.00	\$10.00	\$10.00	\$10.00
Late Payment of Citation	\$10.00	\$20.00	\$30.00	* MCA
Local Law Enforcement EDU (F.S. 938.15)	\$2.00	\$2.00	\$2.00	\$2.00

Other Fees	
* Does not include associated impound fees	
Owner Surrender Fee	\$50.00
Non-Sterilized Dog: 1st Reclaim	* \$500.00
Non-Sterilized Dog: 2nd Reclaim	* \$500.00 (in addition to the sterilization package)
Sterilization Deposit (in lieu of having animal sterilized at Clay County Animal Services)	\$500.00
Sterilized Cat: Reclaim	* \$25.00
Sterilized Dog: 1st Reclaim	* \$25.00
Sterilized Dog: 2nd Reclaim	* \$50.00
Sterilized Dog: 3rd Reclaim	* \$75.00

If an owner or keeper does not wish to spay or neuter their animal, then before being returned to the owner or keeper, the owner or keeper must pay a five hundred dollar (\$500.00) fee to the County.

If an animal, whose owner and keeper has paid the five hundred dollars (\$500.00) fee for not agreeing to spay or neuter their animal, is impounded a second time for being allowed to be at large and is not at that time sterilized, then the owner and keeper, in addition to the costs of sterilization will have to pay a five hundred dollar (\$500.00) fee to the County in order to reclaim the animal.

If an animal, whose owner and keeper has agreed to have it sterilized under these provisions, is impounded a second time for being allowed to be at large and is not at that time sterilized, then the owner and keeper, in addition to the costs of sterilization will have to pay a five hundred dollar (\$500.00) fee to the County in order to reclaim the animal.

BUILDING DEPARTMENT

STATEMENT OF FUNCTION: The objective of the Building Department is to receive applications, review construction documents, and issue permits for the erection, alteration, demolition, and moving of buildings and structures. It is the responsibility of the Cost Center to inspect and enforce the provisions of the Florida Building Code. Its intent is to ensure the safety, health, and general welfare to the citizens of Clay County through structural strength, means of egress, stability, sanitation, adequate light, ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to buildings throughout the County.

The Clay County Building Department's mission is to serve customers with professionalism and efficiency through licensing, permitting and inspections to ensure the health, safety and welfare of the community. Licensing protects citizens and contractors. Permitting protects citizens against unlicensed contractors and prevents misplacement of structures on properties. Inspections are performed in stages to ensure compliance with the Florida Building Code. All deficiencies are noted and re-inspected to ensure work is done to meet the code before a certificate of occupancy is issued. The Building Department is proud of providing fast and efficient service to customers throughout the community.

LOCATION: 477 Houston Street, Green Cove Springs, FL 32043 (3rd Floor)

PHONE: (904) 284-6307

Amendment Permits (Section 208.7)	
Minimum Fee for Subcontractors - <u>Effective January 1, 2025</u>	\$50.00
Building Permit Amendment - <u>Effective January 1, 2025</u>	\$75.00

Building Permits (Section 208.1)	
Minimum Fee for Any Building Permit (including amendments) - <u>Effective January 1, 2025</u>	\$100.00
Alterations: Residential remodeling completed rooms per 100 square feet - <u>Effective January 1, 2025</u>	\$15.00
Application Fee: Single family residential or mobile home (to be applied towards total Building Permit Fee) - <u>Effective January 1, 2025</u>	\$100.00 per submittal
Cancellation Fee: For permits not subject to Application Fee - <u>Effective January 1, 2025</u>	\$50.00
Carports, Screen Porches, Barns per 100 square feet - <u>Effective January 1, 2025</u>	\$10.00
Change in Occupant	\$50.00 per meter
Demolition of Buildings or Structures:	
For each building structure up to 5,000 square feet	\$100.00
Greater than 5,000 square feet	\$200.00
Fireplace	\$50.00
Garages, Accessory Buildings per 100 square feet - <u>Effective January 1, 2025</u>	\$10.00

Improvements (siding, interior, etc.) per \$1,000.00 value - <u>Effective January 1, 2025</u>	\$10.00
Irrigation Fee - <u>Effective January 1, 2025</u>	\$50.00
Master Plan Setup (updated each 3-year Code cycle) - <u>Effective January 1, 2025</u>	\$250.00 per subdivision plan
Mobile Home: Singlewide - <u>Effective January 1, 2025</u>	\$300.00
Mobile Home: Doublewide - <u>Effective January 1, 2025</u>	\$350.00
Mobile Home: Triplewide - <u>Effective January 1, 2025</u>	\$400.00
New Commercial Buildings: For each \$1,000.00 of estimated value or fraction thereof - <u>Effective January 1, 2025</u>	\$8.00
New Construction Other Than Residential or Commercial Buildings: For each \$1,000.00 of estimated value or 100 square feet of covered area, whichever is greater	\$10.00
New Residential Buildings: Residential building being moved; for each 100 square feet or fraction thereof - <u>Effective January 1, 2025</u>	\$20.00
Notice of Commencement Processing Fee	\$15.00
Penalty Fee: Work performed without permit(s) - <u>Effective January 1, 2025</u>	Two times cost of permit(s)
Permit Fee Valuation - <u>Effective January 1, 2025</u>	Fee based on current International Code Council Table
Reinspection Fee - <u>Effective January 1, 2025</u>	\$50.00
Reinspection Fee after 2nd Inspection (F.S. 553.80(2)(c))	Four times cost of the Reinspection Fee
Reinstatement of Expired Building Permit - <u>Effective January 1, 2025</u>	\$50.00
Renovation or Modification of Commercial Buildings: For each \$1,000.00 of value or fraction thereof (contract may be required to establish value); this includes roofing - <u>Effective January 1, 2025</u>	\$8.00
Roofing per 100 square feet	\$10.00
Solid Waste Collection Assessment for New Dwellings (excluding City of Green Cove Springs and Town of Orange Park)	\$21.83 per month following release of electrical service until dwelling is listed and certified on annual Tax Roll
Solid Waste Disposal Assessment for New Dwellings	\$8.00 per month following release of electrical service until dwelling is listed and certified on annual Tax Roll
Temporary or Portable Amusement Devices, per unit	\$50.00
Note: A 25% discount is applied to building permit fee when using private provider plan reviewer and/or inspector, so long as such notification has been provided prior to permit issuance.	

Electrical Permits (Section 208.2)

Section 208.2.1 New Residential Construction & Mobile Homes

Minimum Fee - <u>Effective January 1, 2025</u>	\$50.00
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100 Ampere Service	\$50.00
125 Ampere Service	\$55.00
150 Ampere Service - <u><i>Effective January 1, 2025</i></u>	\$65.00
200 Ampere Service - <u><i>Effective January 1, 2025</i></u>	\$75.00
250 Ampere Service - <u><i>Effective January 1, 2025</i></u>	\$80.00
300 Ampere Service - <u><i>Effective January 1, 2025</i></u>	\$90.00
400 Ampere Service - <u><i>Effective January 1, 2025</i></u>	\$150.00
Electrical Sub Feeds:	
0 - 30 amps - <u><i>Effective January 1, 2025</i></u>	\$50.00
31 - 60 amps - <u><i>Effective January 1, 2025</i></u>	\$50.00
60 amps and above - <u><i>Effective January 1, 2025</i></u>	\$50.00
Installation of Temporary Service Pole (for construction and farm use only) - <u><i>Effective January 1, 2025</i></u>	\$75.00
Pool Wire - <u><i>Effective January 1, 2025</i></u>	\$50.00
Reconnect Existing Mobile Home - <u><i>Effective January 1, 2025</i></u>	\$50.00
Safety Inspection - <u><i>Effective January 1, 2025</i></u>	\$50.00 per meter
Note: Electrical Permits are applicable to Temporary Service	
Section 208.2.2 Existing Residential Units and Mobile Homes	
Minimum Fee - <u><i>Effective January 1, 2025</i></u>	\$50.00
Additional ampere service, each additional ampere - <u><i>Effective January 1, 2025</i></u>	\$0.50
Additions or alterations requiring service from panel (home run)	\$2.25
Air conditioning or electrical heat (each) - <u><i>Effective January 1, 2025</i></u>	\$20.00
For each outlet, including lighting requiring electrical connection - <u><i>Effective January 1, 2025</i></u>	\$0.50
Section 208.2.3 Commercial Buildings (New Construction)	
Minimum Fee - <u><i>Effective January 1, 2025</i></u>	\$50.00
0 - 100 Ampere Service - <u><i>Effective January 1, 2025</i></u>	\$50.00
101- 150 Ampere Service - <u><i>Effective January 1, 2025</i></u>	\$50.00
151- 200 Ampere Service - <u><i>Effective January 1, 2025</i></u>	\$55.00
201- 300 Ampere Service - <u><i>Effective January 1, 2025</i></u>	\$65.00
301- 400 Ampere Service - <u><i>Effective January 1, 2025</i></u>	\$75.00
401- 600 Ampere Service - <u><i>Effective January 1, 2025</i></u>	\$100.00
601- 800 Ampere Service - <u><i>Effective January 1, 2025</i></u>	\$150.00

For each appliance, fixed or stationary, air conditioning and/or heating amperes requiring circuit capacity above 30	\$25.00
For each outlet, including lighting requiring electrical connection - <u>Effective January 1, 2025</u>	\$0.50
Installation requiring service above 800 amperes, each additional ampere - <u>Effective January 1, 2025</u>	\$0.50
Temporary Pole - <u>Effective January 1, 2025</u>	\$75.00
Section 208.2.4 Existing Commercial Structures	
Minimum Fee - <u>Effective January 1, 2025</u>	\$50.00
Additions or alterations requiring service from panel (home run)	\$1.60
Circuits requiring capacity above 30 amperes, each - <u>Effective January 1, 2025</u>	\$50.00
For each outlet, including lighting requiring electrical connection - <u>Effective January 1, 2025</u>	\$0.50
Increase in additional ampere service, each additional ampere - <u>Effective January 1, 2025</u>	\$0.50

License Fees - <u>Effective January 1, 2025</u>	
Contractor License Fee	\$35.00
Journeyman License Fee	\$25.00
Late License Renewal Fee	\$25.00
Letter of Reciprocity	\$35.00
License Registration	\$25.00

