



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 3e

Title:

Recommendation to approve an amendment to Title 15 of the City Code for Building Permit Fees

Presenter:

Bob Vann, Building & Code Enforcement Division Manager
Rita Tungare, Director of Community & Economic Development

Meeting: Planning & Development Committee

Date: November 13, 2017

Proposed Cost: \$ N/A

Budgeted Amount: \$

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

The City’s Building and Code Enforcement Division offsets its operating cost related to building permits and inspection services through construction permit fees. Approximately every three to four years, staff reviews the City’s current fee structure and services that the Division provides to determine if any adjustments are necessary to offset costs incurred and to continue to provide a high level of service. The last increase to the building permit fee schedule in Title 15 of the City code was January of 2014.

The majority of permit fees are based on movements, or the number of inspections a particular project has and the time it takes to conduct these inspections. There are also administrative costs and other incidental costs that the City incurs for the processing of permits. The Building and Code Enforcement Office provides various courtesy services such as: Pre-Construction, Permit release and Pre-occupancy Meetings, Special Event Coordination’s, Code Enforcement, and Chapter 34 Reviews at no cost to the customer/applicant.

The City’s current permit fee structure is based upon, a specific project, square footage, or cost. City staff has reviewed all permit types and identified specific permit types where the current permit fees were significantly lower than the City’s actual costs. Staff’s recommendation is based on a targeted approach to propose fee increases only for the type of permits where we noticed this discrepancy between fees and costs. Fees for other permit types such as Industrial and Commercial new construction/alterations/additions as well as multi-family construction are not being changed.

Additionally, for permit types whereby the fee increases would be significantly larger, we are proposing an incremental tiered process for the fee increases over a period of three years. Attached for your consideration is a spreadsheet with the proposed fee increases by permit types.

We have surveyed other comparable communities to conduct a comparison of building permit fees. The information is included in the packet for your reference.

Attachments *(please list):*

- Exhibit A: Draft copy of proposed permit fee increases.
- Exhibit B: Comparison of Permit fees of surveyed communities

Recommendation/Suggested Action *(briefly explain):*

City staff is requesting the Planning & Development Committee review the proposed building permit fee increases and should the Committee find the fees appropriate, staff requests a recommendation to approve the fees as presented and forwarded to City Council for their consideration. The new fees will become effective for all permit applications received on or after January 1, 2018

PROPOSED BUILDING FEES

PERMIT TYPE	PROJECT TYPES	Total B&CE PERMIT FEES	# OF INSPECTIONS	# OF INSPECTION HOURS	CURRENT COST OF MAN HOURS	ADMINISTRATIVE & REVIEW COST	TOTAL COST	PROPOSED FEE	COMMENTS
Single Family Detached Dwelling									
Single Family Detached Dwelling	New Subdivision Dwelling 6024 sq. ft.	\$1,811.00	16	16	\$1,216.00	\$264.00	\$1,480.00	Additional \$0.01 per sq. to \$0.29 per sq. ft.	This does not include other incidental expenses that the City incurs
	Infill Lot 4220 sq. ft.	\$1,306.00	16	16	\$1,216.00	\$264.00	\$1,480.00	Additional \$0.01 per sq. to \$0.29 per sq. ft.	
	Infill lot 5228 sq. ft.	\$1,464.00	16	16	\$1,216.00	\$264.00	\$1,480.00	Additional \$0.01 per sq. to \$0.29 per sq. ft.	
Residential Alteration									
								January 2018 Submittal Fee \$140.00 \$75.00 First \$1000.00 \$5.00 per K \$1001.00 - \$10,000.00 \$2.00 per K \$10,001.00 - \$25,000.00 \$1.25 per K \$25,001 on January 2019 Submittal Fee \$150.00 \$100.00 First \$1000.00 \$6.00 per K \$1001.00 - \$10,000.00 \$2.25 per K \$10,001.00 - \$25,000.00 \$1.50 per K \$25,0001 on	Existing Fee Base fee: \$130.00 For estimated cost of up to \$4000, no additional fee. For estimated cost from \$4000 to \$24,000, \$6.75 for each \$1000 or fraction thereof. For estimated cost in excess of \$24,000, \$3.10 for each \$1000 or fraction thereof.
	Kitchen Remodel (\$52K)	\$351.00	5	3	\$228.00	\$226.00	\$454.00		
	Bath Remodel (\$10K)	\$170.00	5	1	\$76.00	\$226.00	\$302.00		
	Kit/Bath Remodel (\$27K)	\$274.00	5	1.5	\$114.00	\$226.00	\$340.00		
	Kit/Bath remodel(\$20K)	\$238.00	6	1.5	\$114.00	\$226.00	\$340.00		
Residential Additions									
								January 2018 Submittal Fee \$140.00 \$75.00 First \$1000.00 \$5.00 per K \$1001.00 - \$10,000.00 \$2.00 per K \$10,001.00 - \$25,000.00 \$1.25 per K \$25,001 on January 2019 Submittal Fee \$150.00 \$100.00 First \$1000.00 \$6.00 per K \$1001.00 - \$10,000.00 \$2.25 per K \$10,000.00 - \$25,000.00 \$1.50 per K \$25,0001 on	Existing Fee Base fee: \$130.00 \$0.28 cents per sq. ft. of each level of buildings - including - basement, garage, crawl space.
	Sunroom 12'x16' (192 sq. ft.)	\$184.00	8	3.5	\$266.00	\$226.00	\$492.00		
	Deck & Porch (486 sq ft.)	\$266.00	5	3	\$228.00	\$226.00	\$454.00		
	Second Fl Add. (1200 sq. ft.)	\$466.00	6	3	\$228.00	\$226.00	\$454.00		
Miscellaneous Permits									
Small Appliance Permits	Furnaces, Hot Water Heaters, Air conditioning	\$35.00	1	0.5	\$38.00	\$15.00	\$53.00	\$45.00 January 2018 \$50.00 January 2019 \$55.00 January 2020	
Large Appliance Permits	Generators, Comm. Units	\$180.00	2	2	\$152.00	\$90.00	\$242.00	\$200.00 January 2018 \$220.00 January 2019 \$240.00 January 2020	

