



Agenda
Village of Glen Ellyn
Special Village Board Workshop
Monday, July 22, 2024
6:00 PM
Glen Ellyn Civic Center, Room 301

Meeting Procedures Statement

Visitors are most welcome to attend all meetings of the Village Board and can find copies of the Agenda at the meeting or online at www.glenellyn.org prior to the meeting. Any individual with a disability requiring a reasonable accommodation in order to participate in a meeting should contact The Village of Glen Ellyn ADA Coordinator, 630-469-5000, at least five (5) business days in advance of the next scheduled meeting. All matters on the Agenda may be discussed, amended, and acted upon.

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Audience Participation**

- 1) Open:

Members of the public are welcome to speak to any item not specifically listed on tonight's agenda for up to (3) three minutes. For those items which are on tonight's agenda, the public will have the opportunity to comment at the time the item is discussed. In either case, please complete the Audience Participation form and turn it in to the Village Clerk. It is requested that, if possible, one spokesman for a group be appointed to present the views of the entire group. Speakers who are recognized are requested to step to a microphone and state their name, their topic and the group, if any, they are representing prior to addressing the Village Board.

Individuals wishing to address the Board shall exercise proper decorum and respect for the proceedings and the business of the Village Board, and shall refrain from abusive demeanor and language. The practice of ceding time to other speakers shall be prohibited, except in the discretion of the presiding officer of the meeting.

Public officials are not obligated to respond to questions.

- E. Building Permit Fees**
 - 1) Discussion of Proposed Building Permit Fee Structure (AVM/Community Development Director Rodman)
- F. Adjourn**



**Glen Ellyn Village
Board**
535 Duane Street
Glen Ellyn, IL 60137

Meeting 7/22/2024 6:00 PM
Department: Community Development
Department Head: Emily Rodman
Category: Discussion Item
Prepared By: Sabrina Irizarry

**AGENDA ITEM (ID
2024-494)**

DOC ID: 2024-494

Discussion of Proposed Building Permit Fee Structure (AVM/Community Development Director Rodman)

Statement of the Issue:

As designated in the Village's Strategic Plan, staff has been working towards the implementation of the new Community Development Software (LAMA). A critical component of the software implementation process includes the incorporation of the Village's building permit fee schedule. The existing fee schedule is complex and cumbersome for staff to administer. In addition, the Village's software vendor has advised staff that in order maximize the functionality of the software, the schedule needs to be restructured. The software implementation, workflow efficiency and project timeline would be heavily impacted without a revision to the building permit fee structure.

Staff has thoroughly reviewed the existing fee schedule along with those of some comparable communities. The newly proposed fee structure and schedule is outlined in this memorandum. If the Village Board is supportive of the new structure, staff will proceed with preparing an ordinance to formally adopt the new fee schedule. The new fee schedule would not go into effect until such time as the LAMA software goes live, which is anticipated to occur 1st quarter of 2025.

Analysis:

Background

The building permit fee schedule (Fee Schedule) was last updated in 2018. Prior to that, the last comprehensive review of the schedule was in May 2009. The 2018 amendments to the Fee Schedule included increases in select fees, an expansion of the number and types of permits, and language in the Village Code subjecting the schedule to a biennial increase based on the Consumer Price Index (CPI). The increase was to be equal to the prior two-year cumulative increase. As such, fee increases were to go into effect in 2020, 2022 and 2024. Given the global pandemic in 2020 and the economic landscape in the following years, the Village did not increase building permit fees as prescribed and thus the 2018 fee levels remain in effect.

Challenges with Current Building Permit Fee Structure

Since the new Fee Schedule was adopted in 2018, Village staff has struggled to efficiently administer the fees. Depending on the project type, the Fee Schedule requires staff to complete multiple calculations based on a variety factors, which vary from project to project. All of these calculations are done manually and typically cannot be completed until after a building permit is fully reviewed and ready to be issued. This means that often staff cannot provide residents or contractors with an estimate of the building permit fee upfront. This can delay permit issuance, and lead to frustration

and the feeling of being "surprised" by the fee amount at the end of the process, the point at which residents/builders/contractors have already made a significant investment in the project. Additionally, the complexity of the structure makes it challenging for staff to identify which fees apply to certain permits, sometimes leading to staff using discretion when determining what fees apply. While not always a negative, if staff is routinely "making a judgment call" when applying fees, this may result in inconsistencies and inequities in the administration of fees.

Building Permit Fee Schedule & Software Implementation

Two of the primary objectives of implementing the new Community Development software are to improve efficiency for both staff and the customer (i.e. residents/contractors/builders) and improve transparency in the review process. Upon "Go Live", customers will be able to apply for building permits online, make online fee payments, and routinely receive and review the status of their permit online.

As part of the software implementation, the Village's vendor must configure the software to calculate the building permit fee associated with each permit type. The software is able to do this using a series of formulas tied to various data points that are submitted as part of each permit application (e.g. building square footage, total construction cost, construction type, etc.). The complexity of the Village's current Fee Schedule cannot be easily translated by the software and thus, will prevent the Village from maximizing the capability of the software. Without a simplification of the existing Fee Schedule, some of the fee calculations will still require manual input after a building permit application is submitted, negating several of the automation benefits of the software implementation. Ultimately, the goal of a simplified Fee Schedule is to improve transparency and turnaround time for customers.

Analysis & Methodology

Staff conducted a thorough analysis of building permit fee schedules in comparable communities including Downers Grove, Elmhurst, Hinsdale, Lombard, and Wheaton. Glen Ellyn's fee schedule is lengthy and complex, totaling approximately 22 pages. Fee schedules in comparable communities generally range from about 5 to 13 pages. The Village's Fee Schedule includes:

- 57 miscellaneous permits
- 14 associated permits in New Construction
- 20 associated permits in Additions
- 17 associated plumbing permits
- 15 associated electrical permits

Schedules in comparable communities have as few as 25 miscellaneous permits, and approximately five associated plumbing and five electrical permits. Thus, where Glen Ellyn has 89 permits, comparable communities have as few as 35 permits.

Proposed Fee Schedule

The proposed building permit fee schedule attached herein is modeled from the current fee structure. The goal is to simplify the fee structure for software implementation, via an approach that has minimal impact on net revenues. Staff reviewed each of the permit fee types, along with historical data, to determine how to best streamline the Fee Schedule and structure fees in a manner that is useful and reflective of both Village and customer needs.

The proposed fee structure maintains existing permit and fee types that are frequently utilized. The structure combines similar permits with similar processing workflows and fee amounts. Some permit types have been renamed to make it easier for the customer to identify the appropriate permit needed.

The proposed fee schedule includes the following changes to the existing Fee Schedule:

- New residential and commercial construction fees have been converted from a “range” of fee amounts to a simple calculation based on construction value or a dollar amount per square footage. *This eliminated 14 associated permits in the New Construction category.*
- Permit fee ranges for additions were streamlined into a simple calculation of a dollar amount per square footage, *This eliminated 20 associated permits in the Additions category.*
- The alterations and remodeling category was restructured to a simple calculation based on the valuation of construction. *This eliminated 12 associated permits.*
- Further modifications include a reduction in the currently existing 57 Miscellaneous Permits, and other permit categories such as Plumbing, Electrical, and Signs. Permits of similar types and fees were condensed into singular categories, and permit fees that have not been utilized over the years have been eliminated. Condensing these permits eliminates redundancy and provides for efficiency in staff time when executing the fee schedule, and promotes ease of use for the customer.

In addition, to restructure and modernize the Fee Schedule for software implementation, the New Construction, Additions, and Alterations/Remodeling categories were modified from "fee ranges" to simple calculations that will be efficient for the software to compute without requiring additional manual inputs. In the proposed Fee Schedule, these fees will be as follows:

- Commercial new construction is based on a percentage of construction value (similar to the current fee structure).
- Residential new construction is based on a fixed dollar amount per square foot.
- Additions are based on a fixed dollar amount per square foot.
- Alterations and Remodeling are based on a percentage of construction value.

Naturally, when converting fee amounts from a range to a singular calculation, there will be some variances in the new fees. This is important to acknowledge as some fee amounts may be slightly higher and some may be lower. While there will be some inherent effects on certain fees, staff incorporated the dollar and percentage amounts that will have the least overall impact on fees in order to maintain a revenue-neutral approach. For the fees that will be below current costs, staff recommends implementing a minimum permit fee. Many fee schedules in comparable communities account for this by establishing that no permit amount shall be less than a given dollar amount.

It is difficult to accurately predict the projected change in revenue if the proposed fee revisions are implemented. Additionally, any prediction is only valid if the same number of each type of permit is issued in the following year and the economy does not change. This is not likely as construction activity varies year to year. To determine the projected impact on revenue, staff plans to conduct an analysis of building permits issued from September 1 to the time of the software's live implementation date (approximately 6 months). Staff will calculate building permit fees according to

both the existing Fee Schedule and the proposed Fee Schedule, to determine the impact of the new schedule. Should there be a significant variance, staff will present the findings to the Board to determine any necessary amendments to the Fee Schedule prior to the new fee structure going into effect.

What's Not Included

The existing Fee Schedule is separated into several categories, which are noted below. As many of the fees listed in the Fee Schedule are flat dollar amounts and therefore easily incorporated into the new software, staff is not proposing to alter these fees at this time. Those categories listed below with a ~~strike-through~~ are proposed to remain status quo.

- New Construction
- Additions
- Alterations & Remodeling
- Miscellaneous Permits
- Heating, Ventilation & Air Conditioning
- Plumbing
- Electrical
- Signs
- Plan Review
- Administrative Fees
- ~~Inspections~~
- ~~Business License & Registration~~
- ~~Taxes & Demolition~~
- ~~Developers Donation & Cash Contribution~~
- ~~Zoning & Appearance Applications~~
- ~~Public Right of Way~~
- ~~Annexation~~
- ~~Subdivision~~
- ~~Recapture~~

Fee Amounts/Increases

The implementation of the LAMA software is the driving factor behind bringing forward a change to the building permit fee schedule at this time. As previously noted, a simplified fee structure provides many benefits, but most importantly, allows staff to proceed with the software implementation as planned and maintains the current schedule. Staff has proposed a fee structure that we feel meets the objectives related to software implementation and also assists the Village in meeting other goals related to the efficient, cost-effective delivery of services, while providing an enhanced customer experience. **The goal of the proposed fee restructure is not to increase the dollar amount of fees currently being assessed.** However, staff recognizes that when the fees were originally established in 2018, the Village Board intended for the fee amounts to increase with regularity. To evaluate how the Village's current permit fees relate to our comparable communities, staff evaluated various project types across communities to determine what building permit fees applied in each community. This involved calculating estimated permit fee amounts for projects such as new residential and commercial buildings, residential additions, and residential and commercial alterations.

As illustrated in the table below, the project comparison illustrates that Glen Ellyn's building permit fee is above average in three of the five categories as it relates to permit fees for new residential

construction, residential additions, and commercial alterations. Glen Ellyn's permit fees are below average for residential remodels and new commercial construction (shown as shaded).

PROJECT TYPE	HIGHEST FEE		LOWEST FEE		AVERAGE FEE	GLEN ELLYN CURRENT FEE
Residential New Construction	Elmhurst	\$8,941	Wheaton	\$4,970	\$7,019	\$8,423
Residential Addition	Hinsdale	\$4,926	Downers Grove	\$990	\$3,387	\$4,452
Residential Remodel	Elmhurst	\$2,929	Downers Grove	\$990	\$1,807	\$1,435
Commercial New Construction	Hinsdale	\$45,615	Wheaton	\$18,880	\$32,678	\$24,074
Commercial Alteration	Wheaton	\$5,545	Elmhurst	\$1,889	\$3,043	\$3,233

The Village Code provided for the Fee Schedule to increase every two years based on the Consumer Price Index (CPI-U) in an amount equal to the prior two-year cumulative increase. The cumulative CPI-U over the past 6 years (2018-2024) is approximately 19% depending on the exact time frame in reference. Increasing the fee schedule by this amount would be excessive, and would result in the Village's permit fees exceeding the fee amounts in our comparable communities. Anecdotally, many of the communities we reviewed have not increased building permit fees since prior to the COVID-19 pandemic.

Generally, the building permit fees assessed by the Village are intended to cover Village costs associated with the administration of the permit/application, including staff processing, plan review and inspection activities. They are, in essence, a user fee that is intended to be paid by the customer utilizing the service. The Village's costs increase over time and if building permit fees are not regularly updated, a portion of the cost of this "user fee" may end up being borne by the taxpayers at large. Village staff reviewed the total building permit revenue generated from 2018-2023 and calculated the estimated "unrealized revenue" the Village would have received, had the 2020, 2022 and 2024 (YTD) fee increases been implemented as originally envisioned. (The 2024 fee would have gone into effect January 1, 2024 and so the total "unrealized revenue" is based on year-to-date through July 15.) As illustrated by the table below, the decision to forgo any fee increases resulted in \$573,344 in unrealized revenue (1/01/2020 - 7/15/2024)

Year	Building Permit Revenue - Actual	Projected Revenue (2020, 2022, 2024 increases)	Unrealized Revenue
2020	\$1,422,883	\$1,482,644	\$59,761
2021	\$882,917	\$920,000	\$37,083
2022	\$778,930	\$861,497	\$82,567
2023	\$2,033,514	\$2,249,066	\$215,552
2024	\$938,851	\$1,117,233	\$178,382
TOTAL	\$6,057,095	\$6,630,439	\$573,344

**Increases based on prior two year cumulative CPI (2020 - 4.2%, 2022 - 6.4%, 2024 - 8.4%)*

If the Village Board would like to increase the dollar amount of permit fees as part of the fee

restructuring, staff would propose an increase of 4%. This increase, as illustrated in the table below, would maintain our existing "ranking" as it relates to our comparable communities, without resulting in the Village having the highest permit fee in any of the five categories.