Mechanical Permits (Residential & Commercial) (Section 208.4)	
Two (2) tons and under - <u>Effective January 1, 2025</u>	\$50.00
Two and one-half (2-1/2) tons - <u>Effective January 1, 2025</u>	\$50.00
Three (3) tons - <u>Effective January 1, 2025</u>	\$50.00
Three and one-half (3-1/2) tons - <u>Effective January 1, 2025</u>	\$55.00
Four (4) tons - <u>Effective January 1, 2025</u>	\$65.00
Five (5) tons - <u>Effective January 1, 2025</u>	\$75.00
Change Outs	
Minimum Fee - <u>Effective January 1, 2025</u>	\$50.00
Two and one-half (2-1/2) tons and under - <u>Effective January 1, 2025</u>	\$50.00
Three (3) tons - <u>Effective January 1, 2025</u>	\$50.00
Three and one-half (3-1/2) tons - <u>Effective January 1, 2025</u>	\$55.00

Four (4) tons - <u>Effective January 1, 2025</u>	\$60.00
Five (5) tons - <u>Effective January 1, 2025</u>	\$70.00
Air Conditioning & Refrigeration (total capacity in single installation) for each ton capacity or fractional part - <u>Effective January 1, 2025</u>	\$8.00
Boilers (including heating element) for the first 500,000 BTU per hours input of fuel used or fractional part thereof	\$30.00
For each additional 500,000 BTU	\$8.00
Gas Burner (each)	\$6.00
Oil Furnace	\$35.00
Range Hood (for each \$1,000 of value) - <u>Effective January 1, 2025</u>	\$10.00
Underground Tank (for each \$1,000.00 of value) - <u>Effective January 1, 2025</u>	\$10.00

Plumbing Permits (Section 208.3)	
Section 208.3.1 Residential	
Minimum Fee - <u>Effective January 1, 2025</u>	\$50.00
One (1) bath - <u>Effective January 1, 2025</u>	\$50.00
One and one-half (1-1/2) baths - <u>Effective January 1, 2025</u>	\$60.00
Two (2) baths - <u>Effective January 1, 2025</u>	\$75.00
Two and one-half (2-1/2) baths - <u>Effective January 1, 2025</u>	\$80.00
Three (3) baths - <u>Effective January 1, 2025</u>	\$90.00
Each bath thereafter	\$20.00
Each additional fixture - <u>Effective January 1, 2025</u>	\$15.00
Irrigation Fee - <u>Effective January 1, 2025</u>	\$50.00
Section 208.3.2 Commercial Buildings	
Minimum Fee - <u>Effective January 1, 2025</u>	\$50.00, plus below
Additionally, for each fixture having a water supply and/orwaste outlet, including floor drains and roof drains (each)	\$15.00
Irrigation Fee - <u>Effective January 1, 2025</u>	\$50.00

Pool Permits (Section 208.5)	
Minimum Fee for first 15,000 gallons - <u>Effective January 1, 2025</u>	\$75.00
For each additional 1,000 gallons - <u>Effective January 1, 2025</u>	\$5.00
Remarcite - <u>Effective January 1, 2025</u>	\$75.00

Public Safety Related Fees	
For fees associated with New Construction (Fire) Plan Reviews, New Construction (Fire) Plan Review of Revisions / Resubmittals, and New Construction (Fire) Inspections, see Fire Inspections Section of this Schedule.	

Review Fees	
Commercial (based on job value):	
Minimum Review Fee - <u>Effective January 1, 2025</u>	\$100.00
\$25,000 to \$100,000.99 - <u>Effective January 1, 2025</u>	\$150.00
\$100,001 to \$250,000.99 - <u>Effective January 1, 2025</u>	\$250.00
\$250,001 to \$500,000.99 - <u>Effective January 1, 2025</u>	\$350.00
\$500,001 to \$1,000,000 - <u>Effective January 1, 2025</u>	\$500.00
In excess of \$1,000,000 - <u>Effective January 1, 2025</u>	\$750.00
Revisions - <u>Effective January 1, 2025</u>	\$100.00 per submittal
Residential:	
Application Fee: Single family residential or mobile home (to be applied towards total Building Permit Fee) - <u>Effective January 1, 2025</u>	\$100.00 per submittal
Master Plans - <u>Effective January 1, 2025</u>	\$250.00
Residential - <u>Effective January 1, 2025</u>	\$50.00
Revisions - <u>Effective January 1, 2025</u>	\$50.00
Rereview Fee	Cost of Initial Review Fee
Rereview Fee after 3rd Review (F.S. 553.80(2)(b))	Four times cost of the Initial Review Fee
Note: A 25% discount is applied to building permit fee when using private provider plan reviewer and/or inspector, so long as such notification has been provided prior to permit issuance.	

Sign Permits (Section 208.8.3) – <u>Effective January 1, 2025</u>	
Minimum Fee	\$150.00
For the first 100 square feet	\$150.00
For every 100 square feet thereafter	\$25.00

DEPARTMENT OF HEALTH

STATEMENT OF FUNCTION: The Florida Department of Health in Clay County (DOH-Clay) is a state agency in partnership with county government. Services it provides to the community include health education, school health services, WIC and Healthy Start services and clinical based services. Essential services provided by DOH-Clay include immunizations, emergency preparedness, environmental health services, and disease prevention and control.

The goal of the Florida Department of Health is to protect, promote, and improve the health of all people in Florida through integrated state, county, and community efforts.

LOCATION: 1845 Town Center Blvd., Bldg. 400, Fleming Island, FL 32003

PHONE: (904) 529-2800

	State Fee	County Fee	Total Fee
Clinical Services Fees			
Sliding Scale Services			
All clinical services are based upon a sliding fee scale (s. 64F-16, Florida Administrative Code) using income levels and family size, unless listed below as Flat Fee Service. Total Fee is 150% of Medicare Reimbursement Rate.			
Immunizations:			
Adult	\$0.00	\$15.00	Actual cost of vaccine, plus \$15.00 administration fee
Children (VFC) 0-19 years old	\$0.00	\$15.00	Bill insurance company, plus \$15.00 administration fee
DH680 without vaccine services	\$0.00	\$15.00	\$15.00
Blood Draw Services	\$0.00	\$15.00	Actual cost of lab, plus \$15.00 administration fee
Flat Rate Services			
The following flat fee services are not eligible for sliding fee schedule.			
Completion of College or Other Forms	\$0.00	\$15.00	\$15.00
Medication Pick Up	\$0.00	\$10.00	\$10.00
School Entry Exam	\$0.00	\$45.00	\$45.00
School Exam and Sports Physical	\$0.00	\$80.00	\$80.00
School Sports Exam	\$0.00	\$45.00	\$45.00
TB Gold or PPD Skin Test Screening (Nurse Visit)	\$0.00	\$68.00 (includes nurse visit, draw fee, and lab)	\$68.00 (includes nurse visit, draw fee, and lab)
TB Gold or PPD Skin Test Screening (Provider Visit)	\$0.00	\$35.00 plus provider visit and draw services fee	\$35.00 plus provider visit and draw services fee

	State Fee	County Fee	Total Fee
Environmental Health Fees			
Biomedical Waste Permits			
Biohazardous Waste - Generator	\$85.00	\$50.00	\$135.00
Biohazardous Waste (storage or treatment)	\$85.00	\$50.00	\$135.00
Biohazardous Waste, after October 1	\$105.00	\$50.00	\$155.00
Biohazardous Waste Transporter	\$85.00	\$50.00	\$135.00
Late Fee	\$25.00	\$0.00	\$25.00
Transporter – Add Vehicle	\$10.00	\$0.00	\$10.00
Food Establishment Permits			
<i>State fees established per Chapter 64E-11.013(3)(g) of the Florida Administration Code (FAC)</i>			
After School	\$170.00	\$25.00	\$195.00
Alcoholic Beverage	\$30.00	\$25.00	\$55.00
Bar / Lounge	\$190.00	\$25.00	\$215.00
Catering	\$180.00	\$25.00	\$205.00
Civic / Fraternal Organizations	\$190.00	\$25.00	\$215.00
Detention Facility	\$250.00	\$25.00	\$275.00
Food Re-Inspection (first)	\$0.00	\$0.00	\$0.00
Food Re-Inspection (after first re-inspection)	\$75.00	\$0.00	\$75.00
Late Renewal or Permit	\$25.00	\$25.00	\$50.00
Limited Food Service	\$110.00	\$25.00	\$135.00
Mobile Food Unit	\$180.00	\$25.00	\$205.00
Plan Review (per hour)	\$40.00	\$0.00	\$40.00
Prescribed Pediatric Extended Care (PPEC) Center	\$110.00	\$25.00	\$135.00
Request for Inspection	\$40.00	\$0.00	\$40.00
Residential Facility	\$135.00	\$25.00	\$160.00
School Cafeteria (x3)	\$170.00	\$25.00	\$195.00
School Cafeteria (x4)	\$200.00	\$25.00	\$225.00
Temporary Food (DOH site)	\$50.00	\$25.00	\$75.00
Temporary Food (not at DOH site)	\$100.00	\$25.00	\$125.00
Theater	\$190.00	\$25.00	\$215.00
Vending Machine	\$85.00	\$25.00	\$105.00

	State Fee	County Fee	Total Fee
Group Care Permits			
Adult Day Care	\$0.00	\$25.00	\$25.00
Assisted Living Facility	\$0.00	\$50.00	\$50.00
Private / Public Elementary School (1-50 students)	\$0.00	\$50.00	\$50.00
Private / Public Elementary School (over 50 students)	\$0.00	\$75.00	\$75.00
Private / Public Junior High School	\$0.00	\$100.00	\$100.00
Private / Public High School	\$0.00	\$200.00	\$200.00
School K-12 / Vocational Technology	\$0.00	\$50.00	\$50.00
Migrant Labor Camp Permits			
Annual Permit (5-50 occupants)	\$125.00	\$0.00	\$125.00
Annual Permit (51-100 occupants)	\$225.00	\$0.00	\$225.00
Annual Permit (over 100 occupants)	\$500.00	\$0.00	\$500.00
Mobile Home and Recreational Vehicle (RV) Permit			
Per space	\$4.00	\$0.00	\$4.00
Minimum Fee	\$100.00	\$0.00	\$100.00
Onsite Sewage Treatment and Disposal Systems (OSTDS)			
Aerobic System / PBTS Operating Permit	\$100.00	\$75.00	\$175.00
Application Fee (Private Inspector)	\$35.00	\$10.00	\$45.00
Existing System with Modification	\$245.00	\$75.00	\$320.00
Existing System without Modification	\$35.00	\$10.00	\$45.00
Expired Permit Renewal	\$235.00	\$75.00	\$310.00
Holding Tank Permit	\$235.00	\$75.00	\$310.00
Industrial / Manufacturing Annual Permit	\$150.00	\$75.00	\$225.00
Mean Annual Flood Line Determination	\$50.00	\$0.00	\$50.00
Modification (Private Soil Evaluation)	\$180.00	\$75.00	\$255.00
Modification Permit	\$295.00	\$75.00	\$370.00
New Permit	\$350.00	\$75.00	\$425.00
New System (Private Soil Evaluation)	\$235.00	\$75.00	\$310.00
Performance Based - New System (DOH Soil Evaluation)	\$375.00	\$75.00	\$450.00
Performance Based - New System (Private Soil Evaluation)	\$260.00	\$75.00	\$335.00
Portable or Temporary Toilet Service	\$75.00	\$75.00	\$150.00

