

**INSTRUCTIONS FOR COMPLETING
BUILDING CODE ADMINISTRATORS AND INSPECTORS BOARD
BUILDING PERMIT CERTIFICATION SURCHARGE REPORT**

Application begins on page 2

If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at (850) 487-1395.

Compliance Schedule

In order to be in compliance with Chapter 468.631, Florida Statutes, you are required to file a complete Building Permit Certification Surcharge Report with this office at the close of each quarter:

March 31 June 30 September 30 December 31

Please note that a completed quarterly report form must be received in this office within 30 days after the close of each quarter.

NOTE: The surcharge report must be completed and submitted even though no permits were issued for the respective quarter. Additionally, please remember to notify us in writing, of any address or name of contact person change.

Completing the Form

Please refer to the following steps to assure that your report is filled out completely and accurately:

Step One: Complete the County Information area in its' entirety.

Step Two: Check the box indicating the appropriate quarter for which the report is being filed.

Step Three: Complete Sections III - V

Step Four: The individual completing the form must sign, date, and complete the section marked "Certification."

Transaction	Requirements
Surcharge Report Submission	<ul style="list-style-type: none"><input type="checkbox"/> Complete DBPR BCAI-4258 – Building Permit Certification Surcharge Report<input type="checkbox"/> Attach appropriate fee as shown in line 11 of the Surcharge Report Form<input type="checkbox"/> Make check payable to Department of Business and Professional Regulation

Please note: Failure to submit quarterly reports may result in a violation of Section 468.631, Florida Statutes.

Please send your completed form and fee to:

Department of Business and Professional Regulation
1940 North Monroe Street
Tallahassee, FL 32399-0783

www.myfloridalicense.com

DBPR BCAI- 4258 - Building Permit Certification Surcharge Report

**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND
PROFESSIONAL REGULATION
1940 North Monroe Street
Tallahassee, FL 32399-0783**

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I. COUNTY INFORMATION	
Attention	
Name of County, City, or Municipal Office Issuing Building Permits	
Street Address/P O Box	
City	State County Zip
II. SURCHARGE COLLECTIONS FOR	
Calendar Quarters:	
<input type="checkbox"/> 1 st Quarter: July 1-September 30, _____	<input type="checkbox"/> 3 rd Quarter: January 1 – March 31, _____
<input type="checkbox"/> 2 nd Quarter: October 1- December 31, _____	<input type="checkbox"/> 4 th Quarter: April 1-June 30, _____
III. BUILDING PERMITS SUBJECT TO CERTIFICATION SURCHARGE (If lines 1 and 2 cannot be separated, enter total on line 3.)	
1. Number of permits for new construction	
2. Number of permits for additions, alterations and renovations	
3. Total permits (add lines 1 and 2)	
IV. AREA IN SQUARE FEET SUBJECT TO THE CERTIFICATION SURCHARGE (If lines 4 and 5 cannot be separated, enter total on line 6.)	
4. Area in square feet for new construction	
5. Area in square feet for additions, alterations, and renovations	
6. Total area (add lines 4 and 5)	
V. CALCULATION OF THE CERTIFICATION SURCHARGE DUE	
7. Surcharge amount collected (0.5% of line 6 or line 6 x 0.005)	
8. Surcharge amount retained (10% of line 7 or line 7 x 0.10)	
9. Surcharge amount due (line 7 less line 8)	
10. Adjustments for over or under payments (Attach correspondence or explanation)	
11. Surcharge amount remitted	

CERTIFICATION

I certify that I have provided the above information completely and truthfully to the best of my knowledge.

Signature

Title

Phone Number

Name (printed/typed)

Date