



## MEMORANDUM

**DATE:** January 11, 2023  
**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 January 1, 2023, the permit fees set forth in sections A-C below shall be increased by 7.0% 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 ninety-six dollars and twenty-five cents (\$96.25) 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 ( $1\frac{1}{2}$ ) 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 one hundred eighty-two dollars (\$182.00) 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.



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### B. Building Permit Fees:

**1. New Structures:** The building permit fee for new structures shall be one dollar twenty-five cents (\$1.25) 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 sixty cents (\$.60) 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 twenty-three dollars (\$123.00). 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 as follows:

Demolition:			
	Principal structure	\$8,602.00	plus plan review
	Accessory structure	\$123.00	plus plan review
	Driveways	\$49.10	plus plan review
Elevator, escalator, dumbwaiter:			
	Up to 3 floors	\$368.00	
	Each floor over 3	\$73.65	per floor
	Semiannual inspection	\$141.00	
	Reinspection	\$141.00	
	Right of way opening	\$301.00	plus plan review
	Fences	\$49.10	plus plan review
	Fire suppression systems:	\$123.00	base fee and \$1.15 per head, plus plan review
	Ansul systems	\$245.00	
	Standpipes	\$123.00	per standpipe
	Fire pumps:	\$123.00	plus plan review
	Annual reinspection/test	\$12.25	per 100 gallons of rated pump capacity



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Food service permit	\$614.00	annual fee
Grading	\$49.10	plus plan review
Health and sanitation	\$104.35	for each inspection
HVAC systems:	\$123.00	plus plan review
Air conditioner	\$49.10	per air conditioner
Air handler	\$49.10	per air handler
Hood and duct systems	\$307.00	plus plan review
Moving	\$963.00	per day that building will be in street
Occupancy permits:		
Business occupancy	\$211.00	
Temporary occupancy	\$301.00	plus 150 percent surety for uncompleted work
Overtime inspections	\$98.15	per hour with 2 hour minimum if approved by the building commissioner
Paving	\$49.10	plus plan review
Permit renewal fee	Varies - see subsection <a href="#">9-1-7B</a> of this chapter	
Recording fee	\$57.35	
Reinspection fee	\$123.00	
Single-family preplan and vacant lot reviews	\$144.00	
Signage:	\$4.80	per square foot with \$81.35 minimum
Temporary signage	\$30.15	plus plan review
Stormwater filing fee	\$362.00	
Stormwater permit fee	\$362.00	
Swimming pool	\$245.00	
Work without permit	Full fees, plus 50 percent of applicable fee	



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### 4. Electric Permit Fees:

Base fee/minimum fee	\$123.00	plus plan review
Each circuit	\$18.45	
Fire alarm systems	\$123.00	per panel, plus \$1.15 per device
Permit renewal fee	Varies - see subsection <a href="#">9-1-7B</a> of this chapter	
Service/panelboards	\$123.00	per panel
Reinspection fee	\$123.00	

### 5. Plumbing Permit Fees:

Base fee/minimum fee	\$123.00	plus plan review
Each fixture	\$36.85	
Permit renewal fee	Varies - see subsection <a href="#">9-1-7B</a> of this chapter	
Reinspection fee	\$123.00	
Unmetered water (see also section <a href="#">7-4F-5</a> of this code)	\$362.00 (charged quarterly until meter is installed and approved)	

### 6. Water Tap And Meter Fees:

Tap fee:		
1 inch	\$692.00	
1½ inches	\$962.00	
2 inches	\$1,263.00	
Greater than 2 inches	By plumbing contractor plus base fee	
Meter fee:		
¾ inch	\$377.00	



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1 inch	\$452.00	
1½ inches	\$1,757.00	
2 inches	\$1,946.00	
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 C. Minimum Permit Fee: The minimum fee for any permit not specified in this section shall be one hundred twenty-three dollars (\$123.00).

**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.