

MAYOR

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**ORLAND
PARK**

DEVELOPMENT SERVICES

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Date: October 4, 2024

To: George Koczwarra, Village Manager
Jim Culotta, Assistant Village Manager

From: Steve Marciani, Director of Development Services
Carrie Haberstich, Assistant Development Services Director

Re: **Proposed Concept Code Amendments – Application Fees and Fees per Square Foot**

On September 16, 2024, the Committee of the Whole reviewed the proposed application fees and fees per square foot concepts. Although the item was tabled, the COTW was generally supportive of these two concepts.

The proposed fee structure is intended to fully cover Village costs (application intake, plan review, permit issuance, inspections, etc.) when supporting improvements to residential properties. The goal with the new fee structure is to keep the new building permit fee total similar to the existing total fees, while enhancing customer service through predictability.

An application fee would support staff costs associated with the commencement of processing a permit that is not eventually issued. Fees per square foot for single family residential – both detached and attached – would support reduced administrative processing costs and a more straightforward understanding of the fee amounts for the prospective homeowner and contractor. Permits for a trade-specific project for single-family residential will remain as-is until further notice.

There was concern expressed regarding the use of the Consumer Price Index (CPI) auto-adjustment; therefore, the plan is to adjust on an as-needed, in lieu of annual, basis.

Both fees are expected to go into effect on January 27, 2025, at the time of the Tyler Technologies permitting and licensing software go-live date, or as soon as possible thereafter, once the fees are programmed into the system.

On a Village Code-related matter, please note the plan to update fire plan review fees referencing SAFEbuilt's fee schedule is no longer being pursued, as existing code language enables Development Services to charge the SAFEbuilt charge, plus a 10% processing fee. Fees for all pending and future fire plan reviews will be processed per Section 5-2-5-5, effective immediately.

Proposed text amendments related to application and per square foot fees are on the following pages.

Proposed Village Code Amendments

The proposed changes are for the following sections:

5-2-4: Application, Permit and Inspection Fees Required

5-2-5: Plan Review Fees

5-2-6: Zoning Permit Fees

5-2-7: Building Permit and Inspection Fees

5-2-9: Certificate of Occupancy Fees

5-2-10: Refunds

5-2-4: PERMIT AND INSPECTION FEES REQUIRED:

Every applicant for a permit from the Village of Orland Park Development Services Department shall pay \$95.00 at time of application, and, prior to receiving a permit, pay the balance such of the following fees as are applicable to said permit. (Ord. 4491, 6-15-09)

5-2-5: PLAN REVIEW FEES:

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5-2-5-2: FINAL PLAN REVIEW FEES SHALL BE AS FOLLOWS:

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- b. New Single Family Residential energy reviews required per Illinois Code -----\$7595.00

(Ord. 4614, 1-17-11)

...

- c. 1. Plan reviews for interior alteration to single family, attached single family and multifamily residential units with alterations / renovation area < 200 sq.ft. total -----\$7595.00

Note: All required plumbing, mechanical, electrical and building inspection fees remain as scheduled in this chapter.

(Amd. Ord. 5293, 4-16-18)

- d. Single Family Addition energy reviews per state of Illinois Code ----- \$7595.00

(Ord. 4614, 1-17-11; Amd. Ord. 5247, 12-4-17)

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- f. Fire Sprinkler Plan Review Fee:

Number of Sprinkler Heads	Review Fees
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Fire Pumps	<u>\$9095.00</u> per pump
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Standpipe systems	<u>\$9095.00</u> per each vertical or horizontal standpipe
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(Ord. 4614, 1/17/11; Amd. Ord. 5247, 12-4-17; Amd. Ord. 5293, 4-16-18)

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- f4.1 Hazardous Material Inspection Fee ----- \$9095.00

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- f7. LP-gas containers awaiting use or resale Plan Review Fee: ----- \$9095.00