PROJECT TYPE	HIGHEST FEE		LOWEST FEE		AVERAGE FEE	GLEN ELLYN CURRENT FEE	PROJECTED GE FEE (4% Increase)
Residential New Construction	Elmhurst	\$8,941	Wheaton	\$4,970	\$7,019	\$8,423	\$8,760
Residential Addition	Hinsdale	\$4,926	Downers Grove	\$990	\$3,387	\$4,452	\$4,630
Residential Remodel	Elmhurst	\$2,929	Downers Grove	\$990	\$1,807	\$1,435	\$1,492
Commercial New Construction	Hinsdale	\$45,615	Wheaton	\$18,880	\$32,678	\$24,074	\$25,037
Commercial Alteration	Wheaton	\$5,545	Elmhurst	\$1,889	\$3,043	\$3,233	\$3,362

If the Village were to implement a 4% increase in the building permit fees, we could anticipate an increase of approximately \$50,000 in annual permit revenue based on historical revenue figures.

Future Increases

In reviewing building code fees for numerous other communities, the majority of communities did not include an automatic annual or biennial escalator to their fee amounts. Many communities do periodic reviews of fees to ensure they continue to reflect the true cost of providing service and make adjustments accordingly. The pending software implementation will drastically impact the manner in which the Community Development Department operates on a day-to-day basis. We anticipate improved workflows, shorter permit turn around times, more consistent review outputs, increased ease in application submittal and management, and overall enhanced customer service. In addition, the Department will be able to more readily evaluate and report performance metrics. Staff recommends completing a comprehensive fee analysis of all fees within the Fee Schedule one year following implementation. This will allow staff the opportunity to work within the software and evaluate the associated metrics, so we are able to provide an informed recommendation on how to adjust fee amounts in a manner which is most appropriate. This review would include an analysis of overall building permit fee revenues in comparison to Community Development administrative costs.

Next Steps

Once staff receives direction on the proposed fee structure, we will prepare an Ordinance formally adopting the revised structure for Village Board consideration in August. The new structure would go into effect at the same time the new software "Goes Live," giving staff ample time to review the fee impacts and prepare and promote the new structure. As noted previously, if adjustments are required, staff will present those for consideration by the Village Board prior to the software "Go Live" date. Once finalized, Community Development staff would work closely with the Communications Coordinator and Economic Development Coordinator to publicize and educate the community on the new structure, as we've done previously with process changes, code updates, etc.

Budget Impact:

There will be no impact to the 2024 fiscal year budget with the modification of the fee structure. The proposed Fee Schedule would go into effect with the Community Development Department

software "Go Live". The Fee Schedule as proposed would either be revenue neutral, or include a 4% fee increase, per the direction of the Village Board. Should the Village Board opt to increase the fees, staff anticipates an increase of approximately \$50,000 in annual permit revenue.

Contribution to Strategic Plan

Strategic Priority: **Development**; Strategic Initiative: **Successful growth, development, annexation & business retention**; Action Steps: **Complete a thorough assessment of the community development needs and identify, purchase and implement a software system to meet those needs.**

Action Requested:

Discussion Only. Staff is seeking Village Board direction on whether to proceed with the proposed "revenue neutral" Building Permit Fee Schedule or the alternative Fee Schedule including a 4% increase to existing fee amounts. Based on Board direction, staff will prepare an ordinance for the fee schedule changes for consideration at the Village Board meeting on August 26, 2024.

Attachments:

1. Building Permit Fee Schedules - (1) Current, (2) Proposed, (3) Proposed w/4% Increase

Attachment 1-Current Fee Schedule

4-1-4. Fee and deposit schedule.

- (A) The schedule of fees and deposits applies to all new or reconstructed buildings and structures, new additions, alterations or remodeling to existing buildings, structures or accessory structures, and all property development unless otherwise specified.
- (B) The schedule of fees and deposits shall be subject to a biennial increase based on the Consumer Price Index (CPI) as defined under Section 1-5 of the Property Tax Extension Limitation Law. This represents the applicable December to December change in the national CPI for all urban consumers for all items as published by the United States Department of Labor. The increase shall be equal to the prior two year cumulative increase and all dollar amounts shall be rounded to the nearest \$5.00.
- (C) *Schedule of fees and deposits:* No permit for the construction of any new building, structure or accessory structure, addition, alteration or remodeling of an existing building, structure or accessory structure, change of use or occupancy of an existing structure or space, or construction, modification to, or demolition of any system or structure regulated by the Zoning Code or Building Codes shall be issued within the Village corporate limits or outside the Village corporate limits, when appropriate, until the following fees and deposits are paid in full:
 - 1. Permit fees:
 - (a) The permit fee is the sum of the applicable building fees and plan review fees established in the following table. Where the project scope includes work listed on separate line items, the permit fee shall be the total of the associated building, application and plan review fees.
 - (b) The minimum building fee shall be \$50.00.
 - (c) Building fees are due and payable at the time of issuance of a building permit.
 - 2. Plan review fees:
 - (a) A plan review fee in the amount of 110 percent of the consultant's cost of a building, stormwater, landscaping, tree preservation or other plan review consultant shall be paid by the applicant when such a review is required by the nature of the project or will, at the request of the applicant, expedite the review. A consultant may be used when a project contains specialty equipment, has unusual construction methods or materials, has been reviewed by a Village Board or Commission, or is deemed necessary by the Community Development Department because of the size, nature, occupancy, use or complexity of the development. When a consultant is determined to be necessary, the applicant shall pay an initial deposit of \$2,000.00 at the time the plans are submitted to cover the cost or part thereof of the plan review service provided by the consultant. When the building permit is issued, the final plan review fee will be adjusted to account for this initial payment; and any unused portion will be refunded. Any additional consultant fees should be billed to, and promptly paid by, the applicant. No building permit or occupancy certificate will be issued, or inspection scheduled if a consultant invoice has not been paid. If a project is abandoned, the applicant will be responsible for all costs incurred by the plan review consultant.
 - (b) The plan review fee for all new or reconstructed buildings or structures and remodeling and alterations of existing buildings, structures, utilities, and site improvements shall be as indicated in the schedule of fees and deposits.
 - (c) The minimum plan review fee shall be \$30.00.

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- (d) Plan review fees are due and payable at the time of application for building permit. Permit applications will not be accepted without receipt of payment of the applicable plan review fee. In the event that the applicant abandons the project, this fee is not refundable.
 - (e) The plan review fee for each plan review completed after the second review shall be \$200.00.
3. Inspections:
- (a) The fee for annual or biannual fire prevention inspections, change of occupancy or ownership, elevator and construction-related inspections shall be as indicated in the schedule of fees and deposits.
 - (b) Fees established in the schedule of fees and deposits allow for an initial rough inspection and a final inspection for work of each construction trade and one re-inspection thereof. Re-inspection fees apply to each re-inspection after the second inspection fails, until such time as a subsequent inspection of the same work passes.
4. *Zoning fees*: The required fee for application for modification of the specific requirements of the zoning ordinance, subdivision regulations code, sign code and other zoning related matters shall be as indicated in the schedule of fees and deposits. The schedule also includes fees to process requests for annexation, exterior appearance review and amendments.
5. *License/registration fees*: The fee for annual or biennial contractor registration and annual business license or registration shall be as indicated in the schedule of fees and deposits.
6. *Administrative fees*: The fee for administrative items such as issuance of certificate of occupancy, permit extensions or renewals and other construction related items shall be as indicated in the schedule of fees and deposits.
7. *Public right-of-way*: The fee for license agreements for private use of the public right-of-way or vacation thereof shall be as indicated in the schedule of fees and deposits.

SCHEDULE OF FEES AND DEPOSITS

The following schedule applies to all new or reconstructed buildings and structures, new additions, alterations or remodeling to existing buildings, structures or accessory structures, and all property development unless noted otherwise in this section of the Glen Ellyn Village Code. Where a project includes multiple work items listed as separate line items in this schedule the fees shall be cumulative in nature to include all work items in the project scope of work.

Construction Scope of Work		Building or Application Fee	Plan Review Fee	Refundable Deposit or Escrow
A - New Construction				
1	Non-residential or mixed-use building, principal structure, total square footage of all levels, including all attached or detached structures: a. Fees include connection fee for up to maximum 1" water service line, and 1" water meter. For larger water service line or meter sizes, the building fee shall be increased by the difference in cost between 1-inch and the required size(s) (see chapters 7-11-30 and 7-11-32 of this Code). The cost difference between a 1-inch line and the required line size shall be added to the permit fees indicated herein. b. Fees do not include sewer connection fees (see section (F) of this schedule). c. Fees do not include site development/stormwater fees or deposits (see section (D) of this schedule). d. For food service establishments, add \$250.00 to the plan review fee. e. Fees do not include elevator fees (see section (D) of this schedule). f. Fees do not include fire alarm and detection or fire sprinkler systems (see section (D) of this schedule). g. Fees include up to two plan reviews (Additional plan reviews shall be charged per Note 1). h. Fees do not include systems that collect or convert geothermal, solar or wind energy (see section D of this chart).			
	• Up to 2,000 square feet See Note 7	6,100	1,900	5,000
	• 2,001 to 3,500 square feet See Note 7	6,300	2,250	5,000
	• 3,501 to 5,000 square feet See Note 7	6,550	3,000	5,000
	• 5,001 to 6,500 square feet See Note 7	6,900	3,600	5,000

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	• 6,501 to 8,000 square feet See Note 7	7,400	4,100	5,000
	• over 8,000 square feet See Note 7	See Note 14	\$0.20/sf	5,000
2	Residential 1- and 2-family dwelling, principal structure, total floor area square footage of all levels: a. Fees include all impervious surfaces, attached structures such as porches and decks, up to three detached accessory structures such as garages or pergolas, as allowed by the zoning code for the applicable zoning district. b. Fees include connection fee for sewer line and up to maximum 1" water service line, and 1" water meter. For larger water service line or meter sizes, the building fee shall be increased by the difference in cost between 1-inch and the required size(s) (see chapter 7-11-30 of this Code). c. Fees include site development/stormwater fees and deposits. d. Fees include up to two plan reviews (Additional plan reviews shall be charged per Note 1). e. Fees do not include systems that collect or convert geothermal, solar or wind energy (see section D of this schedule). f. Fees include fire sprinkler plan review and inspection. g. Fees do not include elevator fees (see section (D) of this schedule).			
	• Up to 2,000 square feet	5,025	1,100	5,000
	• 2,001 to 6,500 square feet	5,300	1,700	5,000
	• 6,501 to 9,500 square feet	5,700	2,100	5,000
	• 9,501 to 13,500 square feet	6,275	2,710	5,000
	• 13,501 to 18,000 square feet	6,975	3,410	5,000
	• over 18,000 square feet	7,950	4,220	5,000
3	Residential multi-family dwelling, principal structure. a. Fees do not include water or sewer connection fee, see chapters 7-11-30 and 7-11-32 of this Code. b. Fees do not include site development/stormwater fees or deposits. c. Fees do not include elevator fees (see section (D) of this schedule). d. Fees do not include fire alarm and detection or fire sprinkler systems (see section (D) of this schedule).			

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	e. Fees include up to two plan reviews (Additional plan reviews shall be charged per Note 1).			
	f. Fees do not include systems that collect or convert geothermal, solar or wind energy (see section D of this chart).			
	• Fee per dwelling unit	2,000 each unit	See Note 1	5,000
	• Fee for associated structures other than new dwelling units including, but not limited to, attached parking levels	See Note 14	\$0.20/sf	5,000
B - Additions - Fees do not include fire sprinkler, fire alarm and detection or elevator work if required/provided.				
1	New level to existing primary building for 1- and 2-family dwellings	2,250	800	4,000
	New level to existing multi-family, mixed-use or non-residential building	See Note 14	1,700	5,000
2	To accessory structures for 1-, 2- and 3-family dwellings	450	200	2,000
3	To accessory structures for 4-family and larger dwellings	600	300	2,000
4	To residential primary building for 1-, 2- and 3-family dwellings, total new square footage of all levels, not including water service upgrade if necessary:			
	• Up to 500 square feet	1,125	500	2,000
	• 501 to 1,000 square feet	2,250	600	2,000
	• 1,001 to 2,000 square feet	3,375	700	2,000
	• over 2,000 square feet	5,100	1,100	5,000
5	To residential primary building for 4-family and larger dwellings, total square footage of all levels, not including watservice upgrade if necessary:			
	• Up to 500 square feet	1,125	1,300	2,000
	• 501 to 1,000 square feet	2,250	1,400	2,000
	• 1,001 to 2,000 square feet	3,375	1,700	2,000
	• Over 2,000 square feet	See Note 14	\$0.20/sf	5,000
6	To non-residential or mixed-use building, total square footage of all levels, not including water service upgrade if necessary:			
	• Up to 500 square feet	1,125	500	2,000

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	• 501 to 1,000 square feet	2,250	600	2,000
	• 1,001 to 2,000 square feet	3,375	700	2,000
	• 2,001 to 3,500 square feet	6,300	1,800	5,000
	• 3,501 to 5,000 square feet	6,550	2,000	5,000
	• 5,001 to 6,500 square feet	6,900	2,400	5,000
	• 6,501 to 8,000 square feet	7,400	2,700	5,000
	• over 8,000 square feet	See Note 14	\$0.20/sf	5,000
C - Alterations and Remodeling - Fees do not include fire sprinkler, fire alarm and detection, or elevator work if required/provided.				
1 - Residential				
a	Attic buildout	1,000	200	N/A
b	Basement alterations/buildout	1,000	200	N/A
c	Bathroom, new or alteration	500	60	N/A
d	Foundation Underpinning	250	75	N/A
e	Interior alterations, 1- and 2-family dwellings, multiple rooms, one level. Fee does not include plumbing inspections if required.	750	300	N/A
f	Interior alterations, 1- and 2-family dwellings, multiple rooms, two levels. Fee does not include plumbing inspections if required.	1,000	400	N/A
g	Interior alterations, multiple rooms, more than two levels. Fee does not include plumbing inspections if required.	1,500	500	N/A
h	Interior alterations to 2 to 4 multi-family dwelling units, and/or limited common area work. Fee does not include plumbing inspections if required.	1,100	300	N/A
i	Interior alterations to 5 or more multi-family dwelling units, and/or major common area work. Fee does not include plumbing inspections if required.	2,200	400	N/A
j	Kitchen, new or alteration	900	75	N/A
k	Structural modification or repair	150	75	N/A
l	Interior alterations, 1- and 2-family dwellings, up to 300 square feet in area encompassing all work areas, no plumbing work involved.	225	75	N/A
2 - Commercial Buildings				
a	Food Service Establishment buildout: Fees do not include the following work items:			

