

VILLAGE OF HOMEWOOD



BOARD AGENDA MEMORANDUM

DATE OF MEETING: April 14, 2026

To: Village President and Board of Trustees

Through: Napoleon Haney, Village Manager

From: Robert Grabowski, Fire Chief

Topic: Renewal agreement/HR Green LLC

PURPOSE

Plan review is the formal technical evaluation a municipality performs on construction or development plans before issuing permits or allowing work to begin. Its purpose is to ensure that what is being proposed for construction is safe, code-compliant, and consistent with local regulations and approvals. The Village engages HR Green LLC of New Lenox, IL for plan review and inspection services for complex projects that require specialized expertise, particularly concerning commercial plans beyond the Village's internal capabilities. The agreement with HR Green is due to be renewed for Fiscal Year 2026-2027. The renewal of this agreement requires Board approval.

PROCESS

When an applicant submits commercial architectural, engineering, or site plans, Homewood engages one of our third-party reviewers to examine the plans to verify compliance with adopted building codes, fire codes, zoning ordinances, subdivision regulations, stormwater requirements, accessibility standards (ADA), and applicable state or federal laws. The review also checks that the plans match what was approved through zoning actions such as special use permits, planned developments, or variances.

The Village presently engages two redundant plan review companies in the Building Division. Since 2022, the Village has relied on HR Green as one of the primary contracted plan review firms. HR Green reviews larger commercial projects, while TPI Building Code Consultants of Oswego, IL handles smaller commercial projects.

HR Green utilizes certified inspectors to conduct inspections of all trades, verifying that projects comply with approved plans, specifications, and all applicable codes and ordinances. HR Green specializes in providing paperless electronic plan review and tracking solutions, where reviews and comments are accessible electronically.

VILLAGE OF HOMEWOOD



OUTCOME

Staff is extremely satisfied with HR Green's responsiveness, professionalism and ability to successfully and critically review large commercial plans. It is also important to remember that HR Green's costs are fully supported by the plan review fees charged to the submitting applicant. The renewal of this contract will allow the Building Division to continue working with HR Green throughout the upcoming fiscal year.

FINANCIAL IMPACT

The cost for plan review services is recovered through the permit process.

- **Funding Source:** General Fund
- **Budgeted Amount:** \$50,000 split between both contracted companies

LEGAL REVIEW

N/A

RECOMMENDED BOARD ACTION

Approve the renewal of an agreement for plan review and inspection services with HR Green LLC of New Lenox, IL. for Fiscal Year 2026-2027.

ATTACHMENT(S)

Agreement