ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title:	Motion to Approve An Ordinance Amending Title 15 "Building and Construction", Section 15.101.150 "Permit and Inspection Fees" of the St. Charles Municipal Code
Presenter:	Rita Tungare

Please check appropriate box:

	Government Operations		Government Services
	Planning & Development	X	City Council (12/16/2013)
	Public Hearing		

Estimated Cost:		Budgeted:	YES		NO	

If NO, please explain how item will be funded:

Executive Summary:

The City's Building and Code Enforcement Division offsets its operating cost 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 permit fee schedule in Title 15 of the City code took place in January of 2009.

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. The Building and Code Enforcement Office provides various courtesy services such as Special Event Coordination's, Code Enforcement, and Chapter 34 Reviews at no cost to the customer, along with other non-construction services. Our practice has historically been to try and cover 60 to 70 percent of the building inspection services, based on construction activity.

The City's current permit fee structure is based upon a specific project, square footage, or cost. Building permit fees for commercial projects include Fire Department inspection services. This type of fee structure provides the customer with a simple comprehensive fee structure for budgeting.

Based on a recent 12-month operating time frame from September 1, 2012 to August 31, 2013, the collected revenue permit fee covered approximately 47-percent of operating costs related to building permitting activity. With a modest increase in permit fees and proposed construction activity, we are expecting to close this percentage shortfall.

Planning and Development Committee Review
The Planning and Development Committee reviewed the proposal on 12/09/13. Alderman Lemke expressed concern about including de minimis standards for certain permit types and differentiating between decorative landscape vs security fences. Staff has reviewed the provisions in Title 15 and we have added language for clarification of when a fence permit is required. The Planning and Development Committee recommended approval of the amendment on 12/09/2013. The vote was 8-aye to 1-nay.

Attachments: *(please list)*

Ordinance to amend Title 15

Recommendation / Suggested Action *(briefly explain)*:

Approve Ordinance Amending Title 15 "Building and Construction", Section 15.101.150, "Permit and Inspection Fees" of the St. Charles Municipal Code as presented.

For office use only:	*Agenda Item Number:* IIC2	

Ordinance No. 2013-M-__

An Ordinance Amending Title 15 "Building and Construction" Section 15.101.150 "Permit and Inspection Fees" of the St. Charles Municipal Code

WHEREAS, the City Council of the City of St. Charles hereby finds that it is in the City's best interest to establish permit fees that correspond to the cost of providing permit related services; and

WHEREAS, the City has analyzed the costs related to providing plan reviews, inspections, and other services in relation to building permits, which are reflected in the proposed fees contained herein;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ST. CHARLES, KANE AND DUPAGE COUNTIES, ILLINOIS AS FOLLOWS:

1. That Title 15, "Building and Construction", Chapter 15.101 "Administration, Enforcement, Fees, and Penalties" of the St. Charles Municipal Code by and is hereby amended by deleting the provisions of Section 15.101.150 "Permit and Inspection Fees" and by substituting the following therefore:

"15.101.150 Permit and Inspection Fees.
A. Payment of Fees. All base fees shall be paid at the time of submittal of the permit application and plans. Other fees calculated from square footage, estimated cost, and other unit measures shall be paid prior to issuance of a permit. Additional fees and reimbursements that are incurred after issuance of a permit shall be paid prior to issuance of a certificate of occupancy. All permit fees are non-refundable.

B. Building Permit Fees. Permit fees for construction, alteration, demolition, installation, and other work as listed herein are established as follows:

1. New residential buildings:
   a. Single family detached dwellings.
      i. Base fee: one hundred twenty five ($125.00) dollars. (Due at the time of submittal)
      ii. $0.28 cents per square foot of each level of buildings - including - basement, garage, crawl space.
   b. Single family attached dwellings – townhouse/duplex.
      i. Base fee: one hundred twenty five ($125.00) dollars. (Due at the time of submittal)
      ii. $0.28 cents per square foot of each level of building - including basement, garage, and crawl space.

c. Multi-family buildings-apartments/condominiums/mix use.
   i. Base fee: three hundred seventy ($370.00) dollars for the entire building. (Due at the time of submittal
   ii. $0.44 cents per square foot for the first 10,000 square feet.
   iii. From 10,001 square foot and above $0.16 cents per square foot.

2. New industrial, business, commercial or other non-residential buildings:
   i. Base fee: three hundred seventy ($370.00) dollars for the entire building. (Due at the time of submittal)
   ii. $0.44 cents per square foot for the first 10,000 square feet.
   iii. From 10,001 square foot and above $0.15 cents per square foot.

3. Additions to existing buildings:
   a. Residential.
      i. Base fee: one hundred twenty five ($125.00) dollars (Due at the time of submittal)
      ii. $0.28 cents per square foot of each level of building -including basement, garage, and crawl space.
   b. Industrial, business, commercial, or other non-residential buildings.
      i. Base fee of three hundred seventy ($370.00) dollars. (Due at the time of submittal)
      ii. $0.44 cents per square foot for the first 10,000 square feet.
      iii. From 10,001 square feet and above $0.16 cents per square foot.