- f7.1 LP-gas containers awaiting use or resale Inspection Fee: ----- \$9095.00

f7.2 Annual permit required for LP-gas containers/ or lockers use or resale: -----
~~\$90~~95.00 /container

(Ord. 4491, 6-15-09; Amd. Ord. 4614, 1-17-11; Amd. Ord. 5247, 12-4-17; Amd. Ord. 5293, 4-16-18)

5-2-5-3: RE-REVIEW FEES:

Re-review fees after the second review are based on \$60.00 for residential 1 and 2 family reviews per hour or fractions thereof, minimum \$95.00. Commercial re-review fees after the second review are based on \$90.00 per hour or fractions thereof, minimum \$95.00. (Ord. 3819, 10-6-03; Amd. Ord. 3911, 7-19-04; Amd. Ord. 4491, 6-15-09; Amd. Ord. 5247, 12-4-17)

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5-2-6: ZONING PERMIT FEES:

A fee of ~~\$75~~95.00 to verify zoning compliance shall be required for (1) all residential new construction; (2) all non-residential new construction, alteration or repair of existing buildings, change of use or occupancy; and (3) any change of use from residential to commercial. (Ord. 4491, 6-15-09; Amd. Ord. 5247, 12-4-17)

5-2-7: BUILDING PERMIT AND INSPECTION FEES:

5-2-7-1: PER SQUARE FOOT AND FIXED FEES:

5-2-7-1-1: PER SQUARE FOOT FEE PERMITS:

For new construction of and additions to single family residential, both attached and detached, a per square foot building permit fee shall apply per the following schedule for the building area:

a. 2,000 SF or less: \$1.70/SF

b. 2,001 SF or more: \$0.50/SF

5-2-7-1-2: FIXED FEE PERMITS (small improvements):

For installation of an approved rain detection ~~device~~device on an existing lawn sprinkler system without such a device, a permit must be obtained, but there shall be no permit fee. For miscellaneous construction as listed below, the fee shall be ~~\$75~~95.00 or as listed. (Ord. 3704, 11-4-02; Amd. Ord. 3819, 10-6-03; Amd. Ord. 3911, 7-19-04; Amd. Ord. 4614, 1-17-11; Amd. Ord. 5247, 12-4-17)

