



# TARGETED BUSINESS PROGRAM

*In the Corporate Limits of  
the City of Tallahassee*

Adopted: October 10, 2001 (City)  
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## Section II Program Summary

The Targeted Business Program (TBP) is an initiative to induce business growth that is beneficial to our City and County. It is designed to help implement the City and County's long-term vision for economically viable and environmentally sustainable growth. The TBP offers incentives to new and existing businesses that create value-added jobs within the City of Tallahassee and Leon County. The program seeks to reward businesses that will diversify the economy, are suited to the City and County's business mix, and will generate revenue growth from the sales of goods and services outside the local economy. The program also seeks to incent businesses that locate in designated target areas for economic growth and development; that build environmentally sensitive projects; that do business with other local businesses; and that practice good corporate citizenship all while insuring a sound return on investment to the public. Funds awarded under this program may be used to reimburse 1) up to 100% of the cost of development fees and 2) a portion of the capital investment of the business project based on ad valorem taxes paid. The amount of funding would be based on a scoring system evaluated by a review committee with final approval. Companies may request confidentiality of records per s. 288.075(2), Florida Statutes.

An outline of the TBP is presented below.

### I. ELIGIBILITY – New and Existing Businesses

Companies which are target Industries of the Enterprise Florida and/or as established by the Intergovernmental Agency (IA) (Appendix A).

### II. INCENTIVES/USE OF FUNDS

- a. Reimbursement of up to 100% of *all eligible City of Tallahassee – Leon County development fees*
- b. *Reimbursement of up to 100% of an amount equivalent to the City ad valorem taxes paid on land, improvements, and tangible personal property for up to 10 years – as a means to reimburse a part of the capital investment cost required to relocate or expand a business* and reimbursement of the County ad valorem taxes equal to the amount reimbursed by the City. Expansion projects would qualify only for the incremental increase in ad valorem taxes.

### III. APPLICATION PROCESS/PAYMENT METHOD

- a. A business submits a preliminary application to determine eligibility when development/building permits are filed. For projects already under construction, the preliminary application must be filed prior to receipt of the first certificate of occupancy for the building.
- b. If the preliminary application is approved, a Reimbursement Agreement with the City and County is executed to finalize the inducement and performance requirements.
- c. Twelve months after receiving its Certificate of Occupancy, the business can file its first application for reimbursement.

- d. Reimbursement of development fees (up to 100%) are paid in lump sum.
- e. Annual payments of the funds that are equivalent to the City ad valorem taxes paid (up to 100%) and an equal dollar amount from the County will be made one year in arrears over a period of time up to ten years (refer to Appendix B, Business Profile Scoring Sheet). The amount of award is subject to reduction if performance measures are not met.
- f. Annual applicant performance reports are submitted to the Tallahassee – Leon County Office of Economic Vitality.

#### IV. SCORING SYSTEM/AWARD APPROVAL

- a. As a screening mechanism, prior to being admitted into the scoring phase of the evaluation process, businesses must provide with their application audited financial statements for the previous two years to evidence that they are strong growing company in which the City and County should invest.
- b. A business profile score for the application is determined on a rating system (Reference Appendix B – Business Profile Scoring System) that gives points to the following categories:
  - 1) Number of employees – 25 Points
  - 2) Salary levels – 25 Points
  - 3) Amount of capital investment – 20 Points
  - 4) Location of designated target areas – 10 Points
  - 5) Environmental sensitivity of project design/redevelopment achievements – 10 Points
  - 6) Local business promotion – 10 Points
  - 7) Possible bonus points
    - a) Located in a Priority Business Area – up to 10 points
      - i. Innovation Park or Tallahassee International Airport – 10 Points
      - ii. Identified industrial or commercial park – 5 Points
    - b) Economic impact ROI – 10 Points
- c. Additionally, the Office of Economic Vitality will prepare impact analysis to determine whether the project shows a return on investment to the community.
- d. Using the calculated scoring sheet above, staff will score the application and forward to the Competitive Projects Cabinet for review and recommendation.
- e. The Cabinet will review and will make a recommendation on the award of inducements under this program. Once an incentive package is recommended by the Cabinet for approval

## Targeted Business Program

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the Intergovernmental Management Committee (IMC) has the authority to award applications and execute any and all documents up to \$500,000.

