



Agenda
Village of Glen Ellyn
Special Village Board Workshop
Monday, February 10, 2025
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. Discussion**
 - 1) Proposed Amendments Regarding Fees and Deposits (Community Development Director Henaghan)
- F. Adjourn**



**Glen Ellyn Village
Board**

535 Duane Street
Glen Ellyn, IL 60137

Meeting 2/10/2025 6:00 PM
Department: Community Development
Department Head: Jennifer Henaghan
Category: Discussion Item
Prepared By: Jennifer Henaghan

**AGENDA ITEM (ID
2025-123)**

DOC ID: 2025-123

Proposed Amendments Regarding Fees and Deposits (Community Development Director Henaghan)

Statement of the Issue:

At its August 26, 2024 meeting, the Village Board adopted a new building permit fee structure and schedule as part of Ordinance 7122-VC. This schedule, which included a 4% fee increase, was planned to take effect at the time the new Community Development software (LAMA) is implemented in Q2 CY2025. To determine the impact of the new fees, staff has calculated the building permit fees for every permit issued between September 2024 and January 2025 using both the current fee schedule (adopted in 2018) and the new fee schedule (adopted August 2024). Staff also analyzed fees for past projects in the categories of new construction, additions, and alterations/remodeling for both commercial and residential projects to see how the new schedule would impact more complicated project types.

Several amendments are now being proposed to ensure that the fee schedule is clear and accurate and meets the intent of the Board's 2024 adoption of the applicable ordinance. These amendments include adjustments to the current fee amounts and revisions to code language for clarity and consistency. The proposed changes are designed to streamline operations and enhance service delivery, and ensure that the fee structure more accurately reflects the costs associated with the Village's services. The proposed amendments are outlined in this memorandum and are included in the draft ordinance and schedule of fees attached to this agenda item. If the Village Board is supportive of the amendments, 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 in mid-April 2025.

Analysis:

Background

Highlights of the fee schedule that was approved by the Board in August 2024 include:

- The conversion of new residential and commercial construction fees from a range of fees, to a fee structure based on simple calculations. New residential would be calculated by a dollar amount per square footage, and commercial construction would be based on the valuation of construction. This eliminated 14 associated permits.
- Permit fee ranges for additions were streamlined into a simple calculation of a dollar amount per square footage, eliminating 20 associated permits in the Additions category.

- The alterations and remodeling category was restructured into a simple calculation based on the valuation of construction.
- Further modifications included the reduction of 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 were eliminated. Condensing these permits eliminated redundancy and provided for efficiency in staff time when executing the fee schedule, and promoted ease of use for the customer.
- Escrow amounts that were previously listed as “at the discretion of the Community Development Director” were established for improved transparency, while still preserving the ability of the Director to exercise discretion if necessary.

Proposed Changes

Due to the inherent variances that exist when converting fee amounts from a range to a single calculation, staff conducted an analysis of building permit fees to determine the impact of the proposed schedule. Since September 1, 2024, staff has compared incoming permit fees with the existing and the newly approved fee schedule. As a result of this review, staff recommends that the Board adopt the following amendments, as detailed in the attached draft ordinance:

- Consolidation of fees and deposits into a single location (Section 4-1-4):
 - Moving transfer stamp fees from Section 3-42-15
 - Moving water and sewer connection fees from Sections 7-11-30 and 7-11-32
 - Moving deposits from Sections 8-1-16 and 8-4-9, and including deposit info from the DuPage County Stormwater Ordinance
- Elimination of inaccurate, outdated, and duplicative information:
 - Elimination of references to plan review fees that are no longer charged separately
 - Elimination of application requirements for temporary certificates of occupancy, construction necessitated variations, and permit extensions
 - Elimination of notes at the end of the fee schedule
- Changing how certain fees are calculated:
 - New commercial buildings from 2.1% of construction value to 1.15% of construction cost
 - New multifamily buildings from \$1.35 per square foot to 1.15% of construction cost
 - New residential buildings from \$1.35 per square foot to 1% of construction cost
 - Commercial additions from \$2.60 per square foot to 2% of construction cost
 - Residential additions from \$2.60 per square foot to 1.25% of construction cost
 - Commercial alterations and remodeling from 2.1% of construction value to 2% of construction cost
 - Residential alterations and remodeling from 1.8% of construction value to 1.25% of construction cost
- Removing the separate category for food service establishments
- Changing demolition permit fees to match our application requirements
- Consolidating fees for site development associated with new construction
- Bringing telecommunications permit fees in line with 50 ILCS 840/15(e)(1-2)
- Communicating fees for commercial filming and special event permits

- Adding a definition of Construction Cost
- Clarifying the language regarding the reimbursement of consultant fees
- Establishing a fee for exterior appearance review of murals
- Staff also proposes to add a new chapter to the Village Code regarding credit card payments. This new Chapter 15 as part of Title 1 of the Village Code would authorize the Village to accept credit card payments of fines, fees, charges, taxes, costs, deposits, or bills owed to, collected by or imposed by the Village. This chapter would supersede and replace Ordinance No. 6569, which was adopted by the Village Board on January 8, 2018 which also authorized payments by credit card, but was not codified as part of the Village Code.

Conclusion

Primary objectives of amending the fee schedule were to achieve the Village's strategic priority of implementing the Community Development software and improving the transparency and application of the fee schedule. The fee schedule that is currently in effect, last updated in 2018, is complex, and both the changes that were adopted in 2024 and those that are currently proposed present a challenge in comparing data from permits under the old fee schedule and new fee schedule. Given the intricacies of these adjustments, it will be difficult to immediately assess the full impact of the new structure on both permit applicants and Village revenues. Staff proposes to reassess the fee schedule after one full year of software implementation, allowing time to evaluate how the new system interacts with the updated fee structure and to analyze its impact on revenue generation. This review will provide valuable insights into the effectiveness of the current schedule and inform any necessary adjustments to improve alignment with operational costs and revenue goals.

Staff approached restructuring the fee schedule with diligence and thoroughness. The proposed fee schedule amendments were reached through research, detailed analysis, and careful consideration of historical data, fees in comparable communities, and the anticipation of future needs and goals. These good-faith efforts reflect a commitment to establishing a fee schedule that balances the Village's financial sustainability with the needs of our community, while achieving software implementation.

Budget Impact:

The proposed fee schedule would go into effect with the implementation of the new Community Development Department software, which is anticipated to occur mid-April 2025. The precise budgetary impact for the 2025 fiscal year is uncertain. Over the next year, building permit revenues will be assessed to determine the full scope of this impact, ensuring that the adjustments align with the Village's financial and operational objectives. Because building permit revenues can be challenging to predict due to a variety of factors such as fluctuations in construction activity, economic conditions, seasonal variations, and variances in individual projects, the impact on revenues can vary significantly, further contributing to the complexity of forecasting these impacts with precision.

Contribution to Strategic Plan

Strategic Priority: Development

Strategic Initiative: Successful growth, development, annexation & business retention

Action Steps: Complete a thorough assessment of 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 the proposed amendments contained in the draft ordinance and schedule of fees attached to this agenda item, prior to the implementation of the new Community Development software. Based on Board direction, staff will bring this item forward for consideration at the Village Board meeting on February 24, 2025.