Fixed Fees Table

	Inspection Type	# Inspections	Fee	Plan Review	Total
1	Concrete & brick patios, stoops, steps (installation and repair)	2 (pre-pour & final)	\$75.00 ea.	N.A.	\$150.00
2	Deck (proposed & replace)	3 (pre-pour, rough & final)	\$75.00 ea.	\$125.00	\$350.00
3	Deck (Repair) (guardrails guardrails, decking only)	1 (final)	\$75.00	N.A.	\$75.00
3.1	Deck (Repair) (Joist, girders, columns)	2 (rough & final)	\$75.00 ea.	N.A.	\$150.00
4	Shed	2 (pre-pour & final)	\$75.00 ea.	N.A.	\$150.00
5.1	Install above ground pool	1 (final)	\$100.00	N.A.	\$100.00
5.2	If electric heater added	2 (underground, final)	\$75.00 ea.		\$175.00
5.3	Demolition of existing pools (above grade)	1 (final)	\$75.00	N.A.	\$75.00
5.4	Demolition of existing pools (below grade)	1 (final)	\$90.00	N.A.	\$90.00
6	Fence	1 (final)	\$100.00	N.A.	\$100.00
7	Driveway	1 (final) & (base)	\$75.00	N.A.	\$75.00
8	Roof (New or reroof)	1 (final)	\$75.00	N.A.	\$75.00
Note	Village inspectors provide final inspection only. IBC section 110.1 does not require roof installation inspections in terms of attachment or fasteners.				
9	HVAC equipment (individual dwelling units)				
9.1	Furnace (including multifamily)	1 (final)	\$75.00	N.A.	\$75.00
9.2	Air conditioner (including multifamily)	1 (final)	\$75.00	N.A.	\$75.00
9.3	Furnace & Air conditioner (same permit) (including multifamily)	1 (final)	\$125.00	N.A.	\$125.00
9.4	Duct extensions & modifications	1 (rough)	\$75.00	N.A.	\$75.00
10	Security alarms (Wired)	1 (final)	\$75.00	N.A.	\$75.00
11	Water Heater	1 (final)	\$75.00	N.A.	\$75.00
12	Windows & Doors	1 (final)	\$75.00	N.A.	\$75.00
13	Siding / Exterior finishes	1 (final)	\$75.00	N.A.	\$75.00
14	Private sidewalks	1 (prepour)	\$75.00	N.A.	\$75.00
14.1	Commercial sidewalks	1 (prepour)	\$1.00/ linear foot	N.A.	Computed
15	Gazebo, trellis, pergola	2 (Rough & final)	\$75.00ea.	\$125.00	\$275.00
Note a	If foundation / piers added	1 pre-pour	\$75.00	----	\$75.00
Note b	If light framed stick built (non-pre-assembled)	3 (prepour, rough, final)	\$75.00 each	\$125.00	\$350.00
16	Plumbing fixture no plans-commercial	2	\$90.00 ea.	----	\$180.00
16.1	Plumbing fixture no plans - residential	2	\$75.00 ea.	----	\$150.00
16.2	Commercial hot water heaters	1	\$90.00	----	\$90.00
17	Retaining wall	2 (pre-pour & final)	\$75.00 ea.	N.A.	\$150.00
17.1	> 3' in height (engineering plans required)	2 (pre-pour & final)	\$75.00 ea.	\$125.00	\$275.00
18	Subsurface drain tile	1	\$90.00	N.A.	\$90.00
18.1	Subsurface drain tile ties to Village infrastructure	2 (Rough & Final)	\$150.00	N.A.	\$150.00
19.0	Commercial building reviews (No plans)	1	\$90.00	\$90.00	\$180.00
20.0	<u>Temporary structures, e.g. tents (these may also require health inspections, where food preparation will be involved. Additional health fees shown in 5-2-7-9 shall also apply to tent permits).</u>	<u>1 (plus health fees and Section 3-9-20, if applicable)</u>	<u>\$95.00</u>	<u>N.A.</u>	<u>\$95.00</u>

- ~~a. Concrete patio, stoop, steps -- installation or repair;~~
- ~~b. Deck;~~
- ~~c. Shed;~~
- ~~d. Above-ground pool; (See 5-2-7-10 (f.) for In-Ground Pools) (Ord. 3819, 10-6-03)~~
- ~~e. Fence;~~
- ~~f. Single-family residential driveway;~~
- ~~g. Roof shingle replacement;~~
- ~~h. Temporary structures, i.e. tents (these may also require health inspections, where food preparation will be involved. Additional health fees shown in 5-2-7-9 shall also apply to tent permits).~~

(Ord. 3819, 10-6-03; Amd. Ord. 5247, 12-4-17; Amd. Ord. 5293, 4-16-18; Amd. Ord. 5342, 10-15-18)

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5-2-7-4: STATE OF ILLINOIS MANDATED CODE INSPECTION FEES:

1. Energy Conservation Code Required Inspections as of 1/28/2010:

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- b. Windows/Glazing, Door openings u-factors: -----\$7595.00
Units to be labeled and inspected for adequate seals

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- e. Pools and Equipment:----- \$7595.00
Pool heaters, time switches, pool covers

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5-2-7-5: ADDITIONAL FEES:

In addition to the permit fees enumerated in subsections 1, 2, 3 and 4, the inspection and miscellaneous fees enumerated in the sections which follow this section shall also be charged when applicable. Notwithstanding the fees stated unless other minimum amounts are specified, the minimum inspection fee for any required inspection shall be \$9095.00 and the minimum reinspection fee, when reinspection is required, due to incorrect or inaccurate information or construction, shall be \$9095.00. A re-inspection fee shall be paid prior to the reinspection. (Ord. 3911, 7-19-04; Amd. Ord. 4614, 1/17/11)

