



City Council Work Session Agenda Memo

Crest Hill, IL

Meeting Date:	April 28, 2025
Name:	Don Seeman, Building Commissioner
Department:	Community Development Department
Topic:	Penalty Permit Fee Waiver Request for 20635 Renwick Road

Purpose of Memo

This memorandum has been prepared as there is a request submitted from SD BASE CORP II LLC to reduce the penalty permit fee tied to 20635 Renwick Road. Work was completed without first obtaining a building permit from the City of Crest Hill.

Background

On March 11, 2025, it was observed that a wall was installed without obtaining a permit. Specifically, the former opening between 20633 and 20635 Renwick Road was closed off with a wall (see attached photo). A letter from Community Development was sent out on March 11, 2025, noting a violation of Ordinance 15.05.020, Issuance of Building Permits.

On March 18, 2025, a permit application was submitted for this work with a scope of work. Total cost of construction was \$4,000.00 and a permit fee came to \$1,400.00 with the penalty fee applied. Without the penalty, this permit would have been \$350.00.

A timeline of events related to 20635 Renwick Road is provided below to provide more context:

- 3/11/25 Warning letter sent giving seven days to comply
- 3/17/25 Permit applied for the scope of work
- 3/18/25 Violation marked as “resolved” due to application form
- 3/20/25 Received scope of work
- 3/26/25 Permit scope of work approved
- 4/15/25 Contractor registered with the city
- 4/16/25 Permit approved and awaiting payment

Staff Recommendation

Staff’s recommendation is to deny the request to reduce the penalty fee.

Attachments:

Exhibit A: Photo of Work Done Without a Permit

Exhibit B: Letter Dated April 21, 2025 from Roger Chavez, Property Manager for SD BASE CORP II LLC

EXHIBIT A



The wall on the left was closed off with a building permit.