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As Built Permits								No Change	
Decks, Gazebos, Pergola,(Patio)		\$75.00	3	1.5	\$114	\$35.00	\$149.00	\$90.00 January 2018 \$110.00 January 2019 \$125.00 January 2020	
Demolition	Residential	\$305.00	3	1.5	\$228.00	\$120.00	\$348.00	\$320.00 January 2018 \$330.00 January 2019 \$340.00 January 2020	BCE, Water, Electric Disconnections
Demolition	Commercial/Industrial	\$430.00	4	4	\$304.00	\$150.00	\$454.00	\$440.00 January 2018 \$450.00 January 2019 \$460.00 January 2020	BCE, Water, Electric Disconnections
Partial Demolitions	Garages, Interior Units, etc.	\$55.00	1	0.5	\$38.00	\$25.00	\$63.00	\$60.00	
Fences		\$60.00	1	0.5	\$35.00	\$53.00 + \$47.00 County recording Fee	\$135.00	\$70.00 January 2018 \$80.00 January 2019 \$85.00 January 2020 + \$47.00 recording fees (all years)	
Partial Fences and Repairs		\$25.00	1	0.5	\$35.00	\$15.00	\$50.00	\$30.00	No recording fee
Detached Garages		\$100.00	2	1	\$76.00	\$53.00	\$129.00	\$120.00 January 2018 \$130.00 January 2019 January 2020	\$140.00
Attached Garages		\$165.00	7	2.5	\$190.00	\$53.00	\$243.00	\$185.00 January 2018 \$200.00 January 2019 January 2020	\$225.00
Outdoor Sales-Temporary Tents, Trailers		\$70.00	1	0.5	\$38.00	\$47.00	\$85.00	\$80.00 January 2018 \$85.00 January 2019	
Parking Lot	Grind & Overlay Existing	\$100.00	1	0.5	\$38.00	\$90.00	\$128.00	\$110.00 January 2018 \$120.00 January 2019 \$130.00 January 2020	
Parking Lot	Replace with new/Rebuild existing	\$180.00	3	1.5	\$80.00	\$114.00	\$194.00	\$190.00 January 2018 \$200.00 January 2019 \$210.00 January 2020	
Re-roofs	Residential	\$40.00	1	0.5	\$38.00	\$15.00	\$53.00	\$50.00 January 2018 \$55.00 January 2019 \$60.00 January 2020	
Re-roofs	Commercial/Industrial/Non-Residential Buildings	\$70.00	1	1	\$76.00	\$15.00	\$91.00	\$80.00 January 2018 \$90.00 January 2019 \$100.00 January 2020	
Right of way/Private driveways		\$60.00	2	1	\$70.00	\$15.00	\$85.00	\$70.00 January 2018 \$75.00 January 2019 \$80.00 January 2020	
Street Cut		\$75.00	2	1	\$70.00	\$18.00	\$88.00	\$80.00 January 2018 \$85.00 January 2019 \$90.00 January 2020	