Attachments:

1. Proposed Ordinance
2. Proposed Schedule of Fees
3. Ordinance 7122-VC



Village of Glen Ellyn

Ordinance No. xxxx-VC

An Ordinance to Amend Title 4 (“Building Regulations”), Chapter 1 (“Building Code”), Section 4-1-4 (“Fee and Deposit Schedule”) of the Glen Ellyn Village Code and Other Provisions of the Village Code Regarding Fees and the Payment of Fees

**Adopted by the
Acting Village President and the Board of Trustees
Of the Village of Glen Ellyn
DuPage County, Illinois
This _____ Day of _____, 2025.**

Published in pamphlet form by the authority
of the Acting Village President and
Board of Trustees of the Village of Glen Ellyn,
DuPage County, Illinois, this _____
day of _____, 2025.

Ordinance No. xxxx-VC

**An Ordinance to Amend Title 4 (“Building Regulations”), Chapter 1 (“Building Code”), Section 4-1-4 (“Fee and Deposit Schedule”) of the Glen Ellyn Village Code and Other Provisions of the Village Code
Regarding Fees and the Payment of Fees**

WHEREAS, the Village of Glen Ellyn (“Village”) is a home rule unit of government as provided by the provisions of Article VII, Section 6 of the Illinois Constitution of 1970; and

WHEREAS, as a home rule unit of government, the Village is expressly empowered to perform any function pertaining to its government and affairs, including, but not limited to the power to regulate for the protection of the public health, safety, morals and welfare; and

WHEREAS, pursuant to Section 11-13-1 *et seq.*, 65 ILCS 5/11-13-1 *et seq.* (Zoning”), Section 11-30-1 *et seq.*, 65 ILCS 5/11-30-1 *et seq.* (“General Regulatory Powers”), Section 11-42-1 *et seq.*, 65 ILCS 5/11-42-1 *et seq.* (“Powers over Certain Businesses”), and the Village’s home rule powers, the Village Board has determined to adopt this Ordinance to amend the Village’s “Fee and Deposit Schedule” incorporated as part of the Glen Ellyn Village Code as set forth herein and other provisions of the Village Code regarding fees and the payment of fees; and

WHEREAS, the Village Board has further determined to adopt a new Chapter 15 (“Credit Card Payments”) as part of Title 1 (“Administrative”) of the Village Code to authorize the payment of fines, fees, charges, taxes, costs, deposits, or bills owed to, collected by or imposed by the Village which shall supersede and replace Ordinance No. 6569 adopted by the Village Board on January 8, 2018 which also authorized payments by credit card, but was not codified as part of the Village Code.

NOW THEREFORE, BE IT ORDAINED by the Acting Village President and Board of Trustees of the Village of Glen Ellyn, DuPage County, Illinois, in the exercise of their home rule powers, as follows:

Section 1. Recitals Incorporated. The findings of fact and conclusions set forth hereinabove are hereby adopted by the Acting Village President and Board of Trustees as the findings of fact and conclusions of the corporate authorities of the Village of Glen Ellyn and are incorporated herein by reference as though fully set forth.

Section 2. Village Code Amended. Title 1 (“Administrative”) of the Glen Ellyn Village Code is amended to add a new Chapter 15 (“Credit Card Payments”) to read as follows:

Chapter 15 – CREDIT CARD PAYMENTS

1-15-1. Authorization to Accept Credit Card Payments.

The Village is authorized, but not required, to accept credit card payments for any fines, fees, charges, taxes, costs, deposits, or bills owed to, collected by or imposed by the Village. The Village may enter into such agreements with one or more financial institutions or service providers as may be necessary to accept payments by credit card. The acceptance of credit card payments shall only be to the extent permitted under the terms and conditions with the financial institutions or service providers.

1-15-2. Payments for Deposits.

The Village may accept credit card payments for deposits collected by the Village, except for Village services account deposits. For the purposes of this section, a deposit is defined as an amount given as security for Village services. The Village’s Finance Director or the Director’s designee may grant a hardship waiver to allow a credit card to be used for a deposit payment.

1-15-3. Fees.

The Village is authorized to collect, in addition to the amount owed to the Village, a fee to wholly or partly offset the amount of any processing fee incurred by the Village from the credit card financial institution or service provider. Such fees shall only be imposed as required under the operating rules and regulations of the applicable credit card, and such fees shall not be remitted in any part to the Village. When a cardholder elects to make a payment by credit card and a convenience fee or surcharge is imposed, the payment of the convenience fee or surcharge shall be deemed voluntary by the cardholder and shall not be refundable.

1-15-4. Relief From Underlying Obligation.

A person who makes a payment by credit card to the Village shall not be relieved from liability for the underlying obligation except to the extent that the Village realizes final payment of the underlying obligation in cash or cash equivalency acceptable to the Village. If the final payment is not made by the credit card issuer or other guarantor of payment in the credit card transaction,

then the underlying obligation shall survive and the Village shall retain all remedies for enforcement that would have applied if the credit card transaction had not occurred.

1-15-5. Liability of Village Employees.

A Village employee who accepts payment by credit card in accordance with this article shall not incur personal liability for the final collection of the payment.

Section 3. Village Code Amended. Title 3 (“Business Regulations”), Chapter 42 (“Real Estate Transfer Tax”), Section 3-42-15 (“Other Sums Due the Village”) of the Glen Ellyn Village Code is amended by deleting the overstricken language and adding the underlined language to read as follows:

3-42-15. Other sums due the village.

The Finance Director, or his/her designee, shall issue no real estate transfer tax stamps or an exemption mark to any person or entity unless the most current billing including the final billing for water and sewer assessments for the real estate or beneficial interest in real estate which is the subject of the proposed transfer is paid in full. In addition, the Finance Director, or his/her designee, shall issue no real estate transfer tax stamps to any person or entity unless all outstanding amounts due the Village by the grantor or relating to the property to be transferred and arising from any unpaid or due account, charge or liquidated claim of any kind are paid in full. The applicant shall also, if requested, certify that any recycling or garbage collection container issued shall remain on the property.

A clearwater inspection of the property will be required for all property sales. For transactions exempt from the real estate transfer tax but requiring an exempt stamp, an inspection will only be required if one has not been performed in the last ten years. This will include determining if there is a groundwater sump pump present at the property and if there is, that the discharge piping is not connected to the sanitary sewers before a real estate transfer stamp will be issued. A fee ~~of \$50.00~~ as set forth in Section 4-1-4 (“Fee and deposit schedule”) of this Code shall be collected to reimburse the Village for the cost of the inspection.

Any illegal sump pump connections found during the inspection must be corrected bringing the building into compliance with this Code. If the illegal sump pump connection is corrected before the scheduled title transfer, the Village will document the corrective work and code compliance through a second inspection. A fee ~~of \$50.00~~ as set forth in Section 4-1-4 (“Fee and deposit schedule”) of this Code will be charged for a second inspection.

* * * *

Section 4. Village Code Amended. Title 4 (“Building Regulations”), Chapter 1 (“Building Code”), Section 4-1-3 (“Definitions”) of the Glen Ellyn Village Code is amended by deleting the overstricken language and adding the underlined language to read as follows:

4-1-3. Definitions.

Unless otherwise expressly stated or the context clearly indicates a different sense, the following terms shall, for the purpose of this chapter, have the meanings indicated in this section:

* * * *

CONSTRUCTION COST: For purposes of this chapter, the estimated construction cost shall be based upon the value of the respective improvement and not the cost a given permittee incurs in the construction of the improvement. The permit applicant shall provide the Village with the estimated construction cost as part of the permit application process. All construction cost estimates will be verified by the Community Development Department. In the case of a conflict between the applicant’s estimated construction cost and the estimate by the Community Development Department, the amount verified by the Community Development Department will be utilized to determine the permit fee.

* * * *

~~HARD COST: The cost of all labor, materials, overhead and profit to complete remodeling of an existing building. Remodeling work includes, but is not limited to, improvements and alterations to foundations, walls, roofs, floors, ceilings, stairs, doors, windows, and electrical, mechanical, plumbing systems, and fixtures and equipment.~~

For purpose of determining hard cost, remodeling work does not include the following:

—

- ~~1. Interior or exterior non-structural demolition work or removal of existing improvements, fixtures or equipment.~~
- ~~2. Work to install a fire sprinkler system or increase the size of the water service to a building as required to serve a fire sprinkler system.~~
- ~~3. Work to install a fire alarm and detection system.~~
- ~~4. Installation of interior floor, wall and ceiling finishes such as paint, wallcoverings, paneling or tile over wallboard, or carpet, wood or tile flooring over a subfloor.~~
- ~~5. Cabinets and casework, countertops, shelving units, or door, window, base and ceiling trim.~~

6. ~~Furniture, appliances, decorative fixtures, window treatments or business sales, display or service fixtures and equipment.~~

* * * *

Section 5. Village Code Amended. Title 4 (“Building Regulations”), Chapter 1 (“Building Code”), Section 4-1-4 (“Fee and Deposit Schedule”) of the Glen Ellyn Village Code is amended by deleting the overstricken language and adding the underlined language to read as follows:

4-1-4. Fee and deposit schedule.

- (A) The schedule of fees and deposits set forth herein is applicable 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 periodic review, and 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 as adopted by the Village shall be issued within the Village corporate limits or outside the Village corporate limits, when applicable, 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~~ fee(s) established in the ~~table~~ Schedule of Fees and Deposits below. Where the project scope includes work set forth 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. Fees are due and payable at the time of application, except for consultant review fees and fees that are calculated as part of the plan review process. Consultant review fees and fees that are calculated as part of the plan review process shall be paid at the time of issuance of a building permit.~~
 - (c) ~~Building fees are due and payable at the time of issuance of a building permit. Permit fees include up to two (2) plan reviews, or up to three (3) plan reviews for stormwater plan reviews. Each plan review completed after the second review, or third review in the case of stormwater plan reviews, shall be subject to the fee set forth in subsection H(1) of the Schedule of Fees and Deposits below.~~

2. Plan review Consultant fees:

- (a) A plan review consultant fee in the amount of 110% of the Village's 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. The Village may employ a consultant 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 project. ~~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 shall 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 set forth in the schedule of fees and deposits below. Certain permit types will typically require consultant review fees in addition to the building permit fee amounts set forth in the Schedule of Fees and Deposits below. These permit types include, but are not limited to, accessibility modifications, alternate power systems, solar panel systems, and telecommunication sites.~~
- (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 set forth in the schedule of fees and deposits below.
- (b) Fees established in the schedule of fees and deposits below 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 Code, Subdivision Regulations Code, Sign Code and other zoning related matters shall be as set forth in the schedule of fees and deposits. The schedule also includes application fees for preapplication meetings, annexation, exterior appearance review and Zoning Code text amendments.
 5. *License/registration fees*: ~~The fee for annual or biennial contractor registration and annual business license or registration shall be as set forth in the schedule of fees and deposits below.~~ The fee for licenses and registrations shall be as set forth in the Schedule of Fees and Deposits below.
 6. *Administrative fees*: The fee for administrative items such as the issuance of certificate of occupancy, permit extensions or renewals and other construction related items shall be as set forth in the ~~schedule~~ Schedule of fees ~~Fees~~ and ~~deposits~~ Deposits below.
 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~~ set forth in the ~~schedule~~ Schedule of fees ~~Fees~~ and ~~deposits~~ Deposits below.
- (D) ~~Preapplication meeting fee~~: Every ~~preapplication~~ petition reviewed by the Plan Commission, or Zoning Board of Appeals shall be subject to the applicable fee as set forth in the schedule of fees and deposits below.
- (E) ~~Temporary occupancy certificate; deposit and renewals~~: Upon the request of a permittee, a temporary occupancy certificate shall be issued before the completion of the entire work governed by a 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% of the itemized cost estimate, which deposit shall be held until all the work is completed;~~
 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 certificate 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 of occupancy;~~

8. — A temporary occupancy certificate 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. — A temporary occupancy certificate may be withdrawn at any time that the conditions of this section are not met; and
 9. — The cost of a temporary occupancy certificate and all approved renewals are paid in full.
- (F) ~~Construction necessitated variation fee:~~ A variation application fee shall be paid in the amount of \$1,145.00, and an additional \$2,000.00 shall be deposited into an escrow fund by an applicant. 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 schedule to show the key events leading to the variation;
 3. — A list of alternative solutions, with designs, plans, and cost estimates; and
 4. — The applicant'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.
- (D) Deposits:
1. Right-of-way deposits: In order to guarantee the protection of public property and to ensure the restoration of streets, parkways, parkway trees, driveway approaches and sidewalks, any contractor, owner, or agent obtaining a permit for the construction of a new building, development on private property which requires access to the private property from the public right-of-way on which any public tree exists, the repairing of a water or sewer connection, or other work in the public right-of-way shall be required to make the deposits hereinafter provided. The deposit provides financial assurance that any public property damaged during the development, or under a work permit, will be restored by the permit holder. The deposit shall be available for any cost the Village incurs to correct damage to public property caused by the work.
 - (a) New construction or work within the public right-of-way: Any contractor, owner, or agent obtaining a permit for a new building on private property or a work permit on public property shall, prior to the issuance of a building permit, deposit with the Village an amount equal to:

- (1) \$8.00 per front foot of the lot on which such building is to be constructed; and
 - (2) The lesser of the landscape value of all public trees that may be affected or \$2,000.00.
- (b) Additions, or alterations: Any contractor, owner, or agent obtaining a permit for development on private property or a work permit on public property shall, prior to the issuance of a building permit, deposit with the Village the lesser of the landscape value of all public trees that may be affected or \$2,000.00.
- (c) Water service or sewer connection: Any contractor, owner, or agent obtaining a permit to repair a water service or sewer connection shall, prior to the issuance of a building permit, deposit with the Village the sum of \$1,000.00.
- 2. Stormwater deposits: Any developer obtaining a permit for development on private property shall, prior to the issuance of a building permit, deposit with the Village an amount equal to not less than one hundred ten percent (110%) of the estimated probable cost to complete the construction of any required stormwater facilities, erosion and sediment control measures, natural area restoration or wetland and buffer mitigation areas, and/or PCBMPs.
- 3. Deposits shall be paid at the time of permit issuance.
- 4. Deposit uses by the Village:
 - (a) Public trees: If, at the time of final inspection for a development, or work in the parkway permit, it is determined that public trees within the parkway have been removed or damaged, the Village Forester or designee shall mail a written notice to the contractor, owner, or agent, or identify deficiency on permit, advising them of such defects along with a demand that the defects must be remedied. The defects shall be remedied by a contractor hired by the Village Forester or designee at the appropriate time. The Building and Zoning Official shall give written notice to the Finance Director to forfeit said deposit and transfer the same to a forestry escrow account as determined by the Village Forester, or designee. If the damage is of such magnitude that the cost of correction exceeds the amount of the deposit, the applicant shall deposit sufficient additional funds to pay for the required work or the Village shall be permitted to act pursuant to section 8-4-5 of the Village Code.
 - (b) Damage to parkway: If, at the time the Building and Zoning Official is required to issue a certificate of final inspection, he or she finds that a street or parkway has been damaged, or a public sidewalk has not been installed to connect with an existing sidewalk, or an existing sidewalk is not in safe condition, or a proper driveway approach has not been installed, he or she shall mail to the depositor written notice of such defect; and if the defect is not remedied within 30 days from the date of such notice (except that such work need not be done between November 1 and March 31), the Building and Zoning Official shall give written notice to the Finance Director to forfeit said deposit and transfer the same to the street and sidewalk rehabilitation fund of the Village.

(c) Stormwater: The Village shall have the right to draw on the security and the right to enter the development site to complete the work in the event that work is not completed, installed, and/or maintained according to the approved schedule.

5. Deposits shall be returned by the Village, without interest, after site restoration is complete, all required inspections have been passed, and the permit is closed.

~~(H)~~ (E) Escrow deposit (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 to be placed on deposit with the Village for the reimbursement of all actual Village expenses incurred for the publication of any notices, legal services, engineering services, plan review and inspection services unless specified elsewhere in this Code. An escrow deposit is not required for residential variations reviewed by the Zoning Board of Appeals, but applicants must reimburse the Village for the actual cost to publish the public hearing notice in a newspaper.

Each application for a project to be reviewed by the Plan Commission shall include a written agreement to reimburse the Village for all out-of-pocket costs associated with a 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. and other applicable costs.

The written agreement shall be accompanied by an initial deposit ~~in an amount to be determined by the Director of Community Development that shall be no less than \$1,000.00~~ per subsection M of the Schedule of Fees and Deposits below. The Village will provide an itemized list of Village expenses related to this a development, and the applicant will deposit funds to reimburse the Village for those expenses upon notice from the Village that the deposit is 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, any remaining balance from the deposit will be returned to the applicant, without interest, after all expenses have been paid by the applicant.

~~(H)~~ (F) Site improvement cost development fees: The stormwater site development 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 a 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 as follows:~~

~~1. A stormwater plan review fee of 1.25% 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 a building permit if Village Board approval is not required.~~

2. ~~A stormwater permit fee of 1.5% 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 set forth 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.~~

Section 6. Village Code Amended. Title 4 (“Building Regulations”), Chapter 1 (“Building Code”), Section 4-1-10 (“Demolition Requirements”) of the Glen Ellyn Village Code is amended by deleting the overstricken language and adding the underlined language to read as follows:

4-1-10. Demolition requirements.

The following demolition requirements shall apply to all property within Glen Ellyn municipal limits:

- (A) A building permit for demolition work shall be required for the removal of any building, structure or any part thereof, except for the removal of any residential accessory building or for the removal of a principal building, or any part thereof, less than 300 square feet in area.
- (B) A building permit for the demolition of a building or structure, or part thereof, greater than 300 and ~~less than~~ 1,000 square feet or less in area shall require the following supporting documents:
 1. Building permit application.
 2. Plat of survey (except for interior only demolitions).
 3. Written statement or drawings describing the work.
- (C) A building permit for the demolition of a building or structure, or part thereof, greater than 1,000 and less than 4,000 square feet in area, and not exceeding 45 feet in height, shall require the following supporting documents and is subject to the following requirements and submittals:
 1. A building permit application for the demolition work.

2. A plat of survey of the property (except for interior only demolitions).
3. A building permit application for the demolition work and for a new building or structure if construction is to commence within 90 days from the issuance of the building permit for the demolition work.
4. A site management plan shall be submitted for review and approval if new construction is to commence within 90 days from the issuance of the building permit for the demolition work, and indicate the following items:
 - (a) The property drawn to a scale of not less than one inch equals 20 feet.
 - (b) Existing buildings and structures to be removed or retained.
 - (c) All easements, existing utility lines, well and septic systems on the subject property and all adjacent parkways and property within 20 feet.
 - (d) Trees on the subject property, adjacent parkway and within 15 feet on adjacent properties in accordance with the tree preservation ordinance.
 - (e) Silt fencing, protective tree fencing, and perimeter safety fencing in required locations.
 - (f) Means of primary ingress/egress from the public ways to the site and points for emergency access, traffic control devices and measures, and on site and off site parking areas.
 - (g) Temporary areas for the storage or staging of debris, soil, construction materials and construction equipment.
 - (h) Portable toilets, dumpsters and refuse container locations.

* * * *

Section 7. Village Code Amended. Title 4 (“Building Regulations”), Chapter 5 (“Sign Code”), Section 4-5-6 (“Exempt Signs”) of the Glen Ellyn Village Code is amended by deleting the overstricken language and adding the underlined language to read as follows:

4-5-6. Exempt signs.

The following signs shall be exempt from the requirement to obtain a sign permit and pay fees (unless expressly stated otherwise below or a building permit is required for associated electrical or structural work), but shall be subject to the other provisions of this chapter, including sections 4-5-4 and 4-5-5 of this chapter. Exempt signs shall not be included for purpose of calculating the

total allowable number and size of signs on a premises. No exempt sign shall exceed the maximum sign height permitted in the district it is located.

* * * *

- (V) *Murals*: Murals shall be exempt from the number and size requirements of a sign of a particular district. Murals shall be subject to exterior appearance review by staff and shall require Village Board approval prior to work commencing for said mural. Any person who seeks to install a mural shall file an application with the Village accompanied by a fee as set forth in Section 4-1-4 (“Fee and deposit schedule”) of this Code.

* * * *

Section 8. Village Code Amended. Title 7 (“Building Regulations”), Chapter 11 (“Water and Sewer Rates and Charges”), Section 7-11-30 (“Water Connection Fees”) and Section 7-11-32 (“Sewer Connection Fees Within the Corporate Limits”) of the Glen Ellyn Village Code is amended by deleting the overstricken language and adding the underlined language to read as follows:

7-11-30. Water connection fees.

All connections to the water mains shall be made upon the following conditions and subject to the following charges:

- (A) *Service line size; fee*: A water connection fee shall depend upon the size of the customer service lines as follows: as set forth in Section 4-1-4 (“Fee and deposit schedule”) of this Code.

<u>Water Service Size</u>	<u>Connection Fee</u>
3/4 inch diameter	\$450.00
1 inch diameter	800.00
1 1/4 inch diameter	1,250.00
1 1/2 inch diameter	1,800.00
2 inch diameter	3,200.00
3 inch diameter	7,200.00

4 inch diameter _____ 12,800.00

6 inch diameter _____ 28,800.00

The service line size shall be determined in accordance with the Illinois State Plumbing Code. The water flow requirement for fire sprinklers shall not be included when calculating the connection charge.