- f. If the recommended incentive exceeds \$500,000, then the application must be presented to the Intergovernmental Agency for approval.

## Section III Most Frequently Asked Questions

- 1) What if a business expects to have 20 jobs in two years, but only 10 after one year?

The business could submit a Reimbursement Application after the first year and would be scored based on having 10 jobs. When they submit after the second year, they would be scored based on 20 jobs. As an alternative, the business could choose to not submit its first application until after all 20 jobs are in place.

- 2) What if a business expects to have 20 jobs after two years, but actually hires 30?

The business could request an amendment to their Preliminary Application.

- 3) What if a company builds a spec building with no tenant known for several months after receipt of a Certificate of Occupancy?

The company should submit a Preliminary Application prior to receipt of the first Certificate of Occupancy with the amount of capital investment, and any other known information. The City will hold the Application and set aside for potential reimbursement the development fees that have been paid. Once the tenant is known, the company will complete the Preliminary Application. The company will be given up to two years from the date of the first Certificate of Occupancy to find qualified tenants and provide the requested information.

- 4) What if a business hires numerous employees just before filing the Reimbursement Application? Should they be counted?

For reimbursement, scoring is based on full time, permanent positions on the date of the application. If recent added positions are temporary they should not be counted by the Review Committee. If any of the positions that the Committee counted as permanent are eliminated shortly after reimbursement has been approved, they should be treated as temporary the next year.

- 5) What if a business requests confidentiality?

Any written information that is provided to or from a City or County employee, including meeting notes, is subject to Florida's public records laws. A business may request that specific information such as employee Social Security numbers, home addresses, etc., only be provided to the Economic Development Council. This request must be sent to the City Attorney's Office.

- 6) What about new businesses with no past history?

Businesses must provide with their application audited financial statements for the previous two years to evidence that they are a strong, growing company in which the City and County should

invest. Therefore, the business or parent company or partner of the business must have been in business for at least two years prior to application.

## Section IV Application Procedures

The Targeted Business Program is an initiative to induce business growth that is beneficial to the City of Tallahassee and Leon County. It is designed to help implement the City and County's long-term vision for economically viable and environmentally sustainable growth by offering incentives to new and existing businesses that create value-added jobs within the City and County. The program provides an incentive to businesses that locate in target areas designated for economic growth and development; that build environmentally sensitive projects; that do business with other local businesses; and that practice good corporate citizenship. Companies may request confidentiality of records per s. 288.075(2), Florida Statutes.

In order to qualify for this program, businesses must be on the Target Industry List and must be proposing to locate or expand within Leon County. Businesses are then eligible for a certain amount of ad valorem tax and development fee reimbursements based on the approved scoring system contained in the program application. All applications will be reviewed by a Competitive Projects Cabinet (Cabinet). Upon the Cabinet's recommendation, applications with an incentive of amount not exceeding \$500,000 will be approved by the Intergovernmental Management Committee. If it exceeds \$500,000, then the application must be presented to the Intergovernmental Agency for approval.

The following procedures will be used for determining eligibility and amount of reimbursement.

### I. Preliminary Application

- 1) Preliminary applications shall be filed with the Tallahassee – Leon County Office of Economic Vitality at any time prior to receipt of a Certificate of Occupancy for a new building or expansion.
- 2) A preliminary application may be filed prior to receiving site plan approval. However, points for Environmental Sensitivity will not be determined until after the site plan is approved.
- 3) The Office of Economic Vitality shall determine if the business is one of those on the Targeted Industry List. If so, an economic impact analysis will be prepared to determine whether the project shows a return on investment to the community.
- 4) The Competitive Projects Cabinet will be given the applications for review and recommendation shall endeavor to meet within 15 days of receipt of the notification from the Director, Office of Economic Vitality. The Cabinet may make a recommendation at this time or may ask for any additional information it determines is needed. If

## Targeted Business Program

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additional information is requested, the Cabinet shall endeavor to reconvene within 15 days of receipt of the additional information.

