



Agenda Memo

Crest Hill, IL

Meeting Date:	July 5, 2022
Submitter:	Zoe Rogers, Administrative Clerk Tony Budzikowski, AICP, Community & Economic Development Director
Department:	Community & Economic Development
Agenda Item:	Approve an Ordinance Amending Chapter 15.08, Including Sections 15.08.020, 15.08.030, 15.08.040, 15.08.050, 15.08.055, 15.08.070, and 15.08.100 of the Code of Ordinances of the City of Crest Hill, Illinois

Summary: As part of the annual budget process, staff was asked to analyze and assess the building permit fees associated with our department and recommend changes to the fee schedule where appropriate.

Based upon the discussion at the Workshop Session on Monday, June 27th, several revisions have been incorporated into the accompanying Ordinance. The first change includes the fee for a same-for-same window replacement from No Fee to \$25. The second change incorporates a Full Force and Effect clause where the approved fees would go into effect on September 1, 2022.

Recommended Council Action: Approve an Ordinance Amending Chapter 15.08, Including Sections 15.08.020, 15.08.030, 15.08.040, 15.08.050, 15.08.055, 15.08.070, and 15.08.100 of the Code of Ordinances of the City of Crest Hill, Illinois concerning building permit fees.

Financial Impact:

Funding Source:

Budgeted Amount: The City has budgeted \$200,000 for building permit revenue.

Attachments: Ordinance

approved
7-5-22

ORDINANCE NO. 1915

AN ORDINANCE AMENDING CHAPTER 15.08, INCLUDING SECTIONS 15.08.020, 15.08.030, 15.08.040, 15.08.050, 15.08.055, 15.08.070, AND 15.08.100 OF THE CODE OF ORDINANCES OF THE CITY OF CREST HILL, ILLINOIS

WHEREAS, the City Council of the City of Crest Hill has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs and protect the public health, safety, and welfare of its citizens; and

WHEREAS, pursuant to its express authority granted by the Illinois Municipal Code, the City of Crest Hill has from time to time deemed it necessary to amend its Code of Ordinances; and

WHEREAS, The City of Crest Hill has previously exercised said authority by adopting Chapter 15.08 Building Permit Fees, and amending it from time to time; and

WHEREAS, The City Council has determined that it is necessary to amend the City of Crest Hill Code Chapter 15.08 Building Permit Fees, specifically Sections 15.08.020, 15.08.030, 15.08.040, 15.08.050, 15.08.055, 15.08.070, and 15.08.100;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Crest Hill, Illinois, as follows:

SECTION 1: PREAMBLE. The preamble of this Ordinance is declared to be true and correct and is incorporated by reference as if fully set forth in this Section 1.

SECTION 2: APPROVAL. The Sections 15.08.020, 15.08.030, 15.08.040, 15.08.055, 15.08.070, and 15.08.100 shall be repealed and replaced in their entirety as follows, with all other Sections remaining unchanged.

CHAPTER 15.08: BUILDING PERMIT FEES

Section

- 15.08.010 Generally
- 15.08.020 Building permit fees for commercial/industrial construction
- 15.08.030 Building permit fees for residential construction
- 15.08.040 Miscellaneous fees
- 15.08.050 Reserved
- 15.08.055 Inspection fees
- 15.08.060 Bond; required
- 15.08.070 Time period; retrieval of permit
- 15.08.080 Developer and subdivider fee deposit
- 15.08.090 Penalty fee
- 15.08.100 Fees for extensions of building permits

15.08.010 GENERALLY.

The following fees as set forth in this chapter shall be the fees charged by and utilized by the Building Commissioner in determining the proper fee for the issuance of a building permit.

15.08.020 BUILDING PERMIT FEES FOR COMMERCIAL/INDUSTRIAL CONSTRUCTION.

Fees for all commercial and/or industrial construction shall be calculated as follows:

- (A) The base building permit fee for additions, build outs, and new construction shall be based on the total square footage of the structure which shall be calculated by multiplying the exterior dimensions of each floor, including any below grade areas and adding together the square footage totals for each floor and below grade area. The base fee shall be \$1.00 per square foot.
- (B) To the base fee there shall be added a plan review fee in the amount of \$250.
- (C) For all new construction, there shall be added to the base fee a construction water usage fee of \$100.
- (D) The building permit fee for all other commercial/industrial construction not designated in Section A above shall be determined by the value of the improvement(s) to be made:

Value of Improvement	Fee
Less than \$1,000	\$95
\$1,000 to \$99,999.99	\$200 plus an additional \$20 per each additional \$1,000 or fraction thereof over \$1,000
\$100,000 to \$999,999.99	\$2,180 plus an additional \$10 per each additional \$1,000 or fraction thereof over \$100,000 to \$999,999.99
\$1,000,000 and over	\$11,180 plus an additional \$20 per each additional \$1,000 or fraction thereof over \$1,000,000

15.08.030 BUILDING PERMIT FEES FOR RESIDENTIAL CONSTRUCTION.

The building permit fees for new residential construction are as follows:

- (A) *Single family or duplex (two-family) residential construction.* The base building permit fee for single-family or duplex (two-family) residential structures, including attached garages, shall be based on the total square footage of the structure which shall be calculated by multiplying the exterior dimensions of each floor, including any below grade areas and adding together the square

footage totals for each floor and below grade area. The base fee shall be \$.75 per square foot.

(B) *Multiple family residential construction.* The base building permit fee for multiple (three or more attached residences) family residential structures is \$1.25 per square foot. The square footage shall be calculated in the same manner as Section (A) above.

(C) To the base fee, there shall be added the following fees:

(1) Plan review fee, \$100;

(2) Construction water usage, \$100.

(3) For construction which includes a detached garage, \$75 per garage unit.

15.08.040 MISCELLANEOUS FEES.

The building permit fee for all miscellaneous residential construction shall include but is not limited to the following:

Type of construction	Fee
Basement/Crawlspace	\$75
Canopy/awning	\$75
Carports	\$75
Chimney rebuild	\$75
Decks and porches	\$75
Demolition	\$75
Detached garage	\$75
Drain tile/sump installation	\$75
Driveway	\$75
Electrical	\$75
Fences	\$75
Fireplaces	\$75
Fire restoration permit	\$350
Foundation repair	\$75

Garage floor	\$75
HVAC installations	\$75
Patios/Slabs/Stoops/Walkways	\$75
Radon mitigation system	\$75
Remodeling	\$250
Re-roofing	
no structural change	\$55
structural change	\$95
Retaining walls	\$75
Room additions – square footage as determined in Section 15.08.030 (A)	\$.75 per square foot
Sheds	
8' x 8' and larger	\$75
Any style siding	\$75
Signs	\$75
Solar panel installation	\$75
Stair lift	\$75
Swimming pools	
Above ground	\$75
In-ground	\$200
Soffits and/or fascia and/or gutters	\$75
Windows and exterior doors	
Replacement with same size	\$25
Replacement with different sizes	\$75

15.08.050 RESERVED

15.08.055 INSPECTION FEES.

(A) The building permit fees as set forth the grant the permittee a single inspection, of all types of inspections required by the type of permit issued, of all the work to be performed pursuant to the permit.

(B) If in any event a second or additional further inspections are required of work performed pursuant to an issued building permit for any reason, a \$100 reinspection fee shall be paid by the permittee for each reinspection required to be made. The reinspection fee shall be paid prior to the reinspection occurring, and any permittee or city official obtaining or causing to be made a reinspection prior to the reinspection fee being paid

shall be guilty of violating this section and shall be fined not less than \$150 but not more than \$750 for each violation.

15.08.060 BOND; REQUIRED.

All persons and/or entities contracted to perform any work on city property shall post an acceptable surety or performance bond in the sum of \$25,000, or such other amount as determined and required by the City Engineer, prior to the commencement of the work. Further, said persons and/or entities shall provide to the city a bond or other insurance to indemnify, save and hold the city harmless for any and all liabilities, of any type and nature, resulting from any act of the persons and/or entity performed on city property.

15.08.070 TIME PERIOD; RETRIEVAL OF PERMIT.

When the Building Commissioner has issued a permit under this chapter, the applicant or authorized representative shall have 30 calendar days from the date of issuance to pay for the permit. If payment for the permit is not made prior to the expiration of 30 days calendar days from the date of issuance, the permit will become null and void and the applicant will be required to submit a new application and the permit process will begin again.

15.08.080 DEVELOPER AND SUBDIVIDER FEE DEPOSIT.

(A) Before a subdivider or developer may appear before the Plan Commission to present his or her proposed subdivision or planned unit development (P.U.D.), that person or corporate entity shall pay to the City Clerk a fee deposit of \$5,000. Said deposit shall be held in escrow by the Treasurer to secure payment by the developer of all code authorized inspection fees (whether the inspection is performed by the Building Commissioner, Plumbing Inspector, Electrical Inspector, or the City Engineer or his designate), as well as the professional services charge of the City Engineer or, where applicable, the City Attorney, for any work done in connection with the supervision and inspection of any aspect of the subdivider's or developer's construction progress. The Treasurer shall deposit the funds in an interest bearing savings account in the city's name. Where the developer or subdivider can not show the Plan Commission proof of payment of the deposit, the Plan Commission shall table the hearing on the developer's project until such time as the deposit is paid.