- (B) *Multiple-family homes; multiple commercial units:* Multiple-family homes and multiple commercial units connected to one service line shall pay \$400.00 for each additional unit more than one served by the connection. ~~Provided, however, that for any permits issued between April 13, 1998 and December 1, 1998, the connection fee payable under this subsection and subsection (A) of this section for multiple-family homes shall not exceed \$60,000.00 without regard to the number of multiple-family homes served by a single connection.~~
- (C) *Work performed:* All work performed by owners shall be in accordance with the State of Illinois Plumbing Code. At least 24 hours' advance notice shall be given to the Village before any water service line work is undertaken.
- (D) *Inspection fees:* An inspection fee for the connection, repair, replacement or disconnection of any water service line shall be ~~in the amount of \$100.00 as set forth in~~ Section 4-1-4 ("Fee and deposit schedule") of this Code. Subsequent inspections required due to failure of final inspection shall be charged ~~at \$50.00 per inspection as set forth in~~ Section 4-1-4 ("Fee and deposit schedule") of this Code.

* * * *

7-11-32. Sewer connection fees within the corporate limits.

No permit allowing use of the Village sewer system, including the Village's portion of the POTW, by a property within the Village corporate limits shall be issued until the ~~following~~ fees as set forth in Section 4-1-1 ("Fee and deposit schedule") of this Code are paid in full.:-

Sanitary Sewers	
Residential:-	
Single-family	\$1,000.00 Village connection fee plus \$278.00 per PE (population equivalent), which will be collected by the Village and passed on to the Glenbard Wastewater Authority.
Multi-family:-	\$1,000.00 plus \$278.00 per PE (population equivalent), as described above.
Nonresidential:-	\$1,000.00 plus \$278.00 per PE (population equivalent), as described above.

An additional charge of \$400.00 shall be paid for each multiple-family or nonresidential unit more than 1 served by a single sanitary sewer connection.	
Inspection fee:	An inspection fee for the connection, repair, replacement or disconnection of any sanitary service line shall be in the amount of \$100.00.
Storm Sewers	
Inspection fee:	An inspection fee for the connection, repair, replacement or disconnection of any storm sewer service line shall be in the amount of \$100.00.

Section 9. Village Code Amended. The “Schedule of Fees and Deposits” table set forth in Title 4 (“Building Regulations”), Chapter 1 (“Building Code”), Section 4-1-4 (“Fee and Deposit Schedule”) of the Glen Ellyn Village Code is deleted in its entirety and superseded and replaced by the “Schedule of Fees and Deposits” attached hereto and incorporated herein by reference which shall appear at the end of Section 4-1-4.

Section 10. Identification of Ordinance with the Illinois Capital Development Board. This Ordinance shall be identified on the Internet by the Illinois Capital Development Board or any successor agency of the State of Illinois pursuant to Section 1-2-3.1 of the Illinois Municipal Code, 65 ILCS 5/1-2-3.1.

Section 11. Severability and Repeal of Inconsistent Ordinances. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance. All ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 12. Effective Date. This Ordinance shall be in full force and effect after its approval, passage and publication as provided by law on the date the Village has implemented its new permit processing software system scheduled to occur in the spring of 2025 for Village use.

Passed by the Acting Village President and Board of Trustees of the Village of Glen Ellyn, Illinois this ____ day of _____, 2025.

Voting	Ayes	Nays	Abstain	Absent
Fasules				
Gould				
Thompson				
Kalinich				
Christiansen				
Simon				

Approved by the Acting Village President of the Village of Glen Ellyn, Illinois this ____ day of _____, 2025.

Donna Jean Simon, Acting Village President

ATTEST

AFFIX VILLAGE SEAL

Caren Crosby, Village Clerk

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, and accessory structures.	2.10% of construction value <u>1.15% of construction cost</u> <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, detached, <u>and accessory</u> structures: a. Fees <u>do not</u> include <u>water or sewer</u> 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 section (S) of this Code <u>schedule</u>). 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) <u>(C)</u> of this schedule). See Note 7 and 13. d. For food service establishments, add \$250.00 to the plan review fee. e. c. Fees do not include elevator fees (see section (D) <u>(C)</u> of this schedule). f. d. Fees do not include fire alarm and detection or fire sprinkler systems (see section (D) <u>(C)</u> of this schedule). g. f. Fees include up to two plan reviews (Additional plan reviews shall be charged per Note 1). h. e. Fees do not include systems that collect or convert geothermal, solar or wind energy (see section D <u>(C)</u> of this chart).	
2	Residential 1- and 2- family dwelling, principal structure, total floor area square footage of all levels:	1.35 per square foot <u>1% of construction cost</u>
	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 <u>do not</u> include <u>water or sewer</u> connection fee. <u>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 section (S) of this Code <u>schedule</u>).</u> 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 d. Fees do not include systems that collect or convert geothermal, solar or wind energy (see section D <u>(C)</u> of this schedule). f e. Fees <u>do not</u> include fire sprinkler plan review and inspection. g f. Fees do not include elevator fees (see section (D) <u>(C)</u> of this schedule).	

3	Residential multi-family dwelling, principal structure:	1.35 per square foot <u>1.15% of construction cost</u>
	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 <u>section (S)</u> of this Code <u>schedule</u> . b. Fees do not include site development/stormwater fees or deposits. c. Fees do not include elevator fees (see section (D) <u>(C)</u> of this schedule). d. Fees do not include fire alarm and detection or fire sprinkler systems (see section (D) <u>(C)</u> 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 <u>(C)</u> 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. See Note 13.</i>	-

C B	Additions, Alterations, and Remodeling -Fees do not include fire sprinkler, fire alarm and detection, or elevator work if required/provided. <u>See 4-1-4(C)(2) of this code. No permit fee in this section shall be less than \$500.</u>	
1	Residential <i>*No permit shall be lower than \$250 \$500.</i>	1.80% of construction value 1.25% of construction cost
2	Commercial <i>*No permit shall be lower than \$1,500.</i>	2.10% of construction value 2% of construction cost

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-C	Miscellaneous Permits	
1	Accessibility modifications, interior or exterior, not within the public right-of-way	130
2	Accessory structures (Arbor, cabana, <u>fire pit</u> , 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. See 4-1-4(C)(2) of this Code.	365
4	Canopy or fixed awning, new or alteration	100
5	<u>Consultation</u>	<u>105</u>
56	Deck	295
67	Demolition. See Note 4. Demolition taxes will be applied per Village Code 3-32-6.	
67a	Primary Structure <u>Structure under 1,000 square feet</u>	885 <u>625</u>
67b	Accessory Structure <u>Structure 1,000-4,000 square feet</u>	115 <u>775</u>
67c	<u>Structure over 4,000 feet</u>	<u>2100</u>
7d	Interior	210
7e	Accessory Structure	115
78	Drain tile, <u>exterior drainage</u> , and sump pit/pump	100
89	Driveway. See Note 12.	155
910	Elevator	495
1011	Fascia, soffits, gutters and/or downspouts, windows, exterior doors, siding/stucco, tuckpointing}	80
1112	Fence	80
1213	Fire alarm and detection system (new or modified)	590
14	Fire radio or strobe	<u>300</u>
1315	Fire sprinkler system. See Note 1.	830
1416	Garage (<u>Does not include demolition</u>)	935
17	Kitchen exhaust hood/Ansul system, replacement unit not part of tenant buildout	<u>395 per hood</u>
1518	Other (ex: fireplace, storage tank installation/removal). Any miscellaneous permit not specified in this section shall be a minimum of:	100
1619	Parking lot <u>striping</u> (pavement grinding, resurfacing, striping)	100
1720	Paved or impervious surface (including sport courts) greater than 100 and less than 300 square feet in area. See Note 15.	100
1821	Paved or impervious surface (including sport courts) greater than 299 square feet in area. See Note 15.	385
19	Porch	155
2022	Prescribed Burn	85

