

# CITY OF WASHINGTON

## PLANNING & DEVELOPMENT DEPARTMENT

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### MEMORANDUM

TO: Mayor Manier and City Council  
FROM: Jon R. Oliphant, AICP, Planning & Development Director  
SUBJECT: First Reading Ordinance – Accessory Structure Building Permit Fee Zoning Code Text Amendment  
DATE: April 30, 2018

**Summary:** Staff recommends increasing the building permit fee for accessory structures to \$40 plus \$2 per \$1,000 of the construction value for those requiring up to two inspections and to \$65 plus \$2 per \$1,000 of the construction value for those requiring three inspections. The current fee does not adequately cover costs associated with plan reviews and inspections.

**Background:** The City Council recently approved an Intergovernmental Agreement with Tazewell County to utilize its building department staff in Washington to assist with plan reviews and building inspections. Staff did an analysis of our existing building permit fee structure to determine if our fees are sufficient to cover the time and expense associated with plan reviews and inspections.

The fee for new construction (\$20 filing fee plus \$2 per \$1,000 of the construction value) is largely adequate. It should be noted that the fee for non-residential projects within the Enterprise Zone is reduced by 50 percent. The same fee structure is in place for accessory structures. Staff has found that this fee typically does not cover the plan review and inspection time, particularly for those improvements that require a framing inspection.

Staff recommends increasing the accessory structure permit fee to \$40 plus \$2 per \$1,000 of the construction value for those that would have up to two inspections. Following an inquiry at the April 16 City Council meeting, staff would also recommend increasing the fee to \$65 plus \$2 per \$1,000 of the construction value for those that would have three inspections. This latter increase would address accessory structures such as detached garages that would include a framing inspection should it have a need for electricity. This would come closer to matching the personnel cost for these projects while still being lower than most of the comparative regional entities surveyed. The ordinance would also delete language pertaining to the waiver of permit fees for buildings damaged as a result of the 2013 tornado. This language expired on December 31, 2014.

The Planning and Zoning Commission held a public hearing for this zoning code text amendment at its meeting on April 4 and unanimously recommended approval. A first reading ordinance is scheduled for the May 7 City Council meeting followed by a second reading on May 21.

Enclosure

(Synopsis: Approval of this ordinance would increase the filing fee for an accessory structure building permit from \$20 to \$40 for those projects that require up to two inspections and to \$65 for those projects that require three inspections to better account for the administrative cost associated with the required inspections.)

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF  
THE CITY OF WASHINGTON, ILLINOIS BY AMENDING CHAPTER 154.236  
ENTITLED "PERMITS"**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF  
WASHINGTON, TAZEWELL COUNTY, ILLINOIS, as follows:**

**Section 1.** That § 154.236(A)(6) of Chapter 154 of the Washington Municipal Code of Ordinances entitled "Permits" is hereby amended by adding § 154.236(A)(6) in its entirety:

**"§ 154.236 PERMITS**

- (6) Fees. To partially defray expenses of administering the chapter, a fee where required shall be charged for each permit and collected by the Code Enforcement Officer who shall account for the same to the municipality. A filing fee of \$20 shall be charged for each principal structure permit, plus an additional \$2 per \$1,000 of construction value. A filing fee of \$40 shall be charged for each accessory structure permit that requires up to two (2) inspections, plus an additional \$2 per \$1,000 of construction value. A filing fee of \$65 shall be charged for each accessory structure permit that requires three (3) inspections, plus an additional \$2 per \$1,000 of construction value. ~~With the exception to permits issued for pools, fences, and storage sheds under 200 square feet, the above fee shall be no less than \$40. If construction commences without a valid building permit, the above fee shall be doubled. There shall be no refund of any permit fees paid hereunder. The above fee shall not be required to be paid by any tax supported unit or district. Construction value for all new building construction shall be calculated using the most recent edition of the R. S. Means Square Foot Costs, to be adopted by resolution each year. At the discretion of the Code Official, the Building Permit fees listed in this Section may be waived for the repair of an existing building or structure damaged as a direct result of the tornado that affected the City on November 17, 2013, provided said permits are issued on or before December 31, 2014. Requests regarding the waiver of fees shall be evaluated on a case by case basis and shall be approved at the sole discretion of the Code Official. The waiver of Building Permit fees shall not apply to the construction of new buildings or structures, including the rebuilding of existing buildings and structures deemed to have been damaged to the extent of fifty percent (50%) of its value pursuant to §150.03 of this Code.~~

**Section 2.** That this ordinance shall be in full force and effect from and after its passage, approval, and publication as provided by law.

**Section 3.** That all ordinances or parts thereof in conflict herewith are hereby expressly repealed.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk