



**FINANCE DEPARTMENT  
MUNICIPAL COLLECTOR'S DIVISION  
M E M O R A N D U M**

**TO:** Mayor Laurel Prussing

**FROM:** Ronald Eldridge, Comptroller  
Delora Siebrecht, Finance Office Manager

**DATE:** March 20, 2008

**RE:** Annual Revision of the Fee Schedule

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Brief Description of the item

Attached find the proposed license and permit fees for fiscal year 2008/2009. No council action is required at this time except to forward to the Council meeting of May 5, 2008 for action then. The schedule of fees will be placed on file for review and comment from the public and a notice placed in the News-Gazette notifying the public of the proposed fee changes. Therefore, this ordinance should be referred to that meeting.

Identification of the Issues and any approvals required

We review and adjust license, permit and service fees on an annual basis to keep pace with the cost of providing the services, which is mostly salary costs. Urbana City Code requires that the proposed Schedule of Fees be reviewed by the City Council and put on file with the City Clerk's Office at least thirty (30) days prior to final action by the City Council. During that time the Schedule of Fees is available for public inspection and comment at the City Clerk's Office. A notice that the schedule is available for inspection is published in the News Gazette.

Background / facts

Revenue from service charges, license and permit fees and sewer benefit tax generate approximately \$1.5 million annually. The City's financial policy is to increase these fees to maintain pace with the annually increasing costs of providing the related services. Larger fees such as liquor licenses and sewer benefit tax are adjusted annually. Smaller fees are adjusted every three to four years. The cost of providing the related services are mainly driven by the increase in salaries, since most of the service is provided in personnel time. This cost may be less than or more than the consumer price index. The estimated cost increases due to inflation for fiscal year 2008/2009 is 4.5%.

Specific proposed adjustments to the 2008/2009 Schedule of Fees are:

1. Increase liquor license fees by 4.5% and update schedule to include Caterer and University Related Organization classes.
2. Increase Solicitor licenses from \$35.00 to \$42.00 and sponsor of additional persons from \$8.50 to \$10.00; Relocator Registration Fee from \$50.00 to \$65.00; Ambulance License from \$125 to \$150; and Mobile Home Park License \$20.00 to \$25.00 per site.
3. Under Engineering Permits: increase additional curb cuts from \$5.00 to \$10.00; and add Erosion Control Permits Class 1 and Class II.
4. Increase the sewer tax rate from \$2.2589 to \$2.7107 per cubic foot. This total increase is 20%. This includes 4.5% for inflation, 5.5% more due to the approval by the Council during the year of the homeowner illegal connection and pavement reimbursement programs (\$50,000) and an adjustment of an additional 10% to phase in a correction to return the sewer benefit tax revenue to amounts previously received before switching to the Sanitary District collection. The increase will apply to the billing period beginning January 1, 2009.
5. Under zoning fees, increase Zoning Board of Appeals from \$125.00 to \$150.00; Certificate for Home Occupation from \$35.00 to \$50.00 and Certificate of Occupancy for Mobile Home from \$85.00 to \$100.00.
6. Under building and structures, increase Shed and Fence Permits from \$20.00 to \$25.00. These increases reflect permits that are not automatically adjusted by the rising cost of building materials.
7. Increase the minimum for Electrical Permits and a Temporary Service Permit from \$40.00 to \$50.00. Change the formula for all other electrical work from costs over \$75M to costs over \$100M x .005.
8. Under Electrician Licenses, remove the fee for Electrical Test as we no longer administer the tests; increase the various registration fees by \$25.00 and by \$50.00 for late renewals.
9. Increase the minimum fee for Plumbing Permits from \$40.00 to \$50.00.
10. Under Mechanical Permits increase fireplace/woodstove permits from \$40.00 to \$50.00 and permits for installation costs under \$500.00 from \$40.00 to \$50.00.
11. Under waste management increase the license for a Pollution Control Facility from \$2,800.00 to \$3,000.00; Hauler Business license from \$290.00 to \$320.00 and Vehicle license from \$145.00 to \$160.00.

12. Under animal control increase Impoundment Fees for dogs and cats from \$12.00 to \$15.00 per day.

13. Clean up various number sequences and spacing throughout the schedule.

All changes to the Schedule of Fees are shown by a strike out of the current fee and notation of the proposed fee. Changes and additions are underlined.

Fiscal impact

Revision of the fee schedule allows the City to keep pace with the costs of providing the services related to the fees (inspections, administrative costs and sewer maintenance.) If these fees are not periodically increased for inflation, the City will be forced to increase property taxes or other revenue sources.

Recommendation

Staff recommends approval of the attached ordinance adopting the 2008/2009 Schedule of Fees.