- 5) The Office of Economic Vitality shall be responsible for verifying the projected Number of Employees, Salary Levels, Capital Investment, and Local Business Promotion. The number of new employees shall include those hired after the date permits are obtained, provided they are due to the new building or expansion.
- 6) The Cabinet will make a recommendation. Once an incentive package is recommended by the Cabinet for approval the Intergovernmental Management Committee (IMC) be specifically has the authority to award applications and execute any and all documents up to \$500,000. If the recommended incentive exceeds \$500,000, then the application must be presented to the Intergovernmental Agency for approval.
- 7) Following approval, a reimbursement agreement will be written specifying the fees, percentage of ad valorem taxes, and number of years for which reimbursement can be requested. In the event that a project is approved by one Commission but not the other, the Reimbursement Agreement shall be between the Applicant and that local government.

## II. **Reimbursement Agreement**

- 1) Once the building or expansion has been open for at least 12 months, an applicant that has an approved reimbursement agreement with the City may file an application for reimbursement of development fees. An applicant may file an application for reimbursement of ad valorem taxes at any time after April 1<sup>st</sup> of the year after ad valorem taxes have been paid on the new building or expansion. Each application shall include verification of the number of employees working at the new business or expanded business for the past year, the annualized salary levels of these employees, the capital investment made, and the local business promotion for the past year.
- 2) Reimbursement applications shall be filed with the Tallahassee – Leon County Office Economic Vitality, and shall be reviewed and approved by the Competitive Project Cabinet following the same process described above for preliminary applications, except that reimbursement applications do not need approval of the Intergovernmental Management Committee or Intergovernmental Agency. The development fees shall not include reimbursement of any charges related to utilities system fees (i.e., water and sewer tap fees). A list of eligible fees is attached at the end of this exhibit.
- 3) The development fees to be reimbursed shall be paid in lump sum following approval by the Committee. If the number of new jobs is to be phased in over several years, an applicant may request reimbursement of the percentage of development fees applicable to the new employee positions created during each past year or the applicant may request one reimbursement after the creation of all new jobs.
- 4) Reimbursement of ad valorem taxes for the previous year may be requested after April 1<sup>st</sup> of each year for the number of years approved.
- 5) The Office Economic Vitality will be responsible for assuring that the fees and taxes for which the applicant can request reimbursement are set aside in the accounting system. The applicant will have three years from the date of the first Certificate of Occupancy, or from the date the requested reimbursement was paid, whichever is later, to show that they have met the qualifications for reimbursement. If the Applicant has not met the qualifications within three years the applicable account shall be closed.
- 6) The Office Economic Vitality shall be responsible for the processing of city reimbursements following approval by the Committee.

### **Approximate Timeline - Preliminary Application**

- |  |                 |
|--|-----------------|
| 1) Applicant files Preliminary Application                       | Day 1           |
| 2) Office Economic Vitality determines it is a Targeted Industry | About Day 10    |
| 3) Cabinet meets and makes recommendation                        | Day 10-25       |
| 4) Preliminary Application is Approved                           | About Day 25-35 |



**Approximate Timeline - Reimbursement Application**

- 1) Building or expansion opens
  
- 2) New development is added to tax rolls .....The following January 1<sup>st</sup>
  
- 3) Applicant files Reimbursement Application for development fees.....After 12 months of opening
  
- 4) Applicant pays ad valorem taxes after # 2, above occurs.....Nov. through March
  
- 5) Applicant files Reimbursement Application for ad valorem taxes..... April after #4, above occurs
  
- 6) Committee determines amount of reimbursement.....Within 30 days of application

