

**VILLAGE OF DOWNERS GROVE**  
**REPORT FOR THE VILLAGE COUNCIL WORKSHOP**  
**MARCH 24, 2009 AGENDA**

SUBJECT:	TYPE:	SUBMITTED BY:
Amend Development-Related Permit Fees	✓ Resolution Ordinance Motion Discussion Only	Tom Dabareiner, AICP Community Development Director

**SYNOPSIS**

An ordinance amending portions of the Municipal Code to remove or amend certain development-related permit fees has been prepared.

**STRATEGIC PLAN ALIGNMENT**

The Five Year Plan and Goals for 2008-2013 identifies *Exceptional Municipal Organization*. A supporting objective is *Top-Quality Core Services Responsive to Current and Future Resident Needs*.

**FISCAL IMPACT**

The revision of some development-related fees will result in slight increases or decreases in individual permit category revenue, but is anticipated to meet an overall goal of revenue neutrality.

**RECOMMENDATION**

Approval on the April 7, 2009 active agenda.

**BACKGROUND**

In response to customer feedback and staff experience, development-related permit fees were analyzed for ease of use, competitiveness and cost recovery. Permit fees have been restructured so that, in most cases, a flat fee or a simple multiplier has replaced variable fees that depended on the size, numbers of various units (e.g., plumbing fixtures or electrical outlets), or estimated monetary value of a development. The Plan Commission has been consulted and conducted a public hearing as required when amending Chapter 28.

Fees have been revised as follows:

*To Be Customer Friendly*

Revised fees are proposed to be flat fees, as often as possible, based on average fees and costs for each category. Other fees currently involve assessing as many as 40 different factors throughout the review process before determining the cost of the permit fee—instead a flat fee or simple multiplier is proposed. Both revisions will allow a customer to more accurately estimate fees in advance of submitting a permit application based on size of the building or affected lot area.

*For Consistent Application*

During the beginning stages of this fee revision process, staff discovered that it was difficult to calculate an accurate permit fee amount as the permit was routed through the fee process, suggesting that fees have the potential to be applied inconsistently due to their complexities. Also, fees that are based on the value of the construction have a built-in bias favoring those who estimate lower construction costs. Flat fees or simple multipliers help address this concern.

*For Revenue Neutrality*

Fees were also developed to generate revenue consistent with amounts collected today. Most communities rely on large new commercial projects to cover greater expenditures, due in part to each project's complexity, multiple touch points, and additional time required. Multipliers were developed to approximate the revenues currently collected for various sizes of projects.

*To Cover Village Costs*

Some development-related fees, including the costs of public hearing and Plan Commission applications, did not cover the cost of staff time and legal notice requirements. These fees have been increased to cover costs.

*To Be Consistent with the FY09 Municipal Budget*

The FY09 Municipal Budget was prepared to anticipate a modest decrease in permit revenues. This reduction was primarily due to overall decreased permit activity and a change in permit type. The proposed fee changes were not part of the anticipated decrease, but further increases in the new construction fees may place the Village at a competitive disadvantage.

The draft fees and formulae were drafted by staff and included extensive review by numerous Downers Grove Chamber of Commerce members. With their input a definition was revised to more clearly represent the intended "work area" subject to the fees. They concluded that there were many benefits associated with having certainty with the fees, compared with the current less certain fees structure. The Chamber's letter of endorsement is attached.

**ATTACHMENTS**

Ordinance

Endorsement Letter from DG Chamber of Commerce

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING FEES CHARGED FOR BUILDING PERMITS**

BE IT ORDAINED by the Village Council of the Village of Downers Grove in DuPage County, Illinois, as follows: (Additions are indicated by **shading**/underline; deletions by ~~strikeout~~):

**Section 1. That Section 7.8. is hereby amended to read as follows:**

**7.8. Definitions.**

For the purposes of the Building Code, the following words and phrases shall have the meanings respectively ascribed to them by this section:

*Building official.* The Director of Community Development of the Village or his/her designee.

*Department of Building Safety and/or Department of Community Development.* The Village of Downers Grove Community Development Department.

*Legal counsel or legal officer.* The Village Attorney for the Village of Downers Grove.

*Jurisdiction.* The Village of Downers Grove.

*Work Area.* The area established on plans or elsewhere in the construction documents defining the limits of the construction within a building, tenant space or site. Construction activities include alterations and additions of structural, electrical, life safety, plumbing, HVAC, roof assemblies and similar activities. Work Area will typically be the square footage established by drawing a polygonal shape around the area where physical work must occur. For the purposes of calculating fees, Work Area shall not include those areas within a building, tenant space or site where no construction work is occurring and any locations where the work is incidental to the primary work area. Such fees shall not be charged in areas where finished surfaces are opened for the sole purpose of installing and/or upgrading the fire detection and/or suppression systems. The Work Area shall be determined by the Community Development Director. (Ord. No. 1281, § 8; Ord. No. 1586, § 8; Ord. No. 2143, § 3; Ord. No. 2544, § 2.)

**Section 2. That Section 7.11. is hereby amended to read as follows:**

**7.11. Inspection and permit fees.**

No permit as required by the Building Code shall be issued until the fees described in this section shall have been paid to the Village collector, nor shall an amendment to a permit be approved until the additional fees, if any, due to an increase in the estimated size of the building structure shall have been paid. Fees shall be calculated based upon the Work Area as defined in Section 7-8.