2123	Radon system	85
2224	Roofing, Commercial	190
2325	Roofing, Residential	90
2426	Site development fees, new construction: Water, sanitary and sewer fees included within construction fee unless noted otherwise. See Notes 6 and 7.	
2426a	Development from 300 to 1,500 square feet in area	700
2426b	Development located within the principal building side yard setbacks, excluding a driveway approach	805
2426c	Development over 1,500 square feet for single-family home or townhome	1350
2426d	Development over 1,500 square feet for commercial and multi-family (see section 4-1-4(F) of this Code). Minimum fee 1,200.	See note 6 and 7 2.75% of total site improvement cost
2527	Solar panel system, including connection to electric and plumbing system. See Note 1. See 4-1-4(C)(2) of this Code.	470
2628	Swimming Pool, Spa, or Hot Tub-Above Ground	135
2729	Swimming Pool, Spa, or Hot Tub-Below Ground. See 4-1-4(C)(2) of this Code.	270
2830	Telecommunication sites, alterations, or co-locate (other than small wireless facility). See 4-1-4(C)(2) of this Code.	730-250
2931	Telecommunication sites, new construction, not in public right-of-way (other than small wireless facility). See 4-1-4(C)(2) of this Code.	1300-250
3032	Telecommunication site, single co-located small wireless facility as set forth in 50 ILCS 840/1.	675 650
3133	Telecommunication site per when application addresses multiple locations as set forth in 50 ILCS 840/1.	365 each 350 each
34	Telecommunication site, small wireless facility with new structure as set forth in 50 ILCS 840/1.	1,000
3235	Temporary bleachers, platform, stage or <u>per</u> tent (tent greater than 400 square feet)	110

F-D	Heating, Ventilation and Air Conditioning	
1	Heating/cooling equipment: <u>chimney residential furnace, heat pump, boiler, new or modification/replacement (new or replacement does not include modification to duct system)</u>	100
2	Heating/cooling equipment: <u>chimney commercial furnace, heat pump, boiler, new or modification/replacement (new or replacement does not include modification to duct system)</u>	155

G E	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, <u>plus 500 deposit.</u>	570
5	Irrigation systems-lawn. See Note 4.	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 9	Water heater, replacement	125
12	Water meter. See Note 11.	50
13 10	<u>New Wwater, 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 section S of this Code schedule)</u>	310
14 11	<u>New Wwater, 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 section S of this Code schedule)</u>	430
15	<u>Water, sewer or storm line repair (private property)</u>	145
16	<u>Water, sewer or storm line repair (public property)</u>	250
14 12	<u>Water, sewer, or storm line repair</u>	200
15	<u>Miscellaneous inspection or consultation</u>	145

H F	Electrical	
1	Emergency generator	100
2	<u>Exit sign/lighting fixture Electrical openings for lighting and receptacles or re-circuiting</u>	100
3	<u>Openings for wiring, each 25 or portion thereof Service upgrade</u>	
4-3a	<u>Re-circuiting, service feeders, underground service, wired connection, appliances or equipment Residential</u>	130
5-3b	<u>Service upgrade Commercial</u>	260
6-4	<u>Service upgrade, each additional meter Electrical sub-panel</u>	95
7-5	<u>Service panel or sub-panel Electrical Vehicle Charger</u>	100
8-6	Temporary electric service	83 85

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

J H-Plan Reviews		
1	Additional fees:	
	• Plan review completed in-house after the second plan review has been completed	200
	• Stormwater plan review performed <u>in-house</u> after the third review (see section 4-1-4(I) of this Code)	75 per hour <u>100</u>
	• 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 <u>100</u>
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. <u>See subsection 4-1-4(C)2(a) of this Code</u>	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 <u>100</u>
13	Tree preservation for single-family lot site improvements, grading or landscaping not associated with other permits	250

K I-Administrative Fees		
1	Appeal of administrative decision of the Community Development Director or the Building & Zoning Official. <u>Appeals related to the provisions of Title 10 of the Zoning Code shall be subject to the fee for a zoning appeal in Section N of this schedule.</u>	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; <u>fifty percent (50%) of original permit fee</u>	See Note 8 <u>1,000</u> <u>maximum</u>
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 ; <u>three hundred percent (300%) of original permit fee</u>	520 minimum
11	Work started without permit; <u>two hundred percent (200%) of original permit fee</u>	260 minimum

L-J-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 5	Water pressure test, single family residential	210
6	<u>Miscellaneous Inspections</u>	<u>145</u>
7	<u>Inspection fee, after second inspection fails</u>	<u>105</u>

M K-License/Registration		
1	New business	105 annual
2	<u>New business (late fee)</u>	<u>210</u>
2 3	Change of address, business ownership, or business name, remaining within Glen Ellyn	30 annual
3 4	Wind Enclosure	55
4 5	Live Entertainment Indoor	300
5 6	Live Entertainment Outdoor	100
6 7	Temporary Dining Platform (Base fee in addition to \$100 per each parking stall taken out of public use, limit of three stalls)	100
7 8	Outdoor Sidewalk Seating	55
8 9	License agreement, outdoor seating	50 annual
9 10	License agreement, vendor cart	150 annual

<u>11</u>	Commercial filming application submitted more than ten (10) days before filming	<u>150</u>
<u>12</u>	Expedited film application submitted five (5) days or less before filming	<u>500</u>
<u>13</u>	Special Event Permit	<u>150</u>

N L-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) per Village Code 3-32-6.	570 <u>550</u>

Q M-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 N-Zoning and Appearance Applications		
1	Administrative zoning variance	260
2	Annual outdoor beautification display	25
<u>3</u> <u>2</u>	Zoning Appeal (Escrow 1,000)	730
<u>4</u> <u>3</u>	Construction necessitated variations (Escrow 2,000)	1,145
<u>5</u> <u>4</u>	Exterior appearance review	210
<u>6</u> <u>5</u>	Live entertainment	155
6	<u>Mural Zoning Application</u>	<u>100</u>
<u>7</u> <u>7</u>	Planned unit development (Escrow 5,000 minimum for consultants)	2,600
<u>8</u> <u>8</u>	Planned unit development amendment (Escrow 5,000)	2,600
<u>9</u> <u>9</u>	Planned unit development amendment - not requiring a public hearing (Escrow 3,000)	1,040
<u>10-10</u>	Planned unit development amendment where only previously approved signage is proposed to be amended regardless if	
	a public hearing is required or not.	520

