



Agenda Memo

Crest Hill, IL

Meeting Date:	July 28, 2025
Submitter:	Blaine Wing
Department:	Administration
Agenda Item:	Discuss updating the City's Permit Fee Waiver Policy

Summary: Government entities often undertake projects that serve the public interest and align with municipal goals. Charging full permit fees to these entities may result in redundant costs to taxpayers. Similarly, non-profit organizations contribute to community development and public welfare. Reducing their permit fees can encourage investment in community services and infrastructure. Several communities including Joliet in Illinois have adopted similar policies that waive or reduce fees for government and non-profit entities.

The City of Crest Hill applies a uniform permitting fee structure to all applicants, including government entities and non-profit organizations. In recent years, there have been requests to revise this structure to better reflect the public-serving nature of certain applicants and to reduce financial burdens on community-focused organizations. In response, a few years ago, the City did authorize up to \$2,500 of permit fees to be waived by the Community & Economic Development Director or Building Commissioner for other governments.

On Monday, staff will be requesting adding an up to \$10,000 permit fee waiver authority for the City Administrator position for governmental entities as well as the ability to reduce the non-exempt and non-profit organizations by 50% up to a maximum of \$10,000. However, they shall remain responsible for any pass-through costs incurred by the City, including but not limited to third-party plan reviews, inspections, and legal or engineering services.

Recommended Council Action: Direct staff and the City Attorney to update the City's policy and to create a resolution that does the following:

1. Government entities (federal, state, county, or local) as well as fire, library, park, and school districts shall be exempt from paying standard permit fees up to \$10,000 with the approval of the City Manager. Any fee waiver above \$10,000 can be requested but would require City Council authorization. However, government entities shall remain responsible for any pass-through costs incurred by the City, including but not limited to third-party plan reviews, inspections, and legal or engineering services.

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2. Non-exempt organizations, including registered non-profit organizations, and homeowner associations (HOAs), shall be eligible for a 50% reduction in standard permitting fees. This reduction shall not apply to pass-through costs, which must be paid in full.

Financial Impact:

Funding Source: General Fund

Budgeted Amount: Reduces revenue, but this is variable based on permitted projects.

Cost: No cost

Attachments: Resolution Approving a Policy Regarding Permit Fee Waivers for Overlapping Governmental Jurisdictions