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	a. water service upgrade, if required (see section (F) of this schedule). b. fire detection and alarm or fire sprinkler systems (see section (D) of this schedule). c. new grease interceptor, if required (see section (F) of this schedule). d. sewer connection fee, if required (see section (F) of this schedule).			
	• up to 1,000 square feet	1,200	1,600	N/A
	• 1,001 to 2,000 square feet	2,400	1,700	N/A
	• 2,001 to 3,000 square feet	3,600	1,900	N/A
	• 3,001 to 4,000 square feet	4,800	2,100	N/A
	• Over 4,000 square feet	2% of project cost - 6,000 minimum	2,500	N/A
b	Kitchen exhaust hood/Ansul system, replacement unit not part of tenant buildout	130 per hood	250 per hood	N/A
c	Storefront or façade alteration, stand alone alteration project with no interior remodeling	250	60	N/A
d	Structural modification or repair	150	75	N/A
e	Tenant buildout, including all mechanical, electrical and plumbing work. Fire alarm and detection or fire sprinkler work not included.			
	• up to 1,000 square feet	1,000	1,400	N/A
	• 1,001 to 2,000 square feet	2,000	1,500	N/A
	• 2,001 to 3,000 square feet	3,000	1,700	N/A
	• 3,001 to 4,000 square feet	4,000	1,900	N/A
	• Over 4,000 square feet	2% of project cost - 5,000 minimum	2,300	N/A
f	Tenant modification of floor plan layout, up to 500 square feet, no mechanical, electric or plumbing modifications	75	75	N/A
g	Tenant modification of floor plan layout, over 500 square feet, no mechanical, electric or plumbing modifications	175	150	N/A
h	Tenant modification of lighting or electric power distribution system	175	75	N/A

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i	Tenant modification of mechanical system	75	150	N/A
j	Tenant modification of plumbing system	450	150	N/A
k	Toilet room, new or remodeling	400	75	N/A
l	White Box buildout, including interior demolition of previous tenant space down to demising walls, floor and ceiling system, no new work	500	150	N/A
D - Miscellaneous Permits (see Note 9)				
1	Accessibility modifications, interior or exterior, not within the public right-of-way	65	60	N/A
2	Arbor, trellis, pergola, ornamental gate or other similar structures	65	30	N/A
3	Canopy or Fixed Awning, new or alteration	65	30	N/A
4	Commercial filming	150	N/A	N/A
5	Commercial filming, application late fee	75	N/A	N/A
6	Deck or Porch construction/replacement, single level	225	60	N/A
7	Deck or Porch construction/replacement, multiple levels	350	80	N/A
8	Demolition (refer to section N of this schedule for applicable demolition tax based on area of demolition): See Note 3			
	• Detached garage	80	30	2,000
	• Interior only, non-structural	175	30	N/A
	• Primary structure - greater than 300 to 1,000 square feet	275	350	3,000
	• Primary structure - 1,001 to 4,000 square feet	425	350	3,000
	• Primary structure - greater than 4,000 square feet, not exceeding 45 feet height	1,000	1,100	See Note 4
	• Primary structure - greater than 4,000 square feet and exceeding 45 feet in height	1,200	1,300	See Note 4
9	Drain tile and sump pit/pump	65	30	N/A
10	Driveway, new, replacement or expanded if over 299 square feet in area, add site development fee	65	30	See Note 13
11	Driveway approach only (same size and location)	65	30	N/A
12	Elevator or other conveyance, new	200 per stop	120	N/A
13	Elevator modifications	355	120	N/A
14	Exit stairway, exterior	225	30	N/A

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15	Fascias, soffits, gutters and/or downspouts, windows or exterior doors	65	N/A	N/A
16	Fence, new	65	15	N/A
17	Fence, repair (see note 16)	65	N/A	N/A
18	Fireplace, new interior or exterior	80	30	N/A
19	Fire alarm and detection system, new or modified:			
	• up to 10,000 square feet	80	280	N/A
	• 10,001 to 15,000 square feet	150	420	N/A
	• Over 15,000 square feet	200	550	N/A
20	Fire sprinkler system, pipe schedule design:			
	• 1 to 20 sprinkler heads	125	280	N/A
	• 21 to 100 sprinkler heads	200	300	N/A
	• 101 to 200 sprinkler heads	275	400	N/A
	• 201 to 300 sprinkler heads	350	450	N/A
	• 301 to 500 sprinkler heads	425	700	N/A
	• over 500 sprinkler heads	500	See Note 1	N/A
21	Fire sprinkler system, hydraulically calculated:			
	• 1 to 20 sprinkler heads	125	300	N/A
	• 21 to 100 sprinkler heads	200	600	N/A
	• 101 to 200 sprinkler heads	275	810	N/A
	• 201 to 300 sprinkler heads	350	920	N/A
	• 301 to 500 sprinkler heads	425	1,325	N/A
	• over 500 sprinkler heads	500	See Note 1	N/A
22	Garage - residential, 1-story, detached	600	300	2,000
23	Garage - residential, 2-story, detached	650	300	2,000
24	Geothermal systems	250	125	N/A
25	Gazebo or Greenhouse (If disturbed area is 300 square feet or larger, then add site development fee)	65	30	N/A
26	Key box (Village purchase cost plus 10%)	cost + 10%	N/A	N/A
27	Masonry tuckpointing, over 300 square feet	65	N/A	N/A
28	Miscellaneous construction, under \$15,000 construction hard cost valuation	250	60	See Note 4

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29	Miscellaneous construction, over \$15,000 construction hard cost valuation	See Note 9	200	See Note 4
30	Other appliances, equipment, structures, or individual work items, not listed	65	30	See Note 4
31	Outdoor fire pit, oven or kitchen	65	30	N/A
32	Paved or impervious surface (including sport courts) greater than 100 and less than 300 square feet in area	65	30	N/A
33	Paved or impervious surface (including sport courts) greater than 299 square feet in area	260	110	2,000
34	Pavement grinding/resurfacing	65	30	N/A
35	Prescribed burn	80	N/A	N/A
36	Radon system, active (power ventilated)	80	N/A	N/A
37	Radon system, passive (natural ventilation)	65	N/A	N/A
38	Restripe parking lot	65	30	N/A
39	Retaining wall, over 8 inches in height	65	75	N/A
40	Roofing, residential over 300 square feet	85	N/A	N/A
41	Roofing, commercial over 300 square feet	150	30	N/A
42	Shed or other accessory structure less than 150 square feet in area	65	30	N/A
43	Shoring, raising or moving of any building	600	150	5,000
44	Sidewalk, new	\$20.00/lin ft	N/A	N/A
45	Siding or stucco over 300 square feet	80	N/A	N/A
46	Site development fees, new construction: Water, sanitary and sewer fees included within construction fees unless noted otherwise.			
	• Development from 300 to 1,500 square feet in area	425	250	5,000
	• Development located within the principal building side yard setbacks, excluding a driveway approach	425	330	5,000
	• Development over 1,500 square feet for single-family home or townhome	700	600	5,000
	• Development over 1,500 square feet for commercial and multi-family (see section 4-1-4(I) of this Code)	See Note 6	See Note 7	5,000
47	Solar panel system, including connection to electric system only	250	75	N/A
48	Solar panel system, including connection to electric and plumbing system	350	100	N/A
49	Storage tank installation or removal	125	50	2,000

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50	Swimming pool, spa or hot tub, above ground *Deposit of \$2,000 required if disturbed area is larger than 300 square feet	100	30	*N/A
51	Swimming pool, spa or hot tub, in-ground	200	60	2,000
52	Telecommunication sites, alterations or co-locate (other than small wireless facility)	250	450	2,000
53	Telecommunication sites, new construction, not in public right-of-way (other than small wireless facility)	500	750	2,000
54	Telecommunication site, single co-located small wireless facility	200	450	4,000
55	Telecommunication site per site when application addresses multiple locations	200 each	150 each	4000 each
56	Temporary bleachers, platform, stage or tent (tent greater than 400 square feet)	75	30	N/A
57	Wind turbine	250	75	N/A
E - Heating, Ventilation and Air Conditioning				
1	Air conditioning coil and/or condenser replacement	65	N/A	N/A
2	Air distribution system modification	65	N/A	N/A
3	Boiler	120	N/A	N/A
4	Chimney or vent, replacement or chimney re-liner	65	N/A	N/A
5	Solid fuel-burning equipment or stove	65	N/A	N/A
6	Fuel-gas or fuel-oil piping modification	120	N/A	N/A
7	Heating/cooling equipment: residential furnace, heat pump, new or replacement	65	30	N/A
8	Heating/cooling equipment: commercial furnace, heat pump, rooftop unit, new or replacement	120	30	N/A
F - Plumbing				
1	Cross connection control device, new	140	N/A	N/A
2	Flood/sewer backup control system	215	60	N/A
3	Grease interceptor, new or replacement	140	60	N/A
4	Hydrant Meter	550	N/A	N/A
5	Irrigation systems - lawn	140	30	See Note 4
6	Modified overhead sewer, not part of a remodeling project	140	30	N/A
7	Reconfigure interior waste, water or vent system, not part of a remodeling project	140	30	N/A
8	Service disconnection, waste or water	200	60	4,000

9	Sewer connection fee (Village base fee as shown, plus Glenbard Wastewater Authority fee) Base fee, plus \$278.00 per PE (population equivalent)	1,000	N/A	N/A
10	Sewer line inspection (Clear Water Program) Note: This fee is not included within new construction, additions, alterations or remodeling fees	100	N/A	N/A
11	Water heater, replacement	120	N/A	N/A
12	Water meter	See Note 12	50	N/A
13	Water, sewer or storm line, 1-, 2- and 3-family dwellings (add connection fees based on service line size per chapters 7-11-30 and 7-11-32 of this Code)	240	60	3,000
14	Water, sewer or storm line, multi-family, mixed-use or commercial (add connection fees based on service line size per chapters 7-11-30 and 7-11-32 of this Code)	340	75	3,000
15	Water, sewer or storm line repair (private property)	140	N/A	N/A
16	Water, sewer or storm line repair (public property)	240	N/A	5,000
17	Miscellaneous inspection or consultation	140	N/A	N/A
G - Electrical				
1	Emergency generator	65	30	N/A
2	Exit signs	65	30	N/A
3	Lighting fixtures	65	N/A	N/A
4	Openings for wiring, each 25 or portion thereof	65	N/A	N/A
5	Re-circuiting	80	N/A	N/A
6	Service feeders	80	N/A	N/A
7	Service upgrade, up to 200 amps	100	N/A	N/A
8	Service upgrade, up to 400 amps	125	N/A	N/A
9	Service upgrade, over 400 amps	150	N/A	N/A
10	Service upgrade, each additional meter	65	N/A	N/A
11	Service panel or sub panel	65	N/A	N/A
12	Temporary electrical service	80	N/A	N/A
13	Transformer	65	N/A	N/A
14	Underground service	80	N/A	N/A
15	Wired connection, appliances or equipment	65	N/A	N/A

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H - Signs				
1	Banners	50 each	N/A	N/A
2	Comprehensive sign plan	500	N/A	N/A
3	Freestanding sign	175 each	N/A	N/A
4	Illuminated sign	150 each	N/A	N/A
5	Non-illuminated sign	100 each	N/A	N/A
6	Panel replacement	100 each	N/A	N/A
I - Plan Reviews				
1	Additional fees:			
	• Plan review completed in-house after the second plan review has been completed	N/A	200	N/A
	• Stormwater plan review performed after the third review (see section 4-1-4(I) of this Code)	N/A	75 per hour	N/A
	• Stormwater plan review performed on revised drawings submitted after drawings have been approved (see section 4-1-4(I) of this Code)	N/A	75 per hour	N/A
2	Deferred submittal: elevator or other conveyance (cost added to plan review fee indicated elsewhere in this schedule)	N/A	100	N/A
3	Deferred submittal: fire alarm system or fire suppression system (cost added to plan review fee indicated in section (D) of this schedule)	N/A	250	N/A
4	Deferred submittal: truss shop drawings (cost added to base permit fee of project)	N/A	100	N/A
5	Deferred submittal: other, with approval of the Building and Zoning Official (cost added to applicable plan review fee indicated elsewhere in this schedule)	N/A	250	N/A
6	Elevator or other conveyance	N/A	120 each conveyance	N/A
7	Expedited plan reviews, 1- and 2-family dwellings (additional cost for up to 5 business day turnaround time)	N/A	500	N/A
8	Expedited plan reviews, 1- and 2-family dwellings (additional cost for up to 3 business day turnaround time)	N/A	1,000	N/A
9	Expedited plan reviews, multi-family, mixed-use or commercial	N/A	See Note 1	2,000
10	Plan reviews performed by a consultant (see subsection 4-1-4(C)2(a) of this Code)	N/A	See Note 1	2,000
11	Plan review necessitated by drawing revisions after issuance of permit	N/A	75	N/A
12	Miscellaneous assemblies, equipment or structures reviewed by in-house staff	N/A	75 per hour	N/A

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13	Tree preservation for single-family lot site improvements, grading or landscaping not associated with other permits		N/A	250	N/A
J - Administrative Fees					
1	Appeal of administrative decision of the Community Development Director or the Building & Zoning Official		250	N/A	N/A
2	Certificate of Occupancy, other than for new construction		100	N/A	N/A
3	Permit extension (see subsection 4-1-4(G) of this Code)		50 per month	N/A	N/A
4	Phased permit, foundation and underground utilities only permit, 1- and 2-family (fees in addition to scheduled building and plan review fees)		250	200	N/A
5	Phased permit, foundation and underground utilities only permit, other than 1- and 2-family (fees in addition to scheduled building and plan review fees)		500	500	N/A
6	Phased permit, building shell only (fees in addition to scheduled building and plan review fees)		1,000	500	N/A
7	Renewal of suspended permit		See Note 8	N/A	N/A
8	Renewal of expired permit application		500	N/A	N/A
9	Temporary Certificate of Occupancy or renewal thereof (see subsection 4-1-4(E) of this Code)		450	N/A	N/A
10	Waiver of code for special event (in accordance with sections 1-1-6 and 3-39-3 of this Code)		50	N/A	N/A
11	Work exceeding scope of permitted work ;300% of original permit fee		500 minimum	N/A	N/A
12	Work Started without Permit 200% of original permit fee		250 minimum	N/A	N/A
K - Inspections					
1	Annual Fire Prevention Inspection:				
	Group	Occupancy Use:			
	A-1 thru 5	Assembly	150	N/A	N/A
	A-2	Assembly - Food/Drink Service Establishment, up to 1,000 square feet	75	N/A	N/A
	A-2	Assembly - Food/Drink Service Establishment, over 1,000 square feet	150	N/A	N/A

