

MAYOR

Keith Pekau

VILLAGE CLERK

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**ORLAND
PARK****DEVELOPMENT SERVICES****TRUSTEES**

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Date: November 12, 2024

To: Jim Culotta, Interim Village Manager
Brian West, Interim 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 October 7, 2024, the Committee of the Whole reviewed the most recent proposed application fees and fees per square foot concepts. Although the item was tabled, the COTW remained generally supportive of these two concepts, but asked for additional information.

Intent

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.

Concern has been expressed regarding the use of a Consumer Price Index (CPI) auto-adjustment; therefore, staff is removing this from the proposal, and future increases would be at the Board's discretion.

The fees are expected to go into effect when the Tyler Technologies permitting and licensing software goes live, currently expected on February 24, 2025, or as soon as possible thereafter, once the fees are programmed into the system.

Fee Comparison

A request was made to compare existing Orland Park permit fees, a neighboring community's permit fees, and the proposed Orland Park permit fees. The sample 4 bed, 4 bath, 3,198 square-foot home has similar permit fees. Orland Park's existing fees are approximately \$500 less than Tinley Park, while the proposed fees would be approximately \$200 more than Tinley Park:

- Orland Park (existing): \$10,316
- Tinley Park: \$10,824
- Orland Park (proposed): \$11,020

A comparison is attached.

Amendments

Amendments are being contemplated for the following existing Village Code sections as referenced in the October 7, 2024, meeting materials:

- 5-2-4: 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

Recommended Action/Motion

I move to recommend to direct staff to prepare an ordinance regarding case 2024-0294 to establish regulations for an application fee for permit applications and changing the fee structure to fees per square foot for single family residential attached and detached homes, as presented on October 7, 2024.

Single Family Residential Permit Fee Comparison - Existing, Proposed, and Neighboring Community

15200 Block, Penrose Court, Orland Park - 4 Bed, 4 Bath, 3,198 Square Feet (SF)

Current Orland Park Fees

Construction Water - Residential	\$ 50.00
Driveway - Residential Single Family	\$ 150.00
ECC Air Leakage	\$ 200.00
ECC Building Exterior Envelope Insulation	\$ 200.00
ECC Mech, Plbg and Elec Equipment	\$ 200.00
ECC Windows/Glazing, Door Openings U-Factor	\$ 75.00
FBA-Water Connect-Sewer Recap	\$ 5,767.00
Mech Residential Insp/Permit Fee	\$ 150.00
Plumbing Insp/Fee RES 1 Insp	\$ 750.00
SFR BldgPermit/InspFees-New/Addition	\$ 1,039.35
SFR C of O Fees	\$ 75.00
SFR Energy Review Fee New Home	\$ 75.00
Sidewalk, New Construction	\$ 91.00
Water Meter Fees	\$ 528.56
Zoning Permit and Review Fee	\$ 75.00
Elec Circuits Res	\$ 270.00
Elec Low Voltage Outlet Fee	\$ 90.00
Elec Service Res	\$ 110.00
SFR Plan Review	\$ 420.00

Totals \$ 10,315.91

Proposed Orland Park Fee Structure

Single Family Residential Permit Fee	\$ 3,999.00
Water Connection	\$ 5,767.00
Construction Water	\$ 50.00
ECC Air Leakage	\$ 200.00
ECC Building Exterior Envelope Insulation	\$ 200.00
ECC Mech, Plbg and Elec Equipment	\$ 200.00
ECC Windows/Glazing, Door Openings U-Factor	\$ 75.00
Water Meter Fees	\$ 528.56

Totals \$ 11,019.56

Proposed Permit Fee per Square Foot

2,000sf or less	\$ 1.70
2,001sf or greater	\$ 0.50
Unit Size	3,198 SF
Permit fee	\$ 3,999.00

Tinley Park Fees

Construction Water - Residential	\$ -
Driveway - Residential Single Family	\$ -
ECC Air Leakage*	\$ -
ECC Building Exterior Envelope Insulation*	\$ -
ECC Mech, Plbg and Elec Equipment*	\$ -
ECC Windows/Glazing, Door Openings U-Factor*	\$ -
Water Connection	\$ 6,000.00
Mech Residential Insp/Permit Fee	\$ 100.00
Plumbing Fixtures	\$ 125.00
New Residential Building Permit**	\$ 4,020.00
Certificate of Occupancy	\$ 50.00
SFR Energy Review Fee New Home	\$ -
Sidewalk, New Construction	\$ -
Water Meter Fees*	\$ 528.56
Zoning Permit and Review Fee	\$ -

Totals \$ 10,823.56

*State of IL Requirement - Price
Not listed in their code

**No inspection or plan review
fees charged. Fee is all inclusive
of electrical, plumbing, and
other building fees. Public works
and engineering fees still apply.

*Current full cost of meter