PROPOSED BUILDING FEES

PERMIT TYPE	PROJECT TYPES	Total B&CE PERMIT FEES	# OF INSPECTIONS	# OF INSPECTION HOURS	CURRENT COST OF MAN HOURS	ADMINISTRATIVE & REVIEW COST	TOTAL COST	PROPOSED FEE	COMMENTS
Sewer/Water Repair or Replacement		\$60.00	1	1	\$76.00	\$15.00	\$91.00	\$75.00 January 2018 \$85.00 January 2019 \$90.00 January 2020	
Sheds	24 Square feet or greater	\$60.00	2	1	\$76.00	\$34.00	\$110.00	\$70.00 January 2018 \$80.00 January 2019 \$90.00 January 2020	
Siding, Soffit, Fascia		\$55.00	1	0.5	\$38.00	\$30.00	\$68.00	\$65.00 January 2018	
Swimming Pool	In-Ground	\$200.00	3	3	\$228.00	\$68.00	\$296.00	\$225.00 January 2018 \$275.00 January 2019 \$300.00 January 2020	
Swimming Pool	Above-Ground	\$70.00	1	0.50	\$38.00	\$68.00	\$106.00	\$80.00 January 2018 \$90.00 January 2019 \$100.00 January 2020	
Window(s) & door(s) replacement		\$45.00	1	0.5	\$38.00	\$15.00	\$53.00	\$55.00 January 2018	

