



Village of Downers Grove

Report for the Village Council Meeting

Table 1 - Council Agenda item.

Subject	Contract Amendment with Lakeside Consultants
Submitted By	Stan Popovich, AICP Director of Community Development

Synopsis

A resolution has been prepared authorizing an addendum and extension to the residential permit review services contract with Lakeside Consultants to add building inspection services.

Strategic Plan Alignment

The goals of 2025-2027 include *Exceptional Municipal Services and Continual Innovation*.

Fiscal Impact

The Fiscal Year 2026 budget provides \$80,000 in the General Fund for this contract. The contract amount will remain the same.

Recommendation

Approval on the October 6, 2026 Consent Agenda.

Background

The Community Development Department manages the building permit process including the review and approval of building permits and the accompanying inspections to ensure compliance with the approved plans and the Village's building codes. The department's goal is to perform inspections within 48 to 72 hours from the time of the request by the customer. When inspection demand is high or the full-time staff inspector is out of the office, the Village requires outside inspectors to meet our performance goals.

The Village currently has two (2) building inspection contracts. Recently, one of the Village's contract holders informed the Village that they currently do not have International Code Council (ICC) certified inspectors available to assist the Village. This has become a challenge as the Village heavily relies on assistance from our inspection consultant partners.

Lakeside Consultants currently provides permit review services to the Village. The term of the contract is set to expire on December 31, 2026. They also offer inspection services and have ICC certified inspectors available to the Village. Their rate for inspections is similar to the two (2) current inspection services contracts. The Village has found Lakeside to have the extensive code knowledge and is compatible with the Village's approach to customer service.

Approval of this addendum and extension authorizes Lakeside Consultants to provide inspection services on behalf of the Village, and extends the term of the contract to December 31, 2027.

Attachments

Resolution

Addendum and Extension

Resolution No.

A Resolution Authorizing Execution of a First Addendum and Extension to the Agreement Between the Village of Downers Grove and Lakeside Consultants, LLC

BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

SECTION 1. That the form and substance of a certain First Addendum and Extension (the "Addendum") to the agreement, between the Village of Downers Grove (the "Village") and Lakeside Consultants, LLC (the "Provider"), for residential development review and inspection services, as set forth in the form of the Addendum submitted to this meeting with the recommendation of the Village Manager, is hereby approved.

SECTION 2. That the Village Manager and Village Clerk are hereby respectively authorized and directed for and on behalf of the Village to execute, attest, seal and deliver the Addendum, substantially in the form approved in the foregoing paragraph of this Resolution, together with such changes as the Manager shall deem necessary.

SECTION 3. That the proper officials, agents and employees of the Village are hereby authorized and directed to take such further action as they may deem necessary or appropriate to perform all obligations and commitments of the Village in accordance with the provisions of the Amendment.

SECTION 4. That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

SECTION 5. That this Resolution shall be in full force and effect from and after its passage as provided by law.

By: Mayor

Passed:

Published:

Attest:

By: Village Clerk

**FIRST ADDENDUM AND EXTENSION TO THE AGREEMENT BETWEEN
THE VILLAGE OF DOWNERS GROVE AND
LAKESIDE CONSULTANTS, LLC**

On or about December 9, 2025, the Village of Downers Grove, Illinois ("Village") and Lakeside Consultants, LLC ("Provider") entered into an agreement for residential development review services on an as-needed basis (the "Agreement"). Pursuant to the terms stated therein, the parties desire to extend and amend the Agreement in accordance with the following terms:

1. The term of the Agreement shall be extended through December 31, 2027.
2. In addition to the services currently offered by the Provider, Provider shall:
 - a. Inspect, as needed, work requiring a building permit and prepare a Village inspection report and related correspondence using CityView software on a Village provided I-Pad.
 - b. Conduct inspections that may include, but are not limited to, the following: new commercial, commercial additions, new residential single family homes, residential addition, solar panels, generators, decks, etc.
 - c. Inspect architectural, electrical, energy conservation, mechanical, plumbing, gas and structural systems.
 - d. Confer with the Village Building Division Manager in all cases where code language may be subject to interpretation.
 - e. Seek opinions from the Village Building Division Manager when needed to guide code interpretations.
 - f. Complete inspections between 7:30am and 4:30pm, Monday through Friday, excluding Village holidays. The Village will attempt to provide 24 hour notice for inspection requests, but occasionally will request same day inspections.
 - g. Prepare monthly billing invoices accompanied by detailed descriptions of the project (e.g. "Insulation Inspection – 123 Main St."). Separate project numbers shall be assigned for each inspection, inspections shall be separated by day and a total project billing shall be calculated.
 - h. Provide said inspection services at a flat rate of \$65.00 per discipline.
3. All other terms from the Agreement remain in full force and effect.

VILLAGE OF DOWNERS GROVE

Village Manager

Date: _____

3/mw/contracts/extensions/CD/Lakesideconsultants

LAKESIDE CONSULTANTS, LLC

Kaylyn ON

Title: Operations Director

Date: 9/28/2026