11	Commission Pre-application meeting (see section 4-1-4(D) of this Code)	260
12	Sign variation (Escrow 1,000)	520
13	Special use permit (Escrow 3,000)	780
14	Special use amendment, not requiring a public hearing	365
15	Special use, preexisting – Administrative approval	365
16 14	Stormwater variation (Escrow 5,000)	155
17 15	Zoning application plan review. A fee of \$50.00 after the third review shall be applicable for each additional review thereafter.	105
18 16	Zoning map amendment (Escrow 3,000)	520
19 17	Zoning code text amendment (Escrow 1,000)	520
20 18	Zoning variation (Escrow 1,000)	685
21 19	Zoning verification letter	104

Q <u>Q</u>-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 <u>P</u>-Annexation		
1	Single-family detached home (Escrow 1,000)	260
2	Non-Single-family detached home (Escrow 5,000)	1,040 per acre

S <u>Q</u>-Subdivision		
1	Major, 5 or more lots (Escrow 5,000)	3,640
2	Minor, 3 or 4 lots (Escrow 3,000)	1,455
3	Two-lot subdivision	260
4	Land transfer certificate, lot consolidation, or two-lot subdivision	260
5	Lot consolidation	260

T R-Recapture		
1	Pay to Village - Transfer to builder (varies per ordinance)	Varies
2	Pay to Village - Processing fee	105
S-Public Works Fees.		
<i>Applicable fees not included below shall be as determined by the Public Works Director. Contact the Public Works Department for current pricing.</i>		
<u>Inspections</u>		
<u>1</u>	<u>Drive Approach</u>	<u>50</u>
<u>2</u>	<u>Road Cut</u>	<u>100</u>
<u>3</u>	<u>Sewer</u>	<u>100</u>
<u>4</u>	<u>Sidewalk</u>	<u>50</u>
<u>5</u>	<u>Stormwater</u>	<u>100</u>
<u>6</u>	<u>Water</u>	<u>100</u>
<u>Water Meter</u>		
<u>1</u>	<u>5/8" displace with MIU. Plus \$50 administrative fee.</u>	<u>340</u>
<u>2</u>	<u>3/4" displace with MIU. Plus \$50 administrative fee.</u>	<u>410</u>
<u>3</u>	<u>1" displace with MIU. Plus \$50 administrative fee.</u>	<u>500</u>
<u>4</u>	<u>1.5" displace with MIU. Plus \$50 administrative fee.</u>	<u>880</u>
<u>Water Service</u>		
<u>1</u>	<u>¾" water service</u>	<u>450</u>
<u>2</u>	<u>1" water service</u>	<u>800</u>
<u>3</u>	<u>1.25" water service</u>	<u>1250</u>
<u>4</u>	<u>1.5" water service</u>	<u>1800</u>
<u>5</u>	<u>2" water service</u>	<u>3200</u>
<u>6</u>	<u>3" water service</u>	<u>7200</u>
<u>7</u>	<u>4" water service</u>	<u>12,800</u>
<u>8</u>	<u>6" water service</u>	<u>28,800</u>
<u>Miscellaneous</u>		
<u>1</u>	<u>Sewer Service Connection</u>	<u>1,000</u>
<u>2</u>	Glenbard Wastewater Fee (\$278 per P.E. {population equivalent}, SFH = 3.5 PE)	
<u>3</u>	<u>Sidewalk waiver (per linear foot) up to 150 feet on each side</u>	<u>20</u>

<u>4</u>	<u>Tree planting fee</u>	<u>500</u>
<u>5</u>	<u>Clear water inspection</u>	<u>50</u>

NOTES:

1. Plan review fee shall be equal to 110% of consultant fee (see subsection 4-1-4(C)2(a) of this Code).
2. See section 4-1-4(C) 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. Any escrow amount is subject to revision by the Community Development Director.
6. The stormwater permit fee shall be 1.5% 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 1.25% 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. Applicable rates to be included from Public Works.
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.



Village of Glen Ellyn

Ordinance No. 7122-VC

An Ordinance to Amend Title 4 ("Building Regulations"), Chapter 1 ("Building Code"), Section 4-1-4 ("Fee and Deposit Schedule") of the Glen Ellyn Municipal Code

Adopted by the

President and the Board of Trustees

Of the Village of Glen Ellyn

DuPage County, Illinois

This 26 Day of August, 2024.

Published in pamphlet form by the authority
of the President and Board of Trustees of the
Village of Glen Ellyn, DuPage County, Illinois,
this 27th day of August, 2024.

Ordinance No. 7122-VC

**An Ordinance to Amend Title 4 (“Building Regulations”),
Chapter 1 (“Building Code”), Section 4-1-4 (“Fee and Deposit
Schedule”) of the Glen Ellyn Municipal Code**

WHEREAS, the Village of Glen Ellyn (“Village”) is a home rule unit of government as provided by the provisions of Article VII, Section 6 of the Illinois Constitution of 1970; and

WHEREAS, as a home rule unit of government, the Village is expressly empowered to perform any function pertaining to its government and affairs, including, but not limited to the power to regulate for the protection of the public health, safety, morals and welfare; and

WHEREAS, pursuant to Section 11-13-1 *et seq.*, 65 ILCS 5/11-13-1 *et seq.* (Zoning”), Section 11-30-1 *et seq.*, 65 ILCS 5/11-30-1 *et seq.* (“General Regulatory Powers”), Section 11-42-1 *et seq.*, 65 ILCS 5/11-42-1 *et seq.* (“Powers over Certain Businesses”), and the Village’s home rule powers, the Village Board has determined to adopt this Ordinance to amend the Village’s “Fee and Deposit Schedule” incorporated as part of the Glen Ellyn Municipal Code as set forth herein.

NOW THEREFORE, be it ordained by the President and Board of Trustees of the Village of Glen Ellyn, DuPage County, Illinois, in the exercise of their home rule powers, as follows:

Section 1. Recitals Incorporated. The findings of fact and conclusions set forth hereinabove are hereby adopted by the President and Board of Trustees as the findings of fact and conclusions of the corporate authorities of the Village of Glen Ellyn and are incorporated herein by reference as though fully set forth.

Section 2. Village Code Amended. Title 4 (“Building Regulations”), Chapter 1 (“Building Code”), Section 4-1-4 (“Fee and Deposit Schedule”) of the Glen Ellyn Village Code is amended by deleting the overstricken language and adding the underlined language to read as follows:

4-1-4. Fee and deposit schedule.

- (A) The schedule of fees and deposits set forth herein ~~applies~~ is applicable 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~~ periodic review, and 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 as adopted by the Village shall be issued within the Village corporate limits or outside the Village corporate limits, when ~~appropriate~~ applicable, 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 below~~. Where the project scope includes work ~~listed set forth~~ 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~~ 110% of the Village's 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~~ The Village may employ a consultant ~~may be used~~ when a project contains specialty equipment, has unusual construction methods or materials, has been reviewed by a Village ~~Board~~ board or ~~Commission~~ commission, or is deemed necessary by the Community Development Department because of the size, nature, occupancy, use or complexity of the ~~development~~ project. 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,³ and any unused portion will

be refunded. Any additional consultant fees ~~should~~ shall 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~~ set forth in the schedule of fees and deposits below.
 - (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~~ set forth in the schedule of fees and deposits below.
 - (b) Fees established in the schedule of fees and deposits below 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~~ Zoning Code, ~~subdivision regulations code~~ Subdivision Regulations Code, ~~sign code~~ Sign Code and other zoning related matters shall be as ~~indicated~~ set forth in the schedule of fees and deposits below. The schedule also includes application fees ~~to process requests~~ for annexation, exterior appearance review and Zoning Code text amendments.
5. *License/registration fees:* The fee for annual or biennial contractor registration and annual business license or registration shall be as ~~indicated~~ set forth in the schedule of fees and deposits below.
6. *Administrative fees:* The fee for administrative items such as the issuance of certificate of occupancy, permit extensions or renewals and other construction related items shall be as ~~indicated~~ set forth in the schedule of fees and deposits below.
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~~ set forth in the schedule of fees and deposits below.