(B) Said deposit shall not discharge the developer or subdivider of the requirement to pay all building permit, inspection, professional and miscellaneous fees required under this code as they fall due, and payment of part of those fees during the construction process shall not obligate the city to refund any part of the deposit. When the project is completed and

all inspections have been successfully passed and paid for and all professional fees reimbursed, the Treasurer shall refund to the developer the deposit, including any accrued interest thereon. Provided, however, that if the subdivider or developer fails or refuses, upon timely notice served upon him by regular mail by the City Treasurer, to remit the fees required under the city's codes (including subdivision regulations and the Zoning Ordinance), the Treasurer shall, upon expiration of 45 days from the date of mailing, notify the Building Inspector. The Inspector shall suspend any building permits of the developer, his contractors or subcontractors, and stop work on the project until such time as the delinquent fees are paid along with any interest or late charges. If the Building Inspector or his designee reports to the City Treasurer that the developer has abandoned the project, the Treasurer may pay all such delinquent fees out of the \$5,000 deposit. Whenever part or all of a deposit is applied to an existing subdivider's or developer's unpaid balance, the Treasurer shall forthwith notify the subdivider or developer of the action taken, by certified mail, sent to his last known address.

- (C) A subdivider or developer may, in case of hardship, petition the City Council for full or partial relief from the deposit requirement, which the Council may grant on good cause shown.

15.08.090 PENALTY FEE.

A penalty of three times the permit fee shall be added to each permit issued after unpermitted construction has commenced. No penalty fee shall be added for emergency construction as authorized by the Building Commissioner.

15.08.100 FEES FOR EXTENSIONS OF BUILDING PERMITS.

At any time prior to the expiration of the one year time period applicable to a building permit, a permit holder may make an application the city building department for an extension of the permit. However, in no case shall a building permit be extended for more than one year past its original expiration date. Where an extension is granted, the Building Commissioner or their designee shall require that all construction be completed no later than expiration of the extended time period. The Building Commissioner shall have authority to grant a grace period beyond the expiration of the time period where a developer or contractor, in the sole opinion of the Building Commissioner, has exercised good faith in attempt to complete construction within the one-year time period.

- (A) Where the permit holder applies for an extension before expiration of the original time period, an additional pro-rated fee shall be charged in the amount of 1/12 of the building permit fee for each month that the permit is

extended. The proration shall be assessed in accordance with the fee structure that is current as of the date the extension is granted, and not the date when the original building permit was issued. If the permit holder does not complete construction with the extended time period, a new permit must be secured by making a new application and submitting to the standard permitting process as established by this Code.

- (B) Where the original building permit has already expired, the same requirements concerning monthly proration of the current permit fee as is found in Section (A) shall apply if the extension is requested within the first six months after expiration of the original permit. If the extension is not requested within six months of the original expiration date, the extension fee shall be 100% of the then current building permit fee for the construction involved. In no event shall an extension of the original building permit last longer than one year from the original expiration date. If the permit holder cannot complete construction within the two years from issuance of the original permit, a new permit must be secured by making a new application and submitting to the standard permitting process as established by this Code.
- (C) Where a builder or developer has obtained a building permit to erect a model home, in addition to the requirements of divisions (A) and (B) above, on each anniversary date of the original time period and on each anniversary date thereafter, the Building Department shall assess an additional fee of \$100 for the following year. Said fee shall be assessed each year until a certificate of occupancy is issued.

SECTION 3: In the event that any provision or provisions, portion or portions, or clause or clauses of this Ordinance shall be declared to be invalid or unenforceable by a Court of competent jurisdiction, such adjudication shall in no way affect or impair the validity or enforceability of any of the remaining provisions, portions, or clauses of this Ordinance that may be given effect without such invalid or unenforceable provision or provisions, portion or portions, or clause or clauses.

SECTION 4: That all ordinances, resolutions, motions, or parts thereof, conflicting with any of the provisions of this Ordinance, are hereby repealed to the extent of the conflict.

SECTION 5: That the City Clerk is hereby directed to publish this Ordinance in pamphlet form.

SECTION 6: That this Ordinance shall be effective beginning September 1, 2022 but shall be published in pamphlet form immediately following its passage and approval as provided by law.

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PASSED THIS _____ DAY OF _____, 2022.