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	A-2	Assembly - Food Service Establishment, commercial hood and duct	50	N/A	N/A
	B	Business, up to 1,000 square feet	50	N/A	N/A
	B	Business, over 1,000 square feet	75	N/A	N/A
	E	Educational	100	N/A	N/A
	E	Educational, day care facility	75	N/A	N/A
	F	Factory	125	N/A	N/A
	H-1 thru 5	High-hazard	125	N/A	N/A
	I-1 thru 4	Institutional	150	N/A	N/A
	M	Mercantile, up to 1,000 square feet	50	N/A	N/A
	M	Mercantile over 1,000 sf up to 4,000 square feet	75	N/A	N/A
	M	Mercantile over 4,000 square feet	150	N/A	N/A
	R-1	Residential, transient	150	N/A	N/A
	R-2	Residential, non-transient and multi-family building common areas	50	N/A	N/A
	R-3	Residential, non-transient (refer to Building Code for occupancy uses)	125	N/A	N/A
	R-4	Residential, non-transient (refer to Building Code for occupancy uses)	150	N/A	N/A
	S-1	Storage, moderate hazard	75	N/A	N/A
	S-2	Storage, low hazard	50	N/A	N/A
	U	Utility and Miscellaneous	50	N/A	N/A
2	Change of occupancy inspection (new use or business)		50	N/A	N/A
3	Code compliance for 1-, 2- or 3-family dwellings, per request of owner or agent		175	N/A	N/A
4	Elevator or other conveyance:				
	• Annual inspection		150	N/A	N/A
	• Annual no-load pressure test		150	N/A	N/A
	• Five-year conveyance load test		350	N/A	N/A
	• Re-inspection fee		75	N/A	N/A
5	Re-inspection fee - Plumbing (after second inspection fails)		100	N/A	N/A
6	Re-inspection fee - Other than Plumbing (after second inspection fails)		100	N/A	N/A
7	Water pressure test, single family residential		200	N/A	N/A

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L - Section Deleted				
M - Business License/Registration				
1	New business	100 annual	N/A	N/A
2	Change of address, remaining within Glen Ellyn	30 annual	N/A	N/A
3	Change of business ownership	30 annual	N/A	N/A
4	Change of business name	30 annual	N/A	N/A
N - Taxes, Demolition				
1	Tax, demolition (applies to any project when over 50 percent of the exterior roof and wall area is structurally altered or when a building or structure, or part thereof, greater than 1,000 and up to 4,000 square feet is demolished)	550	N/A	N/A
O - Developer's Donation/Cash Contribution				
1	Fire Company: Single-family dwelling (attached or detached), per new dwelling unit	1,500	N/A	N/A
2	Fire Company: Multi-family dwelling units, per new dwelling unit	500	N/A	N/A
3	Fire Company: Congregate housing for the elderly, per new unit	500	N/A	N/A
4	Butterfield Park District (*Determined by Ordinance)	*	N/A	N/A
5	Glen Ellyn Library (*Determined by Ordinance)	*	N/A	N/A
6	Glen Ellyn Park District (*Determined by Ordinance)	*	N/A	N/A
7	Elementary School District 41 (*Determined by Ordinance)	*	N/A	N/A
8	Elementary School District 89 (*Determined by Ordinance)	*	N/A	N/A
9	High School District 87 (*Determined by Ordinance)	*	N/A	N/A
P - Zoning and Appearance Applications				
1	Administrative zoning variation	250	N/A	N/A
2	Annual outdoor beautification display	25	N/A	N/A
3	Appeals	700	N/A	See Note 5
4	Construction necessitated variations (see section 4-1-4(F) of this Code)	1,100	N/A	2,000
5	Exterior appearance review	200	N/A	N/A
6	Live entertainment	150	N/A	N/A
7	Planned unit development	2,500	N/A	See Note 5
8	Planned unit development amendment	2,500	N/A	See Note 5
9	Planned unit development amendment - not requiring a public hearing	1,000	N/A	N/A

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10	Planned unit development amendment:			
	where only previously approved signage is being amended regardless if a public hearing is required or not	500	N/A	See Note 5
11	Pre-application meeting (see section 4-1-4(D) of this Code)	250	N/A	See Note 5
12	Sign variation	500	N/A	See Note 5
13	Special use	750	N/A	See Note 5
14	Special use amendment, not requiring a public hearing	350	N/A	N/A
15	Special use, preexisting - Administrative approval	350	N/A	N/A
16	Stormwater variation	150	N/A	See Note 5
17	Zoning application plan review (after third review) increasing \$50.00 each additional review thereafter	100	N/A	N/A
18	Zoning map amendment	500	N/A	See Note 5
19	Zoning text amendment	500	N/A	See Note 5
20	Zoning variation	660	N/A	See Note 5
21	Zoning verification letter	100	N/A	N/A
Q - Public Right-of-way				
1	License agreement, outdoor seating	50 annual	N/A	N/A
2	License agreement, vendor cart	150 annual	N/A	N/A
3	Obstructions:			
	• Parking stall (base fee, plus \$5.00 per stall, each additional day)	25	N/A	N/A
	• Sidewalk (base fee, plus \$5.00 each additional day)	25	N/A	N/A
	• Street	50 per day	N/A	N/A
4	Right-of-way vacation application	300	N/A	N/A
R - Annexation				
1	Single-family detached home	250	N/A	N/A
2	Non-Single-family detached home	1,000 per acre	N/A	N/A
S - Subdivision				
1	Major, 5 or more lots	3,500	N/A	N/A
2	Minor, 3 or 4 lots	1,400	N/A	N/A

3	Two-lot subdivision	250	N/A	N/A
4	Land transfer certificate	250	N/A	N/A
5	Lot consolidation	250	N/A	N/A
T - Recapture				
1	Pay to Village - Transfer to builder (varies per ordinance)	Varies	N/A	N/A
2	Pay to Village - Processing fee	100	N/A	N/A
Notes: - Plan review fee shall be equal to 110 percent of consultant fee (see subsection 4-1-4(C)2(a) of this Code). - See section 4-1-4(G) of this Code for plan review fee and deposit amount. - A demolition tax is applied to any project when over 50 percent of the exterior roof and wall area is structurally altered or when a building or structure, or part thereof, greater than 1,000 and up to 4,000 square feet is demolished. - Deposit amount varies at discretion of the Director of Community Development or the Building and Zoning Official or the Director of Public Works based on proposed scope of work and impact on the public right-of-way. - Escrow amount to be determined by the Community Development Director, minimum \$1,000.00 (see section 4-1-4(H) of this Code). - The stormwater permit fee shall be one and one-half percent of the site improvements costs, minimum \$600.00 (see subsection 4-1-4 (I) of this Code). - The stormwater plan review fee shall be one and one-quarter percent of the site improvements costs, minimum \$600.00 (see subsection 4-1-4 (I) of this Code). - Renewal fee shall be 50% of original permit fee, \$1,000.00 maximum. - Fee for miscellaneous scope of work not listed in the schedule and with hard cost valuation over \$15,000.00 shall be as follows: \$150.00 plus \$10.00 for each \$1,000.00 of estimated hard cost valuation over \$15,000.00 for all commercial roofing, siding and pavement replacement work, and \$150.00 plus \$20.00 for each \$1,000.00 of estimated hard cost valuation over \$15,000.00 for all other work. - Follow schedule for new construction. - Escrow amount of \$2,000.00 is required (see subsection 4-1-4(F) of this Code). - Contact Public Works Department for current pricing. - Required deposit is included within the site development fee if added to this line item. - Building fee shall be calculated as the total building square footage of all floors multiplied by the most current (but no sooner than three months prior to the date of permit application) square foot construction costs published by the International Code Council multiplied by 0.01. - For the purpose of determining fees within this schedule, the floor area of a building or structure shall be taken as the sum of the gross horizontal area of all occupiable floor levels in the building or structure, measured to the exterior face of exterior walls for floor levels above grade, or the external face of perimeter walls for below grade levels (including, but not limited to basements and walk out basements), and to				

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the exterior edge of porches, balconies and roof decks, and excluding the roof, attics and attached decks not supported wholly by the principal structure.

16. Fence repair is defined as the removal and replacement of fence boards or fabric with a total area of new boards or fabric not to exceed the area of two average panels in the fence, and/or the removal and replacement of up to three posts.

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- (D) *Preapplication meeting fee:* Every preapplication petition reviewed before the Plan Commission, or Zoning Board of Appeals shall be accompanied with a fee as indicated in the schedule of fees and deposits.
- (E) *Temporary occupancy certificate; deposit and renewals:* Upon the request of the holder of a permit, a temporary occupancy certificate shall be issued before the completion of the entire work covered by the permit provided the following requirements are satisfied:
1. A written request with an itemized cost estimate of all unfinished work shall be submitted and approved;
 2. A cash deposit shall be made for all unfinished work, where a cash deposit has not been paid at the time a permit was issued, in an amount equal to 125 percent of the itemized cost estimate, which deposit shall be held until all the work is complete and paid for or lien waivers are submitted;
 3. The cash deposit may be used by the Village to cover the cost of any incomplete work at the time the temporary certificate expires;
 4. Any unused portion of the cash deposit used to complete unfinished work will be returned to the depositor;
 5. Any additional expenses in conjunction with unfinished work incurred by the Village shall be the responsibility of the property owner;
 6. The allowed time period during which the temporary occupancy certificate is valid shall be established by the Building and Zoning Official. The temporary occupancy certificate shall be valid for no more than 180 days from the date of issuance;
 7. A renewal of a temporary occupancy may be granted only by the Building and Zoning Official, the Community Development Director, or the Village Manager. The renewal period shall not be longer than 180 days from the date of expiration of the original certificate.
 8. A temporary occupancy will be granted only when final engineering has been submitted and it reasonably appears that the building can safely be inhabited and where such habitation involves no risk to life, safety, or public welfare, and the temporary occupancy may be withdrawn at any time that either of the above conditions are not met; and
 9. For the cost of a temporary occupancy certificate and all approved renewals, see subsection (C)1 of this section.
- (F) *Construction necessitated variation fee:* A variation application fee shall be paid in the amount of \$1,100.00, and \$2,000.00 shall be deposited into an escrow fund. The application shall include, in addition to the items required in the Village of Glen Ellyn Zoning Code, the following documents:
1. A current site survey showing the details of the variation;
 2. A time line to show the key events leading to the variation;
 3. A list of alternative solutions, with designs, plans, and cost estimates; and
 4. The petitioner's preferred solution.
- (G) *Permit extension fee:* Any building permit holder may request an extension of a valid permit for up to six months provided the request is in writing and includes:
1. The owner's name;
 2. The address of the property where the work is being done;
 3. The building permit number;
 4. A description of the work to be completed;

-
5. The number of months to be extended; and
 6. A justifiable cause.
- (H) *Escrow fund (public meetings and public hearings)*: Any application for a public meeting or public hearing shall require the applicant to submit an amount determined by the Community Development Director, unless otherwise specified, for the reimbursement of all actual Village expenses incurred for publication, legal service, engineering, plan review and inspection services. An escrow fund is not required for residential variations reviewed by the Zoning Board of Appeals, but petitioners must reimburse the Village for the actual cost to publish the public hearing notice in the newspaper.

Each application for a project to be reviewed by the Plan Commission shall include an agreement to reimburse the Village for all out of pocket costs associated with this development. These out of pocket costs will cover services provided by the Village's consulting engineer, consulting attorney, consulting planner, traffic consultant, appraiser, transcriber, or other consultant deemed necessary by the Community Development Director, as well as reproduction costs, recording costs, etc.

The agreement shall be accompanied by an initial deposit in an amount to be determined by the Director of Community Development but no less than \$1,000.00. The Village will provide an itemized list of Village expenses related to this development, and the applicant will deposit funds to reimburse the Village for those expenses upon notice from the Village that the deposit has dropped below \$300.00. If the expenses are not reimbursed, then reviews associated with out of pocket costs will cease, and the application will not be moved forward through the review process. At the completion of the review process, and development of the project, if appropriate, any remaining balance from the deposit will be returned to the petitioner, without interest, after all expenses have been paid.

- (I) *Site improvement cost*: The stormwater fee for commercial development is calculated as a percentage of the total site improvement cost. A site improvement cost estimate is required to be signed and certified by the project engineer and submitted for review and approval. To validate the site improvement cost estimate, the applicant may be required to submit additional information to confirm the amounts listed or submit sworn statements from all contractors performing site work listing their contract amounts. The stormwater fee for a commercial development project shall be paid in two installments:
1. A stormwater plan review fee of one and one-quarter percent of the site improvement costs shall be paid upon submittal of preliminary or final development plans for Village Board approval. The minimum plan review fee shall be \$600.00. The plan review fee shall be paid upon application for the building permit if Village Board approval is not required.
 2. A stormwater permit fee of one and one-half percent of the site improvement costs shall be paid prior to the issue of a stormwater certification or building permit. The minimum permit fee shall be \$600.00.
 3. The stormwater fee listed in subsection 4-1-4(J) includes reasonable and necessary staff time to review plans, observe site conditions, inspect for compliance, attend project meetings regarding permitting processes and Code requirements, and respond to requests for information or the interpretation or application of applicable regulations. An additional plan review fee of \$100.00 shall be paid by the applicant for time expended to complete each staff plan review after the third review, or to re-review approved plans that have been revised and resubmitted.