A. Schedule of Demolition Permit fees:

\$500.00 for the first 30,000 square feet, and \$33.00 per additional 100 square feet thereafter.

1. Accessory Buildings for One, Two and Three Family Dwellings:

_____ a. Basic fee for first 500 square feet	\$50.00
_____ b. Per each 100 square feet or fraction	\$35.00
_____ c. Slabs, if poured separate	\$35.00
_____ d. Plan Review, licenses as applicable	\$35.00

2. One, Two and Three Family Dwellings:

_____ a. Basic fee for first 1,000 square feet	\$285.00
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- ~~\_\_\_\_\_ b. Per each 100 square feet or fraction \_\_\_\_\_ \$ 20.00~~
- ~~\_\_\_\_\_ c. Plan review, \$75.00 or 10% of the total permit fee whichever is greater~~

### ~~3. Four Family and Up (residential), Non-Residential Buildings, and Associated Buildings:~~

- ~~\_\_\_\_\_ a. Basic fee for first 30,000 square feet \_\_\_\_\_ \$500.00~~
- ~~\_\_\_\_\_ b. Per each 1,000 square feet after 30,000 square feet \_\_\_\_\_ \$ 33.00~~

In addition to any demolition fee, there shall be an administrative fee assessed for required signage ~~which shall be set out pursuant to administrative regulation 7.11.1(k).~~

### ~~B. Schedule of New Construction, Alteration and Addition Permit Fees:~~

#### ~~1. Accessory Buildings~~

- ~~\_\_\_\_\_ a. Basic fee for first 500 square feet \_\_\_\_\_ \$70.00~~
- ~~\_\_\_\_\_ b. For each additional 100 square feet or fraction \$15.00~~
- ~~\_\_\_\_\_ c. Plan review, \$75.00 or 10% of the total permit fee whichever is greater~~
- ~~\_\_\_\_\_ a. Less than 200 square feet \_\_\_\_\_ \$100.00~~
- ~~\_\_\_\_\_ b. 200 square feet or more \_\_\_\_\_ \$425.00~~

#### ~~2. One, Two and Three Family Dwellings:~~

- ~~\_\_\_\_\_ a. Basic fee for first 500 square feet \_\_\_\_\_ \$140.00~~
- ~~\_\_\_\_\_ b. For each 100 square feet or fraction \_\_\_\_\_ \$ 35.00~~
- ~~\_\_\_\_\_ c. Plan review, \$75.00 or 10% of the total permit fee whichever is greater~~

#### ~~3. Four Family and Up, Non-Residential Buildings New and Additions:~~

- ~~\_\_\_\_\_ a. Basic fee for first 500 square feet \_\_\_\_\_ \$200.00~~
- ~~\_\_\_\_\_ b. For each 100 square feet or fraction \_\_\_\_\_ \$ 65.00~~
- ~~\_\_\_\_\_ c. Plan review, bonds, licenses, construction water as applicable.~~

#### ~~4. Four Family and Up, Non-Residential Buildings Alterations:~~

- ~~\_\_\_\_\_ a. Basic fee for first 500 square feet \_\_\_\_\_ \$200.00~~
- ~~\_\_\_\_\_ b. For each 100 square feet or fraction \_\_\_\_\_ \$ 37.00~~
- ~~\_\_\_\_\_ c. Plan review, bonds, licenses, construction water as applicable.~~

#### ~~2. Residential, Non-Residential and Associated Buildings~~

- ~~\_\_\_\_\_ a. Basic fee (for the first 1,000 square feet) \_\_\_\_\_ \$1,350.00, plus an additional \$675.00 per 1,000 square feet.~~

### ~~C. Schedule of Permit Fees for Additions, Alterations and Repairs:~~

~~1. Residential \_\_\_\_\_ \$350.00, plus additional plumbing and electrical fees set forth in the Downers Grove Municipal Code.~~

~~2. Non-Residential (for the first 1,000 square feet) \_\_\_\_\_ \$725.00, plus an additional \$675.00 per 1,000 square feet.~~

### ~~C. Repairs:~~

#### ~~1. Accessory Buildings:~~

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- \_\_\_\_\_ a. Basic fee for first \$2,000 of cost \_\_\_\_\_ \$ 50.00
- \_\_\_\_\_ b. For each additional \$1,000 of cost or fraction \_\_\_\_\_ \$ 15.00
- \_\_\_\_\_ c. Plan review as applicable

### 2. One, Two and Three Family Dwellings:

- \_\_\_\_\_ a. Basic fee for first \$2,500 of cost \_\_\_\_\_ \$60.00
- \_\_\_\_\_ b. For each additional \$1,000 of cost \_\_\_\_\_ \$15.00
- \_\_\_\_\_ c. Plan review as applicable.

### 3. Four Family and Up, Non-Residential Buildings:

- \_\_\_\_\_ a. Basic fee for first \$3,000 of cost \_\_\_\_\_ \$85.00
- \_\_\_\_\_ b. For each additional \$1,000 of cost \_\_\_\_\_ \$25.00
- \_\_\_\_\_ c. Plan review as applicable.