	Aye	Nay	Absent	Abstain
Alderman John Vershay	_____	_____	_____	_____
Alderman Scott Dyke	_____	_____	_____	_____
Alderwoman Claudia Gazal	_____	_____	_____	_____
Alderman Darrell Jefferson	_____	_____	_____	_____
Alderperson Tina Oberlin	_____	_____	_____	_____
Alderman Mark Cipiti	_____	_____	_____	_____
Alderman Nate Albert	_____	_____	_____	_____
Alderman Joe Kubal	_____	_____	_____	_____
Mayor Raymond R. Soliman	_____	_____	_____	_____

Christine Vershay-Hall, City Clerk

APPROVED THIS _____ DAY OF _____, 2022.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

Current & Proposed Permit Fees

Item 17.

Type of Construction	Current Fee	Proposed Fee
Canopy/Awning	\$50	\$75
Carports	\$50	\$75
Decks		
<144 sq. ft.	\$35	\$75
>144 sq. ft.	\$50	
Demolition Permit	\$50	\$75
Detatched garage	\$100	\$75
Driveway	\$30	\$75
Electrical		
Conversion or remodel	\$50	\$75
Service upgrade	\$100	
Fences	\$30	\$75
Fireplaces (not included in original construction)	\$30	\$75
Fire restoration permit (includes all fees)	\$250	\$350
HVAC Installations	\$50	\$75
Landscaping - commercial only	\$25	
Concrete slab patios	\$25	\$75
Plumbing		
remodel only	\$50	\$75
replace sewer line from main to house (or any portion thereof)	\$75	
Remodeling - rehabilitation only	\$150	\$250
Re-roofing - commercial only	\$50	\$55/\$95
Retaining walls, other than landscaping	\$25	\$75
Room additions	\$50/sq. ft. plus fees electric and plumbing permit as established by ordinance	
Sheds		
8' x 8' and 8' x 10'	\$25	\$75
10' x 10'	\$30	
10' x 12'	\$35	
10' x 14'	\$40	
10' x 16'	\$45	
10' x 18' or greater than 180 sq. ft.	\$50	
Brick or any style siding	\$35	\$75
Swimming pools		
Above ground (electrical permit and inspection required)	\$50	\$75
In-ground (electrical and plumbing permits and inspections required)	\$175	\$200
Soffits and/or fascia	\$35	\$75
Windows		
Replacement windows with no size changes	no fee	\$75
Replacement windows with size change:		
1-4 windows	\$20	\$75
5-8 windows	\$30	
9 or more	\$40	