## **Section V**    Appendix

- A.    Target Industry List
- B.    Scoring System
- C.    Application Form
- D.    Reimbursement Application Form
- E.    List of Eligible City of Tallahassee Development Fees
- F.    Map of Designated Target Areas
- G.    Map of Priority Business Areas

## Appendix A Targeted Industry List

- Advanced Transportation Systems
- Associations and Corporate Headquarters
- Distribution
- Healthcare Delivery and Related Products/Services
- Financial and Insurance Services
- Information Technology
- Light Manufacturing of Electronics
- Local Expansions of Targeted Industries
- Magnetic Research Commercialization
- Advanced Technology
- Research and Development

## Appendix B Business Profile Scoring System

| <b>Option A (New Business):</b><br><b>Number of Employees (w/in 3 years)</b> | <b>Points- Max 25</b> | <b>Option B:</b><br><b>(Existing Business Expansion)</b> |
|--|-----------------------|--|
| 10-20  | 10                    | 10% Increase in employees                                |
| 21-60  | 15                    | 15% Increase in employees                                |
| 61-99  | 20                    | 20% Increase in employees                                |
| 100 and Up   | 25                    | 25% Increase in employees                                |

### **Salary Levels**

20% or less of new jobs at or above area average<sup>1</sup>

### **Points - Max 25**

0

More than 20% of new jobs at or above area average and the average salary of the new jobs is:

Below Area Average

0

Average to 25% Above Average

10

25% to 50% Above Average

15

50% to 100% Above Average

20

100% Above Average

25

### **Capital Investment**

\$0 - \$1,000,000

### **Points - Max 15**

5

\$1,000,001 - \$5,000,000

10

\$5,000,001 - \$9,999,999

15

\$10,000,000 and up

20

### **Location**

Project located in an area identified by a program or policy of the City and/or County as an area targeted for economic growth and development

### **Points – Max 10**

### **Environmental Sensitivity**

### **Points – Max 10**

#### **Option A: New Construction**

Urban forest protection above minimum

2

Preservation of significant grades above minimum

2

Canopy Coverage above minimum

2

Exceeds Tree Preservation

2

Exceeds minimum pervious surface

2

**OR:**

#### **Option B: Redevelopment**

Exceeds Redevelopment Code

10 (maximum)

<sup>1</sup> Area average is the all industries average annual wage published by Enterprise Florida for Leon County at the time of preliminary application is submission.

|  |                               |
|--|-------------------------------|
| <b><u>Local Business Promotion</u></b>   | <b><u>Points – Max 10</u></b> |
| 25% of Major Supplies are Local  | 5                             |
| 10% of Goods & Services from Certified MBE's   | 2.5                           |
| 10% of Construction Contractor from Certified MBE's  | 2.5                           |
| <b>Maximum Points:</b>   | <b>100</b>                    |
| <b><u>Bonus</u></b> (for applicants scoring 90 or less of 100 points above)  |                               |
| <b><u>Priority Commercial Development Area</u></b>   | <b><u>Points – Max 20</u></b> |
| Within identified industrial or commercial park  | 5                             |
| Within Innovation Park or Tallahassee International Airport  | 10                            |
| <b><u>Economic Impact ROI</u></b>  |                               |
| Sliding scale, 1 point if annual economic impact is 100% of the estimated value of the annual incentives to 10 points if the annual economic impact is 200% or more of the estimated value of the annual incentives. | 1 - 10                        |

### **Inducement Period**

| <b><u>Total Points</u></b> | <b><u>Percentage of Inducement</u></b> | <b><u>*Length of Inducement (Ad Valorem taxes only)</u></b> |
|----------------------------|--|---|
| 40 to 49 Points            | 50% exemption                          | 5 years   |
| 50 to 59 Points            | 60% exemption                          | 6 years   |
| 60 to 69 Points            | 70% exemption                          | 7 years   |
| 70 to 79 Points            | 80% exemption                          | 8 years   |
| 80 to 89 Points            | 90% exemption                          | 9 years   |
| 90 to 100 Points           | 100% exemption                         | 10 years  |

*\*An amount equal to the ad valorem taxes will be paid by city, and matched by the county, to the business over a period of five to ten years. An amount equal to the appropriate development fees will be paid in lump sum.*

## NOTES ON SCORING CRITERIA

### ENVIRONMENTAL SENSITIVITY

#### **OPTION A – NEW CONSTRUCTION**

Provide additional urban forest on site above the required minimum of 10%. 2 points for minimum of 5% to maximum of 10% above minimum.