### D. Water for Construction or Demolition:

Temporary construction or demolition water shall be paid for at the rate established in Chapter 25.29 of the Downers Grove Municipal Code.

### E. ~~Sheet Metal Work~~ Heating and Mechanical Ventilation Systems ~~\$70.00~~ 100.00

### F. Miscellaneous permit and inspection fees shall be as follows:

#### Shoring, Raising, Moving of Any Building:

- \_\_\_\_\_ a. Basic fee for first 2,000 square feet \_\_\_\_\_ \$100.00
- \_\_\_\_\_ (Plus)
- \_\_\_\_\_ b. Per 100 square feet or fraction \_\_\_\_\_ \$ 25.00
- \_\_\_\_\_ (Plus)

### F. ~~\_\_\_\_\_~~ Canopy, fixed Awning or Alteration:

- a. Basic fee \_\_\_\_\_ ~~\$70.00~~ 100.00

### G. ~~\_\_\_\_\_~~ Inspection Fees for Elevators, Escalators, Lifts, Hoists, Dumbwaiters, Conveyors:

- \_\_\_\_\_ a. Basic fee for first five (5) floors \_\_\_\_\_ \$150.00
- \_\_\_\_\_ b. Per each floor above five (5) \_\_\_\_\_ \$ 30.00
- \_\_\_\_\_ c. Hand operated, total fee \_\_\_\_\_ \$110.00
- \_\_\_\_\_ d. Platform lift \_\_\_\_\_ \$110.00
- \_\_\_\_\_ e. Material hoists and man lifts for construction over three (3) stories \_\_\_\_\_ \$165.00

f.1. All elevators, escalators, lifts, hoists, dumbwaiters and conveyors are required to have maintenance inspections conducted twice per year, after the initial inspection. Inspection fees for each inspection required are as follows:

- \_\_\_\_\_ i. New elevators ~~initial inspection~~ \$125.00
- \_\_\_\_\_ ii. General elevators Existing \_\_\_\_\_ \$ 50.00
- \_\_\_\_\_ iii. Freight elevators \_\_\_\_\_ \$ 50.00

### Temporary Platforms

- \_\_\_\_\_ a. For public assembly units \_\_\_\_\_ \$ 64.00

### H. ~~\_\_\_\_\_~~ Swimming Pools and Hot Tubs (above ground and in ground) ~~\_\_\_\_\_~~ \$425.00

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~~Permanent Pools (In-ground):~~

- ~~\_\_\_\_\_ a. Basic fee for first 500 square feet of surface area \_\_\_\_\_ \$140.00~~
- ~~\_\_\_\_\_ b. Per every 100 square feet or fraction of surface area over 500 square Feet \_\_\_\_\_ \$ 70.00~~

~~Temporary Pools (Above ground):~~

- ~~\_\_\_\_\_ a. Basic fee for first 500 square feet \_\_\_\_\_ \$35.00~~
- ~~\_\_\_\_\_ b. Per every 100 square feet or fraction \_\_\_\_\_ \$15.00~~

~~Heating~~

- ~~\_\_\_\_\_ 1. Warm air furnaces — no permit required~~
- ~~\_\_\_\_\_ 2. High pressure boilers, each — \$140.00~~
- ~~\_\_\_\_\_ 3. Low pressure boilers, unfired pressure vessels — \$85.00~~
- ~~\_\_\_\_\_ 4. Heat pump — \$85.00~~
- ~~\_\_\_\_\_ 5. Fireplaces — \$85.00~~

~~Air Conditioning(Central):~~

~~\_\_\_\_\_ No permit required~~

~~Ventilating Systems, Mechanical:~~

- ~~\_\_\_\_\_ 1. Basic fee (under 2000 CFM) — \$25.00~~
- ~~\_\_\_\_\_ 2. Basic fee for first 2000 CFM — \$85.00~~
- ~~\_\_\_\_\_ 3. Each 1000 CFM additional — \$15.00~~
- ~~\_\_\_\_\_ \*\*Capacity is calculated as sum of supply and exhaust~~

~~I. \_\_\_\_\_ Deck permits \_\_\_\_\_ \$100.00~~

~~\_\_\_\_\_ For all construction of decks, the fee to be charged by permits authorized and required by the Building Code shall be \$50.00, regardless of size or value.~~

Plumbing fixtures. Fees for inspection of plumbing fixtures installed shall be governed by the provisions of Chapter 16.

Permits for sewer and drain connections. Fees for inspection of sewer and drain connections shall be governed by the provisions of Chapter 16.

Fees for permit to erect a new sign or to repair an existing sign shall be governed by provisions of Section 28-305 of the Comprehensive Zoning Ordinance of the Village, passed and approved April 19, 1965, as amended. (Ord. No. 1281, § 10; Ord. No. 1586, § 4; Ord. No. 2913, § 2; Ord. No. 3336, § 1.)

**Section 3. That Section 7.11.1. is hereby amended to read as follows:**

**7.11.1. Demolition/Construction Site Management.**

An applicant for a demolition and/or building permit (“permit applicant”) shall be responsible for safe construction site management during all phases of demolition and/or construction of permitted improvements. The following minimum standards shall be complied with prior to the commencement of work and throughout the duration of the project.