5-2-7-6: ELECTRICAL INSPECTION FEES:

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e. A minimum electric permit fee shall be----- \$ ~~9095~~.00

(Ord 4614. 1-17-11)

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5-2-7-8: MECHANICAL INSPECTION FEES:

All buildings or structures which include mechanical equipment installation or alteration shall be charged a mechanical permit fee as follows:

	<u>New Heating Equipment</u>	<u>New Cooling Equipment</u>
Single Family -----	\$ 7595 .00 per unit	\$ 7595 .00 per unit
...
Commercial, industrial -	\$ 9095 .00 per 1,000 sq. ft.	\$ 9095 .00 per 1,000 sq. ft.
...
	<u>Alterations for Heating</u>	<u>Alterations for Cooling</u>
Residential Alteration ---	\$ 7595 .00	\$ 7595 .00
...
Commercial	\$ 9095 .00 per unit	\$ 9095 .00 per unit
...
See "Additional Fees" when applicable		

(Ord. 3819, 10-6-03; Amd. Ord. 3911, 7-19-04; Amd. Ord 4614. 1-17-11; Amd. Ord. 5247, 12-4-17; Amd. Ord. 5293, 4-16-18; Amd. Ord. 5342, 10-15-18)

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5-2-7-10: MISCELLANEOUS FEES:

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b. Demolition Permit Fee: for the demolition or removal of a building or structure or a part thereof:

Residential ----- \$9095.00 Non-Residential ----- \$9095.00

(Ord. 3819, 10-6-03; Amd. Ord. 3911, 7-19-04; Amd. Ord. 4491, 6-15-09)

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d. Driveways other than Single-Family Residential:

This fee includes the installation of paving bricks when allowed.

1. The fee for a non-residential driveway permit shall be \$9095.00 per curb cut. When a driveway(s) serves parking for garage spaces within a building an additional fee of \$25.00 per 1000 square feet of garage area shall apply. (Ord. 3911, 7-19-04; Amd. Ord. 5247, 12-4-17)

2. The permit for new private driveways for multi-family residential units, condominiums, and townhome-type complexes shall be a minimum of \$9095.00. When a driveway serves more than 3 parking spaces within a building (garage), an additional \$20.00 shall be charged for each space. (Ord. 3819, 10-6-03; Amd. Ord. 3911, 7-19-04; Amd. Ord. 5247, 12-4-17)

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g. Satellite Dish Permit Fee:

The application, review and inspection fees shall be as follows:

- 1. Building Permit ----- \$9095.00
- 2. Electrical Permit ----- \$4095.00

(Ord. 3819, 10-6-03; Amd. Ord. 3911, 7-19-04)

h. Sidewalk Construction Permit Fees:

This fee may include the installation of paving bricks where allowed.

The application, review and inspection fees shall be as follows:

- 1. New and replaced public/private sidewalks on commercial construction and multi-family dwellings ----- \$1.00/lineal foot but not less than \$9095.00
- 2. Private sidewalks for single-family residences and duplexes ----- \$9095.00/inspection

(Ord. 3819, 10-6-03; Amd. Ord. 3911, 7-19-04; Amd. Ord. 5247, 12-4-17; Amd. Ord. 5342, 10-15-18)

i. Sign Permit Fees:

New wall signs and ground-mounted signs shall be \$9.00 per lineal foot (measuring the perimeter) but not less than ~~\$9095.00~~.