Preservation of additional significant grade areas (10-20%) above the minimum 50% requirement through inclusion within a Conservation Easement. 2 points for minimum of 5% to maximum of 10% above minimum.

Provide additional canopy coverage in vehicular use areas on site above the required minimum of 30%. 2 points for minimum of 5% to maximum of 10% above minimum.

Preservation, through creative parking lot design, of trees in excess of 36 inches (diameter at breast height) that would otherwise be cut through their inclusion in landscape islands in vehicular use areas. 2 points.

Preserve additional pervious (unpaved) area on non-vested sites above the minimum requirement of 45%. 2 points for minimum of 5% to maximum of 10% above minimum.

**OR**

#### **OPTION B – REDEVELOPMENT**

Recognizing that redevelopment does not require sites to be retrofitted for stormwater treatment and attenuation under recently adopted revisions to the Environmental Management Ordinance, redevelopment sites that do retrofit for stormwater treatment and attenuation will receive the following bonus points:

- 2.5 points for 25% retrofit
- 5 points for 50% retrofit
- 7.5 points for 75% retrofit
- 10 points for 100% retrofit

# Appendix C Application Form Example

1. Date of Application: \_\_\_\_\_

2. Name of Business: \_\_\_\_\_

3. Type of Business (see target business list) \_\_\_\_\_

4. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

5. Contact Person and Phone Number: \_\_\_\_\_

6. Name of Parent/Partner Company (if applicable): \_\_\_\_\_

7. Business’s federal employer identification number: \_\_\_\_\_

8. Business’s Florida sales tax registration number: \_\_\_\_\_

9. Is the business new to Leon County?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

    An expansion of an existing business?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

10. a. Proposed location of the business or expansion (a map would be helpful):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

    b. Is this within a City and/or County area identified by program or policy targeted for economic growth?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

11. If an expansion, how many persons are currently employed within Leon County?

\_\_\_\_\_

12. Please fully describe the proposed project (attach additional sheets as necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Please list the NAICS and SIC codes of all activities of the business to be located or expanded, the estimated number of employees, and the annualized average wage (not including benefits) for activities for all new positions<sup>2</sup>:

<sup>2</sup> “NAICS” is the North American Industry Classification System; “SIC” is the Standard Industrial Code; “annualized”

NAICS/SIC \_\_\_\_\_ Est. Employment \_\_\_\_\_ Annualized Wage \_\_\_\_\_  
 NAICS/SIC \_\_\_\_\_ Est. Employment \_\_\_\_\_ Annualized Wage \_\_\_\_\_  
 NAICS/SIC \_\_\_\_\_ Est. Employment \_\_\_\_\_ Annualized Wage \_\_\_\_\_  
 NAICS/SIC \_\_\_\_\_ Est. Employment \_\_\_\_\_ Annualized Wage \_\_\_\_\_

14...Please list the anticipated annualized average wage (not including benefits) of the new positions: \_\_\_\_\_

15. Please list the capital investment of the project:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

16. a. When is construction expected to start? \_\_\_\_\_

b. When do you expect to receive a Certificate of Occupancy? \_\_\_\_\_

17. Please list all projected major suppliers and their location:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

18. Please list the projected providers of goods and services and which, if any, are Certified Minority Business Enterprises within Leon County or the City of Tallahassee:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

19. Please list the projected construction contractors and which, if any, are Certified Minority Business Enterprises within Leon County or the City of Tallahassee:

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ means the amount expected to be paid a full time, permanent employee over 12 months, not including benefits.



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20. Please attach audited financial statements for the past two years.

