



MEMORANDUM

DATE: April 9, 2026

TO: Permit Applicants

CC: Emily Tompkins, Village Clerk

FROM: Tim Ryan CBO – Building Commissioner

RE: Annual Permit Fee Increase - 2026

Effective January 1, 2026, the permit fees set forth in Section A-C below shall be increased by 3.0% in accordance with the Consumer Price Index - Urban Consumers (CPI-U) U.S. City Average as set forth by Section 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 one hundred ten dollars (\$110.00) 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 (1-1/2) 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 two hundred seven dollars (\$207.00) 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 forty-five cents (\$1.45) 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 seventy-five cents (\$.75) for every square foot of total floor area thereafter.

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 thirty-nine dollars (\$139.00). 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:

Demolition		
Principal Structure	\$ 9,756.00	plus plan review
Principal Structure in Robbins Historical District	\$ 11,715.00	plus plan review
Accessory Structure	\$ 139.00	plus plan review
Driveways/Paving	\$ 55.75	plus plan review
Elevator, Escalator, Dumbwaiter		
Up to 3 floors	\$ 417.00	
Each floor over 3	\$ 83.60	per floor
Semiannual inspection	\$ 160.00	
Reinspection	\$ 160.00	
Fences	\$ 55.75	
Fire Suppression Systems		
Base Fee	\$ 139.00	plus plan review
Suppression Systems	\$ 1.35	per head
Ansul Systems	\$ 278.00	
Standpipes	\$ 141.00	per standpipe
Fire Pumps	\$ 139.00	plus plan review
Fire Pump Annual Reinspection / Test	\$ 13.95	per 100 gallons of rated fire capacity
Flatwork		
Residential	\$ 55.75	
Commercial	\$ 139.00	
Grading	\$ 55.75	

Health & Sanitation	\$ 118.00	for each inspection
HVAC Systems		
Base Fee	\$ 139.00	
Air Conditioner	\$ 55.75	per air conditioner
Air Handler	\$ 55.75	per air handler
Hood and duct systems	\$ 348.00	plus plan review
Moving	\$ 1,093.00	per day in which structure will be in the street
Occupancy Permits		
Business Occupancy	\$ 240.00	
Temporary Occupancy	\$ 342.00	plus 150 percent surety for uncompleted work
Overtime Inspections	\$ 116.00	per hour with 2 hour minimum if approved by the Building Commissioner
Permit Renewal Fee		varies - see section (-1-7B of this chapter
Recording fee	\$ 67.00	County determines the fee
Reinspection fee	\$ 139.00	
Single-family preplan and vacant lot reviews	\$ 163.00	
Signage	\$ 5.55	per square foot with \$92.95 minimum
Temporary signage	\$ 34.25	
Stormwater		
Stormwater filing fee	\$ 411.00	
Stormwater permit fee	\$ 411.00	
Swimming Pool	\$ 278.00	
Other Third-Party Plan Review Services		
Engineering Services	\$ 1,080.00	min. rate subject to specific plan review
Building/Zoning Plan Review		based upon consultant's identified hourly/project rate

4. Electric Permit Fees:

Base fee/minimum fee	\$ 139.00	plus plan review
Each circuit	\$ 21.00	
Fire alarm systems	\$ 139.00	per panel, plus \$1.35 per device
Fire Alarm Device	\$ 1.35	per device
Permit renewal fee		varies - see subsection 9-1-7B of this chapter
Service/panelboards	\$ 139.00	per panel
Reinspection fee	\$ 139.00	

5. Plumbing Permit Fees:

Base fee	\$ 139.00	
Each fixture	\$ 41.85	
Irrigation	\$ 139.00	
Reinspection Plumbing	\$ 139.00	
Street Opening	\$ 342.00	
Permit renewal fee		varies - see subsection 9-1-7B of this chapter
Reinspection fee	\$ 139.00	
Unmetered water (see also section 7-4F-5 of this Code)	\$ 411.00	charged quarterly until meter is installed and approved

6. Water Tap And Meter Fees:

Tap Fee:		
1 inch	\$ 785.00	
1½ inches	\$ 1,092.00	
2 inches	\$ 1,433.00	
Greater than 2 inches		by plumbing contractor plus base fee

Meter Fee:		
¾ inch	\$ 416.00	
1 inch	\$ 520.00	
1½ inches	\$ 1,935.00	
2 inches	\$ 2,143.00	
Greater than 2 inches		actual cost plus 10 percent

C. Minimum Permit Fee: The minimum fee for any permit not specified in this section shall be one hundred thirty-nine dollars (\$139.00).

D. Fee Increase: Fees set forth in subsections A through C of this section shall be automatically increased on January 1 of each year starting in 2019 in accordance with the Consumer Price Index for all Urban Consumers (CPI-U) as set by the U.S. Bureau of Labor Statistics for the previous year. Fees shall be rounded to the nearest nickel, and any fee over one hundred dollars (\$100.00) shall be rounded to the nearest dollar. 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 (i.e., if a third-party invoice fee exceeds the base fee, the total fee shall be 20% above the third-party invoice fee).

E. 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.

Notes

- 1 *Demolition permits in the Robbins Park Historic District are subject to a separate fee necessary to defray all additional staff, attorney, and other costs and expenses associated with the reviews and procedures associated with such demolitions, as detailed in Title 14 of this code.*