(Ord. 5762, 5-26-2009; amd. Ord. 5768, 6-22-2009; Ord. 5851, 2-22-2010; Ord. 5854, 3-8-2010, eff. 3-15-2010; Ord. 5886, 9-13-2010; correspondence dated 2-24-2012; Ord. 5996, 1-30-2012, eff. 3-1-2012; Ord. 6074, 9-24-2012; Ord. 6076, 9-24-2012; Ord. 6128, 4-22-2013; Ord. 6301, 2-23-2015; Ord. 6304, 3-9-2015; Ord. 6441, 10-10-2016; Ord. 6442, 10-16-2016; Ord. 6520, 7-24-2017; Ord. 6603, 5-29-2018; Ord. 6608, 6-25-2018; Ord. 6625, 8-27-2018; Ord. 6674, 2-25-2019; Ord. 6745, 12-9-2019; Ord. 6750, 1-27-2020)

Editor's note(s)—Ord. No. 6625, adopted Aug. 27, 2018, shall be in full force and effect on or after Jan. 1, 2019, with the exception of the annual fire prevention inspections and business license/registrations which shall be in full force and effect on or after Oct. 1, 2018.

Attachment 2-Proposed Fee Schedule

4-1-4. Fee and deposit schedule.

- (A) The schedule of fees and deposits applies to all new or reconstructed buildings and structures, new additions, alterations or remodeling to existing buildings, structures or accessory structures, and all property development unless otherwise specified.
- (B) The Schedule of Fees and Deposits shall be subject to annual review. The Schedule of Fees and Deposits may be amended upon Village Board approval.
- (C) *Schedule of fees and deposits:* No permit for the construction of any new building, structure or accessory structure, addition, alteration or remodeling of an existing building, structure or accessory structure, change of use or occupancy of an existing structure or space, or construction, modification to, or demolition of any system or structure regulated by the Zoning Code or Building Codes shall be issued within the Village corporate limits or outside the Village corporate limits, when appropriate, until the following fees and deposits are paid in full:
 - 1. Permit fees:
 - (a) The permit fee is the sum of the applicable building fees and plan review fees established in the following table. Where the project scope includes work listed on separate line items, the permit fee shall be the total of the associated building, application and plan review fees.
 - (b) The minimum building fee shall be \$50.00.
 - (c) Building fees are due and payable at the time of issuance of a building permit.
 - 2. Plan review fees:
 - (a) A plan review fee in the amount of 110 percent of the consultant's cost of a building, stormwater, landscaping, tree preservation or other plan review consultant shall be paid by the applicant when such a review is required by the nature of the project or will, at the request of the applicant, expedite the review. A consultant may be used when a project contains specialty equipment, has unusual construction methods or materials, has been reviewed by a Village Board or Commission, or is deemed necessary by the Community Development Department because of the size, nature, occupancy, use or complexity of the development. When a consultant is determined to be necessary, the applicant shall pay an initial deposit of \$2,000.00 at the time the plans are submitted to cover the cost or part thereof of the plan review service provided by the consultant. When the building permit is issued, the final plan review fee will be adjusted to account for this initial payment; and any unused portion will be refunded. Any additional consultant fees should be billed to, and promptly paid by, the applicant. No building permit or occupancy certificate will be issued, or inspection scheduled if a consultant invoice has not been paid. If a project is abandoned, the applicant will be responsible for all costs incurred by the plan review consultant.
 - (b) The plan review fee for all new or reconstructed buildings or structures and remodeling and alterations of existing buildings, structures, utilities, and site improvements shall be as indicated in the schedule of fees and deposits.
 - (c) The minimum plan review fee shall be \$30.00.
 - (d) Plan review fees are due and payable at the time of application for building permit. Permit applications will not be accepted without receipt of payment of the applicable plan review fee. In the event that the applicant abandons the project, this fee is not refundable.
 - (e) The plan review fee for each plan review completed after the second review shall be \$200.00.

3. Inspections:
 - (a) The fee for annual or biannual fire prevention inspections, change of occupancy or ownership, elevator and construction-related inspections shall be as indicated in the schedule of fees and deposits.
 - (b) Fees established in the schedule of fees and deposits allow for an initial rough inspection and a final inspection for work of each construction trade and one re-inspection thereof. Re-inspection fees apply to each re-inspection after the second inspection fails, until such time as a subsequent inspection of the same work passes.
4. *Zoning fees*: The required fee for application for modification of the specific requirements of the zoning ordinance, subdivision regulations code, sign code and other zoning related matters shall be as indicated in the schedule of fees and deposits. The schedule also includes fees to process requests for annexation, exterior appearance review and amendments.
5. *License/registration fees*: The fee for annual or biennial contractor registration and annual business license or registration shall be as indicated in the schedule of fees and deposits.
6. *Administrative fees*: The fee for administrative items such as issuance of certificate of occupancy, permit extensions or renewals and other construction related items shall be as indicated in the schedule of fees and deposits.
7. *Public right-of-way*: The fee for license agreements for private use of the public right-of-way or vacation thereof shall be as indicated in the schedule of fees and deposits.

SCHEDULE OF FEES AND DEPOSITS

The following schedule applies to all new or reconstructed buildings and structures, new additions, alterations or remodeling to existing buildings, structures or accessory structures, and all property development unless noted otherwise in this section of the Glen Ellyn Village Code. Where a project includes multiple work items listed as separate line items in this schedule the fees shall be cumulative in nature to include all work items in the project scope of work.

	Scope of Work	Building Permit Fee (Includes Plan Review fee unless otherwise noted)
A	New Construction	
1	Non-residential or mixed-use building, principal structure, total square footage of all levels, including all attached or detached structures	2% of construction value <i>*No permit shall be lower than \$1,500</i>
	Non-residential or mixed-use building, principal structure, total square footage of all levels, including all attached or detached structures: a. Fees include connection fee for up to maximum 1" water service line, and 1" water meter. For larger water service line or meter sizes, the building fee shall be increased by the difference in cost between 1-inch and the required size(s) (see chapters 7-11-30 and 7-11-32 of this Code). The cost difference between a 1-inch line and the required line size shall be added to the permit fees indicated herein. b. Fees do not include sewer connection fees (see section (F) of this schedule). c. Fees do not include site development/stormwater fees or deposits (see section (D) of this schedule). d. For food service establishments, add \$250.00 to the plan review fee. e. Fees do not include elevator fees (see section (D) of this schedule). f. Fees do not include fire alarm and detection or fire sprinkler systems (see section (D) of this schedule). g. Fees include up to two plan reviews (Additional plan reviews shall be charged per Note 1). h. Fees do not include systems that collect or convert geothermal, solar or wind energy (see section D of this chart).	
2	Residential 1- and 2- family dwelling, principal structure, total floor area square footage of all levels:	1.30 per square foot
	Residential 1- and 2-family dwelling, principal structure, total floor area square footage of all levels: a. Fees include all impervious surfaces, attached structures such as porches and decks, up to three detached accessory structures such as garages or pergolas, as allowed by the zoning code for the applicable zoning district. b. Fees include connection fee for sewer line and up to maximum 1" water service line, and 1" water meter. For larger water service line or meter sizes, the building fee shall be increased by the difference in cost between 1-inch and the required size(s) (see chapter 7-11-30 of this Code). c. Fees include site development/stormwater fees and deposits. d. Fees include up to two plan reviews (Additional plan reviews shall be charged per Note 1). e. Fees do not include systems that collect or convert geothermal, solar or wind energy (see section D of this schedule). f. Fees include fire sprinkler plan review and inspection. g. Fees do not include elevator fees (see section (D) of this schedule).	

3	Residential multi-family dwelling, principal structure:	1.30 per square foot
	Residential multi-family dwelling, principal structure. a. Fees do not include water or sewer connection fee, see chapters 7-11-30 and 7-11-32 of this Code. b. Fees do not include site development/stormwater fees or deposits. c. Fees do not include elevator fees (see section (D) of this schedule). d. Fees do not include fire alarm and detection or fire sprinkler systems (see section (D) of this schedule). e. Fees include up to two plan reviews (Additional plan reviews shall be charged per Note 1). Fees do not include systems that collect or convert geothermal, solar or wind energy (see section D of this chart).	

B	Additions-Fees do not include fire sprinkler, fire alarm and detection or elevator work if required/provided.	
1	When a building permit applicant proposes to add new square footage, the building permit fee shall be:	2.50 per square foot
	<i>If the scope of work includes a remodel and addition that adds new square footage, the alteration/remodel portion will be based on the construction value detailed below.</i>	

C	Alterations and Remodeling-Fees do not include fire sprinkler, fire alarm and detection, or elevator work if required/provided. No permit fee in this section shall be less than \$500.	
1	Residential <i>*No permit shall be lower than \$250.</i>	1.75% of construction value
2	Commercial <i>*No permit shall be lower than \$1,500.</i>	2% of construction value

D	Commercial Buildings-Food Service Establishment Buildout-Fees do not include the following work items: water service upgrade, if required (see section (F) of this schedule; fire detection and alarm or fire sprinkler systems (see section (D) of this schedule); new grease interceptor, if required (see section (F) of this schedule); sewer connection fee, if required (see section (F) of this schedule).	
1	Tenant modification of floor plan layout. No permit shall be lower than \$500.	2% of construction value
2	Kitchen exhaust hood/Ansul system, replacement unit not part of tenant buildout	380 per hood
3	Tenant modification of lighting or electric power distribution system	250
4	Tenant modification of mechanical system	225
5	Tenant modification of plumbing system	600
6	Storefront or façade alteration, stand alone alteration project with no interior remodeling	310
7	Structural modification or repair	225

E	Miscellaneous Permits	
1	Accessibility modifications, interior or exterior, not within the public right-of-way	125
2	Accessory structures (Arbor, cabana, gazebo, greenhouse, ornamental gate, outdoor kitchen, pergola, retaining wall, shed, trellis, or other similar structures)	95
3	Alternate Power (geothermal systems, wind turbine). See Note 1.	350
4	Canopy or fixed awning, new or alteration	95
5	Deck	285
6	Demolition	
6a	Primary Structure	850
6b	Accessory Structure	110
6c	Interior	205
7	Drain tile and sump pit/pump	95
8	Driveway	150
9	Elevator	475
10	Fascia, soffits, gutters and/or downspouts, windows, exterior doors, siding/stucco, tuckpointing)	80
11	Fence	80
12	Fire alarm and detection system (new or modified)	570
13	Fire sprinkler system. See Note 1.	800
14	Garage	900
15	Other (ex: fireplace, storage tank installation/removal). Any miscellaneous permit not specified in this section shall be a minimum of:	95
16	Parking Lot (pavement grinding, resurfacing, striping)	95
17	Paved or impervious surface (including sport courts) greater than 100 and less than 300 square feet in area. See Note 15.	95
18	Paved or impervious surface (including sport courts) greater than 299 square feet in area. See Note 15.	370
19	Porch	150
20	Prescribed Burn	80
21	Radon system	80
22	Roofing, Commercial	180
23	Roofing, Residential	85

24	Site development fees, new construction: Water, sanitary and sewer fees included within construction fee unless noted otherwise. See Notes 6 and 7.	
24a	Development from 300 to 1,500 square feet in area	675
24b	Development located within the principal building side yard setbacks, excluding a driveway approach	775
24c	Development over 1,500 square feet for single-family home or townhome	1300
24d	Development over 1,500 square feet for commercial and multi-family (see section 4-1-4(I) of this Code)	See note 6 and 7
25	Solar panel system, including connection to electric and plumbing system. See Note 1.	450
26	Swimming Pool, Spa, or Hot Tub-Above Ground	130
27	Swimming Pool, Spa, or Hot Tub-Below Ground	260
28	Telecommunication sites, alterations, or co-locate (other than small wireless facility)	700
29	Telecommunication sites, new construction, not in public right-of-way (other than small wireless facility)	1250
30	Telecommunication site, single co-located small wireless facility	650
31	Telecommunication site per when application addresses multiple locations	350 each
32	Temporary bleachers, platform, stage or tent (tent greater than 400 square feet)	105

F	Heating, Ventilation and Air Conditioning	
1	Heating/cooling equipment: residential furnace, heat pump, boiler, new or modification/replacement	95
2	Heating/cooling equipment: commercial furnace, heat pump, boiler, new or modification/replacement	150

G	Plumbing	
1	Cross Connection Control (RPZ Device)	140
2	Flood/sewer backup control system	275
3	Grease interceptor, new or replacement	200
4	Hydrant Meter	550
5	Irrigation systems-lawn	170
6	New/modified overhead sewer, not part of a remodeling project	170
7	Reconfigure interior sewer, water, or vent system, not part of a remodeling project	170
8	Service disconnection, sewer or water. See Note 1.	260
9	Sewer connection fee (Village base fee as shown, plus Glenbard Wastewater Authority fee) Base fee, plus \$278 per PE (population equivalent) *Pending further.	1000
10	Sewer line inspection (Clear Water Program) Note: This fee is not included within new construction, additions, alterations, or remodeling fees.	100

11	Water heater, replacement	120
12	Water meter. See Note 11.	50
13	Water, sewer or storm line, 1-, 2- and 3-family dwellings (add connection fees based on service line size per chapters 7-11-30 and 7-11-32 of this Code)	300
14	Water, sewer or storm line, multi-family, mixed-use or commercial (add connection fees based on service line size per chapters 7-11-30 and 7-11-32 of this Code)	415
15	Water, sewer or storm line repair (private property)	140
16	Water, sewer or storm line repair (public property)	240
17	Miscellaneous inspection or consultation	140

H	Electrical	
1	Emergency generator	95
2	Exit sign/lighting fixture	95
3	Openings for wiring, each 25 or portion thereof	65
4	Re-circuiting, service feeders, underground service, wired connection, appliances or equipment	95
5	Service upgrade	125
6	Service upgrade, each additional meter	65
7	Service panel or sub panel	95
8	Temporary electric service	80

I	Signs	
1	Temporary Sign	50
2	Permanent Sign (New/Replacement)	175

J-Plan Reviews		
1	Additional fees:	
	• Plan review completed in-house after the second plan review has been completed	200
	• Stormwater plan review performed after the third review (see section 4-1-4(I) of this Code)	75 per hour
	• Stormwater plan review performed on revised drawings submitted after drawings have been approved (see section 4-1-4(I) of this Code)	75 per hour
2	Deferred submittal: elevator or other conveyance (cost added to plan review fee indicated elsewhere in this schedule)	100
3	Deferred submittal: fire alarm system or fire suppression system (cost added to plan review fee indicated in section (D) of this schedule)	250