(a) Notification. Each permit applicant that seeks a demolition permit for an existing house or garage or a building permit for any construction that will add six hundred (600) square feet or more of gross floor area to an existing house or garage shall be required to provide notification to all residents of property located within one hundred (100) feet of the subject property. Such notification shall be made no less than seven (7) days

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prior to the commencement of any work and shall consist of providing the residents with a copy of an informational brochure provided by the Village, disclosure of a site plan, a general explanation of the work to be done, and the name, address and telephone number of the individual supervising the work. Each permit applicant shall submit written certification, on a form provided by the Village, of personal notification to all residents of property located within one hundred (100) feet of the subject property of the pending work as a condition precedent to issuance by the Village of a permit for work on the subject property.

(b) No structure shall be eligible for demolition unless and until the permit applicant has notified all utilities having service connections within or about the structure such as water, electric, gas, sewer, telephone and any other connections. The Village Public Works Department shall be notified to remove the water meter or the Village may give written permission to allow the permit applicant to remove the water meter. The Sanitary District must be notified regarding the capping of sanitary sewers. A permit to demolish a structure shall not be issued until a release is provided by the relevant utilities stating that their respective service connections and appurtenant equipment, such as meters and regulators, have been removed or capped in a safe manner.

(c) No structure shall be eligible for demolition unless and until the permit applicant has submitted and the Village has approved a grading and site restoration plan or an application for construction has been placed on file with the Village and the applicant has been issued an initial review letter from the Village.

(d) The permit applicant for demolition and/or construction shall be required to install and maintain in good working order a six (6) foot high temporary chain link construction fence with driven posts around the perimeter of the lot for all residential construction, and an eight (8) foot high temporary chain link construction fence with driven posts around the perimeter of the lot for all commercial construction. For both residential and commercial areas, the fencing must have a gated opening which shall be closed when no construction or demolition activity is being performed on the site. Fencing must be installed prior to the commencement of any construction or demolition on the site and must remain in place until the final grading of the property commences. Erosion control measures (silt fencing) must be installed and maintained on the inside of the perimeter fence. The Director of Community Development shall have the authority to determine the fencing requirements, excluding height requirements, and/or to require a written fencing plan for construction activities. The Director shall have the discretion to determine the appropriate timing and location of the fencing requirements in order to adequately protect the health, safety and welfare of the public and the adjacent residential and commercial properties.

(e) Each tree on the property, including the parkway, must be protected with fencing, and as provided in Section 24-7 of this Code.

(f) Construction/demolition debris and refuse containment shall be required for all job sites. Containment shall occur on the property that is the subject of the permit, and shall be within a dumpster or container that shall be fully covered to prevent windblown debris. Such dumpster or container shall be set back a minimum of five (5) feet from the front lot line and a minimum of five (5) feet from the side lot line. All such dumpsters or containers shall be covered at all times when no work is being performed on the property that is the subject of the permit. Such dumpster or container shall not be located on public property, including but not limited to, parkways or sidewalks.

(g) Construction sites shall be provided with a portable toilet. The location of the portable toilet shall be set back as far as possible from all property lines to within three to four feet from the excavation but not less than a minimum of five (5) feet from the front lot line and a minimum of five (5) feet from the side lot line, and whenever possible the portable toilet shall be located in the rear yard. Such portable toilet shall not be located on public property, including but not limited to, parkways or sidewalks.

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(h) The permit applicant shall maintain all construction/demolition sites free and clear of debris and refuse generated by site preparation, reconstruction or demolition of buildings and structures.

(i) The hours of construction/demolition are as follows:

7:00 a.m. to 7:00 p.m. Monday-Saturday

No Work on Sundays

(j) All construction work shall be limited to the permitted property. No permit issued pursuant to this Section shall authorize any entry onto the property adjoining the permitted property or any work for which entry onto property adjoining the permitted property is or may be necessary, unless a proper right of entry has been secured from the owner of such property.

(k) Posted Notice of Rules and Regulations: The applicant shall post on the permitted property in a prominent place, visible from the public right-of-way, a sign containing notice of the rules and regulations applicable to demolition and construction work. The applicant shall also post notice of the contractor's name and a phone number of the individual supervising the work. Such sign shall be posted not less than four (4) nor more than seven (7) days in advance of the commencement of work. Such sign shall be maintained on the permitted property until all work on the permitted property has been completed and approved or until removal is requested by the Director. The size, shape and message of such sign shall be established by the Director of Community Development. The sign containing notice of rules and regulations shall be obtained from the Village wherein an administrative fee shall be assessed by the Village.

(l) The noise regulations contained in Section 15-5.1 of this Code shall be applicable.

(m) The applicant shall cause all dirt, mud, gravel and other debris from the subject property or related to the work conducted on the subject property to be cleaned regularly every day from all streets and sidewalks adjoining or in the area of the subject property.

(n) No streets or sidewalks shall be blocked so as to prevent pedestrian or vehicular traffic. Permit applicants must comply with Section 19-44(i) of this Code regarding Traffic Control Procedures and must submit a construction site parking plan outlining the proposed location for all parking of contractor and worker vehicles. All vehicles shall comply with all Village ordinances. The Director of Community Development shall review the construction parking plan and shall either approve the plan as submitted, approve the plan with modifications and/or conditions or deny the plan. The applicant shall adhere to the terms and conditions of the approved construction parking plan. Failure to comply with the terms and conditions of the approved construction parking plan shall constitute a violation of this ordinance.

