



Agenda Memo

Crest Hill, IL

Meeting Date: July 7, 2025
Submitter: Blaine Wing, City Administrator
Department: Administration
Agenda Item: Permit Fees Waiver for 1240 Caton Farm Road

Summary: From time to time there are going to be governmental organizations that will be building or doing work in the City. The City has waived permit fees in the past and has even given the Building Commissioner the authority to waive up to \$2,500 in fees. While in the future I will bring to Council an updated authority recommendation, I recommend that the City keep with past practice and waive \$7,180 of the permit fee. This means Will County will pay \$1,865 in fees, which is the "out of pocket" plan review fee expense the City incurred to have this permit reviewed by our outside plan review consultant.

While not directly related, it should also be noted that I plan to explore an agreement with Will County to allow the City to purchase fuel following the replacement of these fuel tanks. The Will County location is in town and would be easier and quicker for our departments.

Recommended Council Action:

I recommend that City Council waive \$7,180 of the permit fee for Will County based on the City's past practice and Will County's request.

Financial Impact:

Funding Source:

Budgeted Amount:

Cost:

Attachments: Letter from Will County Division of Transportation Dated June 25, 2025