4	Deferred submittal: truss shop drawings (cost added to base permit fee of project)	100
5	Deferred submittal: other, with approval of the Building and Zoning Official (cost added to applicable plan review fee indicated elsewhere in this schedule)	250
6	Elevator or other conveyance	120 each
7	Expedited plan reviews, 1- and 2-family dwellings (additional cost for up to 5 business day turnaround time)	500
8	Expedited plan reviews, 1- and 2-family dwellings (additional cost for up to 3 business day turnaround time)	1000
9	Expedited plan reviews, multi-family, mixed-use or commercial	See Note 1
10	Plan reviews performed by a consultant (see subsection 4-1-4(C)2(a) of this Code)	See Note 1
11	Plan review necessitated by drawing revisions after issuance of permit	75
12	Miscellaneous assemblies, equipment or structures reviewed by in-house staff	75 per hour
13	Tree preservation for single-family lot site improvements, grading or landscaping not associated with other permits	250

K-Administrative Fees		
1	Appeal of administrative decision of the Community Development Director or the Building & Zoning Official	250
2	Certificate of Occupancy, other than for new construction	100
3	Permit extension (see subsection 4-1-4(G) of this Code)	50 per month
4	Phased permit, foundation and underground utilities only permit, 1- and 2-family (fees in addition to scheduled building and plan review fees)	450
5	Phased permit, foundation and underground utilities only permit, other than 1- and 2-family (fees in addition to scheduled building and plan review fees)	1000
6	Phased permit, building shell only (fees in addition to scheduled building and plan review fees)	1500
7	Renewal of suspended permit	See Note 8
8	Renewal of expired permit application	500
9	Temporary Certificate of Occupancy or renewal thereof (see subsection 4-1-4(E) of this Code)	450
10	Work exceeding scope of permitted work ;300% of original permit fee	500 minimum
11	Work Started without Permit 200% of original permit fee	250 minimum

L-Inspections		
1- Annual Fire Prevention Inspection:		
Group	Occupancy Use:	
A-1 thru 5	Assembly	150
A-2	Assembly - Food/Drink Service Establishment, up to 1,000 square feet	75
A-2	Assembly - Food/Drink Service Establishment, over 1,000 square feet	150
A-2	Assembly - Food Service Establishment, commercial hood and duct	50
B	Business, up to 1,000 square feet	50
B	Business, over 1,000 square feet	75
E	Educational	100
E	Educational, day care facility	75
F	Factory	125
H-1 thru 5	High-hazard	125
I-1 thru 4	Institutional	150
M	Mercantile, up to 1,000 square feet	50
M	Mercantile over 1,000 sf up to 4,000 square feet	75
M	Mercantile over 4,000 square feet	150
R-1	Residential, transient	150
R-2	Residential, non-transient and multi-family building common areas	50
R-3	Residential, non-transient (refer to Building Code for occupancy uses)	125
R-4	Residential, non-transient (refer to Building Code for occupancy uses)	150
S-1	Storage, moderate hazard	75
S-2	Storage, low hazard	50
U	Utility and Miscellaneous	50
2	Change of occupancy inspection (new use or business)	50
3	Code compliance for 1-, 2- or 3-family dwellings, per request of owner or agent	175
4	Elevator or other conveyance:	
	• Annual inspection	150
	• Annual no-load pressure test	150
	• Five-year conveyance load test	350
	• Re-inspection fee	75
5	Re-inspection fee - Plumbing (after second inspection fails)	100

6	Re-inspection fee - Other than Plumbing (after second inspection fails)	100
7	Water pressure test, single family residential	200

M-Business License/Registration		
1	New business	100 annual
2	Change of address, remaining within Glen Ellyn	30 annual
3	Change of business ownership	30 annual
4	Change of business name	30 annual

N-Taxes, Demolition		
1	Tax, demolition (applies to any project when over 50 percent of the exterior roof and wall area is structurally altered or when a building or structure, or part thereof, greater than 1,000 and up to 4,000 square feet is demolished)	550

O-Developer's Donation/Cash Contribution		
1	Fire Company: Single-family dwelling (attached or detached), per new dwelling unit	1,500
2	Fire Company: Multi-family dwelling units, per new dwelling unit	500
3	Fire Company: Congregate housing for the elderly, per new unit	500
4	Butterfield Park District (*Determined by Ordinance)	*
5	Glen Ellyn Library (*Determined by Ordinance)	*
6	Glen Ellyn Park District (*Determined by Ordinance)	*
7	Elementary School District 41 (*Determined by Ordinance)	*
8	Elementary School District 89 (*Determined by Ordinance)	*
9	High School District 87 (*Determined by Ordinance)	*

P-Zoning and Appearance Applications		
1	Administrative zoning variation	250
2	Annual outdoor beautification display	25
3	Appeals	700
4	Construction necessitated variations (see section 4-1-4(F) of this Code)	1,100
5	Exterior appearance review	200
6	Live entertainment	150
7	Planned unit development	2,500
8	Planned unit development amendment	2,500

9	Planned unit development amendment - not requiring a public hearing	1,000
10	Planned unit development amendment: where only previously approved signage is being amended regardless if a public hearing is required or not	500
11	Pre-application meeting (see section 4-1-4(D) of this Code)	250
12	Sign variation	500
13	Special use	750
14	Special use amendment, not requiring a public hearing	350
15	Special use, preexisting - Administrative approval	350
16	Stormwater variation	150
17	Zoning application plan review (after third review) increasing \$50.00 each additional review thereafter	100
18	Zoning map amendment	500
19	Zoning text amendment	500
20	Zoning variation	660
21	Zoning verification letter	100

Q-Public Right of Way		
1	License agreement, outdoor seating	50 annual
2	License agreement, vendor cart	150 annual
3	Obstructions:	
	• Parking stall (base fee, plus \$5.00 per stall, each additional day)	25
	• Sidewalk (base fee, plus \$5.00 each additional day)	25
	• Street	50 per day
4	Right-of-way vacation application	300

R-Annexation		
1	Single-family detached home	250
2	Non-Single-family detached home	1,000 per acre

S-Subdivision		
1	Major, 5 or more lots	3,500
2	Minor, 3 or 4 lots	1,400
3	Two-lot subdivision	250
4	Land transfer certificate	250

5	Lot consolidation	250
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T-Recapture		
1	Pay to Village - Transfer to builder (varies per ordinance)	Varies
2	Pay to Village - Processing fee	100

NOTES:

1. Plan review fee shall be equal to 110 percent of consultant fee (see subsection 4-1-4(C)2(a) of this Code).
2. See section 4-1-4(G) of this Code for plan review fee and deposit amount.
3. A demolition tax is applied to any project when over 50 percent of the exterior roof and wall area is structurally altered or when a building or structure, or part thereof, greater than 1,000 and up to 4,000 square feet is demolished.
4. Deposit amount varies at discretion of the Director of Community Development or the Building and Zoning Official or the Director of Public Works based on proposed scope of work and impact on the public right-of-way.
5. Escrow amount to be determined by the Community Development Director, minimum \$1,000.00 (see section 4-1-4(H) of this Code).
6. The stormwater permit fee shall be one and one-half percent of the site improvements costs, minimum \$600.00 (see subsection 4-1-4 (I) of this Code).
7. The stormwater plan review fee shall be one and one-quarter percent of the site improvements costs, minimum \$600.00 (see subsection 4-1-4 (I) of this Code).
8. Renewal fee shall be 50% of original permit fee, \$1,000.00 maximum.
9. Follow schedule for new construction.
10. Escrow amount of \$2,000.00 is required (see subsection 4-1-4(F) of this Code).
11. Contact Public Works Department for current pricing.
12. Required deposit is included within the site development fee if added to this line item.
13. Building fee shall be calculated as the total building square footage of all floors multiplied by the most current (but no sooner than three months prior to the date of permit application) square foot construction costs published by the International Code Council multiplied by 0.01
14. For the purpose of determining fees within this schedule, the floor area of a building or structure shall be taken as the sum of the gross horizontal area of all occupiable floor levels in the building or structure, measured to the exterior face of exterior walls for floor levels above grade, or the external face of perimeter walls for below grade levels (including, but not limited to basements and walk out basements), and to the exterior edge of porches, balconies and roof decks, and excluding the roof, attics and attached decks not supported wholly by the principal structure.
15. Fence repair is defined as the removal and replacement of fence boards or fabric with a total area of new boards or fabric not to exceed the area of two average panels in the fence, and/or the removal and replacement of up to three posts.

- (D) *Preapplication meeting fee:* Every preapplication petition reviewed before the Plan Commission, or Zoning Board of Appeals shall be accompanied with a fee as indicated in the schedule of fees and deposits.
- (E) *Temporary occupancy certificate; deposit and renewals:* Upon the request of the holder of a permit, a temporary occupancy certificate shall be issued before the completion of the entire work covered by the permit provided the following requirements are satisfied:
1. A written request with an itemized cost estimate of all unfinished work shall be submitted and approved;
 2. A cash deposit shall be made for all unfinished work, where a cash deposit has not been paid at the time a permit was issued, in an amount equal to 125 percent of the itemized cost estimate, which deposit shall be held until all the work is complete and paid for or lien waivers are submitted;
 3. The cash deposit may be used by the Village to cover the cost of any incomplete work at the time the temporary certificate expires;
 4. Any unused portion of the cash deposit used to complete unfinished work will be returned to the depositor;
 5. Any additional expenses in conjunction with unfinished work incurred by the Village shall be the responsibility of the property owner;
 6. The allowed time period during which the temporary occupancy certificate is valid shall be established by the Building and Zoning Official. The temporary occupancy certificate shall be valid for no more than 180 days from the date of issuance;
 7. A renewal of a temporary occupancy may be granted only by the Building and Zoning Official, the Community Development Director, or the Village Manager. The renewal period shall not be longer than 180 days from the date of expiration of the original certificate.
 8. A temporary occupancy will be granted only when final engineering has been submitted and it reasonably appears that the building can safely be inhabited and where such habitation involves no risk to life, safety, or public welfare, and the temporary occupancy may be withdrawn at any time that either of the above conditions are not met; and
 9. For the cost of a temporary occupancy certificate and all approved renewals, see subsection (C)1 of this section.
- (F) *Construction necessitated variation fee:* A variation application fee shall be paid in the amount of \$1,100.00, and \$2,000.00 shall be deposited into an escrow fund. The application shall include, in addition to the items required in the Village of Glen Ellyn Zoning Code, the following documents:
1. A current site survey showing the details of the variation;
 2. A timeline to show the key events leading to the variation;
 3. A list of alternative solutions, with designs, plans, and cost estimates; and
 4. The petitioner's preferred solution.
- (G) *Permit extension fee:* Any building permit holder may request an extension of a valid permit for up to six months provided the request is in writing and includes:
1. The owner's name;
 2. The address of the property where the work is being done;
 3. The building permit number;
 4. A description of the work to be completed;
 5. The number of months to be extended; and
 6. A justifiable cause.

- (H) *Escrow fund (public meetings and public hearings)*: Any application for a public meeting or public hearing shall require the applicant to submit an amount determined by the Community Development Director, unless otherwise specified, for the reimbursement of all actual Village expenses incurred for publication, legal service, engineering, plan review and inspection services. An escrow fund is not required for residential variations reviewed by the Zoning Board of Appeals, but petitioners must reimburse the Village for the actual cost to publish the public hearing notice in the newspaper.

Each application for a project to be reviewed by the Plan Commission shall include an agreement to reimburse the Village for all out of pocket costs associated with this development. These out of pocket costs will cover services provided by the Village's consulting engineer, consulting attorney, consulting planner, traffic consultant, appraiser, transcriber, or other consultant deemed necessary by the Community Development Director, as well as reproduction costs, recording costs, etc.

The agreement shall be accompanied by an initial deposit in an amount to be determined by the Director of Community Development but no less than \$1,000.00. The Village will provide an itemized list of Village expenses related to this development, and the applicant will deposit funds to reimburse the Village for those expenses upon notice from the Village that the deposit has dropped below \$300.00. If the expenses are not reimbursed, then reviews associated with out of pocket costs will cease, and the application will not be moved forward through the review process. At the completion of the review process, and development of the project, if appropriate, any remaining balance from the deposit will be returned to the petitioner, without interest, after all expenses have been paid.

- (I) *Site improvement cost*: The stormwater fee for commercial development is calculated as a percentage of the total site improvement cost. A site improvement cost estimate is required to be signed and certified by the project engineer and submitted for review and approval. To validate the site improvement cost estimate, the applicant may be required to submit additional information to confirm the amounts listed or submit sworn statements from all contractors performing site work listing their contract amounts. The stormwater fee for a commercial development project shall be paid in two installments:
1. A stormwater plan review fee of one and one-quarter percent of the site improvement costs shall be paid upon submittal of preliminary or final development plans for Village Board approval. The minimum plan review fee shall be \$600.00. The plan review fee shall be paid upon application for the building permit if Village Board approval is not required.
 2. A stormwater permit fee of one and one-half percent of the site improvement costs shall be paid prior to the issue of a stormwater certification or building permit. The minimum permit fee shall be \$600.00.
 3. The stormwater fee listed in subsection 4-1-4(J) includes reasonable and necessary staff time to review plans, observe site conditions, inspect for compliance, attend project meetings regarding permitting processes and Code requirements, and respond to requests for information or the interpretation or application of applicable regulations. An additional plan review fee of \$100.00 shall be paid by the applicant for time expended to complete each staff plan review after the third review, or to re-review approved plans that have been revised and resubmitted.

(Ord. 5762, 5-26-2009; amd. Ord. 5768, 6-22-2009; Ord. 5851, 2-22-2010; Ord. 5854, 3-8-2010, eff. 3-15-2010; Ord. 5886, 9-13-2010; correspondence dated 2-24-2012; Ord. 5996, 1-30-2012, eff. 3-1-2012; Ord. 6074, 9-24-2012; Ord. 6076, 9-24-2012; Ord. 6128, 4-22-2013; Ord. 6301, 2-23-2015; Ord. 6304, 3-9-2015; Ord. 6441, 10-10-2016; Ord. 6442, 10-16-2016; Ord. 6520, 7-24-2017; Ord. 6603, 5-29-2018; Ord. 6608, 6-25-2018; Ord. 6625, 8-27-2018; Ord. 6674, 2-25-2019; Ord. 6745, 12-9-2019; Ord. 6750, 1-27-2020)

Editor's note(s)—Ord. No. 6625, adopted Aug. 27, 2018, shall be in full force and effect on or after Jan. 1, 2019, with the exception of the annual fire prevention inspections and business license/registrations which shall be in full force and effect on or after Oct. 1, 2018.