(o) On all demolition sites and construction sites or in any situation where airborne particles may be disburshed, proper watering is required in that airborne particles shall be controlled at the property that is the subject of the permit during work hours by thoroughly saturating all portions of the structure with water. Such spraying shall be undertaken at all times necessary to thoroughly control the creation and migration of airborne particles, including without limitation, dust from the property that is the subject of the permit. The water source for control of airborne particles shall be either (i) a water tanker truck with pump capacity of one hundred (100) gallons per minute at the nozzle or (ii) an approved public water hydrant. Water shall be delivered from the water source to the subject property by a hose with a minimum diameter of 2 ½ inches, which may be reduced to 1 ½ inches when on the property that is the subject of the permit. If a public water hydrant is used, a Village water meter and proper hydrant wrench must be used after acquiring a permit from the Public Works Department in accordance with Chapter 25-11 of the Downers Grove Municipal Code. Any hose leading from a public water hydrant and crossing a driveway, street, alley or other vehicular right-of-way or path must be bridged in a manner sufficient to protect the water system.



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- (p) No open burning is permitted at the demolition/construction site.
- (q) Permit applicants shall submit written acknowledgment, on a form provided by the Village, of rules for construction/demolition site management.
- (r) Permit fees shall be paid in the amount set forth in Section 7-11 of this Code.
- (s) A bona fide certificate of insurance shall be supplied to the Village, showing minimum insurance coverage from an insurance company with at least a B+ rating of five hundred thousand dollars (\$500,000.00) bodily injury, five hundred thousand dollars (\$500,000.00) property damage and statutory coverage for workers compensation. This shall accompany the permit applications. The building official may waive the insurance requirement for minor demolition work.
- (t) A site management cash bond in the amount of five thousand dollars (\$5,000.00) shall be deposited with the Village and shall be kept in a separate account. Such cash bond shall be in addition to all other application and processing fees, costs, escrows, bonds and performance securities required, and stand as security for the full and complete performance by the permit applicant of the work covered by the permit, insuring the initiation of construction in a timely manner and proper management of the site, subject to the following provisions:
- (i) The Village shall have the right at all times, at its option, to draw on the site management bond for the costs, including, without limitation, legal fees and administrative expenses incurred or to be incurred by the Village in exercising any of its rights under this Chapter in the event: 1) the applicant undertakes work in violation of any provision of this Chapter or of any permit issued or plan approved pursuant to this Chapter; or 2) the applicant fails or refuses to complete any work authorized by any permit issued under this Chapter in accordance with all plans approved in connection with said permit. The Village's determination of such costs shall be based either on costs actually incurred by the Village or on the Village's reasonable estimates of costs to be incurred.
  - (ii) If the Village draws on the site management bond, then the applicant shall replenish the bond to the full amount required by this section immediately after demand therefore is made to the applicant in writing by the Village. Any failure of the applicant to replenish the bond shall result in cancellation of the related permit, which permit shall not be reissued thereafter except after the filing of a new application therefore, repayment of the permit fee, and establishment of a new site management bond.
  - (iii) Upon certification by the building official of the satisfactory completion of the work, the balance of the cash bond shall be refunded to the permit applicant.
- (u) (1) The applicant shall cause the demolition of a structure to be completed with due diligence, in good faith and without delay. The applicant shall notify the Village at least twenty-four (24) hours prior to the commencement of demolition. Once the work commences on the site, the applicant shall continuously pursue completion of the work. If no substantial work is being pursued on the site for thirty (30) consecutive days or more once the work has commenced, then the site shall be deemed abandoned. Once the Village issues a notice of abandonment the applicant shall within ten (10) days from issuance of the abandonment notice either:
- (i) commence work on the site and diligently pursue completion of the demolition; or
  - (ii) restore the property to a final grade and grass seeded condition or commence construction activities pursuant to a valid building permit.
- For purposes of this Section, completion of demolition shall be defined as removal of all portions of the structure both above ground and below ground level and restoration of the property to a final grade and grass seeded condition.
- (2) Additional fee for late work: If the applicant fails to comply with this Section he/she shall pay a

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late work fee of two hundred fifty (\$250.00) per day for each day until such work is completed. The Village shall deduct such fee from the site management bond.

(v) Fees and Fines: Failure to comply with the minimum standards will constitute a violation of this Code, subjecting violators to a stop work order and a minimum fine of two hundred fifty dollars (\$250.00) per violation, for every day the violation exists. In addition to any other penalties provided in this Section, the Village Attorney shall have the authority to seek injunctive or other relief in the Circuit Court of DuPage County to enforce and compel compliance with the ordinance of the Village. Such injunctive action may be combined with counts seeking monetary fines as provided herein.