	State Fee	County Fee	Total Fee
Re-Inspection / Site Re-Evaluation	\$50.00	\$0.00	\$50.00
Repair Permit	\$300.00	\$75.00	\$375.00
Repair (Private Soil Evaluation)	\$185.00	\$75.00	\$260.00
Reset Benchmark	\$0.00	\$75.00	\$75.00
Septic Disposal Service Permit	\$75.00	\$75.00	\$150.00
Tank Manufacturer Inspections	\$100.00	\$75.00	\$175.00
Variance, Commercial	\$300.00	\$75.00	\$375.00
Variance, Residential	\$200.00	\$75.00	\$275.00
Swimming Pool Permits			
Annual Permit (under 25,000 gallons)	\$125.00	\$50.00	\$175.00
Annual Permit (25,000 gallons or more)	\$250.00	\$50.00	\$300.00
Exempted Pools	\$50.00	\$0.00	\$50.00
Initial Operating Permit	\$150.00	\$50.00	\$200.00
Well Permits			
Change of Owner (FDC)	\$30.00	\$0.00	\$30.00
Change of Owner (LUC)	\$90.00	\$0.00	\$90.00
Family Day Care Permit	\$30.00	\$0.00	\$30.00
Limited Use Water	\$90.00	\$50.00	\$140.00
Multi-Family Permit	\$90.00	\$0.00	\$90.00
Private Well Permits:			
After the Fact Private Well	\$0.00	\$170.00	\$170.00
After the Fact Public Well	\$0.00	\$320.00	\$320.00
Commercial Well	\$0.00	\$160.00	\$160.00
Irrigation Well	\$0.00	\$60.00	\$60.00
Monitoring Well	\$0.00	\$60.00	\$60.00
Private Potable Well	\$0.00	\$85.00	\$85.00
Sample Collection (Private)	\$20.00	\$70.00	\$90.00
Registered System Fee	\$15.00	\$0.00	\$15.00
Reinspection Fee	\$40.00	\$0.00	\$40.00
Sample Collection (LUC)	\$70.00	\$20.00	\$90.00
Variance Processing Fee	\$0.00	\$150.00	\$150.00

	State Fee	County Fee	Total Fee
Other Environmental Health Permits			
Body Piercing:			
Annual Fee	\$150.00	\$0.00	\$150.00
Late Fee	\$100.00	\$0.00	\$100.00
Reactivation	\$75.00	\$0.00	\$75.00
Small Quantity Generators (SQG)	\$0.00	\$50.00	\$50.00
Tanning (\$315.00 maximum fee):			
Annual License	\$150.00	\$0.00	\$150.00
Each Additional Device	\$55.00	\$0.00	\$55.00
Late Renewal	\$25.00	\$0.00	\$25.00
Tattoo:			
Artist	\$60.00	\$0.00	\$60.00
Establishment	\$200.00	\$0.00	\$200.00
Guest Artist Registration	\$35.00	\$0.00	\$35.00
Reactivation - Artist	\$25.00	\$0.00	\$25.00
Reactivation - Facility	\$25.00	\$0.00	\$25.00
Temporary Establishment	\$200.00	\$0.00	\$200.00

	State Fee	County Fee	Total Fee
Vital Statistics			
Birth Certificate	\$4.00	\$9.00	\$13.00
Death Certificate	\$0.00	\$10.00	\$10.00

EMERGENCY MANAGEMENT

STATEMENT OF FUNCTION: Clay County Emergency Management oversees the County’s response to the operational, response, recovery and mitigation aspect of disasters in Clay County. The Cost Center’s goal is to ensure the readiness of Emergency Management and Partnering Agencies to respond to emergencies and events in the County.

LOCATION: 2519 State Road 16 West, Green Cove Springs, FL 32043

PHONE: (904) 284-7703; (877) 252-9362

Healthcare Facility Emergency Plan Reviews	
Initial Plan Review	\$250.00
Follow-Up Plan Review(s)	\$75.00

ENFORCEMENT SERVICES

STATEMENT OF FUNCTION: Enforcement Services is responsible for ensuring compliance with those ordinances and portions of the Clay County Code dealing with non-criminal matters such as: land development, junk vehicles, signs, zoning, solid waste, standard housing code, construction within the rights-of-way, illicit connections and discharges to the municipal service storm sewer system and other codes and ordinances in an effective, expeditious and equitable manner. Enforcement Services performs field investigations for complaints received and issues notices of violation for ordinance violations. Fines may be imposed when compliance has not been met.

LOCATION: 477 Houston Street, Green Cove Springs, FL 32043 (3rd Floor)

PHONE: (904) 284-6310

Code Enforcement Fees	
Abandoned / Vacant Property Registration	\$200.00 per instance
Administrative Fee for Non-Compliance Finding	\$100.00 per instance
Application for Lien Reduction	\$25.00 per instance
Lien Research Fee	\$20.00 per instance

ENGINEERING DEPARTMENT

STATEMENT OF FUNCTION: The County Engineering Department manages the design and construction of Capital Improvement Projects utilizing a combination of consultants and in-house personnel, reviews and approves technical aspects of new subdivisions and new commercial site developments from plat to final plans, inspects the construction of new development sites, recommends acceptance of streets and drainage to the Board of County Commissioners (BCC), provides site plan reviews for residential building permits, right-of-way (ROW) permits, and inspections of driveways and sidewalks in connection with residential building permits. In addition to these primary responsibilities, Engineering Department permits and supervises all utility work done within the County ROW; permits and supervises all construction that is requested by the public within the ROW; implements the Federal Department of Environmental Protection MS4 Permit Program compliance; implements the Total Maximum Daily Load Program Compliance; and coordinates grant applications and fulfillment operations with various agencies as needed. The mission of the Clay County Engineering is to provide sound engineering judgment and maximize resources, to best serve the residents, businesses, and visitors of Clay County.

LOCATION: 477 Houston Street, Green Cove Springs, FL 32043 (3rd Floor)

PHONE: (904) 529-5287

Inspection Fees	
Construction Engineering & Inspection (CEI) Fee	Costs for inspection services determined by County staff in correlation with project duration
Inspection by County Staff:	
Non-Residential and Multi-Family	
Base Fee	\$350.00
Final Inspection Fee	\$350.00
Per 1/4 Mile Increment (or portion thereof) for Roadway Construction, including any Proposed Improvements in New or Existing Right-of-Way	\$1,500.00
Per Acre Fee (or portion thereof) for Site Development Exclusive of Subdivision Infrastructure Improvements (NON-RESIDENTIAL ONLY)	\$300.00
Stormwater Inspection Fee (Total Pond Acreage):	
1-5 acres	\$275.00
5 acres or over	\$300.00, plus \$50.00 per acre or fraction thereof
Re-inspection (each)	\$100.00
Residential Subdivisions	
Base Fee	\$350.00
Final Inspection Fee	\$350.00

Stormwater Inspection Fee (total pond acreage):	
1-5 acres	\$275.00
5 acres or over	\$300.00, plus \$50.00 per acre or fraction thereof
Re-inspection (each)	\$100.00

Rights-of-Way (ROW) and Easements	
Easement Release	\$250.00
Plat Vacations	\$750.00
Residential Driveways:	
Driveway Permit Exemption Letter / Existing	\$75.00
Driveway / Right-of-Way Permits (includes pre- and post-inspection)	\$175.00
Driveway Upgrade	\$150.00
Residential / Subdivision / Commercial Re-Inspection Fee	\$75.00
Right-of-Way Release	\$750.00
Right-of-Way Utility Permits	\$500.00 per mile, plus \$500.00 per foot for any open cut of pavement

ENVIRONMENTAL SERVICES

STATEMENT OF FUNCTION: The Department of Environmental Services provides solid waste collection, disposal and recycling services to accommodate the residential, commercial and institutional needs of Clay County. This includes the long-term maintenance and environmental monitoring of closed landfills.

Curbside residential solid waste collection services are provided by a contracted, franchised hauler. Five (5) County operated solid waste facilities are available for drop-off of recyclables, solid waste, appliances, tires, and household hazardous waste. Commercial services are provided by non-exclusive franchised haulers.

The Rosemary Hill Solid Waste Management Facility is the nucleus for solid waste and recycling processing and transfer operations. Waste materials (municipal solid waste, construction and demolition debris, vegetative waste, recyclable materials, household hazardous waste, waste tires) are segregated for proper disposal or recycling. Municipal and construction wastes are transferred to an out-of-county sanitary landfill for disposal. Recyclable materials are shipped to various processors for recycling and reuse. Special wastes are recycled or disposed.

The goal of Environmental Services is to protect Clay County's groundwater in support of public health and the environment through proper handling and disposal of solid waste and recyclable materials in a cost effective and efficient manner

LOCATION: 3545 Rosemary Hill Road, Green Cove Springs, FL 32043 (Main Office)

PHONE: (904) 284-6374

Commercial Haulers	
Administration Fees:	
Revenue < \$200K	\$125.00 per year
Revenue \$200-500K	\$250.00 per year
Revenue > \$500K	\$375.00 per year
Franchise Application Fee	\$250.00 per application
Franchise Fees	14% of receipts

Landfill Tipping Fees	
Appliances	\$76.00 per ton
C&D - Franchise	\$70.00 per ton
C&D - Non-Franchise	\$76.00 per ton
C&D - Out of County	\$83.50 per ton
Class I - Franchise	\$64.00 per ton
Class I - Non-Franchise	\$70.00 per ton
Class I - Out of County	\$77.50 per ton
Scrap Metals	\$76.00 per ton

Special Handling (mixed waste and recyclables)	\$250.00 per ton
Tires, Off Road	\$380.00 per ton
Tires, Off Road - Out of County	\$387.50 per ton
Tires, Passenger	\$240.00 per ton
Tires, Passenger - Out of County	\$247.50 per ton
Yard Waste - Franchise	\$41.00 per ton
Yard Waste - Non-Franchise	\$47.00 per ton
Yard Waste - Out of County	\$54.50 per ton

Residential Assessments

Collection	\$262.00 per year
Disposal	\$96.00 per year

Other Residential Services

Additional Cart Lease Fee	
65-gallon Cart	\$61.00
95-gallon Cart	\$66.00
Overflow Stickers for Individual Trash Bags	\$4.00 each

FIRE INSPECTIONS

STATEMENT OF FUNCTION: The Clay County Fire Inspections Cost Center implements fire loss management by conducting fire and life safety inspections in new and existing buildings for compliance with State mandated fire codes. The Cost Center also reviews construction documents and permits for adherence with current fire codes.

