



June 5, 2026

Jasmine Dieguez
One-Stop Permit Manager
City of Ocala
201 SE 3rd St, 2nd Floor
Ocala, FL 34471

Dear Ms. Dieguez:

On behalf of JRD & Associates, Inc. (JRD), I am pleased to submit this proposal to examine and reassess the City of Ocala Building permit fees. Specifically, we will perform the following:

Task 1 – Assess the impact of legislative changes at the State of Florida on Building permitting operations and finances.

Task 2 – Assess the actual costs of providing City services related to the above-noted fees.

Task 3 – Review permit activity for the past three fiscal years for residential and commercial construction, to include value of construction, square footage, project type (e.g., new, remodel, etc.), and permit fee charged.

Task 4 – Assess/develop a cost allocation methodology to capture support costs from City departments for the services covered by the fees and determine the City's fully-burdened hourly cost of providing such services.

Task 5 – Review current City Building permit fee schedule to assess how the City currently charges Building permit fees.

Task 6 – Develop Building permit fees, inclusive of administrative support, plan reviews, and inspections for all trades for residential and commercial construction based on project square footage. Develop flat fees for specific projects (e.g., bathroom remodel) where appropriate and requested.

Task 7 – Develop administrative fees for permits where private providers are utilized and for residential projects that are under \$7,500 value of construction that do not require permits per State law.

Task 8 – Estimate the percentage of permits where private providers will be utilized and determine the potential impact on Building permit revenue.

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Task 9 – Propose a concise, easy to understand fee structure that ensures adequate fee revenue to recover the City’s fully-burdened cost of providing services.

Task 10 – Build into Building permit fee schedule private provider discounts as mandated by State law.

Task 11 – Conduct a comparison for sample projects of current City Building permit fees charged versus proposed Building permit fees.

Task 12 – To the extent possible, project future revenue based on the proposed fee schedule.

Task 13 – Present results, findings, and recommendations.

The fee including for the tasks depicted will be \$38,958 plus travel expenses (approximately \$1,200 for two JRD personnel for one trip from Miami to Ocala), with an anticipated timeline of two months from Notice to Proceed. This fee is based on JRD’s Federal GSA contract (contract number GS-10F-0265Y) approved rates as depicted in the cost build-up below:

	<u>Rate</u>	<u>Hours</u>	<u>Fee</u>
Principal	\$371.72	50	\$18,586
Consultant	\$174.72	100	\$17,472
Analyst	\$96.65	30	<u>\$2,900</u>
		Total	\$38,958

The fee including all expenses for the tasks depicted will be \$38,958 plus travel expenses, with an anticipated timeline of two months from Notice to Proceed. I thank you in advance for your consideration.

Sincerely,



Jorge R. Duyos, P.E.
President

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