



## MEMORANDUM

**DATE:** May 1, 2019  
**TO:** All Permit Applicants  
**CC:** Chris Bruton, Village Clerk  
**FROM:** Robert McGinnis, Community Development Director/Building Commissioner  
**RE:** Annual Permit Fee Increase

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Effective immediately, the permits fees set forth in sections A-C below will be increased by 1.9% in accordance with the CPI-U US City Average as required by 9-1-4D below.

### **9-1-4: PERMIT FEES:**

#### **A. Plan Review And Administrative Filing Fee:**

- 1. Outside Agency:** Should a plan review be required to be performed by a third party, as determined by the village, all fees and charges related to the performance of such plan review shall be paid by the permit applicant. The applicant shall pay an additional twenty percent (20%) of the charges of the plan review performed by a third party for administrative costs and plan review performed by village personnel. A deposit shall be submitted at the time of application based upon the anticipated total review fee as determined by the village.
- 2. In House Plan Review Performed By Village Personnel:** Plan review performed by village personnel shall be charged at a rate of eighty dollars (\$85.51) per hour, with a one hour minimum paid at the time of application.
- 3. Expedited Reviews:** The village, or a third party as determined by the village, shall perform plan reviews on an expedited basis for new construction, additions, and remodeling, if such expedited review is approved by the building commissioner based upon a request by an applicant, at a rate of one and one-half (1<sup>1/2</sup>) times the rates set forth in subsections A1 and A2 of this section.
- 4. Engineering Review And Inspection Fee:** The plan review fee for the inspection of public and private site improvements for nonresidential and multi-family developments shall be due upon submission of final engineering plans for such improvements. The fee shall be one percent (1%) of the engineer's estimate of the cost of said improvements.
- 5. Tree Plan Review Fee:** Tree plan review performed by the village arborist shall be one hundred fifty dollars (\$160.34) and shall cover the costs of reviewing tree plans and associated site visits.
- 6. Fees Nonrefundable:** The plan review fees set forth in this section are nonrefundable and shall be paid regardless of whether a permit is ultimately issued.

#### **B. Building Permit Fees:**

- 1. New Structures:** The building permit fee for new structures shall be one dollar (\$1.07) per square foot of total floor area of the proposed new structure, including basements, attics, and garages, up to and including twenty five thousand (25,000) square feet. The fee shall be fifty cents (\$0.53) for every square foot of total floor area thereafter.



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**2. Remodeling And Alterations:** Where a building permit applicant proposes to add no new square footage, the building permit fee shall be two percent (2%) of the value of construction. In no event shall the fee be less than one hundred six dollars and 89 cents (\$106.89). In setting a fee based on the value of construction, the building commissioner may consider any of the following:

- a. An estimate furnished by the permit applicant;
- b. An affidavit from the owner or the owner's agent; or
- c. A calculation to be made by the building commissioner based on the most recent edition of "RS Means Square Foot Costs" book.

**3. Permit Fees Generally:** Permit fees for the following items are as follows:

Demolition:			
Principal structure	\$7642.86		plus plan review
Accessory structure	106.89		plus plan review
Driveways	43.61		plus plan review
Elevator,escalator,dumbwaiter:			
Up to 3 floors	327.09		
Each floor over 3	65.42		per floor
Semiannual inspection	125.39		
Reinspection	125.39		
Right of way opening	267.23		plus plan review
Fences	43.61		plus plan review
Fire suppression systems:	109.03		base fee and \$1.07 per head, plus plan review
Ansul systems	218.07		
Standpipes	109.03		per standpipe
Fire pumps:	109.03		plus plan review
Annual reinspection/test	10.90		per 100 gallons of rated pump capacity
Food service permit	545.15		annual fee
Grading	43.61		plus plan review
Health and sanitation	92.68		for each inspection



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HVAC systems:	109.03	plus plan review
Air conditioner	43.61	per air conditioner
Air handler	43.61	per air handler
Hood and duct systems	272.58	plus plan review
Moving	855.14	per day that building will be in street
Occupancy permits:		
Business occupancy	187.07	
Temporary occupancy	267.23	plus 150 percent surety for uncompleted work
Overtime inspections	87.23	per hour with 2 hour minimum if approved by the building commissioner
Paving	43.61	plus plan review
Permit renewal fee	Varies - see subsection <a href="#">9-1-7B</a> of this chapter	
Recording fee	50.95	
Reinspection fee	109.03	
Single-family preplan and vacant lot reviews	128.27	
Signage:	4.28	per square foot with \$76.43 minimum
Temporary signage	26.73	plus plan review
Stormwater filing fee	320.68	
Stormwater permit fee	320.68	
Swimming pool	218.07	
Work without permit	Full fees, plus 50 percent of applicable fee	

#### 4. Electric Permit Fees:

Base fee/minimum fee	109.03	plus plan review
Each circuit	16.35	



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Fire alarm systems	109.03	per panel, plus \$1.02 per device
Permit renewal fee	Varies - see subsection <a href="#">9-1-7B</a> of this chapter	
Service/panelboards	109.03	per panel
Reinspection fee	109.03	

### 5. Plumbing Permit Fees:

Base fee/minimum fee	109.03	plus plan review
Each fixture	32.71	
Permit renewal fee	Varies - see subsection <a href="#">9-1-7B</a> of this chapter	
Reinspection fee	109.03	
Unmetered water (see also section <a href="#">7-4F-5</a> of this code)	320.68 (charged quarterly until meter is installed and approved)	

### 6. Water Tap And Meter Fees:

Tap fee:		
1 inch	614.64	
1½ inches	855.14	
2 inches	1122.38	
Greater than 2 inches	By plumbing contractor plus base fee	
Meter fee:		
¾ inch	334.83	
1 inch	400.85	
1½ inches	748.25	
2 inches	1656.84	
Greater than 2 inches	Actual cost plus 10 percent	



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**C. Minimum Permit Fee:** The minimum fee for any permit not specified in this section shall be one hundred dollars (\$109.03).

**D. Fees set forth in subsections A. through C. above shall be automatically increased on May 1 of each year starting in 2019 in accordance with the Consumer Price Index for all Urban Consumers (CPI-U) as set by the US Bureau of Labor Statistics for the previous year. Fees shall be rounded to the nearest penny. In the event the CPI-U is unchanged or negative for a particular year, fees shall neither increase nor decrease for that year. A list of current fees shall be available from the Village Clerk and from the Building Department, and will be posted on the Village's website. In the event that any Building Department functions are contracted to a third party, the total fee shall include the base fee amount set forth above plus a twenty percent (20%) administrative fee.**

**DE. Additional Fee For Work Performed Without A Permit:** A fee for work initially performed without a permit in the amount of two hundred fifty dollars (\$250.00) or fifty percent (50%) of the applicable permit fee, whichever is greater, shall be imposed in addition to the applicable permit fee. (Ord. O2015-18, 5-19-2015)