



## Agenda Memo

Crest Hill, IL

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**Meeting Date:** June 27, 2022  
**Submitter:** Zoe Rogers, Administrative Clerk  
Tony Budzikowski, AICP, CED  
**Department:** Community & Economic Development  
**Agenda Item:** Building & Sign Permit Fee Ordinance Updates

### Summary:

As part of the annual budget process, staff analyzed and assessed the building and sign permit fees associated with our department and recommended changes to the fee schedule where appropriate.

The City of Crest Hill ("City") charges for a variety of services to the public including building and sign permit fees for plan reviews and inspections. These fees have not been updated since 2002 (or 20 years). The proposed changes that are being recommended in the fee ordinance updates are intended to recover some of the City's costs in providing these services to our customers and the general public. Fee updates also ensure that we remain competitive with surrounding communities so that we are not either over charging or under charging in our plan review and inspection process.

### Recommended Council Action:

Direct staff to work with the city attorney to revise the code of ordinances to adjust the building and sign permit fees to the amounts recommended.

**Financial Impact:** Permit revenue will supplement the City's General Fund in order to help cover the cost of providing building permitting and inspection services.

**Funding Source:** N/A

**Budgeted Amount:** Estimated \$200,000 building permit fee revenue

### Attachments:

Current and Proposed Permit Fee Spreadsheet  
Municipal Permit Fee Comparison