LOCATION: 477 Houston Street, Green Cove Springs, FL 32043 (3rd Floor)

PHONE: (904) 529-2757

Fire Plan Reviews	
As-Built Review	
Building / System	\$55.00
Site	\$50.00
Emergency Generator System Plan Review	\$50.00 per system
Fire Alarm System Plan Review:	
Up to 10,000 square feet	\$75.00 per system
Over 10,000 square feet	\$100.00 per system
Fire Protection Underground Plan Review:	
Up to 500 linear feet	\$50.00
Over 500 linear feet	\$100.00
Fire Protection Water Tank Plan Review	\$50.00 per tank
Fire Sprinkler / Fire Pump / Standpipe System Plan Review:	
Up to 10,000 square feet	\$75.00 per system
Over 10,000 square feet	\$100.00 per system
Fire Suppression System Plan Review	\$50.00 per system
Fuel Tank Installation Site Plan Review (under-ground or above-ground)	\$50.00 per tank
Fuel Tank Removal Site Plan Review	\$50.00 per tank
Healthcare Facility Emergency Plan Reviews	
Initial Plan Review	\$250.00
Follow-Up Plan Review(s)	\$75.00
Hood or Paint Booth Ventilation System Plan Review	\$50.00 per system

New Construction Plan Review:	
Valued between \$0 and \$100,000	\$100.00
Valued between \$100,000.01 and \$500,000	\$200.00
Valued between \$500,000.01 and \$1,000,000	\$400.00
Valued at \$1,000,000.01 or greater	\$600.00
New Construction Plan Review of Revisions / Resubmittals:	
Valued between \$0 and \$500,000	\$54.00
Valued at \$500,000.01 or greater	\$325.00
Other Fire Permit Plan Review of Revisions / Resubmittals	Original cost of permit plan review
Site Plan Review	\$50.00 per phase
Site Plan Review of Revisions	\$50.00 per phase

Fire Safety Inspections	
Up to 100,000 sq ft	\$75.00
Over 100,000 sq ft	\$125.00
First Re-Inspection	No charge
Second and All Additional Re-Inspections	\$125.00
Licensed-Operated Facilities Inspections	
0 - 5,000 sq ft	\$38.00
5,001 - 12,000 sq ft	\$53.00
12,001 - 25,000 sq ft	\$88.00
25,001 - 50,000 sq ft	\$105.00
50,0001 - 75,000 sq ft	\$123.00
75,001 - 100,000 sq ft	\$140.00
100,001 - 250,000 sq ft	\$175.00
250,001 - 500,000 sq ft	\$210.00
500,001 - 750,000 sq ft	\$245.00
750,001 - 1,000,000 sq ft	\$280.00
1,000,000 and greater sq ft	\$350.00
First Re-Inspection	No charge
Second and All Additional Re-Inspections	Original Cost of Inspection

New Construction Inspections:	
First Inspection	\$100.00
First Re-Inspection	No charge
Second and All Additional Re-Inspections	\$125.00
Occupancy-Based Inspections (NFPA 1:10.2.7.1)	
High Hazard / Risk (Annually)	
Apartment Buildings	
0-25 units per building	\$25.00
26-50 units per building	\$50.00
51-100 units per building	\$75.00
101 and greater units per building	\$100.00
High Rise	\$125.00
Assembly	
50-299 occupancy load	\$50.00
300-1,000 occupancy load	\$75.00
1,001-5,000 occupancy load	\$100.00
5,001 and greater occupancy load	\$125.00
Childcare	See Licensed-Operated Facilities Inspections
Detention	
Under 15,000 sq ft	\$75.00
15,001 - 30,000 sq ft	\$100.00
30,001 - 100,000 sq ft	\$150.00
100,001 - 200,000 sq ft	\$200.00
200,001 - 500,000 sq ft	\$250.00
500,001 and greater	\$300.00
Educational	See Licensed-Operated Facilities Inspections
Healthcare	See Licensed-Operated Facilities Inspections
Hotels / Lodging / Dormitories	
0-16 units / rooms per building	\$50.00
17-100 units / rooms per building	\$75.00
100-500 units / rooms per building	\$100.00

Moderate Hazard / Risk (Biennially)	
Ambulatory Healthcare	
Under 5,000 sq ft	\$50.00
5,001 - 15,000 sq ft	\$75.00
15,001 - 30,000 sq ft	\$100.00
30,001 - 100,000 sq ft	\$150.00
100,001 - 200,000 sq ft	\$200.00
200,001 - 500,000 sq ft	\$250.00
500,001 and greater sq ft	\$300.00
Industrial	
Under 15,000 sq ft	\$50.00
15,001 - 30,000 sq ft	\$100.00
30,001 - 100,000 sq ft	\$150.00
100,001 - 200,000 sq ft	\$175.00
200,001 - 500,000 sq ft	\$200.00
500,001 and greater sq ft	\$250.00
Low Hazard / Risk	
Mercantile / Business / Storage	
Under 5,000 sq ft	\$45.00
5,001 - 15,000 sq ft	\$50.00
15,001 -30,000 sq ft	\$65.00
30,001 - 100,000	\$75.00
100,000 - 200,000	\$100.00
200,001 - 500,000	\$125.00
500,001 and greater	\$150.00
Re-Inspection for Unprepared Sites	
First re-inspection	\$55.00
Each additional re-inspection	\$112.00
Walkthrough / Pre-Inspection / Consultation / Plan Review (after hours, weekend or holiday is subject to availability)	
Minimum Fee Paid in Advance (2-hour minimum)	\$153.00
Additional Fee after Initial 2 hours	\$54.00 per hour

Tests / Inspections for System Recertification	
Cooking Hood or Paint Booth Ventilation System Inspection	\$75.00
Emergency Generator Test	\$50.00
Fire Alarm System Inspection	\$75.00
Fire Pump Test	\$75.00
Fire Sprinkler Hydrostatic / Underground Fire Protection Test	\$100.00
Fire Suppression System Inspection	\$75.00

Miscellaneous Use & Services Permits	
Amusement Park Permit (includes fairs, carnivals and festivals)	\$100.00
Burn Permit (non-residential property)	\$100.00
Fire Insurance Rating Verification Letter	\$21.00
Fireworks Display Permit	\$55.00
Fireworks or Sparklers Sales Permit	\$55.00
Penalty for Starting Work without a Fire Marshall Permit	Double the Normal Application Fee
Permit for Handling Materials or Hazardous Operations	\$55.00
Permit for Tent or Membrane Structure used for cooking, Christmas tree sales, horse shows, or public gatherings of any kind (900 square feet or larger)	\$55.00

LIBRARY SERVICES

STATEMENT OF FUNCTION: The Clay County Library System is dedicated to providing free access to a vast array of resources for all citizens of the County. In both the virtual and physical libraries, the library's role is to provide convenient access to products and services that expand knowledge, inform, entertain and inspire our library users.

LOCATION: 1895 Town Center Boulevard, Fleming Island, FL 32003 (Headquarters)

PHONE: (904) 529-4745

Damaged Items	
Books, Audio Books and DVD's damaged beyond repair	Replacement cost of item and \$2.00 processing fee
Book Jacket	\$1.00
Chromebook:	
Device	Replacement cost of item
Case	\$30.00
Charger	\$20.00
DVD or CD Cover	\$1.00
DVD or CD Case	\$3.00
Playaway Launch Pad:	
Device	Replacement cost of item
Case	\$13.00
Bumper	\$9.00
Charging Cord	\$7.00
Adapter	\$10.00
WiFi Hot Spot:	
Device	\$100.00
Charger plug and/or cord	\$10.00
Case	\$20.00
Any items not listed above will be subject to charges based on the replacement cost of the item.	

Lost Items	
Processing Fee	\$2.00 per item
Book Club in a Bag	\$125.00
Chromebook	Replacement cost of item

Library Card	\$1.00 (processing fee not applicable)
Lost Books, Audio Books and DVDs	Replacement cost of item
Playaway Launch Pad	Replacement cost of item
Preschool Kit	Replacement cost of item
WiFi Hot Spot:	
Device	\$100.00
Charger plug and/or cord	\$10.00
Case	\$20.00
Any items not listed above will be subject to charges based on the replacement cost of the item.	

Overdue Fines	
Audiobook	\$0.20 per day
Birding Backpack	\$1.00 per day
Book	\$0.20 per day
Book Club in a Bag	\$0.20 per day
Chromebook	\$1.00 per day
DVD	\$1.00 per day
Inter-Library Loan (ILL)	\$0.50 per day (Note that lending institutions may place additional fines / fees on loaned items.)
Playaway Launch Pad	\$1.00 per day
Preschool Kit	\$0.20 per day
WiFi Hot Spot	\$1.00 per day

Services	
Library Cards	
Clay County Residents and Property Owners	Free
Non-Resident (Annual)	\$100.00
Non-Resident (6 months)	\$60.00
Non-Resident (3 months)	\$30.00
Meeting Room Reservations	
Small (available at Middleburg and Orange Park Libraries)	\$25.00 per hour (2-hour minimum)
Large (available at Fleming Island and Orange Park Libraries)	\$50.00 per hour (2-hour minimum)

Printing & Photocopying	
Black and White	\$0.20 per page
Color (available at Fleming Island Library)	\$0.50 per page
3D Printing (available at Fleming Island and Orange Park Libraries)	\$0.05 per gram

PARKS & RECREATION ADMINISTRATION

STATEMENT OF FUNCTION: The function of Parks and Recreation is creating places and spaces for residents and visitors to enjoy healthy, active lifestyles, ensuring all residents have access to the benefits of high-quality parks and recreation, and the preservation of the natural beauty of the environment.