1. Temporary signs and pennants, per event, shall be ~~\$4595.00~~

(Ord. 3819, 10-6-03; Amd. Ord. 3911, 7-19-04; Amd. Ord. 5342, 10-15-18; Amd. Ord. 5567, 12-21-20)

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k. In-Ground Swimming Pools - Permit Fees: At the time of application, the applicant shall pay the following:

- | | |
|--------------------------------|----------------------|
| 1. Plan Review ----- | \$125.00 |
| 2. Building Inspection ----- | \$150.00 |
| 3. Electrical Inspection ----- | \$9095.00 |
| 4. Plumbing Inspection ----- | \$9095.00 |
| 5. Zoning Permit ----- | \$7595.00 |

(Ord. 3819, 10-6-03; Amd. Ord. 3911, 7-19-04; Amd. Ord. 4491, 6-15-09; Amd. Ord. 5247, 12-4-17; Amd. Ord. 5342, 10-15-18)

l. Grading Permit Fees:

For work involving the addition, removal or relocation of more than 1 cubic yard of soil, the permit fee shall be ~~\$3095.00~~ plus other fees as required for engineering review. (Ord. 3911, 7-19-04)

m. Event, Tent/Canopy or Carnival Permit Fees:

A ~~\$9095.00~~ inspection fee shall be charged for each type of inspection performed by the Village. Health, Electrical, Plumbing, Mechanical and/or Fire inspection fees shall also be paid as shown in this or other Village ordinances. (Ord. 3819, 10-6-03; Amd. Ord. 3911, 7-19-04; Amd. Ord. 4614, 1-17-11)

n. Special Inspection and Services Performed:

Any persons requesting special or non-emergency services performed by the Village during or after normal business hours, including inspection, evaluation and/or a review shall pay fees as shown below:

1. A \$300.00 2-hour minimum fee plus ~~\$9095.00~~ for each additional hour or portion thereof for each type of inspection service. The fee may include the additional time needed for consulting and recording of operations performed. Fees are based on all costs involved to the Village including an overtime wage rate for staff employee(s).

2. Independent services that are performed by other than Village personnel, shall be paid for by the person(s) requesting such service(s). In addition to the independent service fee, the Village shall collect an additional 10% of that special service fee for the village's administrative review, management and record keeping operations.

(Ord. 3911, 7-19-04; Amd. Ord. 5342, 10-15-18)

- o. Antennas:
 - 1. Structure Building Permit-----\$~~90~~95.00
 - 2. The application for each separate reception device
on an antenna shall be ----- \$40.00 (\$95.00 minimum)
 - 3. Electrical Permit ----- \$40.00 per receptor (\$95.00 minimum)

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- q. Commercial replaced flat roof structures including insulation replacement:
 - 1. Projects \$90,000 or less min. fee ----- \$180.00
 - 2. Projects exceeding \$90,000 ----- \$.002/\$1.00
construction cost not to exceed \$500.00

Replacement or partial replacement of room insulation = ~~\$90~~95.00

Note: Cost of construction shall be based on signed proposal or subject to latest edition of comparable cost index.

(Ord. 3911, 7-19-04; Amd. Ord. 5247, 12-4-17)

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5-2-9: CERTIFICATE OF OCCUPANCY FEES:

The fee for the processing and issuing of the Certificate of Occupancy or duplicate thereof shall be as follows:

- 1. Single Family Residence - Certificate of Occupancy \$~~75~~95.00
- 2. Single Family Residence Addition - Certificate of Occupancy \$~~30~~95.00
- 3. Multiple Family Apartments and Condo's - Certificate of Occupancy \$~~50~~95.00
- ...
- 7. Commercial Food Service Establishment - Certificate of Occupancy \$~~50~~95.00
(Additional Fee)

(Ord. 3819, 10-6-03; Amd. Ord. 3911, 7-19-04; Amd. Ord. 4491, 6-15-09; Amd. Ord. 5247, 12-4-17; Amd. Ord. 5342, 10-15-18)

5-2-10: REFUNDS:

Except for Plan Review and Permit Application Fees, when fees have been paid pursuant to the above sections, and a permit is canceled, the permit applicant will be entitled to a refund of such fees that are in excess of any charges or expenses (including manpower costs) incurred by the Village prior to cancellation.

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Recommended Action/Motion

I move to recommend to the Village Board to approve the Staff Recommended Action as presented in this memo regarding case number 2024-0294, including the approval of an ordinance.