Attachment 3-Proposed Fee Schedule with 4% Increase

4-1-4. Fee and deposit schedule.

- (A) The schedule of fees and deposits applies to all new or reconstructed buildings and structures, new additions, alterations or remodeling to existing buildings, structures or accessory structures, and all property development unless otherwise specified.
- (B) The Schedule of Fees and Deposits shall be subject to annual review. The Schedule of Fees and Deposits may be amended upon Village Board approval.
- (C) *Schedule of fees and deposits:* No permit for the construction of any new building, structure or accessory structure, addition, alteration or remodeling of an existing building, structure or accessory structure, change of use or occupancy of an existing structure or space, or construction, modification to, or demolition of any system or structure regulated by the Zoning Code or Building Codes shall be issued within the Village corporate limits or outside the Village corporate limits, when appropriate, until the following fees and deposits are paid in full:
 - 1. Permit fees:
 - (a) The permit fee is the sum of the applicable building fees and plan review fees established in the following table. Where the project scope includes work listed on separate line items, the permit fee shall be the total of the associated building, application and plan review fees.
 - (b) The minimum building fee shall be \$50.00.
 - (c) Building fees are due and payable at the time of issuance of a building permit.
 - 2. Plan review fees:
 - (a) A plan review fee in the amount of 110 percent of the consultant's cost of a building, stormwater, landscaping, tree preservation or other plan review consultant shall be paid by the applicant when such a review is required by the nature of the project or will, at the request of the applicant, expedite the review. A consultant may be used when a project contains specialty equipment, has unusual construction methods or materials, has been reviewed by a Village Board or Commission, or is deemed necessary by the Community Development Department because of the size, nature, occupancy, use or complexity of the development. When a consultant is determined to be necessary, the applicant shall pay an initial deposit of \$2,000.00 at the time the plans are submitted to cover the cost or part thereof of the plan review service provided by the consultant. When the building permit is issued, the final plan review fee will be adjusted to account for this initial payment; and any unused portion will be refunded. Any additional consultant fees should be billed to, and promptly paid by, the applicant. No building permit or occupancy certificate will be issued, or inspection scheduled if a consultant invoice has not been paid. If a project is abandoned, the applicant will be responsible for all costs incurred by the plan review consultant.
 - (b) The plan review fee for all new or reconstructed buildings or structures and remodeling and alterations of existing buildings, structures, utilities, and site improvements shall be as indicated in the schedule of fees and deposits.
 - (c) The minimum plan review fee shall be \$30.00.
 - (d) Plan review fees are due and payable at the time of application for building permit. Permit applications will not be accepted without receipt of payment of the applicable plan review fee. In the event that the applicant abandons the project, this fee is not refundable.
 - (e) The plan review fee for each plan review completed after the second review shall be \$200.00.

3. Inspections:
 - (a) The fee for annual or biannual fire prevention inspections, change of occupancy or ownership, elevator and construction-related inspections shall be as indicated in the schedule of fees and deposits.
 - (b) Fees established in the schedule of fees and deposits allow for an initial rough inspection and a final inspection for work of each construction trade and one re-inspection thereof. Re-inspection fees apply to each re-inspection after the second inspection fails, until such time as a subsequent inspection of the same work passes.
4. *Zoning fees*: The required fee for application for modification of the specific requirements of the zoning ordinance, subdivision regulations code, sign code and other zoning related matters shall be as indicated in the schedule of fees and deposits. The schedule also includes fees to process requests for annexation, exterior appearance review and amendments.
5. *License/registration fees*: The fee for annual or biennial contractor registration and annual business license or registration shall be as indicated in the schedule of fees and deposits.
6. *Administrative fees*: The fee for administrative items such as issuance of certificate of occupancy, permit extensions or renewals and other construction related items shall be as indicated in the schedule of fees and deposits.
7. *Public right-of-way*: The fee for license agreements for private use of the public right-of-way or vacation thereof shall be as indicated in the schedule of fees and deposits.

SCHEDULE OF FEES AND DEPOSITS

The following schedule applies to all new or reconstructed buildings and structures, new additions, alterations or remodeling to existing buildings, structures or accessory structures, and all property development unless noted otherwise in this section of the Glen Ellyn Village Code. Where a project includes multiple work items listed as separate line items in this schedule the fees shall be cumulative in nature to include all work items in the project scope of work.

	Scope of Work	Building Permit Fee (Includes Plan Review fee unless otherwise noted)
A	New Construction	
1	Non-residential or mixed-use building, principal structure, total square footage of all levels, including all attached or detached structures	2.10% of construction value
	Non-residential or mixed-use building, principal structure, total square footage of all levels, including all attached or detached structures: a. Fees include connection fee for up to maximum 1" water service line, and 1" water meter. For larger water service line or meter sizes, the building fee shall be increased by the difference in cost between 1-inch and the required size(s) (see chapters 7-11-30 and 7-11-32 of this Code). The cost difference between a 1-inch line and the required line size shall be added to the permit fees indicated herein. b. Fees do not include sewer connection fees (see section (F) of this schedule). c. Fees do not include site development/stormwater fees or deposits (see section (D) of this schedule). d. For food service establishments, add \$250.00 to the plan review fee. e. Fees do not include elevator fees (see section (D) of this schedule). f. Fees do not include fire alarm and detection or fire sprinkler systems (see section (D) of this schedule). g. Fees include up to two plan reviews (Additional plan reviews shall be charged per Note 1). h. Fees do not include systems that collect or convert geothermal, solar or wind energy (see section D of this chart).	<i>*No permit shall be lower than \$1,500</i>
2	Residential 1- and 2- family dwelling, principal structure, total floor area square footage of all levels:	1.35 per square foot
	Residential 1- and 2-family dwelling, principal structure, total floor area square footage of all levels: a. Fees include all impervious surfaces, attached structures such as porches and decks, up to three detached accessory structures such as garages or pergolas, as allowed by the zoning code for the applicable zoning district. b. Fees include connection fee for sewer line and up to maximum 1" water service line, and 1" water meter. For larger water service line or meter sizes, the building fee shall be increased by the difference in cost between 1-inch and the required size(s) (see chapter 7-11-30 of this Code). c. Fees include site development/stormwater fees and deposits. d. Fees include up to two plan reviews (Additional plan reviews shall be charged per Note 1). e. Fees do not include systems that collect or convert geothermal, solar or wind energy (see section D of this schedule). f. Fees include fire sprinkler plan review and inspection. g. Fees do not include elevator fees (see section (D) of this schedule).	

3	Residential multi-family dwelling, principal structure:	1.35 per square foot
	Residential multi-family dwelling, principal structure. a. Fees do not include water or sewer connection fee, see chapters 7-11-30 and 7-11-32 of this Code. b. Fees do not include site development/stormwater fees or deposits. c. Fees do not include elevator fees (see section (D) of this schedule). d. Fees do not include fire alarm and detection or fire sprinkler systems (see section (D) of this schedule). e. Fees include up to two plan reviews (Additional plan reviews shall be charged per Note 1). Fees do not include systems that collect or convert geothermal, solar or wind energy (see section D of this chart).	

B	Additions-Fees do not include fire sprinkler, fire alarm and detection or elevator work if required/provided.	
1	When a building permit applicant proposes to add new square footage, the building permit fee shall be:	2.60 per square foot
	<i>If the scope of work includes a remodel and addition that adds new square footage, the alteration/remodel portion will be based on the construction value detailed below.</i>	

C	Alterations and Remodeling-Fees do not include fire sprinkler, fire alarm and detection, or elevator work if required/provided. No permit fee in this section shall be less than \$500.	
1	Residential <i>*No permit shall be lower than \$250.</i>	1.80% of construction value
2	Commercial <i>*No permit shall be lower than \$1,500.</i>	2.10% of construction value

D	Commercial Buildings-Food Service Establishment Buildout-Fees do not include the following work items: water service upgrade, if required (see section (F) of this schedule; fire detection and alarm or fire sprinkler systems (see section (D) of this schedule); new grease interceptor, if required (see section (F) of this schedule); sewer connection fee, if required (see section (F) of this schedule).	
1	Tenant modification of floor plan layout. No permit shall be lower than \$500.	2.10% of construction value
2	Kitchen exhaust hood/Ansul system, replacement unit not part of tenant buildout	395 per hood
3	Tenant modification of lighting or electric power distribution system	260
4	Tenant modification of mechanical system	235
5	Tenant modification of plumbing system	625
6	Storefront or façade alteration, stand alone alteration project with no interior remodeling	320
7	Structural modification or repair	235

E	Miscellaneous Permits	
1	Accessibility modifications, interior or exterior, not within the public right-of-way	130
2	Accessory structures (Arbor, cabana, gazebo, greenhouse, outdoor kitchen, ornamental gate, pergola, retaining wall, shed, trellis, or other similar structures)	100
3	Alternate Power (geothermal systems, wind turbine). See Note 1.	365
4	Canopy or fixed awning, new or alteration	100
5	Deck	295
6	Demolition	-
6a	Primary Structure	885
6b	Accessory Structure	115
6c	Interior	210
7	Drain tile and sump pit/pump	100
8	Driveway	155
9	Elevator	495
10	Fascia, soffits, gutters and/or downspouts, windows, exterior doors, siding/stucco, tuckpointing)	80
11	Fence	80
12	Fire alarm and detection system (new or modified)	590
13	Fire sprinkler system. See Note 1.	830
14	Garage	935
15	Other (ex: fireplace, storage tank installation/removal). Any miscellaneous permit not specified in this section shall be a minimum of:	100
16	Parking Lot (pavement grinding, resurfacing, striping)	100
17	Paved or impervious surface (including sport courts) greater than 100 and less than 300 square feet in area. See Note 15.	100
18	Paved or impervious surface (including sport courts) greater than 299 square feet in area. See Note 15.	385
19	Porch	155
20	Prescribed Burn	85
21	Radon system	85
22	Roofing, Commercial	190
23	Roofing, Residential	90

24	Site development fees, new construction: Water, sanitary and sewer fees included within construction fee unless noted otherwise. See Notes 6 and 7.	
24a	Development from 300 to 1,500 square feet in area	700
24b	Development located within the principal building side yard setbacks, excluding a driveway approach	805
24c	Development over 1,500 square feet for single-family home or townhome	1350
24d	Development over 1,500 square feet for commercial and multi-family (see section 4-1-4(I) of this Code)	See note 6 and 7
25	Solar panel system, including connection to electric and plumbing system. See Note 1.	470
26	Swimming Pool, Spa, or Hot Tub-Above Ground	135
27	Swimming Pool, Spa, or Hot Tub-Below Ground	270
28	Telecommunication sites, alterations, or co-locate (other than small wireless facility)	730
29	Telecommunication sites, new construction, not in public right-of-way (other than small wireless facility)	1300
30	Telecommunication site, single co-located small wireless facility	675
31	Telecommunication site per when application addresses multiple locations	365 each
32	Temporary bleachers, platform, stage or tent (tent greater than 400 square feet)	110

F	Heating, Ventilation and Air Conditioning	
1	Heating/cooling equipment: residential furnace, heat pump, boiler, new or modification/replacement	100
2	Heating/cooling equipment: commercial furnace, heat pump, boiler, new or modification/replacement	155

G	Plumbing	
1	Cross Connection Control (RPZ Device)	145
2	Flood/sewer backup control system	285
3	Grease interceptor, new or replacement	210
4	Hydrant Meter	570
5	Irrigation systems-lawn	175
6	New/modified overhead sewer, not part of a remodeling project	175
7	Reconfigure interior sewer, water, or vent system, not part of a remodeling project	175
8	Service disconnection, sewer or water. See Note 1.	275
9	Sewer connection fee (Village base fee as shown, plus Glenbard Wastewater Authority fee) Base fee, plus \$278 per PE (population equivalent)	1040
10	Sewer line inspection (Clear Water Program) Note: This fee is not included within new construction, additions, alterations, or remodeling fees.	105

11	Water heater, replacement	125
12	Water meter. See Note 11.	50
13	Water, sewer or storm line, 1-, 2- and 3-family dwellings (add connection fees based on service line size per chapters 7-11-30 and 7-11-32 of this Code)	310
14	Water, sewer or storm line, multi-family, mixed-use or commercial (add connection fees based on service line size per chapters 7-11-30 and 7-11-32 of this Code)	430
15	Water, sewer or storm line repair (private property)	145
16	Water, sewer or storm line repair (public property)	250
17	Miscellaneous inspection or consultation	145

H	Electrical	
1	Emergency generator	100
2	Exit sign/lighting fixture	100
3	Openings for wiring, each 25 or portion thereof	65
4	Re-circuiting, service feeders, underground service, wired connection, appliances or equipment	100
5	Service upgrade	130
6	Service upgrade, each additional meter	65
7	Service panel or sub panel	95
8	Temporary electric service	83

I	Signs	
1	Temporary Sign	50
2	Permanent Sign (New/Replacement)	185

J-Plan Reviews		
1	Additional fees:	
	• Plan review completed in-house after the second plan review has been completed	200
	• Stormwater plan review performed after the third review (see section 4-1-4(I) of this Code)	75 per hour
	• Stormwater plan review performed on revised drawings submitted after drawings have been approved (see section 4-1-4(I) of this Code)	75 per hour
2	Deferred submittal: elevator or other conveyance (cost added to plan review fee indicated elsewhere in this schedule)	100