4. Alterations to existing buildings:
   a. Residential.
      i. Base fee: one hundred twenty five ($125.00) dollars. (Due at the time of submittal)
      ii. For estimated cost of up to four thousand dollars, no additional fee.
      iii. For estimated cost from four thousand dollars to twenty-four thousand dollars, six dollars and seventy-five cents ($6.75) for each one thousand dollars or fraction thereof.
      iv. For estimated cost in excess of twenty-four thousand dollars, three dollars and ten cents ($3.10) for each thousand dollars or fraction thereof.
   b. Industrial, business, commercial, or other non-residential buildings.
      i. Base fee: three hundred seventy ($370.00) dollars. (Due at the time of submittal)
      ii. For estimated cost up to four thousand dollars, no additional fees.
      iii. For estimated cost from four thousand dollars to twenty-four thousand dollars, six dollars and seventy-five cents ($6.75) for each one thousand dollars or fraction thereof.
      iv. For estimated cost in excess of twenty-four thousand dollars, three dollars and ten cents ($3.10) for each one thousand dollars or fraction thereof.

v. Fire Prevention Inspections – eighty ($80.00) dollars per inspection, if required.

5. Miscellaneous permits:

a. Appliance Permits.

i. Small Appliance Permits:
Residential water heaters, water softeners, furnaces, central air conditioners, and outside air conditioner units:
Base fee: thirty-five ($35.00) dollars
(Due at the time of submittal)

ii. Large Appliance Permits:
All generators, commercial air handlers, rooftop units, and machinery:
Base fee: one hundred seventy five ($175.00) dollars
(Due at the time of submittal)

b. As-Built Permits. A request to the Building Official to inspect a completed project.
Double the building permit fee.
(Due at the time of submittal)

c. Decks, gazebos, or pergola (Outdoors):

. Base fee: seventy ($70.00) dollars.
(Due at the time of submittal)

d. Demolition or wrecking of any building or other structure:

i Residential.
Base fee: three hundred ($300.00) dollars.
(Due at the time of submittal)

ii. Industrial, business, commercial, or other non-residential buildings
Base fee: four hundred and twenty-five ($425.00) dollars.
(Due at the time of submittal)

iii. All partial demolitions that do not include disconnect of any utility service disconnect of any utility service
Base fee: fifty ($50.00) dollars.
(Due at the time of submittal)

e. Donation Boxes:

i. Base fee: fifty ($50.00) dollars
(Due at the time of submittal)

ii. Charitable and/or Non-Profit Organization fee (Must have verified 501(c)(3) exempt status): zero ($0.00) dollars.

f. Elevators or lifts:

i. Base fee: ninety-five ($95.00) dollars.
(Due at the time of submittal)

ii. Reimbursement of direct costs of review fees from Elevator Inspection Service.

g. Fences (Excluding arbors and decorative landscape fences outside of easements and not more than 30 inches in height):
   i. Base fee: fifty-five ($55.00) dollars.
      (Due at the time of submittal)
   ii. Partial Fence Installation – Repair and requires no recording fee - twenty-five ($25.00) dollars.
      (Due at the time of submittal)

h. Garages:
   i. Detached.
      Base fee: ninety-five ($95.00) dollars.
      (Due at the time of the submittal)
   ii. Attached.
      Base fee: one hundred sixty ($160.00) dollars.
      (Due at the time of the submittal)

i. Kiosk, commercial:
   Base fee: fifty-five ($55.00) dollars.
   (Due at the time of submittal)

j. Landscape review:
   Reimburse City for direct cost for review of landscape plans and tree preservation plans by a landscape architect.

k. Lawn sprinklers:
   Base fee: one hundred ten ($110.00) dollars.
   (Due at the time of submittal)

l. Low voltage installations (Lighting, fountains, light poles, etc.):
   Base fee: ninety-five ($95.00) dollars.
   (Due at the time of submittal)

m. Outdoor sales – temporary tents, trailers, (where permitted):
   Base fee: sixty five ($65.00) dollars.
   (Due at the time of submittal)

n. Parking lots:
   i. Grind and overlay existing pavement
      Base fee: ninety-five ($95.00) dollars
      (Due at the time of submittal)
   ii. Replace with new or rebuild existing
      Base fee: one hundred seventy five ($175.00) dollars
      (Due at the time of submittal)

o. Re-roofs:
   i. Residential.
      Base fee: forty ($40.00) dollars.
      (Due at the time of submittal)
   ii. Commercial, industrial, or other non- residential buildings.
      Base fee: seventy ($70.00) dollars.
      (Due at the time of submittal)

p. Right-of-way and/or private driveways:
   i. Base fee: fifty-five ($55.00) dollars
      (Due at the time of submittal)
   iii. Street Cut:
      Base fee: seventy ($70.00) dollars
      (Due at the time of submittal)

q. Sewer or water repair or replacement; sewer cleanouts (utility repair):
   i. Base fee: fifty-five ($55.00) dollars.
      (Due at the time of submittal)
   ii. Inspections conducted at off hours will be invoiced at double the inspectors prevailing hourly wage.