23. Please include any other information about your company that is relevant to this program:

I certify that the above is a correct and accurate representation of the project to the best of my knowledge.

Signature of Authorized Officer: \_\_\_\_\_

Title: \_\_\_\_\_

***This form should be returned to the Tallahassee – Leon County Office of Economic Vitality 315 South Calhoun Street, Suite 450 Tallahassee, FL 32301. If you have any questions, please call 850-219-1060.***

# Appendix D Reimbursement Application Example

1. Date of Application: \_\_\_\_\_

a. Is this for Development Fee Reimbursement?                    \_\_\_ Yes \_\_\_ No

b. Ad Valorem Tax Reimbursement?                                    \_\_\_ Yes \_\_\_ No

2. Name of Business: \_\_\_\_\_

3. Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Contact Person and Phone Number: \_\_\_\_\_

5. Date of approval of Preliminary Application: \_\_\_\_\_

6. Name of Parent Company (if applicable): \_\_\_\_\_

7. Business's federal employer identification number: \_\_\_\_\_

8. Business's Florida sales tax registration number: \_\_\_\_\_

9. Please list the NAICS and SIC codes of all activities of the new or expanded business which received preliminary approval, the actual employment by the new or expanded business for the past year, and the *annualized* average wage (not including benefits) for activities for all *new* positions as shown below<sup>3</sup>. Please provide verification.

|                 |                  |                       |
|-----------------|------------------|-----------------------|
| NAICS/SIC _____ | Employment _____ | Annualized Wage _____ |
| NAICS/SIC _____ | Employment _____ | Annualized Wage _____ |
| NAICS/SIC _____ | Employment _____ | Annualized Wage _____ |
| NAICS/SIC _____ | Employment _____ | Annualized Wage _____ |

10. Please list the annualized" average wage (not including benefits) of the new positions and provide verification: \_\_\_\_\_

11. Please list the actual capital investment of the project and provide verification.  
 \_\_\_\_\_  
 \_\_\_\_\_

<sup>3</sup> "NAICS" is the North American Industry Classification System; "SIC" is the Standard Industrial Code; "annualized" means the amount expected to be paid a full time, permanent employee over 12 months, not including benefits.

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12. Please list the dollar amount spent on all major supplies for the past year for the new or expanded business, the location of the supplier, and provide verification.

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13. Please list the dollar amount spent on goods and services for the past year for the new or expanded business, the provider, if any, which were Certified MBE's, the percent spent with these MBE providers, and provide verification.

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14. Please list the dollar amount spent with construction contractors used to build or expand the business and which, if any, were Certified MBE's, the percent spent with these MBE's, and provide verification.

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15. Please list all efforts made by the business to encourage employee volunteerism within the past year, and the success of those efforts; provide verification.

16. What is the amount of the reimbursement requested? \$ \_\_\_\_\_

17. Please provide evidence of the amount previously paid. If reimbursement of ad valorem taxes is requested, this request is for the \_\_\_\_\_ year of a \_\_\_\_\_year approval period.

18. Please include any other information you believe should be considered:

I certify that the above is a correct and accurate representation of the project to the best of my knowledge.

Signature of Authorized Officer: \_\_\_\_\_

Title: \_\_\_\_\_

***This form should be returned to the Tallahassee – Leon County Office of Economic Vitality, 315 South Calhoun Street, Suite 450 Tallahassee, FL 32301. If you have any questions, please call 850-219-1060.***

## Appendix E List of Eligible City Development Fees

- Building Permits, including electrical, Plumbing, Roof, Foundation, Gas/Mechanical
- Environmental Permits
- Concurrency Review
- Land Use Review, including Site Plans, Platting, and Certificates
- Signs
- Fire Review and Inspection

### **City of Tallahassee Development Fees Not Eligible for Reimbursement**

- Non-City of Tallahassee permits
- Zoning and/or Land Use Changes
- Licensing
- Appeals
- Lost Plans
- Mitigation Requirements
- Temporary Uses
- Variances
- Demolition