Comparison of Permit Fee Schedule - 2017

Type of Fee	Batavia www.cityofbatavia.net 630.454.2700	Elburn www.elburn.il.us 630.365.5061	Geneva www.geneva.il.us 630.262.0280	Naperville www.naperville.il.us 630.420.6070	North Aurora www.northaurora.org 630.897.1457 x222	St. Charles www.stcharlesil.gov 630.377.4406	Sugar Grove www.sugargroveil.gov 630.391.7220	Wheaton www.wheaton.il.us 630.260.2050
New 1-2 Family Residential	\$100 Submittal fee (nonrefundable); \$21./100 sq ft; actual cost+ \$75 for plumbing insp. (\$525 for plumbing insp Min). Minimum fee \$400	\$28./100 sq ft; \$320. for 1st three plumbing inspections, \$90. for each additional inspection. Minimum fee \$180.	\$50 Plan Review Fee; \$0.26 per sq ft; Plumbing insp. \$60 per insp + 10%	Upfront: \$22 per page + \$16 clerical fee. Fees are then determined after the review.	\$31./100 sq ft; \$124. minimum fee.	\$125.00 submittal fee + \$5.00 GIS + \$0.28 per sq ft.	\$27. per 100 sq ft, or portion thereof, overall area of each floor, including basement area and crawl space with a minimum fee of \$260.	\$4,000.00
Residential Addition	\$100 Submittal fee (nonrefundable):\$21./100 squ. Ft: actual cost + \$75 for plumbing per plumbing insp.	Less than \$1,000. = \$50.; More than \$1,000 = \$50 plus \$21./\$1,000 or portion thereafter.	Over 400 sq ft:\$50 plus \$0.28 per sq ft and \$50 plan review. \$60 per plumbing insp	Upfront: \$22 per page + \$16 clerical fee +\$45 per inspection as needed	\$31./100 sq ft; \$120. minimum fee.	\$125.00 submittal fee + \$5.00 GIS + \$0.28 per sq ft.	\$27. per 100 sq ft, or portion thereof, overall area of each floor, including basement area and crawl space with a minimum fee of \$260.	First \$0-5K - \$100.00. fee; range goes up to \$100,001. and over - \$1,620. Plus, for each \$1,000. a fee of \$5.
Residential Alteration	\$32./first \$1,000 est cost; \$11./each \$1,000 after.	Less than \$1,000. = \$50.; More than \$1,000 = \$50 plus \$21./\$1,000 or portion thereafter.	\$75-first 1,000 of cost; \$10 per \$1,000 thereof -1st \$100,000 cost; \$8 per \$1,000 or thereof 2nd \$100,000 \$6 per \$1,000 or thereof over \$200,000	Upfront: \$22 per page + \$16 clerical fee +\$45 per inspection as needed	Less than \$500 costs: \$31. minimum fee; \$500 to \$1000 costs: \$49.; each additional \$1000. or portion thereof: \$16.	\$125.submittal fee + \$5.00 GIS + \$6.75/\$1,000 from \$4,000 to \$24,000; \$3.10/\$1,000 over \$24,000	\$100./with no plumbing work; \$210./with plumbing work included.	First \$0-5K - \$100.00. fee; range goes up to \$100,001. and over - \$1,620. Plus, for each \$1,000. a fee of \$5.
New Commercial or Industrial	\$300. Submittal fee under 10,000 sq ft; \$1000. Submittal fee over 10,000 sq ft (non-refundable); First 10,000 sq ft = \$19. per 100; Second 10,000 sq ft = \$15. per 100; Remainder = \$12. per 100.	\$28./100 sq ft; \$320. for 1st three plumbing inspections, \$90. for each additional inspection. Minimum fee \$200.	\$50. Plan Review Fee; Commercial: \$0.38 per sq ft; Industrial: \$0.38 per sq ft for the first 10,000 sq ft; \$0.18 per sq ft thereafter.	\$44./page + \$16. clerical fee.	\$30./100 sq ft; \$124. minimum fee.	\$370. submittal fee + \$5.00 GIS + \$0.44 sq ft first 10,000 sq ft; \$0.16 sq ft after 10,001 sq ft.	\$27./100 sq ft, or portion thereof of overall each floor, including basement and crawl. Minimum of \$260. + a life safety fee of \$25. per parking space.	First \$0-5K - \$100.00. fee; range goes up to \$100,001. and over - \$1,620. Plus, for each \$1,000. a fee of \$5.
Commercial and Industrial Addition	\$300. Submittal Fee (non-refundable); First 10,000 sq ft = \$19. per 100; Second 10,000 sq ft = \$15. per 100; Remainder = \$12. per 100.	Less than \$1,000. = \$50.; More than \$1,000 = \$50 plus \$21./\$1,000 or portion thereafter.	Over 400 sq ft: \$50 plus \$0.38 per sq ft and \$50 plan review fee.	\$44./page + \$16. clerical fee.	Less than \$500 costs: \$31.; \$500 to \$1000 costs: \$49.; each additional \$1000. or portion thereof: \$16.	\$370. submittal fee + \$5.00 GIS + \$0.44 sq ft first 10,000 sq ft; \$0.16 sq ft after 10,001 sq ft.	\$27./100 sq ft or portion thereof of each floor & basement - crawl space. Minimum of \$65.	First \$0-5K - \$100.00. fee; range goes up to \$100,001. and over - \$1,620. Plus, for each \$1,000. a fee of \$5.