r. Sheds (24 square feet or more):
   Base fee: fifty-five ($55.00) dollars.
   (Due at the time of submittal)

s. Siding, soffit, and fascia (replace, repair, or new):
   Base fee: fifty-five ($55.00) dollars.
   (Due at the time of submittal)

t. Signs (canopy, marquees, temporary signs and banners):
   i. Permanent freestanding signs.
      a. Base fee: ninety-five ($95.00) dollars.
         (Due at the time of submittal)
c.   b. Plus two dollars and twenty-five cents ($2.25) per square foot of sign area.
   ii. Permanent signs other than freestanding signs.
      a. Base fee: ninety-five ($95.00) dollars.
         (Due at the time of submittal)
      a. For each additional sign after the one permanent sign five ($5.00) dollars for each additional sign.
   iii. Temporary:
      Base fee: forty ($40.00) dollars.
      (Due at the time of submittal)

u. Swimming pool:
   i. In-ground.
      Base fee: one hundred ninety-five ($195.00) dollars.
      (Due at the time of submittal)
   ii. Above ground designed for water depth over 24-inches.
      Base fee: sixty-five ($65.00) dollars.
      (Due at the time of submittal)

v. Window(s) and door(s) replacement:
   Base fee: forty-five ($45.00) dollars.
   (Due at the time of submittal)

w. All permit types not listed will be charged forty ($40.00) dollars per inspection.

6. Additional Fire Department Fees
   A. Review of fire system plans:
      Base fee: eighty ($80.00) dollars.
   B. Review of sprinkler system plans:
      Base fee: eighty ($80.00) dollars.
   C. Review of standpipe systems:
      Base fee: eighty ($80.00) dollars.
   D. Review of other fire extinguisher systems (kitchen suppression):
      Base fee: eighty ($80.00) dollars.
   E. Review of above-ground and underground storage tank plans:
      Base fee: eighty ($80.00) dollars.
   F. Special inspections: kitchen hood and duct, kitchen suppression; sprinkler dry system; FM200 system, roof integrity:
      Eighty ($80.00) dollars per inspection.
   G. Smoke evacuation test:
      Eighty ($80.00) dollars.
   H. Fire flow test:
      Base fee: one hundred sixty ($160.00) dollars.
   I. Any other special inspections:
      Eighty ($80.00) dollars per man-hour plus material, if required.
7. Additional Fees:
   A. Initial Architectural Plan Review and Examination fees: No additional charge (included in base fee)
   B. Outside Plan Review – Applicant shall pay direct cost for plan review by a consultant hired by the City.
   C. Review of revised plans and specifications: one-half of base fees.
   D. Revisions to approved construction plans submitted after issuance of a building permit, when initiated by the permit holder, owner, contractor or architect: One-half of base fees.
   E. Re-inspection fees (due prior to the issuance of a certificate of occupancy):
      a. Sixty-five ($65.00) dollars per Building Division. Re-inspection for all re-inspection for all types of inspections during construction (excluding finals).
      b. Eighty ($80.00) dollars per Fire Department re-inspection for all types of inspections during construction (excluding finals).
      c. Eighty-five ($85.00) dollars per re-inspection for all residential final inspections.
      d. One hundred seventy ($170.00) dollars per re-inspection for all industrial, commercial, business, and other non-residential final inspections.
   F. Temporary certificates of occupancy (due prior to issuance of the temporary certificate of occupancy):
      a. Residential: Eighty-five ($85.00) dollars.
      b. Industrial, commercial, business, or other non-residential building: One hundred seventy ($170.00) dollars.

G. Reimbursement for Fire Protection services: The applicant shall reimburse the City for the actual cost of services billed to the City by a fire protection company relation to review of plans and specifications, meetings, inspections, and associated tasks relative to any application for permit.

H. Waiving of building permit fees may be granted by the City Council for the construction of one and two family residential dwelling units, additions and alterations by a non-profit organization for an owner occupancy and/or family member with special needs.

I. Any unit of Federal, State, or local government agency shall be exempt from filing fees and permit fees. The applicant shall be responsible for outside consultant services and miscellaneous fees, (i.e. re-inspection fees, temporary occupancy fees, etc....)

J. Consultation for Permitted Projects. After two (2) field consultations, a charge of seventy ($70.00) dollars, per on-site consultation."

2. That after the adoption and approval hereof this Ordinance shall be (i) printed or published in book or pamphlet form, published by the authority of the Council, or (ii) within thirty (30) days after the adoption and approval hereof, be published in a newspaper published in and with a general circulation within the City of St. Charles.

PRESENTED to the City Council of the City of St. Charles, Illinois this _____ day of _____, 2013.

PASSED by the City Council of the City of St. Charles, Illinois this _____ day of _____ _____, 2013.

APPROVED by the Mayor of the City of St. Charles, Illinois this _____ day of _____ _____, 2013.

_____
Raymond P. Rogina, Mayor

ATTEST:

_____
City Clerk

COUNCIL VOTE:
Ayes:_____
Nays:_____
Abstain:_____
Absent:_____

APPROVED AS TO FORM:

_____
City Attorney

DATE:_____