(i) ~~Additional Fee for Street Cleaning.~~ If the applicant shall fail to clean all sidewalks and streets adjoining and in the area of the subject property, then the applicant shall pay a ~~street cleaning fee~~ fine of three hundred dollars (\$300.00) for each violation. The Village shall deduct such ~~fee~~ fine from the site management bond provided in Section ~~(s)~~ (t). This ~~fee~~ charge shall be in addition to any fines assessed pursuant to Ordinance. (Ord. No. 1527, § 1; Ord. No. 2918, § 1.)

**Section 4. That Section 7.11.2. is hereby amended to read as follows:**

**7.11.2. Permit Fee.**

Upon application for any permit required by the Building Code, or any amendment thereto, the applicant shall pay a ~~plan examination~~ permit fee to the Village collector in accordance with the provisions of this section; any amendment to a permit shall not be approved until additional fees, if any, due to the need for a reexamination of plans shall have been paid.

~~The fee for examination of plans shall be as follows: \$75.00 when plans are submitted or 10% of total permit fee, whichever is greater.~~

~~Plan review fees shall be non-refundable after thirty (30) days. Prior to that period of time, the permit fee minus the plan review charge and any costs incurred by the department will be returned to the original applicant.~~

No fees shall be refunded ~~when~~ once a permit has ~~lapsed after work is started~~ been issued. ~~When a permit is revoked at the request of the applicant prior to lapsing due to time limits, and no work has been done, all but a basic fee to cover costs incurred by the building department and the plan review fee may be refunded.~~ -(Ord. No. 1586, § 5; Ord. No. 2584, § 5; Ord. 3336, § 2; Ord. No. 3378, § 1.)

**Section 5. That Section 7.11.2A. is hereby amended to read as follows:**

**7.11.2A. Occupancy permit fee.**

(a) The fees to be charged for a certificate of occupancy shall be as follows:

<u>Fee</u>	<u>Certificate</u>
<del>\$50.00</del> <u>75.00</u>	Original certificate of occupancy for a single family dwelling
<u>\$75.00</u>	<u>Certificate of Ordinance Compliance</u>
<del>50.00</del>	<del>Original certificate of occupancy for each dwelling unit in two family, townhouse or multiple family dwellings</del>
<del>75.00</del>	<del>Original certificate of occupancy for each business, commercial or manufacturing use or occupancy</del>
<del>75.00</del>	<del>Certificate of change of occupancy or use for each space in a strip shopping center or for</del>

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~~each floor in a multi-story building (if only one tenant) or for each tenant on a floor, when there is more than one tenant~~

~~50.00~~ \$75.00 ————— Temporary certificate of occupancy for each dwelling, business, commercial or manufacturing use of a section or part of a building which is to be occupied prior to completion of the entire building which shall be good for no more than ~~60~~ 120 days

~~3.00~~ ————— Copy of an original certificate

~~(b) In addition to the bond requirements for stormwater, the seller/owner of any property for which a temporary certificate of occupancy is requested shall post the following sums to ensure the completion of incomplete items as follows:~~

- ~~1. Site grading \$3,000.00~~
- ~~2. Sidewalk \$1,500.00~~
- ~~3. Concrete driveway approach/Private driveway \$5,000.00~~
- ~~4. Asphalt driveway approach/Private driveway \$3,000.00~~
- ~~5. Private landscaping \$2,500.00~~
- ~~6. Public Landscaping \$1,500.00~~

~~Such sums shall be released upon the issuance of a final certificate of occupancy. In the event all or a portion of said work is not completed by the expiration of the prescribed period of time, not to exceed sixty (60) days, the Director of Community Development, may at his/her discretion, release such funds to the property owner or cause uncompleted work to be completed. (Ord. No. 3336, § 3; Ord. No. 3378, § 2.)~~

**Section 6. That Section 10.21. is hereby amended to read as follows:**

**10.21. Fees.**

(a) Two inspections shall be made of electrical wiring in all new single-family and multi-family dwellings, or for any complete rewiring of any existing dwelling, one "roughing in" inspection and one final inspection before acceptance. If defective workmanship exists at the time of final inspection, a re-inspection fee of fifty dollars (\$50.00) shall be charged for each additional inspection. The fees to be charged for the two required inspections shall be fifty dollars (\$50.00) ~~based on the number of rooms and shall be twenty dollars (\$20.00) per room or a minimum of fifty dollars (\$50.00) per inspection.~~

(b) The fees to be charged for inspection of repair or remodeling work permits shall be eighty dollars (\$80.00) ~~in all single family and multi family dwellings shall be based on a minimum fee plus the number of outlets and shall be as follows:~~

- ~~(1) Fifty dollars (\$50.00) for the first three outlets;~~
- ~~(2) Sixty dollars (\$60.00) for four to six outlets; and~~
- ~~(3) Sixty dollars (\$60.00), plus three (\$3.00) for each additional outlet over six~~

~~(c) The fees to be charged for a "roughing in" inspection for new commercial and industrial wiring shall be based on the number of outlets and shall be as follows:~~

- ~~(1) Fifty dollars (\$50.00) for the first three outlets;~~
- ~~(2) Sixty dollars (\$60.00) for four to six outlets; and~~
- ~~(3) Sixty dollars (\$60.00), plus three dollars (\$3.00) for each additional outlet over six~~

~~(d) One inspection shall be made of every new electrical service in all residential, commercial or industrial buildings. The fees to be charged for such inspections shall be as follows:~~