LOCATION: 477 Houston Street, Green Cove Springs, FL 32043 (2nd Floor)

PHONE: (904) 284-6378 (Main Office)

Athletic Field Rentals	
Rental Hours: 8:00 a.m. to 10:00 p.m., unless otherwise agreed upon	
Adult Athletic Fields	\$30.00 per hour per field plus tax
Diamond Ball Field Raked and Restriped (labor & paint)	\$50.00 plus tax
Multipurpose Field Restriped (labor & paint)	\$110.00 plus tax
Outdoor Courts, for guaranteed use	\$10.00 per hour per court plus tax
Outdoor Courts with Lights, for guaranteed use	\$25.00 per hour per court plus tax
Sports Field Lighting	\$15.00 per hour per field plus tax
Youth Athletic Fields	\$25.00 per hour per field plus tax
Note: Up to a \$500.00 refundable Security Deposit shall be required. The deposit will be required at the same time the reservation is made. The security deposit is refundable once the facility and premises has been inspected post-rental and will be returned by mail to the user.	

Camp Chowenwaw Park	
Rental Hours: 8:00 a.m. to 8:00 p.m., unless camping overnight	
Reservation Service Fee	\$2.00
Cabin and Building Rentals (Daytime):	
Big Cabin Day Building (150-person max.)	\$400.00 plus tax
Kiwita Nature Center Day Building (55-person max.)	\$175.00 plus tax
Orange Blossom Day Building (30-person max.)	\$100.00 plus tax
Cabin and Building Rentals (Overnight):	
Note: Weekend rentals require two-night stay (Friday/Saturday or Saturday/Sunday).	
Ahwenassa Cabins (climate controlled)	\$50.00 each plus tax
Cook's and Muscogee Cabins (self-contained)	\$50.00 each plus tax
Hickory Flats Tent Campsites (primitive tent pads)	\$18.00 each plus tax
Magnolia Hill Tent Campsites (primitive tent pads)	\$18.00 each plus tax
Squirrel Run (climate controlled)	\$50.00 each plus tax

Treehouse Point	\$35.00 each plus tax
Commercial Photography / TV / Film Fees (Requires Facility Permit):	
TV / Film (camping / cabin areas, including indoors and outdoors)	\$100.00 per day plus tax
Swimming Fees:	
Adults	\$3.00 plus tax
Children	\$2.00 plus tax
Overnight Guests	No Charge
Seniors	\$2.00 plus tax
Deposit: 25% non-refundable deposit due upon making reservation if reserving an entire cluster or all-day rental cabins; Kiwita, Orange Blossom, and Big Cabin. Deposits are not taken on cabins and tent sites, unless an entire cluster is reserved. Larger groups requiring more reservations may be required to complete the special use permit.	

Historical Triangle, including Courthouse, Pavilion, and Courtyard	
Rental Hours: 8:00 a.m. to 10:00 p.m.	
Entire Facility Rental (Daily)	\$350.00 per day plus tax
Entire Facility Rental (Hourly, 3-hr minimum)	\$25.00 per hour plus tax
Note: Civic, community, and nonprofit meetings are exempt from the 3-hour minimum.	
Deposit: \$75.00 refundable deposit due upon booking reservation. Balance due no later than two (2) weeks prior to event date. In the event that reservation is made within two (2) weeks of scheduled date, the entire fee including deposit is due at the time of booking.	
All rentals for this facility are subject to review and approval by the Board of County Commissioners and Clay County Clerk of Court and Comptroller.	

Hunter-Douglas Park Meeting Building	
Rental Hours: 8:00 a.m. to 10:00 p.m.	
Entire Facility Rental (Daily)	\$175.00 per day plus tax
Entire Facility Rental (Hourly, 3-hr minimum)	\$25.00 per hour plus tax
Note: Civic, community, and nonprofit meetings are exempt from the 3-hour minimum.	
Deposit: \$75.00 refundable deposit due upon booking reservation. Balance due no later than two (2) weeks prior to event date. In the event that reservation is made within two (2) weeks of scheduled date, the entire fee including the deposit is due at the time of booking.	

Instructor Contracts	
Instructors (excluding Firearm Instructors)	\$10.00 per hour

Middleburg Civic Center Rental Hours: 8:00 a.m. to 10:00 p.m.	
Entire Facility Rental (Daily)	\$350.00 per day plus tax
Entire Facility Rental (Hourly, 3-hr minimum)	\$25.00 per hour plus tax
Note: Civic, community, and nonprofit meetings are exempt from the 3-hour minimum.	
Deposit: \$75.00 refundable deposit due upon booking reservation. Balance due no later than two (2) weeks prior to event date. In the event that reservation is made within two (2) weeks of scheduled date, the entire fee including deposit is due at the time of booking.	

Outdoor Adventure Park Rental Hours: 8:00 a.m. to 10:00 p.m.	
Archery Range	
Annual Membership	
Individual	\$50.00 per year plus tax
Family (2 Adults and 2 Youth)	\$65.00 per year plus tax
Note: This membership includes no charge lane usage for 2 hours per day. Lane rentals after 2 hours is \$10.00 per hour.	
Lane Rentals (Hourly, 2-hr increments)	
Individual	\$8.00 per person plus tax
Family (2 Adults and 2 Youth)	\$12.00 per family plus tax
Gun Range	
Annual Membership Lane Usage: Thursday – Saturday, 8:00 a.m. to 4:00 p.m.	
Clay County Resident	\$250.00 per year
Clay County Resident - Retired Law Enforcement Officer, Active Duty Military or Veteran	\$200.00 per year
This membership includes: (1) no charge lane usage of 2 hours per day*, (2) \$5.00 fee for 2nd person sharing lane (one per day), (3) lane waitlist priority, (4) three (3) guest passes, (5) 10% discount off pro shop merchandise, and (6) one (1) free Gun Range T-Shirt. * Lane rentals after 2 hours is \$10.00 per hour.	
Non-Clay County Resident	\$300.00 per year
This membership includes: (1) no charge lane usage of 2 hours per day*, (2) \$8.00 fee for 2nd person sharing lane (one per day), (3) lane waitlist priority, (4) three (3) guest passes, (5) 10% discount off pro shop merchandise, and (6) one (1) free Gun Range T-Shirt. * Lane rentals after 2 hours is \$10.00 per hour.	
Non-Clay County Resident - Retired Law Enforcement Officer, Active Duty Military or Veteran	\$225.00 per year

<p>This membership includes: (1) no charge lane usage of 2 hours per day*, (2) \$8.00 fee for 2nd person sharing lane (one per day), (3) lane waitlist priority, (4) three (3) guest passes, (5) 10% discount off pro shop merchandise, and (6) one (1) free Gun Range T-Shirt. * Lane rentals after 2 hours is \$10.00 per hour.</p>	
All Clay County BCC and Constitutional Employees	\$200.00 per year
<p>This membership includes: (1) no charge lane usage of 2 hours per day*, (2) \$8.00 fee for 2nd person sharing lane (one per day), (3) lane waitlist priority, (4) three (3) guest passes, (5) 10% discount off pro shop merchandise, and (6) one (1) free Gun Range T-Shirt. * Lane rentals after 2 hours is \$10.00 per hour.</p>	
<p>Lane Rental (Daily) Lane Usage: Thursday – Saturday, 8:00 a.m. to 4:00 p.m.</p>	
Instructor Use	\$25.00 per day (Instructor guests are required to purchase 2-hour County usage rates. Maximum two people per lane, including the instructor.)
<p>Lane Rental (Hourly, 2-hr increments) Lane Usage: Thursday – Saturday, 8:00 a.m. to 4:00 p.m.</p>	
Clay County Resident	\$15.00 per person, \$10.00 for 2nd person sharing lane (maximum two people per lane)
Non-Clay County Resident	\$20.00 per person, \$15.00 for 2nd person sharing lane (maximum two people per lane)
Current Sworn Law Enforcement Officers and Clay County Department of Fire and Rescue (must show badge and ID)	No charge, \$8.00 for 2nd person sharing lane (maximum two people per lane)
Retired Law Enforcement Officer, Active Duty Military or Veteran, All Clay County BCC and Constitutional Employees	\$12.00 per person, \$10.00 for 2nd person sharing lane (maximum two people per lane)
<p>Note: Lane rentals after 2 hours is \$10.00 per hour.</p>	
<p>Note: Youth ages 12-17 are free, but must be with parental or adult supervision (member or paying guest).</p>	
<p>Park Facility Rentals</p>	
Entire Gun Range (10.35 acres): Monday - Wednesday Note: This rental requires reservations 6 months in advance.	\$1,000.00 per day
Entire Gun Range (10.35 acres): Lane Usage: Thursday – Saturday, 8:00 a.m. to 4:00 p.m.	\$1,500.00 per day
Paid Parking	\$500.00 per day plus tax or 10% collected, whichever is greater
Paid Ticketed Event	\$500.00 per day plus tax or 10% collected, whichever is greater
Zone B (19.85 acres) Note: This rental must be rented with Zone C or other zone.	\$500.00 per day plus tax
Zone C (15.00 acres)	\$375.00 per day plus tax

Zone D (19.54 acres)	\$500.00 per day plus tax
Zone E (2.06 acres)	\$100.00 per day plus tax
Zone F (23.06 acres)	\$575.00 per day plus tax
Zone G (6.44 acres)	\$150.00 per day plus tax
Zone H (3.82 acres)	\$100.00 per day plus tax
Zone I (3.62 acres)	\$100.00 per day plus tax
Zone J (0.95 acres)	\$100.00 per day plus tax
Zone K (7.75 acres)	\$200.00 per day plus tax

Park Event Reservations

Rental Hours: 8:00 a.m. to 10:00 p.m.

Park Event Reservations (3-hour minimum)	\$70.00 per hour plus tax
Deposit: \$25.00 refundable deposit due upon booking reservation.	

Park Pavilion Rentals

(for guaranteed use)

Reservation Service Fee	\$2.00
Large Pavilion (Foxmeadow and Moody Avenue Parks)	\$60.00 per 4 hours plus tax
Medium Pavilion (Ronnie Van Zant Park Pavilions 5 and 6)	\$50.00 per 4 hours plus tax
Small Pavilion (Various Parks)	\$40.00 per 4 hours plus tax

Paul E. Reinhold Agricultural Fairgrounds

Rental Hours: 8:00 a.m. to 10:00 p.m., unless otherwise agreed upon.

(Ticketed events may require reservation of entire facility.)