3	Deferred submittal: fire alarm system or fire suppression system (cost added to plan review fee indicated in section (D) of this schedule)	250
4	Deferred submittal: truss shop drawings (cost added to base permit fee of project)	100
5	Deferred submittal: other, with approval of the Building and Zoning Official (cost added to applicable plan review fee indicated elsewhere in this schedule)	250
6	Elevator or other conveyance	120 each
7	Expedited plan reviews, 1- and 2-family dwellings (additional cost for up to 5 business day turnaround time)	500
8	Expedited plan reviews, 1- and 2-family dwellings (additional cost for up to 3 business day turnaround time)	1000
9	Expedited plan reviews, multi-family, mixed-use or commercial	See Note 1
10	Plan reviews performed by a consultant (see subsection 4-1-4(C)2(a) of this Code)	See Note 1
11	Plan review necessitated by drawing revisions after issuance of permit	75
12	Miscellaneous assemblies, equipment or structures reviewed by in-house staff	75 per hour
13	Tree preservation for single-family lot site improvements, grading or landscaping not associated with other permits	250

K-Administrative Fees		
1	Appeal of administrative decision of the Community Development Director or the Building & Zoning Official	260
2	Certificate of Occupancy, other than for new construction	105
3	Permit extension (see subsection 4-1-4(G) of this Code)	50 per month
4	Phased permit, foundation and underground utilities only permit, 1- and 2-family (fees in addition to scheduled building and plan review fees)	470
5	Phased permit, foundation and underground utilities only permit, other than 1- and 2-family (fees in addition to scheduled building and plan review fees)	1040
6	Phased permit, building shell only (fees in addition to scheduled building and plan review fees)	1560
7	Renewal of suspended permit	See Note 8
8	Renewal of expired permit application	520
9	Temporary Certificate of Occupancy or renewal thereof (see subsection 4-1-4(E) of this Code)	470
10	Work exceeding scope of permitted work ;300% of original permit fee	520 minimum
11	Work Started without Permit 200% of original permit fee	260 minimum

L-Inspections		
1- Annual Fire Prevention Inspection:		
Group	Occupancy Use:	
A-1 thru 5	Assembly	155
A-2	Assembly - Food/Drink Service Establishment, up to 1,000 square feet	80
A-2	Assembly - Food/Drink Service Establishment, over 1,000 square feet	155
A-2	Assembly - Food Service Establishment, commercial hood and duct	50
B	Business, up to 1,000 square feet	50
B	Business, over 1,000 square feet	80
E	Educational	105
E	Educational, day care facility	80
F	Factory	130
H-1 thru 5	High-hazard	130
I-1 thru 4	Institutional	155
M	Mercantile, up to 1,000 square feet	50
M	Mercantile over 1,000 sf up to 4,000 square feet	80
M	Mercantile over 4,000 square feet	155
R-1	Residential, transient	155
R-2	Residential, non-transient and multi-family building common areas	50
R-3	Residential, non-transient (refer to Building Code for occupancy uses)	130
R-4	Residential, non-transient (refer to Building Code for occupancy uses)	155
S-1	Storage, moderate hazard	80
S-2	Storage, low hazard	50
U	Utility and Miscellaneous	50
2	Change of occupancy inspection (new use or business)	50
3	Code compliance for 1-, 2- or 3-family dwellings, per request of owner or agent	180
4	Elevator or other conveyance:	
	• Annual inspection	155
	• Annual no-load pressure test	155
	• Five-year conveyance load test	365
	• Re-inspection fee	80

5	Re-inspection fee - Plumbing (after second inspection fails)	105
6	Re-inspection fee - Other than Plumbing (after second inspection fails)	105
7	Water pressure test, single family residential	210

M-Business License/Registration		
1	New business	105 annual
2	Change of address, remaining within Glen Ellyn	30 annual
3	Change of business ownership	30 annual
4	Change of business name	30 annual

N-Taxes, Demolition		
1	Tax, demolition (applies to any project when over 50 percent of the exterior roof and wall area is structurally altered or when a building or structure, or part thereof, greater than 1,000 and up to 4,000 square feet is demolished)	570

O-Developer's Donation/Cash Contribution		
1	Fire Company: Single-family dwelling (attached or detached), per new dwelling unit	1,560
2	Fire Company: Multi-family dwelling units, per new dwelling unit	520
3	Fire Company: Congregate housing for the elderly, per new unit	520
4	Butterfield Park District (*Determined by Ordinance)	*
5	Glen Ellyn Library (*Determined by Ordinance)	*
6	Glen Ellyn Park District (*Determined by Ordinance)	*
7	Elementary School District 41 (*Determined by Ordinance)	*
8	Elementary School District 89 (*Determined by Ordinance)	*
9	High School District 87 (*Determined by Ordinance)	*

P-Zoning and Appearance Applications		
1	Administrative zoning variation	260
2	Annual outdoor beautification display	25
3	Appeals	730
4	Construction necessitated variations (see section 4-1-4(F) of this Code)	1,145
5	Exterior appearance review	210
6	Live entertainment	155
7	Planned unit development	2,600

8	Planned unit development amendment	2,600
9	Planned unit development amendment - not requiring a public hearing	1,040
10	Planned unit development amendment: where only previously approved signage is being amended regardless if a public hearing is required or not	520
11	Pre-application meeting (see section 4-1-4(D) of this Code)	260
12	Sign variation	520
13	Special use	780
14	Special use amendment, not requiring a public hearing	365
15	Special use, preexisting - Administrative approval	365
16	Stormwater variation	155
17	Zoning application plan review (after third review) increasing \$50.00 each additional review thereafter	105
18	Zoning map amendment	520
19	Zoning text amendment	520
20	Zoning variation	685
21	Zoning verification letter	104

Q-Public Right of Way		
1	License agreement, outdoor seating	50 annual
2	License agreement, vendor cart	155 annual
3	Obstructions:	
	• Parking stall (base fee, plus \$5.00 per stall, each additional day)	25
	• Sidewalk (base fee, plus \$5.00 each additional day)	25
	• Street	50 per day
4	Right-of-way vacation application	310

R-Annexation		
1	Single-family detached home	260
2	Non-Single-family detached home	1,040 per acre

S-Subdivision		
1	Major, 5 or more lots	3,640
2	Minor, 3 or 4 lots	1,455
3	Two-lot subdivision	260

4	Land transfer certificate	260
5	Lot consolidation	260

T-Recapture		
1	Pay to Village - Transfer to builder (varies per ordinance)	Varies
2	Pay to Village - Processing fee	105

NOTES:

1. Plan review fee shall be equal to 110 percent of consultant fee (see subsection 4-1-4(C)2(a) of this Code).
2. See section 4-1-4(G) of this Code for plan review fee and deposit amount.
3. A demolition tax is applied to any project when over 50 percent of the exterior roof and wall area is structurally altered or when a building or structure, or part thereof, greater than 1,000 and up to 4,000 square feet is demolished.
4. Deposit amount varies at discretion of the Director of Community Development or the Building and Zoning Official or the Director of Public Works based on proposed scope of work and impact on the public right-of-way.
5. Escrow amount to be determined by the Community Development Director, minimum \$1,000.00 (see section 4-1-4(H) of this Code).
6. The stormwater permit fee shall be one and one-half percent of the site improvements costs, minimum \$600.00 (see subsection 4-1-4 (I) of this Code).
7. The stormwater plan review fee shall be one and one-quarter percent of the site improvements costs, minimum \$600.00 (see subsection 4-1-4 (I) of this Code).
8. Renewal fee shall be 50% of original permit fee, \$1,000.00 maximum.
9. Follow schedule for new construction.
10. Escrow amount of \$2,000.00 is required (see subsection 4-1-4(F) of this Code).
11. Contact Public Works Department for current pricing.
12. Required deposit is included within the site development fee if added to this line item.
13. Building fee shall be calculated as the total building square footage of all floors multiplied by the most current (but no sooner than three months prior to the date of permit application) square foot construction costs published by the International Code Council multiplied by 0.01
14. For the purpose of determining fees within this schedule, the floor area of a building or structure shall be taken as the sum of the gross horizontal area of all occupiable floor levels in the building or structure, measured to the exterior face of exterior walls for floor levels above grade, or the external face of perimeter walls for below grade levels (including, but not limited to basements and walk out basements), and to the exterior edge of porches, balconies and roof decks, and excluding the roof, attics and attached decks not supported wholly by the principal structure.
15. Fence repair is defined as the removal and replacement of fence boards or fabric with a total area of new boards or fabric not to exceed the area of two average panels in the fence, and/or the removal and replacement of up to three posts.

- (D) *Preapplication meeting fee:* Every preapplication petition reviewed before the Plan Commission, or Zoning Board of Appeals shall be accompanied with a fee as indicated in the schedule of fees and deposits.
- (E) *Temporary occupancy certificate; deposit and renewals:* Upon the request of the holder of a permit, a temporary occupancy certificate shall be issued before the completion of the entire work covered by the permit provided the following requirements are satisfied:
1. A written request with an itemized cost estimate of all unfinished work shall be submitted and approved;
 2. A cash deposit shall be made for all unfinished work, where a cash deposit has not been paid at the time a permit was issued, in an amount equal to 125 percent of the itemized cost estimate, which deposit shall be held until all the work is complete and paid for or lien waivers are submitted;
 3. The cash deposit may be used by the Village to cover the cost of any incomplete work at the time the temporary certificate expires;
 4. Any unused portion of the cash deposit used to complete unfinished work will be returned to the depositor;
 5. Any additional expenses in conjunction with unfinished work incurred by the Village shall be the responsibility of the property owner;
 6. The allowed time period during which the temporary occupancy certificate is valid shall be established by the Building and Zoning Official. The temporary occupancy certificate shall be valid for no more than 180 days from the date of issuance;
 7. A renewal of a temporary occupancy may be granted only by the Building and Zoning Official, the Community Development Director, or the Village Manager. The renewal period shall not be longer than 180 days from the date of expiration of the original certificate.
 8. A temporary occupancy will be granted only when final engineering has been submitted and it reasonably appears that the building can safely be inhabited and where such habitation involves no risk to life, safety, or public welfare, and the temporary occupancy may be withdrawn at any time that either of the above conditions are not met; and
 9. For the cost of a temporary occupancy certificate and all approved renewals, see subsection (C)1 of this section.
- (F) *Construction necessitated variation fee:* A variation application fee shall be paid in the amount of \$1,100.00, and \$2,000.00 shall be deposited into an escrow fund. The application shall include, in addition to the items required in the Village of Glen Ellyn Zoning Code, the following documents:
1. A current site survey showing the details of the variation;
 2. A time line to show the key events leading to the variation;
 3. A list of alternative solutions, with designs, plans, and cost estimates; and
 4. The petitioner's preferred solution.
- (G) *Permit extension fee:* Any building permit holder may request an extension of a valid permit for up to six months provided the request is in writing and includes:
1. The owner's name;
 2. The address of the property where the work is being done;
 3. The building permit number;
 4. A description of the work to be completed;
 5. The number of months to be extended; and

6. A justifiable cause.

- (H) *Escrow fund (public meetings and public hearings):* Any application for a public meeting or public hearing shall require the applicant to submit an amount determined by the Community Development Director, unless otherwise specified, for the reimbursement of all actual Village expenses incurred for publication, legal service, engineering, plan review and inspection services. An escrow fund is not required for residential variations reviewed by the Zoning Board of Appeals, but petitioners must reimburse the Village for the actual cost to publish the public hearing notice in the newspaper.

Each application for a project to be reviewed by the Plan Commission shall include an agreement to reimburse the Village for all out of pocket costs associated with this development. These out of pocket costs will cover services provided by the Village's consulting engineer, consulting attorney, consulting planner, traffic consultant, appraiser, transcriber, or other consultant deemed necessary by the Community Development Director, as well as reproduction costs, recording costs, etc.

The agreement shall be accompanied by an initial deposit in an amount to be determined by the Director of Community Development but no less than \$1,000.00. The Village will provide an itemized list of Village expenses related to this development, and the applicant will deposit funds to reimburse the Village for those expenses upon notice from the Village that the deposit has dropped below \$300.00. If the expenses are not reimbursed, then reviews associated with out of pocket costs will cease, and the application will not be moved forward through the review process. At the completion of the review process, and development of the project, if appropriate, any remaining balance from the deposit will be returned to the petitioner, without interest, after all expenses have been paid.

- (I) *Site improvement cost:* The stormwater fee for commercial development is calculated as a percentage of the total site improvement cost. A site improvement cost estimate is required to be signed and certified by the project engineer and submitted for review and approval. To validate the site improvement cost estimate, the applicant may be required to submit additional information to confirm the amounts listed or submit sworn statements from all contractors performing site work listing their contract amounts. The stormwater fee for a commercial development project shall be paid in two installments:
1. A stormwater plan review fee of one and one-quarter percent of the site improvement costs shall be paid upon submittal of preliminary or final development plans for Village Board approval. The minimum plan review fee shall be \$600.00. The plan review fee shall be paid upon application for the building permit if Village Board approval is not required.
 2. A stormwater permit fee of one and one-half percent of the site improvement costs shall be paid prior to the issue of a stormwater certification or building permit. The minimum permit fee shall be \$600.00.
 3. The stormwater fee listed in subsection 4-1-4(J) includes reasonable and necessary staff time to review plans, observe site conditions, inspect for compliance, attend project meetings regarding permitting processes and Code requirements, and respond to requests for information or the interpretation or application of applicable regulations. An additional plan review fee of \$100.00 shall be paid by the applicant for time expended to complete each staff plan review after the third review, or to re-review approved plans that have been revised and resubmitted.

(Ord. 5762, 5-26-2009; amd. Ord. 5768, 6-22-2009; Ord. 5851, 2-22-2010; Ord. 5854, 3-8-2010, eff. 3-15-2010; Ord. 5886, 9-13-2010; correspondence dated 2-24-2012; Ord. 5996, 1-30-2012, eff. 3-1-2012; Ord. 6074, 9-24-2012; Ord. 6076, 9-24-2012; Ord. 6128, 4-22-2013; Ord. 6301, 2-23-2015; Ord. 6304, 3-9-2015; Ord. 6441, 10-10-2016; Ord. 6442, 10-16-2016; Ord. 6520, 7-24-2017; Ord. 6603, 5-29-2018; Ord. 6608, 6-25-2018; Ord. 6625, 8-27-2018; Ord. 6674, 2-25-2019; Ord. 6745, 12-9-2019; Ord. 6750, 1-27-2020)

Editor's note(s)—Ord. No. 6625, adopted Aug. 27, 2018, shall be in full force and effect on or after Jan. 1, 2019, with the exception of the annual fire prevention inspections and business license/registrations which shall be in full force and effect on or after Oct. 1, 2018.