Comparison of Permit Fee Schedule - 2017

Type of Fee	Batavia	Elburn	Geneva	Naperville	North Aurora	St. Charles	Sugar Grove	Wheaton
Commercial and Industrial Alteration	\$32./first \$1,000 est cost; \$11./each \$1,000 after.	Less than \$1,000. = \$50.; More than \$1,000 = \$50 plus \$21./\$1,000 or portion thereafter.	\$75-first 1,000 of cost; \$10 per \$1,000 thereof -1st \$100,000 cost; \$8 per \$1,000 or thereof 2nd \$100,000 \$6 per \$1,000 or thereof over \$200,000	\$44./page + \$16. clerical fee.	Less than \$500 costs: \$31. minimum fee; \$500 to \$1000 costs: \$49.; each additional \$1000. or portion thereof: \$16.	\$370.submittal fee + \$5.00 GIS + \$6.75/\$1,000 from \$4,000 to \$24,000; \$3.10/\$1,000 over \$24,000	Less than \$500/est cost = \$65.; \$500.-\$2,000 = \$80. Each additional \$1000 or portion thereof = \$10.	First \$0-5K - \$100.00. fee; range goes up to \$100,001. and over - \$1,620. Plus, for each \$1,000. a fee of \$5.
Garage & Accessory Buildings	Less than 120 square feet, pre-engineered: \$125.; custom: \$150.	\$120.00	\$50. Plan Review Fee plus \$75 for the first \$1K of costs then \$10 per \$1K or portion thereof.	Upfront: \$22 per page + \$16 clerical fee + inspection fee determined by reviewer.	\$49 for first \$1000 in costs and \$16 for each \$1000 after	Detached-\$95.00 + \$5.00 GIS Attached-\$160.00 + \$5.00 GIS	\$27. per 100 sq ft. Minimum fee \$65.	\$200.00
Sheds	120 sq ft or less = \$85.	\$60.00	\$75.00	Less than 150 sq ft=\$0; Over 150 sq ft=\$38 + inspection fee determined by reviewer.	\$49.00	24 sq ft or more = \$55. + 5.00 GIS	Under 200 sq ft = \$65.	\$75.00
Decks	\$110 - for both decks & porches	\$125.00	\$150; Patios \$100.	Decks & Patios: \$40. submittal fee + \$80. when issued (\$120. total).	\$69.00	\$70.00 + \$5.00 GIS	\$27. per 100 sq ft or portion thereof. Minimum fee of \$65.	The greater of \$150 or the following fee: First \$0-5K - \$100.00. fee; range goes up to \$100,001. and over - \$1,620. Plus, for each \$1,000. a fee of \$5.
Fence	\$75.00	\$50.00	\$75.00	\$80.00	\$36.00	\$55.00 + \$5.00 GIS	\$65	\$50.00
Swimming Pools	Above ground pool - \$100.00 Inground Pool \$150.00	Inground: \$150. Above Ground: \$65.	\$150.00	Inground: \$120. Above ground: \$80.	Inground: \$28./100 sq ft. Minimum \$112. Above ground: \$52	Inground: \$195.+ \$5.00 GIS Above ground: \$65. + \$5.00 GIS	Inground Pool: \$300. Above ground: \$65.	Inground: \$200. Above ground: \$125.
Signs	Temporary sign - \$55.00 Wall sign - \$75.00 Monument sign - \$125.00	\$50.00	\$1.50 per sq ft.; minimum fee \$60.	Temporary: \$38. each; Permanent: Application fee of \$38. + \$45 per inspection. Additional \$45. If an electric inspection is required.	\$4. per sq ft.; minimum \$35. Temporary signs \$35.	Temporary \$40. + \$5. GIS Permanent/freestanding \$95. + \$5. GIS + \$2.25 Per sq ft of sign area; Permanent/other than freestanding \$95. + \$5. GIS + \$5. For each additional permanent sign after initial \$95 charge.	Face change only: \$40.; 32 sq ft or less w/out elec \$65; over 32 sq ft w/out elec \$100; \$40 for each inspection. Temporary Signs \$40.	Temporary sign \$60. Permanent sign \$100. per sign

Comparison of Permit Fee Schedule - 2017

Type of Fee	Batavia	Elburn	Geneva	Naperville	North Aurora	St. Charles	Sugar Grove	Wheaton
Roofs	\$40.00	\$75 Residential; \$200 Commercial	\$75.00	Residential: \$38, only required if changing structure. Commercial: \$38, depends on if it's a flat roof and changing membrane.	Less than \$500 costs: \$31. minimum fee; \$500 to \$1000 costs: \$49.; each additional \$1000. or portion thereof: \$16.	\$40 - Residential; \$70 Commercial	\$65	Residential: \$50.00 Commercial: \$125.00
Siding	\$30.00	\$75 Residential; \$200 Commercial	\$75.00	Not required unless it is going from siding to brick/stone. \$38	Less than \$500 costs: \$31. minimum fee; \$500 to \$1000 costs: \$49.; each additional \$1000. or portion thereof: \$16.	\$55.00	\$65	Not required
Re-inspections	\$75 1st reinspect; each subsequent reinspect for same items is 2X previous fee.	\$50. General re-inspections; \$75. Final re-inspections	\$75 for Residential; \$100 for Commercial - 1st occurrence; goes up by \$25 for each occurrence thereafter.	\$61.00	\$95.00	\$65.; Final Re-inspections \$85. or \$170. if Fire Prevention needs to return.	\$85	\$75.00
Temporary Certificate of Occupancies	Residential \$80.00 Commercial \$160.00	\$150 (non-refundable administration fee)	No Charge	No charge	No charge	Residential: \$85. Non-Residential: \$170.	\$100	\$75.00
Certificate of Occupancies	No charge	\$30	Occupancies for new residential, new commercial / industrial and additions to residential and commercial / industrial - \$50.	No charge	No charge	No charge - included in permit fee.	\$100	\$75 for 30 days