- (D) *Preapplication meeting fee:* Every preapplication petition reviewed ~~before~~ by the Plan Commission, or Zoning Board of Appeals shall be ~~accompanied with~~ subject to the applicable a fee as indicated in set forth in the schedule of fees and deposits below.
- (E) *Temporary occupancy certificate; deposit and renewals:* Upon the request of ~~the holder of a permit~~ permittee, a temporary occupancy certificate shall be issued before the completion of the entire work ~~covered~~ governed by ~~the~~ a 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~~ completed;
 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 certificate 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 of occupancy;
 8. A temporary occupancy certificate 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~~ A temporary occupancy certificate may be withdrawn at any time that ~~either of the above the~~ conditions of this section are not met; and
 9. ~~For the~~ The cost of a temporary occupancy certificate and all approved renewals, ~~see subsection (C)1 of this section~~ are paid in full.
- (F) *Construction necessitated variation fee:* A variation application fee shall be paid in the amount of ~~\$1,100.00~~ \$1,145.00, and an additional \$2,000.00 shall be deposited into an escrow fund by an applicant. 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 schedule 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~~ applicant'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~~ deposit (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, to be placed on deposit with the Village~~ for the reimbursement of all actual Village expenses incurred for the publication of any notices, legal service services, engineering services, plan review and inspection services unless specified elsewhere in this Code. An escrow ~~fund~~ deposit is not required for residential variations reviewed by the Zoning Board of Appeals, but ~~petitioners~~ applicants must reimburse the Village for the actual cost to publish the public hearing notice in ~~the~~ a newspaper.

Each application for a project to be reviewed by the Plan Commission shall include ~~an~~ a written agreement to reimburse the Village for all ~~out-of-pocket~~ out-of-pocket costs associated with ~~this~~ a development. These ~~out-of-pocket~~ 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.~~ and other applicable costs.

The written agreement shall be accompanied by an initial deposit in an amount to be determined by the Director of Community Development ~~but that shall be~~ no less than \$1,000.00. The Village will provide an itemized list of Village expenses related to ~~this~~ a development, and the applicant will deposit funds to reimburse the Village for those expenses upon notice from the Village that the deposit ~~has dropped~~ is below \$300.00. If the expenses are not reimbursed, then reviews associated with ~~out-of-pocket~~ 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~~ applicant, without interest, after all expenses have been paid by the applicant.

(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~~ a 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 as follows:

1. A stormwater plan review fee of ~~one and one-quarter percent~~ 1.25% 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~~ a building permit if Village Board approval is not required.
2. A stormwater permit fee of ~~one and one-half percent~~ 1.5% 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~~ set forth in the schedule of fees and deposits 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.

Section 3. Village Code Amended. The “Schedule of Fees and Deposits” table set forth in Title 4 (“Building Regulations”), Chapter 1 (“Building Code”), Section 4-1-4 (“Fee and Deposit Schedule”) of the Glen Ellyn Village Code is deleted in its entirety and superseded and replaced by the “Schedule of Fees and Deposits” attached hereto and incorporated herein by reference which shall appear at the end of Section 4-1-4.

Section 4. Severability and Repeal of Inconsistent Ordinances. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance. All ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. Effective Date. This Ordinance shall be in full force and effect after its approval, passage and publication as provided by law on the date the Village has implemented its new permit processing software system scheduled to occur in the spring of 2025 for Village use.

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois this 26th day of August, 2024.

Voting	Ayes	Nays	Abstain	Absent
Fasules	X			
Gould	X			
Thompson	X			
Kalinich	X			
Simon	X			
Christiansen	X			
Senak (in event of a tie)				

Approved by the Village President of the Village of Glen Ellyn, Illinois this 26 day of August, 2024.


Mark Senak, Village President

ATTEST


Caren Cosby, Village Clerk

AFFIX VILLAGE SEAL

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 <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). See Note 7 and 13. 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:	1.35 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. See Note 13.</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 See Note 4.	-
6a	Primary Structure	885
6b	Accessory Structure	115
6c	Interior	210
7	Drain tile and sump pit/pump	100
8	Driveway. See Note 12.	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(l) 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. See Note 4.	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-License/Registration		
1	New business	105 annual
2	Change of address, business ownership, or business name, remaining within Glen Ellyn	30 annual
3	Wind Enclosure	55
4	Live Entertainment Indoor	300
5	Live Entertainment Outdoor	100
6	Temporary Dining Platform (Base fee in addition to \$100 per each parking stall taken out of public use, limit of three stalls)	100
7	Outdoor Sidewalk Seating	55
8	License agreement, outdoor seating	50 annual
9	License agreement, vendor cart	150 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 variance	260

2	Annual outdoor beautification display	25
3	Zoning Appeal (Escrow 1,000)	730
4	Construction necessitated variations (Escrow 2,000)	1,145
5	Exterior appearance review	210
6	Live entertainment	155
7	Planned unit development (Escrow 5,000 minimum for consultants)	2,600
8	Planned unit development amendment (Escrow 5,000)	2,600
9	Planned unit development amendment - not requiring a public hearing (Escrow 3,000)	1,040
10	Planned unit development amendment where only previously approved signage is proposed to be amended regardless if a public hearing is required or not.	520
11	Commission Pre-application meeting (see section 4-1-4(D) of this Code)	260
12	Sign variation (Escrow 1,000)	520
13	Special use permit (Escrow 3,000)	780
14	Special use amendment, not requiring a public hearing	365
15	Special use, preexisting - Administrative approval	365
16	Stormwater variation (Escrow 5,000)	155
17	Zoning application plan review. A fee of \$50.00 after the third review shall be applicable for each additional review thereafter.	105
18	Zoning map amendment (Escrow 3,000)	520
19	Zoning code text amendment (Escrow 1,000)	520
20	Zoning variation (Escrow 1,000)	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 (Escrow 1,000)	260
2	Non-Single-family detached home (Escrow 5,000)	1,040 per acre

S-Subdivision		
1	Major, 5 or more lots (Escrow 5,000)	3,640
2	Minor, 3 or 4 lots (Escrow 3,000)	1,455
3	Two-lot subdivision	260
4	Land transfer certificate, lot consolidation, or two-lot subdivision	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% of consultant fee (see subsection 4-1-4(C)2(a) of this Code).
2. See section 4-1-4(C) 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. Any escrow amount is subject to revision by the Community Development Director.
6. The stormwater permit fee shall be 1.5% 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 1.25% 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. Applicable rates to be included from Public Works.
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.