- ~~(1) For 100 amps to 200 amps, fifty dollars (\$50.00).~~
- ~~(2) For each 100 amps in excess of 200 amps, up to 600 amps, thirty dollars (\$30.00).~~
- ~~(3) For each 100 amps in excess of 600 amps, up to 1200 amps, thirty dollars (\$30.00).~~
- ~~(4) For each 100 amps in excess of 1200 amps, fifteen dollars (\$15.00)~~

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~~(e) One inspection shall be made on motor, generator and transformer installations. If defective workmanship exists at the time of inspection, a re-inspection fee of fifty dollars (\$50.00) shall be charged for each additional inspection. The fees to be charged for motor, generator or transformer inspections shall be based on the number of motors, generators and transformers and the total horsepower for motors and total kilo-volt ampere (k.v.a.) for generators and transformers installed, and shall be as follows:~~

~~(1) For the first five motors, generators, and transformers installed, fifteen dollars (\$15.00) each;~~

~~(2) For each additional motor, generator or transformer over five, twelve dollars (\$12.00) each.~~

~~In addition to the fee based on the number of units, an additional fee of (\$5.00) five dollars per horsepower or kilo-volt ampere (k.v.a.) shall be charged. The minimum fee for inspection of motors, generators and transformers shall be twenty five dollars (\$25.00)~~

~~(f) One inspection shall be made on heating plant electrical installations. If defective workmanship exists at the time of inspection, a re-inspection fee of twenty five dollars (\$25.00) shall be charged for each additional inspection. The fees to be charged for inspection of furnace or combustion heating units shall be based on the number of burners installed, and shall be twenty five dollars (\$25.00) for each burner, stoker or power driven grate, complete with associated controls.~~

~~(g) Fees for inspections on all other electrical equipment not enumerated in this section shall be charged at the rate of fifty dollars (\$50.00) for each hour or fraction thereof which is required to complete the inspection.~~

~~(h) The fee for examination of plans shall be as follows: seventy five dollars (\$75.00), when plans are submitted or 10% of permit fee, whichever is greater.~~

~~(i) Plan review Permit fees shall be non-refundable after thirty (30) days once a permit has been issued. Prior to that period of time, the permit fee minus the plan review charge and any costs incurred by the department will be returned to the original applicant. (Ord. No. 1778, § 2; Ord. No. 3336, § 4; Ord. No. 3378, § 3.)~~

**Section 7. That Section 16.6. is hereby amended to read as follows:**

**16.6. Application; change of contractor.**

A written application for a permit shall be filed with the ~~building official~~ Director of Community Development. If a connection with the public sewer is contemplated, such application shall be accompanied by a permit from the Downers Grove Sanitary District. All applications for permits shall be signed by the owner of the premises on which the proposed work is to be done or by his/her duly authorized agent.

Each application for work to be done on all construction other than single or two-family dwellings shall be accompanied by a complete and legible set of drawings and specifications of the work to be done, or in lieu thereof such written description or information as shall be acceptable to the building official.

A new application for a plumbing permit shall be submitted to the plumbing inspector for his/her approval if the contemplated work is the same but a different contractor is used. ~~The fee for this permit shall be five dollars.~~ (Ord. No. 2808, § 2.)

**Section 8. That Section 16.7. is hereby amended to read as follows:**

**16.7. Fees.**

(a) The fees to be charged for plumbing permits shall be as follows:

1.	Residential	\$225.00
2.	Non-Residential	\$375.00

**New Construction:**

1. Basic fee for first ten (10) commercial fixtures \$225.00

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- 2. ~~Basic fee for first ten (10) residential fixtures — \$22.50/each~~
- ~~Per each additional fixture opening:~~
- ~~Plumbing — \$ 25.00~~
- ~~Gas (not to include heating plants or water heaters) — \$ 25.00~~

Replacement of fixtures:

- 1. ~~Basic fee for first three (3) fixtures — \$ 60.00~~
- 2. ~~Per additional fixture \$ 15.00~~
- 3. ~~Commercial water heater — \$ 70.00~~

Alterations and repairs:

- 1. ~~Basic fee — \$ 40.00~~
- ~~Plus one or more of the following:~~
- 2. ~~Addition of fixtures, each — \$ 20.00~~
- 3. ~~Piping alterations — \$ 45.00~~

The fee for the examination of plans shall be as follows:

~~— \$85.00 when plans are submitted or 10% of permit fee, whichever is greater. Plan review fees shall be non-refundable after thirty (30) days. Prior to that period of time, the permit fee minus the plan review charge and any costs incurred by the department will be returned to the original applicant. (Ord. No. 2808, § 2; Ord. No. 3336, § 5; Ord. No. 3378, § 4.)~~

**Section 9. That Section 28.305. is hereby amended to read as follows:**

**28.305. Fees.**

All Fees related to this Chapter shall be paid as established herein. These fees shall be in addition to any other applicable fees, including but not limited to engineering review, building permit, electrical and plumbing fees.