Barns 1, 2, and 3	\$150.00 per barn per day plus tax
Cattlemen's Kitchen (Concession Building)	\$175.00 per day plus tax
Cattlemen's Kitchen (Concession Building) Cleaning Fee (if not cleaned)	\$200.00 per day
Clay County Cattlemen's Arena	
All Day Rental	\$1,000.00 per day plus tax
Hourly Rental (3-hour minimum)	\$70.00 per hour plus tax
East Arenas (Equestrian)	\$275.00 each per day plus tax
Entire Facility Rental (including RV Hookups)	\$3,000.00 per day plus tax
Equestrian Package (all arenas, equestrian rings, barns, concession building)	\$2,250.00 per day plus tax

Event Set Up / Break Down	50% of venue price plus tax
Founders Exhibit Hall #1	\$400.00 per day plus tax
Individual Riding (Monday – Thursday)	\$15.00 per day plus tax
Individual Stall	\$15.00 per night plus tax
J. P. Hall, Jr. Event Lawn	\$175.00 per day plus tax
J.P. Hall, Sr. Covered Arena	\$550.00 per day plus tax
Livestock Package (J.P. Hall Arena and Barns)	\$650.00 per day plus tax
Manure Disposal	Rate determined by Environmental Services Dept.
Midway Area (including circular asphalt track)	
All Day Rental	\$200.00 per day plus tax
Four (4) Hours Rental	\$125.00 per 4 hours plus tax
Midway Lights (the greater of per day or metered)	\$75.00 per day plus tax
Paid Parking	\$500.00 per day plus tax or 10% collected, whichever is greater
Paid Ticketed Event	\$500.00 per day plus tax or 10% collected, whichever is greater
Parking Lot Light Fee (Events renting Facilities)	\$75.00 per day plus tax
Parking Lot Light Fee (Events renting Parking Lot Only)	\$500.00 per day plus tax
Patron Life Member Exhibit Building #3	
All Day Rental	\$400.00 per day plus tax
Four (4) Hour Rental	\$250.00 per 4 hours plus tax
Reinhold Pavilion Building #2A	
All Day Rental	\$200.00 per day plus tax
Four (4) Hour Rental	\$125.00 per 4 hours plus tax
Reinhold Pavilion Building #2B	
All Day Rental	\$200.00 per day plus tax
Four (4) Hour Rental	\$125.00 per 4 hours plus tax
RV Hookups	\$30.00 per night plus tax
Stall Cleaning	\$100.00 per stall plus tax
Tractor with Attachment	\$100.00 per day plus tax
Water Truck	\$200.00 per day plus tax
Note: Up to a \$500.00 refundable Security Deposit shall be required. The deposit will be required at the same time the reservation is made. The security deposit is refundable once the facility and premises has been inspected and will be returned by mail to the user.	

Pier Station Park, including Building and Field Rental Hours: 8:00 a.m. to 10:00 p.m.	
Entire Facility Rental (Daily)	\$175.00 per day plus tax
Entire Facility Rental (Hourly, 3-hr minimum)	\$25.00 per hour plus tax
Note: Civic, community, and nonprofit meetings are exempt from the 3-hour minimum.	
Deposit: \$75.00 refundable deposit due upon booking reservation. Balance due no later than two (2) weeks prior to event date. In the event that reservation is made within two (2) weeks of scheduled date, the entire fee including deposit is due at the time of booking.	

Regional Sports Complex Rentals Rental Hours: 8:00 a.m. to 10:00 p.m.	
Adult Activities	
Zone A Package (Front 5 fields)	\$150.00 per hour plus tax
Zone B Package (Back 3 fields)	\$90.00 per hour plus tax
Adult Athletic Fields	\$30.00 per hour per field plus tax
Facility Reservations (excludes multipurpose fields)	
All Day Rental	\$1,000.00 per day plus tax
Hourly Rental (3-hour minimum)	\$70.00 per hour plus tax
Gate or Parking Fee	\$500.00 plus tax or 10% collected, whichever is greater
Sports Field Lighting	\$15.00 per hour per field plus tax
Multipurpose Field Restriped (labor & paint)	\$110.00 plus tax
Youth Activities	
Zone A Package (Front 5 fields)	\$125.00 per hour plus tax
Zone B Package (Back 3 fields)	\$75.00 per hour plus tax
Youth Athletic Fields	\$25.00 per hour per field plus tax
Note: Up to a \$500.00 refundable Security Deposit shall be required. The deposit will be required at the same time the reservation is made. The security deposit is refundable once the facility and premises has been inspected and will be returned by mail to the user.	

All rates are subject to taxes. Certificate of insurance, various permitting, and additional fees may be required where applicable. There is a 20% discount for Parks and Recreation Facilities for nonprofit organizations. Fees for use of the facilities for other organizations or individuals may be waived or reduced as deemed necessary by the County Manager and shall be determined on an individual event basis.

Cancellation Policy: Refund will be given if cancellation is made in writing within 30 days or more of scheduled event/reservation. The County reserves the right to cancel or reschedule any event without compensation to the cancelled or rescheduled event organizers. No refunds or cancellations will be given due to inclement weather.

PLANNING DEPARTMENT

STATEMENT OF FUNCTION: The Planning Department monitors and manages the goals, objectives and policies of the Comprehensive Plan and the Land Development Code (LDC). The Cost Center ensures that all development is consistent with the Plan and the Code. Included in these responsibilities are the enforcement of all policies in both Master Plan areas; Branan Field and Lake Asbury. The Planning Department initiates and reviews amendments to the Comprehensive Plan, rezoning requests, and changes to the Land Development Code and presents the findings in the form of a report to the Planning Commission and Board of Adjustment. Planning staff reviews zoning permits in determining setbacks, densities, mobility fees, etc. In addition, staff reviews proposed heirs exemptions, homestead exemptions, sign permits, home occupation permits, etc. Staff is a member of the Technical Advisory Committee of the Transportation Planning Organization (TPO) and attends monthly meetings. It also reviews all development proposals as a member of the County’s Development Review Committee (DRC).

LOCATION: 477 Houston Street, Green Cove Springs, FL 32043 (3rd Floor)

PHONE: (904) 529-4705

Affordable Housing	
Annual Monitoring Report Review	\$500.00
Annual Monitoring Report Revisions	\$250.00

Alcohol Permit Verifications	
Alcohol Permit	\$50.00
Temporary Alcohol Permit	\$50.00

Board of Adjustment and Administrative Variances	
Administrative Waiver (commercial)	\$250.00
Administrative Waiver (residential) (F.S. 177.073)	\$200.00
Board of Adjustment Application (appeal)	\$250.00
Board of Adjustment Application (commercial)	\$500.00
Board of Adjustment Application (residential)	\$300.00

Comprehensive Impact Fees								
(These Impact Fees are charged in addition to existing School Impact Fees and Mobility Fees as applicable.)								
LAND USE	DEMAND UNIT	GOVERNMENT, JAILS AND CONSTITUTIONAL FACILITIES ¹	FIRE AND RESCUE FACILITIES ²	LAW ENFORCEMENT FACILITIES ³	COMMUNITY PARKS ⁴	REGIONAL PARK FACILITIES ¹	LIBRARY AND CULTURAL FACILITIES ¹	TOTAL
<i>Residential (per Dwelling Unit)</i>								
Single Family (up to 1,500 sq ft)	Dwelling Unit	\$414.00	\$942.00	\$715.00	\$905.00	\$263.00	\$261.00	\$3,500.00
Single Family (1,501-2,499 sq ft)	Dwelling Unit	\$552.00	\$1,256.00	\$951.00	\$1,206.00	\$350.00	\$347.00	\$4,662.00

LAND USE	DEMAND UNIT	GOVERNMENT, JAILS AND CONSTITUTIONAL FACILITIES ¹	FIRE AND RESCUE FACILITIES ²	LAW ENFORCEMENT FACILITIES ³	COMMUNITY PARKS ⁴	REGIONAL PARK FACILITIES ¹	LIBRARY AND CULTURAL FACILITIES ¹	TOTAL
Single Family (2,500 sq ft and up)	Dwelling Unit	\$689.00	\$1,567.00	\$1,190.00	\$1,506.00	\$438.00	\$433.00	\$5,823.00
Multifamily	Dwelling Unit	\$329.00	\$748.00	\$567.00	\$719.00	\$209.00	\$207.00	\$2,779.00
Mobile Home	Dwelling Unit	\$466.00	\$1,061.00	\$805.00	\$1,019.00	\$295.00	\$293.00	\$3,939.00
Senior Unit	Dwelling Unit	\$314.00	\$714.00	\$541.00	\$686.00	\$199.00	\$197.00	\$2,651.00
<i>Nonresidential (per 1,000 Sq Ft, Hotel Room or Car Wash Lane)</i>								
Commercial: Retail and Services	1,000 sq ft	\$435.00	\$1,235.00	\$751.00	\$0.00	\$0.00	\$0.00	\$2,421.00
Car Wash	Lane	\$755.00	\$1,020.00	\$1,304.00	\$0.00	\$0.00	\$0.00	\$3,079.00
Hotel / Lodging	Room	\$151.00	\$327.00	\$259.00	\$0.00	\$0.00	\$0.00	\$737.00
Office	1,000 sq ft	\$365.00	\$1,900.00	\$631.00	\$0.00	\$0.00	\$0.00	\$2,896.00
Industrial	1,000 sq ft	\$126.00	\$676.00	\$218.00	\$0.00	\$0.00	\$0.00	\$1,020.00
Institutional	1,000 sq ft	\$387.00	\$903.00	\$669.00	\$0.00	\$0.00	\$0.00	\$1,959.00
Nursing Home	1,000 sq ft	\$242.00	\$1,190.00	\$417.00	\$0.00	\$0.00	\$0.00	\$1,849.00

¹ Applicable Countywide.

² Applicable in unincorporated areas and all cities except for the Town of Orange Park.

³ Applicable in unincorporated areas plus the Cities of Keystone Heights and Penney Farms.

⁴ Applicable in unincorporated areas.

Note: (BCC Ordinance 2022-56) The 1.51% rate increase correlates with the latest available release of the Annual Average Construction Cost Index as published by the Engineering News-Record. Please visit Clay County BCC's School Impact Fee & Concurrency webpage for current and planned adjusted School Impact Fee schedules through 2026.