Municipal Permit Fee Comparison

	Over Hill - Current	Over Hill - Proposed	Plainfield	Minicook	Lockport	Bolingbrook	Joliet	Romeoville
Commercial/Industrial New Construction	See Commercial Improvement Chart	\$5 per square foot	Up to 1000 sq. ft. - \$0.04 per cubic foot 100,001 - 200,000 cu. ft. - \$0.07/cu. ft. 200,001 - 500,000 cu. ft. - \$0.10/cu. ft. 500,001 cu. ft. - \$0.06/cu. ft.	\$7.00 per square foot; Minimum \$300 plus plumbing inspection fee of \$100+ plus \$100 for fire sprinkler system inspection \$500 or less incurred if completed by a third party consultant \$100	See Commercial Improvement Chart	Greater of \$175 or \$100 plus .0046x the cost of construction	\$65 plus \$10 for every \$1,000 over \$7,000	Greater of \$5,000 or the ICC Formula plus \$500 each for plumbing, HVAC and electrical
Commercial/Industrial Plan Review	\$250	\$250	\$200	\$500 or less incurred if completed by a third party consultant \$100		\$100		Greater of \$1,200 or \$.16 per square foot
Commercial/Industrial Water Usage Fee	\$100	\$100						\$335-\$3,775
<\$1,000	\$85	\$100		Commercial Improvements: Valuation to \$2,500 - \$35 \$2,501-\$5,000 - \$50 \$5,001-\$7,000 - \$75 \$7,001 and up - \$125 + \$1 per \$100 over \$10,000	\$20-\$69 \$90-\$1,275 \$1,400-\$1,775			Greater of \$5,000 or the ICC Formula plus \$500 each for plumbing, HVAC and electrical
\$1,000 to \$999,999.99	\$200 plus an additional \$20 per each additional \$1,000 or fraction thereof over \$1,000	\$200 plus an additional \$20 per each additional \$1,000 or fraction thereof over \$1,000	50% of new construction fee for alterations, conversions, remodeling and structural repairs. Minimum \$200					Greater of \$5,000 or the ICC Formula plus \$500 each for plumbing, HVAC and electrical
\$100,000 to \$999,999.99	\$2,180 plus an additional \$10 per each additional \$1,000 or fraction thereof over \$100,000 to \$999,999.99	\$2,180 plus an additional \$10 per each additional \$1,000 or fraction thereof over \$100,000 to \$999,999.99						
\$1,000,000 and over	\$11,180 plus an additional \$20 per each additional \$1,000 or fraction thereof over \$1,000,000	\$11,180 plus an additional \$20 per each additional \$1,000 or fraction thereof over \$1,000,000						
Residential New Single Family or Duplex	\$75 per square foot	\$75 per square foot	Greater of \$150 or \$0.33 per cubic foot Plus \$50 each for Electrical & Plumbing inspection	\$7.00 per square foot Plus \$150 engineering	See Commercial Improvement Chart	Greater of \$175 or \$100 plus .0046x the cost of construction	\$65 plus \$10 for every \$1,000 over \$7,000	Greater of \$1,250 or the ICC Formula plus \$25/inspection plus 15% of building fee for each of: plumbing, electrical and HVAC
Residential New Multi-Family	\$75 per square foot	\$1.25 per square foot						Greater of \$1,250 or the ICC Formula plus \$25/inspection plus 15% of building fee for each of: plumbing, electrical and HVAC
Residential Plan Review	\$100	\$100		\$100				\$500 per unit
Residential Water Usage	\$100	\$100		\$100				\$300
Basement/Crawlspace Cleanup/Finishing	\$50	\$75	\$100					
Canopy/awning	\$50	\$75			\$65			
Carports	\$50	\$75			\$75			
Chimney rebuild	\$35	\$75						
Decks and porches	\$35-\$50	\$75	\$25/ sq ft. Minimum \$25	\$50	\$75-\$100			
Demolition permit	\$50	\$75	\$100	Single family: \$100 Multi-family: \$200 (up to 50,000 sq. ft.)	\$200	\$100 plus \$45 for each additional 10' in height	\$65 plus \$10 for every \$1,000 over \$7,000	
Detached garage	\$100	\$75	Greater of \$75 or \$0.33 per cubic foot	\$50			\$65 plus \$10 for every \$1,000 over \$7,000	
Drain tile/sump installation	\$75	\$75					\$65 plus \$10 for every \$1,000 over \$7,000	
Driveway	\$30	\$75	\$50	\$50			\$65 plus \$10 for every \$1,000 over \$7,000	
Electrical	\$50-\$100	\$75	\$100	\$50	\$75	\$10 plus \$5/circuit plus \$75/inspection	Based on square footage	\$15* number of inspections
Fences	\$30	\$75	\$50	\$50	\$60-\$85			
Fireplaces (not included in original construction)	\$30	\$75		\$50	\$80			
Fire restoration permit (includes all fees)	\$200	\$350	Minimum \$100 plus \$50 each Electrical & Plumbing inspection					
Foundation repair	\$50	\$75	\$50					
Garage floor	N/A	\$75						
HVAC Installations	\$50	\$75						
Patios/Slabs/Stoops/Walkways	\$25	\$75						
Plumbing/Cleanouts/Sewer line/Water line	\$75	\$75	\$50	\$50 plus \$10 for each fixture over 3 Plus \$35 per inspection	\$50	\$50	\$50+	
Remodel only	\$50	\$50	\$50					
Repairs to roof (line from main to house for any portion thereof)	\$75	\$75						
Radon mitigation system	\$0	\$75	\$50					
Re-roofing	\$50	\$50						
no structural change	\$0	\$35						
structural change	\$50	\$95			\$40			
Removal of existing roof	\$50	\$50			\$75			
Re-siding	\$75	\$75			\$30			\$100 (\$500 for re-insulating)
Room additions - square footage as determined in Section 15.08.035 (A)	\$75 per square foot	\$75 per square foot						
Sheds (8'x6' and larger)	\$25-\$50	\$75	\$50	\$50-\$100	\$40		\$150	
Siding	\$35	\$75	\$50	\$50				
Signs	N/A	\$75	Greater of \$25 or \$1 per square foot plus \$50 each electrical or plumbing inspection					
Solar installation	\$100	\$100	\$100		\$275			
Stair lift	\$100	\$100			\$25			
Above ground In-ground	\$50 \$175	\$75 \$250	Swimming pools \$50 \$150					
Soffits and/or fascia and/or gutters	\$35	\$75	\$100	\$100	\$120 \$260		\$65 plus \$10 for every \$1,000 over \$7,000 plus electrical permit fee	
Replacement windows with no fire charges	\$0	\$85			\$65			
Replacement windows with fire charges	\$40	\$75	\$50	\$50	\$65			
Re-inspection Fee	\$100	\$100	\$50	\$40		\$75		