(a) Miscellaneous permits:

(1) Signs:

- a. Basic fee for first 25 square feet - \$70.00
- b. Per square foot over 25 square feet - \$1.00

(2) Electrical Connection for Signs:

- a. Basic fee - \$50.00

(3) Sign Plan Review:

- a. Basic fee - \$75.00

(4) Fences:

- a. Construction or erection of fence or any section or portion thereof - \$50.00

(b) ~~Certificate of Occupancy~~

- ~~(1) Single Family Dwelling — \$50.00~~
- ~~(2) Two family, Townhome and Multi family — \$50.00~~
- ~~(3) Business, Commercial and Manufacturing — \$75.00~~
- ~~(4) Temporary Certificate of Occupancy — \$50.00 for a part of a building which is to be occupied prior to completion of the entire building.~~
- ~~(5) Change of Occupancy — \$75.00~~
- ~~(6) Copy of Certificate of Occupancy — \$3.00~~
- ~~(c) Zoning Applications~~

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- \_\_\_\_\_ (1) Variations
  - a. Residential - ~~\$300.00~~350.00
  - b. Commercial - ~~\$400.00~~425.00
- (2) Rezoning - ~~\$400.00~~425.00
- (3) Special Use
  - a. Residential - ~~\$400.00~~425.00
  - b. Commercial - ~~\$550.00~~850.00
- (4) Planned Developments and Amendments to Planned Developments - \$1,150.00
- (5) Text Amendments - ~~\$250.00~~425.00
- (6) Annexation Petition - \$350.00
- (7) Appeals Fee - \$425.00
- (8) Zoning Verification Letter Fee - \$30.00

**Section 10.** That all ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**Section 11.** That this ordinance shall be in full force and effect from and after its passage and publication in the manner provided by law.

\_\_\_\_\_  
Mayor

Passed:  
Published:  
Attest: \_\_\_\_\_  
Village Clerk



March 16, 2009

The Honorable Mayor Ron Sandack and  
Village of Downers Grove Commissioners  
Village of Downers Grove  
801 Burlington Street  
Downers Grove, IL 60515

Dear Mayor and Commissioners:

After several meetings with Manager Fieldman, Director Dabareiner and the Chamber's builders, contractors, architects and property managers, we were pleased to learn that changes to the building permit ordinance were proposed. Our Members consistently asked for simplicity and predictability when applying for a permit and it is obvious that Village staff listened.

The proposal was fully reviewed with stakeholders and we truly appreciate the time staff took to present these changes to our local business owners and operators. Chamber Members were given the opportunity to 'plug in' their personal scenarios and actually test how the proposal would apply to their businesses. Over 100 applicable businesses were able to weigh in on this ordinance amendment. The Chamber, along with the Downers Grove Economic Development Corporation requested verbiage to better define 'affected area' and were promptly granted this revision.

Understanding the priorities of the amendment: streamlining, consistency and revenue neutrality, we applaud the Village's customer friendly approach. We look forward to furthering this positive advancement to address other areas of concern including bonding requirements, benchmarking, fire alarm costs, and fencing and sign issues. As we monitor the progress and effect of this proposal, we will continue to facilitate meetings with this business sector and serve as a resource as further changes are proposed.

Considering this a step in the right direction, we ask that you support the change in the building permit ordinance. Please feel free to contact me if you have any questions.

Sincerely,

Laura Crawford  
President & CEO

cc: Downers Grove Area Chamber of Commerce Members

## EXAMPLES OF FEE CHANGES

2-Feb-09

Accessory Buildings	Current	Proposed	Current	Proposed	Current	Proposed
			150sqft		750sqft	
Residential	\$ 215.00	\$ 100.00	\$ 320.00	\$ 425.00	\$ 565.00	\$ 425.00
Commercial	\$ 200.00	\$ 100.00	\$ 395.00	\$ 425.00	\$ 850.00	\$ 425.00

\* plus any stormwater consultant fees, if necessary

New Construction	Current	Proposed	Current	Proposed	Current	Proposed
			3,500sqft		4,250sqft	
Residential	\$ 3,260.00	\$ 3,375.00	\$ 3,532.00	\$ 4,050.00	\$ 6,891.00	\$ 5,400.00
		15,000sqft		37,300sqft		129,500sqft
Commercial	\$ 12,894.00	\$ 11,575.00	\$ 24,285.00	\$ 26,425.00	\$ 125,699.00	\$ 88,525.00

\* current based on real examples

\* plus any stormwater consultant fees, if necessary

Remodel/Repair	Current	Proposed	Current	Proposed	Current	Proposed
			500sqft		1000sqft	
Residential	\$ 315.00	\$ 350.00	\$ 778.00	\$ 755.00	\$ 995.00	\$ 755.00
		750sqft		1,400sqft		5,360sqft
Commercial	\$ 745.50	\$ 725.00	\$ 1,374.00	\$ 1,400.00	\$ 5,014.00	\$ 4,100.00

\*current based on builder's estimate of value so examples are samples

\* electric and plumbing separate and additional, currently \$310 to unlimited, proposed \$305 to \$455

Swimming Pools	Current	Proposed
	600sqft	\$ 210.00

Plumbing	Current	Proposed
	\$ 310.00	(10 fixtures, plus \$25 per fixture over )
	\$ 225.00 residential	
	\$ 375.00 commercial	

Electrical	Current	Proposed
	\$ 50.00	base plus \$60 per added 4 outlets
	\$ 80.00	