Comprehensive Plan Amendments

Comp. Plan Amendment - Large Scale *	\$2,500.00, plus \$5.00 per acre
Comp. Plan Amendment - Small Scale	\$1,500.00
Comp. Plan Amendment - Text Amendment	\$2,500.00
* Fee is due in full with application. The County Manager is authorized to refund any portion of the unused fee.	

Comprehensive Plan DRI Change

Map Change	\$1,500.00, plus \$50.00 each acre over 20 acres
Text Change	\$1,500.00

Development Agreements (application fees only)	
Alt. Impact Fee Analysis	\$3,000.00
Cancellation of Development Agreement	\$750.00
Development Agreement	\$1,500.00 + \$10.00 per acre over the first 5 acres
Development Agreement (Type III)	\$750.00
Development Agreement Amendment	\$500.00
Impact Fee Agreement	\$750.00
Impact Fee Agreement Amendment	\$500.00
Memorandum of Agreement	\$150.00
Mobility Fee Agreement	\$750.00
Mobility Fee Agreement Amendment	\$500.00

Development Review Related Fees	
Adequate Public Facilities (APF) Branran Field	5% of developable land acreage for public facilities or a fee equal to 5% of developable land value
Adequate Public Facilities (APF) Lake Asbury	1.35% of developable land acreage for APF ROW (dashed line roads) or a fee equal to 1.35% of developable land value
Community Development District Review:	
Community Development District less than 2,500 acres or Amendment	\$1,000.00
Community Development District 2,500 acres or greater	\$15,000.00
DRC Fee (Non-Residential)	\$250.00
DRC Fee (Single and Multifamily Residential)	\$500.00
Nonresidential:	
As-Built Plan Review (includes one resubmittal)	\$150.00
Additional As-Built Submittals	\$100.00 per submittal
Landscape Review Fee (developable acres) – one acre or less	\$150.00
Landscape Review Fee (developable acres) – more than one acre	\$150.00, plus \$25.00 per acre or fraction thereof after first acre
Major Development Review (includes one resubmittal)	\$1,000.00
Additional Major Development Review Submittals	\$100.00 per submittal
Minor Development Review (includes one resubmittal)	\$500.00

Additional Minor Development Review Submittals	\$100.00 per submittal
Plan Revisions (post final approval)	\$250.00 per submittal
Site Modification Review Fee	\$250.00
Tree Mitigation Fee (2 inch)	\$116.50
Tree Mitigation Fee (4 inch)	\$506.00
Residential:	
As-Built Plan Review (includes one resubmittal)	\$150.00
Additional As-Built Resubmittals	\$100.00 per submittal
Final Plat Review (includes one resubmittal)	
Under 5 lots or minor modification	\$250.00
All other final plats	\$750.00, plus \$20.00 per lot
Additional Final Plat Review Resubmittals	\$100.00 per submittal
Final Plat Review – Early Submission Development (includes one resubmittal) (F.S. 177.073)	\$1,000.00 plus \$50.00 per lot
Additional Final Plat Review Submittals	\$100.00 per submittal
Landscape Review Fee (developable acres) – one acre or less	\$150.00
Landscape Review Fee (developable acres) – more than one acre	\$150.00, plus \$25.00 per acre or fraction thereof after first acre
Major Subdivision Review Plans and Preliminary Plats (includes one resubmittal)	\$1,200.00, plus \$50.00 per lot
Additional Major Review Plan Submittals	\$100.00 per submittal
Minor Subdivision Review Plans and Preliminary Plats (includes one resubmittal)	\$500.00
Additional Minor Review Plan Submittals	\$100.00 per submittal
Plan Revisions (post final approval)	\$500.00 per submittal
Preliminary Plat – Early Subdivision Development (includes one resubmittal) (F.S. 177.073)	\$750.00
Additional Preliminary Plat Resubmittals	\$100.00 per submittal
Site Modification Review	\$150.00
Tree Mitigation Fee (2 inch)	\$116.50
Tree Mitigation Fee (4 inch)	\$506.00

DRI Fees	
Annual Report Review	\$500.00
Development Order Amendment	\$2,000.00

Electronic Game Promotions / Adult Arcade Amusement Centers	
Administrative Appeal Filing Fee (denial of permit)	\$1,500.00
Administrative Appeal Filing Fee (revocation of permit)	\$1,500.00
Adult Arcade Amusement Center Annual Permit Fee	\$50.00 per machine
De Minimis Electronic Game Promotion Center Application Fee	\$250.00
Electronic Game Promotion Center Annual Permit Fee	\$50.00 per piece of electronic equipment
Electronic Game Promotion Center Application Fee	\$2,000.00

FEMA & Flood Applications	
FEMA Flood Map Determination Letters	\$25.00
No Rise Certification	\$250.00

	Land Use Code	Mobility Fee	Subsidy
Mobility Fees			
* Subsidies are applicable only if listed in this table.			
Branan Field and Oakleaf District			
Carwash	947	\$18,592.00	\$0.00
Continuing Care Retirement Community	253	\$1,292.00	\$0.00
Discount Club	857	\$17,064.00	\$0.00
Electronics Superstore	863	\$13,325.00	\$0.00
Fast Food Restaurant	934	\$12,255.00	\$0.00
Furniture Store	890	\$3,099.00	\$0.00
General Office Building	710	\$4,790.00	* \$1,080.00
Hardware Store	816	\$3,326.00	\$0.00
High Turnover (Sit Down) Restaurant	932	\$12,255.00	\$0.00
Hospital	610	\$5,273.00	\$0.00

	Land Use Code	Mobility Fee	Subsidy
Hotel	310	\$4,111.00	\$0.00
Manufacturing	140	\$1,933.00	\$0.00
Marina	420	\$1,186.00	\$0.00
Mini-Warehouse	151	\$743.00	\$0.00
Mobile Home	240	\$3,197.00	\$0.00
Motel	320	\$1,648.00	\$0.00
Multiple Family (apartment)	220	\$4,680.00	\$0.00
Multiple Family (mid-rise)	221	\$3,479.00	\$0.00
Nursery (Garden Center)	817	\$24,787.00	\$0.00
Nursery (Wholesale)	818	\$14,195.00	\$0.00
Nursing Home	620	\$3,266.00	\$0.00
Pharmacy / Drugstore	880	\$20,823.00	\$0.00
Place of Worship	560	\$3,418.00	\$0.00
Private School, K-12	536	\$1,741.00	\$0.00
Quality Restaurant	931	\$12,255.00	* \$2,641.00
Recreational Home / Vehicle	260	\$2,218.00	\$0.00
Research & Development Center	760	\$5,538.00	* \$1,683.00
Retail Shopping Center	820	\$12,255.00	\$0.00
Single Family (less than 1,500 sq. ft.)	210.3	\$3,983.00	\$0.00
Single Family (less than 1,500 sq. ft.) & Low Income	210.2	\$2,641.00	\$0.00
Single Family (less than 1,500 sq. ft.) & Very Low Income	210.1	\$1,759.00	\$0.00
Single Family (1,500 sq. ft. to 2,499 sq. ft.)	210	\$4,994.00	\$0.00
Single Family (greater than 2,499 sq. ft.)	210.4	\$5,640.00	\$0.00
Tire Superstore	849	\$7,213.00	\$0.00
University / College / Jr College	550	\$666.00	\$0.00
Warehouse	150	\$856.00	\$0.00
Keystone Heights and South Clay District			
Carwash	947	\$3,353.00	\$0.00
Continuing Care Retirement Community	253	\$218.00	\$0.00
Discount Club	857	\$3,077.00	\$0.00

	Land Use Code	Mobility Fee	Subsidy
Electronics Superstore	863	\$2,402.00	\$0.00
Fast Food Restaurant	934	\$2,210.00	\$0.00
Furniture Store	890	\$559.00	\$0.00
General Office Building	710	\$864.00	\$0.00
Hardware Store	816	\$600.00	\$0.00
High Turnover (Sit-Down) Restaurant	932	\$2,210.00	\$0.00
Hospital	610	\$952.00	\$0.00
Hotel	310	\$742.00	\$0.00
Manufacturing	140	\$349.00	\$0.00
Marina	420	\$213.00	\$0.00
Mini-Warehouse	151	\$134.00	\$0.00
Mobile Home	240	\$541.00	\$0.00
Motel	320	\$297.00	\$0.00
Multiple Family (apartment)	220	\$793.00	\$0.00
Multiple Family (mid-rise)	221	\$588.00	\$0.00
Nursery (Garden Center)	817	\$4,470.00	\$0.00
Nursery (Wholesale)	818	\$2,559.00	\$0.00
Nursing Home	620	\$589.00	\$0.00
Pharmacy / Drugstore	880	\$3,756.00	\$0.00
Place of Worship	560	\$617.00	\$0.00
Private School, K-12	536	\$313.00	\$0.00
Quality Restaurant	931	\$2,210.00	\$0.00
Recreational Home / Vehicle	260	\$376.00	\$0.00
Research & Development Center	760	\$998.00	\$0.00
Retail Shopping Center	820	\$2,210.00	\$0.00
Single Family (less than 1,500 sq. ft.)	210.3	\$675.00	\$0.00
Single Family (less than 1,500 sq. ft.) & Low Income	210.2	\$446.00	\$0.00
Single Family (less than 1,500 sq. ft.) & Very Low Income	210.1	\$297.00	\$0.00
Single Family (1,500 sq. ft. to 2,499 sq. ft.)	210	\$845.00	\$0.00
Single Family (greater than 2,499 sq. ft.)	210.4	\$955.00	\$0.00
Tire Superstore	849	\$1,301.00	\$0.00

	Land Use Code	Mobility Fee	Subsidy
University / College / Jr College	550	\$120.00	\$0.00
Warehouse	150	\$154.00	\$0.00
Lake Asbury and Green Cove Springs District			
Carwash	947	\$30,004.00	\$0.00
Continuing Care Retirement Community	253	\$1,924.00	\$0.00
Discount Club	857	\$27,540.00	\$0.00
Electronics Superstore	863	\$21,505.00	\$0.00
Fast Food Restaurant	934	\$19,777.00	\$0.00
Furniture Store	890	\$5,000.00	\$0.00
General Office Building	710	\$7,732.00	* \$3,613.00
Hardware Store	816	\$5,368.00	\$0.00
High Turnover (Sit-Down) Restaurant	932	\$19,777.00	\$0.00
Hospital	610	\$8,509.00	\$0.00
Hotel	310	\$6,636.00	\$0.00
Manufacturing	140	\$3,119.00	\$0.00
Marina	420	\$1,914.00	\$0.00
Mini-Warehouse	151	\$1,199.00	\$0.00
Mobile Home	240	\$4,762.00	\$0.00
Motel	320	\$2,660.00	\$0.00
Multiple Family (apartment)	220	\$6,973.00	\$0.00
Multiple Family (mid-rise)	221	\$5,182.00	\$0.00
Nursery (Garden Center)	817	\$40,002.00	\$0.00
Nursery (Wholesale)	818	\$22,908.00	\$0.00
Nursing Home	620	\$5,271.00	\$0.00
Pharmacy / Drugstore	880	\$33,606.00	\$0.00
Place of Worship	560	\$5,517.00	\$0.00
Private School, K-12	536	\$2,810.00	\$0.00
Quality Restaurant	931	\$19,777.00	* \$5,879.00
Recreational Home / Vehicle	260	\$3,305.00	\$0.00
Research & Development Center	760	\$8,938.00	\$4,651.00
Retail Shopping Center	820	\$19,777.00	\$0.00

	Land Use Code	Mobility Fee	Subsidy
Single Family (less than 1,500 sq. ft.)	210.3	\$5,934.00	\$0.00
Single Family (less than 1,500 sq. ft.) & Low Income	210.2	\$3,934.00	\$0.00
Single Family (less than 1,500 sq. ft.) & Very Low Income	210.1	\$2,619.00	\$0.00
Single Family (1,500 sq. ft. to 2,499 sq. ft.)	210	\$7,440.00	\$0.00
Single Family (greater than 2,499 sq. ft.)	210.4	\$8,402.00	\$0.00
Tire Superstore	849	\$11,642.00	\$0.00
University / College / Jr College	550	\$1,075.00	\$0.00
Warehouse	150	\$1,381.00	\$0.00
Middleburg and West Clay District			
Carwash	947	\$13,536.00	\$0.00
Continuing Care Retirement Community	253	\$853.00	\$0.00
Discount Club	857	\$12,423.00	\$0.00
Electronics Superstore	863	\$9,701.00	\$0.00
Fast Food Restaurant	934	\$8,922.00	\$0.00
Furniture Store	890	\$2,257.00	\$0.00
General Office Building	710	\$3,488.00	\$0.00
Hardware Store	816	\$2,422.00	\$0.00
High Turnover (Sit-Down) Restaurant	932	\$8,922.00	\$0.00
Hospital	610	\$3,839.00	\$0.00
Hotel	310	\$2,994.00	\$0.00
Manufacturing	140	\$1,407.00	\$0.00
Marina	420	\$863.00	\$0.00
Mini-Warehouse	151	\$541.00	\$0.00
Mobile Home	240	\$2,112.00	\$0.00
Motel	320	\$1,200.00	\$0.00
Multiple Family (apartment)	220	\$3,094.00	\$0.00
Multiple Family (mid-rise)	221	\$2,299.00	\$0.00
Nursery (Garden Center)	817	\$18,045.00	\$0.00
Nursery (Wholesale)	818	\$10,335.00	\$0.00
Nursing Home	620	\$2,378.00	\$0.00
Pharmacy / Drugstore	880	\$15,160.00	\$0.00

	Land Use Code	Mobility Fee	Subsidy
Place of Worship	560	\$2,488.00	\$0.00
Private School, K-12	536	\$1,267.00	\$0.00
Quality Restaurant	931	\$8,922.00	* \$1,206.00
Recreational Home / Vehicle	260	\$1,466.00	\$0.00
Research & Development Center	760	\$4,033.00	* \$427.00
Retail Shopping Center	820	\$8,922.00	\$0.00
Single Family (less than 1,500 sq. ft.)	210.3	\$2,633.00	\$0.00
Single Family (less than 1,500 sq. ft.) & Low Income	210.2	\$1,744.00	\$0.00
Single Family (less than 1,500 sq. ft.) & Very Low Income	210.1	\$1,162.00	\$0.00
Single Family (1,500 sq. ft. to 2,499 sq. ft.)	210	\$3,300.00	\$0.00
Single Family (greater than 2,499 sq. ft.)	210.4	\$3,727.00	\$0.00
Tire Superstore	849	\$5,251.00	\$0.00
University / College / Jr College	550	\$486.00	\$0.00
Warehouse	150	\$624.00	\$0.00
Orange Park, Lakeside and Fleming Island District			
Carwash	947	\$4,713.00	\$0.00
Continuing Care Retirement Community	253	\$308.00	\$0.00
Discount Club	857	\$4,326.00	\$0.00
Electronics Superstore	863	\$3,379.00	\$0.00
Fast Food Restaurant	934	\$3,106.00	\$0.00
Furniture Store	890	\$785.00	\$0.00
General Office Building	710	\$1,214.00	\$0.00
Hardware Store	816	\$843.00	\$0.00
High Turnover (Sit-Down) Restaurant	932	\$3,106.00	\$0.00
Hospital	610	\$1,337.00	\$0.00
Hotel	310	\$1,043.00	\$0.00
Manufacturing	140	\$491.00	\$0.00
Marina	420	\$301.00	\$0.00
Mini-Warehouse	151	\$189.00	\$0.00
Mobile Home	240	\$760.00	\$0.00
Motel	320	\$417.00	\$0.00

	Land Use Code	Mobility Fee	Subsidy
Multiple Family (apartment)	220	\$1,114.00	\$0.00
Multiple Family (mid-rise)	221	\$828.00	\$0.00
Nursery (Garden Center)	817	\$6,283.00	\$0.00
Nursery (Wholesale)	818	\$3,599.00	\$0.00
Nursing Home	620	\$828.00	\$0.00
Pharmacy / Drugstore	880	\$5,279.00	\$0.00
Place of Worship	560	\$867.00	\$0.00
Private School, K-12	536	\$441.00	\$0.00
Quality Restaurant	931	\$3,106.00	\$0.00
Recreational Home / Vehicle	260	\$528.00	\$0.00
Research & Development Center	760	\$1,404.00	\$0.00
Retail Shopping Center	820	\$3,106.00	\$0.00
Single Family (less than 1,500 sq. ft.)	210.3	\$948.00	\$0.00
Single Family (less than 1,500 sq. ft.) & Low Income	210.2	\$628.00	\$0.00
Single Family (less than 1,500 sq. ft.) & Very Low Income	210.1	\$418.00	\$0.00
Single Family (1,500 sq. ft. to 2,499 sq. ft.)	210	\$1,188.00	\$0.00
Single Family (greater than 2,499 sq. ft.)	210.4	\$1,341.00	\$0.00
Tire Superstore	849	\$1,828.00	\$0.00
University / College / Jr College	550	\$168.00	\$0.00
Warehouse	150	\$217.00	\$0.00

Note: (BCC Ordinance 2020-39) The 1.51% rate increase correlates with the latest available release of the Annual Average Construction Cost Index as published by the Engineering News-Record. Please visit Clay County BCC's School Impact Fee & Concurrency webpage for current and planned adjusted School Impact Fee schedules through 2026.

Planning Maps	
Standard Maps (Land Dev., FLU, DRI, etc.)	\$10.00
8.5 x 11 map	\$2.00
11 x 17 map	\$3.00
36 x 36 map	\$5.00
34 x 44 map	\$10.00
Custom map	Minimum of \$40.00 or \$28.00 per hour

Rezoning	
Conditional Use with Public Hearing	\$1,000.00
PUD Rezoning (Amendment to Written Statement Only)	\$750.00
Rezoning 5 Acre or less	\$1,000.00
Rezoning PUD, PCD, PID *	\$3,000.00, plus \$10.00 per acre
Signs	\$30.00 each
Standard Rezoning Greater than 5 Acres *	\$1,000.00, plus \$20.00 per acre over the first 5
Text Amendments to Land Development Code	\$1,000.00
* Fee is due in full with application. The County Manager is authorized to refund any portion of the unused fee.	

School Concurrency Application Fees (Does not include Clay County School District Application Fee.)	
Small Project (50 units or less)	\$100.00
Minor Project (51 – 100 units)	\$250.00
Major Project (101+ units)	\$250.00
Extension	\$100.00

Sign Permits (Does not include Building Permit Fee)	
Digital Billboard Permit	\$215.00 per billboard
Freestanding Sign Permit	\$75.00 per sign
Wall Sign Permit	\$50.00 per sign

Zoning Applications and Inspections	
Accessory Dwelling Unit	\$250.00
Borrow Pit Application	\$100.00 per acre of borrow pit
Conditional Use Verification	\$50.00
Group Home Verification	\$50.00
Heirs Exemption	\$250.00 per created lot
Homestead Exemption	\$250.00 per created lot
Land Clearing Debris Disposal Facility Application	\$1,000.00
Landscape Inspection Fee:	
Nonresidential and Multifamily	\$150.00
Residential Subdivision	\$300.00

Re-Inspection (each)	\$150.00
Medical Hardship Annual Renewal	No charge
Medical Hardship Application	\$25.00
Mobile Business Application	\$200.00
Private Pond Application	\$100.00 per acre of pond area
Transient Merchant Application	\$200.00

Zoning Building Permit Fees
(In addition to Building Permit Application Fee)

Build Ability Inquiry	\$65.00 per parcel
Building Permit Addressing Fee (F.S. 177.073)	\$10.00 per permit
Building Permit Technology Fee	\$20.00 per permit
Business Name Change	No charge
Change in Occupant	\$25.00
Change in Use	\$50.00
Residential Building Permit Zoning Review	\$65.00 per permit
Residential Lot As-Built Review (Early Subdivision Development) (F.S. 177.073)	\$65.00 per permit
Residential Lot Site Plan or As-Built Revision	\$25.00

Zoning Verification Letters

Verification of Land Use / Zoning Letters	\$65.00 per parcel
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2023-2024-97 Resolution FY 24-25 Schedule of Fees and Services BCC#25

Final Audit Report

2024-09-30

Created:	2024-09-25
By:	Lisa Osha (Lisa.Osha@claycountygov.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAbNu5S3R0EG47-TnRth2N95ZqBTKnKH61

"2023-2024-97 Resolution FY 24-25 Schedule of Fees and Services BCC#25" History

-  Document created by Lisa Osha (Lisa.Osha@claycountygov.com)
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-  Email viewed by clayesign@claycountygov.com
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-  Signer clayesign@claycountygov.com entered name at signing as Jim Renninger
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2024-09-30 - 1:07:06 PM GMT
-  Document e-signed by Tara S Green (bccdocs@clayclerk.com)
Signature Date: 2024-09-30 - 1:07:08 PM GMT - Time Source: server
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