*Attachments*

ORDINANCE NO. 2008-03-015

AN ORDINANCE AMENDING CHAPTER FOURTEEN OF THE CODE OF  
ORDINANCES, CITY OF URBANA, ILLINOIS REGARDING  
THE SCHEDULE OF FEES  
(July 1, 2008 through June 30, 2009)

WHEREAS, the Schedule of Fees herein adopted having been on file with the City Clerk for at least thirty (30) days prior to this date, and having been made available to the public and mailed to each Council member and having given notice of the availability of the proposed Schedule of Fees for inspection by publication of a notice of such in a newspaper of general circulation in the City at least fourteen (14) days prior to this date,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That the attached "Schedule of Fees - Effective 7/1/08" is hereby approved and shall remain in effect until a new schedule is approved pursuant to the procedures adopted in Ordinance No. 1999-01-003.

Section 2. The Schedule of Fees approved herein shall be effective on July 1, 2008.

Section 3. All ordinances, resolutions, motions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby repealed.

Section 4. This Ordinance shall not be construed to affect any suit or proceeding pending in any court, or any rights acquired, or a liability incurred, or any cause or causes of action acquired or existing prior to the effective date of this Ordinance; nor shall any right or remedy of any character be lost, impaired, or affected by this Ordinance.

Section 5. The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the corporate authorities, and this Ordinance shall be in full force and effect from and after its passage and publication in accordance with Section 1-2-4 of the Illinois Municipal Code.

This Ordinance is hereby passed by the affirmative vote, the "ayes" and "nays" being called, of a majority of the members of the Council of the City of Urbana, Illinois, at a regular meeting of said Council.

PASSED by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2008.

AYES:

NAYS:

PRESENT:

\_\_\_\_\_  
Phyllis D. Clark, City Clerk

APPROVED by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
Laurel Lunt Prussing, Mayor

#### CERTIFICATE OF PUBLICATION IN PAMPHLET FORM

I, Phyllis D. Clark, certify that I am the duly elected and acting Municipal Clerk of the City of Urbana, Champaign County, Illinois.

I certify that on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the corporate authorities of the City of Urbana passed and approved Ordinance No. \_\_\_\_\_, entitled "AN ORDINANCE AMENDING CHAPTER FOURTEEN OF THE CODE OF ORDINANCES, CITY OF URBANA, ILLINOIS REGARDING THE SCHEDULE OF FEES", which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. \_\_\_\_\_ was prepared, and a copy of such Ordinance was posted in the Urbana City Building commencing on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and continuing for at least ten (10) days thereafter. Copies of such Ordinance were also available for public inspection upon request at the Office of the City Clerk.

DATED at Urbana, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

\_\_\_\_\_  
CITY CLERK

**SCHEDULE OF FEES - EFFECTIVE JULY 1, 2008**

The following fees are applicable for the respective licenses, permits, fines, and other fees required under the Code of Ordinances, City of Urbana, Illinois, or as otherwise established by law.

**(A) LIQUOR LICENSES**

1. Alcoholic Liquor Licenses:

(a)	Class A (drink/package-consumption on or off Premises).....	\$ 4,462.00
(b)	Class AA (hotel/motel drink/package-consumption on or off premises) .....	\$ 4,462.00
(c)	Class AA-1 (hotel/motel add'l location) .....	\$ 2,605.00
(d)	Class B (beer retail only – consumption on or off premises) .....	\$ 2,399.00
(e)	Class BB (beer/wine retail only - consumption on or off premises) .....	\$ 2,399.00
(f)	Class BBB (beer/wine retail only - consumption off premises only) .....	\$ 3,050.00
(g)	Class BW - (Sidewalk café-adjacent premises)	
	1. initial .....	\$ 40.00
	2. renewal .....	\$ 25.00
(h)	Class C (package liquor – consumption off premises only) .....	\$ 4,352.00
(i)	Class CA1 - Caterer's Retail – Additional Site .....	\$799.00 (consumption at catering location only)
(j)	Class CA2 – Caterer's Retail.....	\$1,197.00 (consumption at catering location only)
(k)	Class D (club – members only) .....	\$ 2,605.00
(l)	CLASS GC (Golf Course License) .....	\$ 4,601.00
(m)	Class HL License (hotel/motel limited).....	\$ 1,197.00
n	Class HB License (hotel/motel banquet - must have HL license) .....	\$ 799.00
(o)	Class T-1 (Temporary 8-hour special event -	

	current license holder) .....	\$	75.00
(p)	Class T-2 (Temporary not-for-profit organization) .....	\$	75.00
(q)	Class URO – University-Related Organization (consumption on premise only) .....	\$2,605.00	
2.	Late fee - applies to renewal applications received after filing deadline of June 16th and Class T Licenses NOT filed at least fourteen (14) days prior to the event date.....	\$	27.00

**(B) GENERAL**

1. Fire Prevention Permits:

(a)	Bonfires and outdoor rubbish fires .....	N/C
(b)	Removing paint by torches .....	N/C
(c)	Materials storage .....	\$ 55.00
(d)	Airports, heliports, and helistops .....	\$ 55.00
(e)	Application of flammable finishes .....	\$ 55.00
(f)	Bowling establishments.....	N/C
(g)	Dry cleaning plants: High and moderate hazard .....	\$ 55.00
(h)	Dust explosion hazards .....	\$ 55.00
(i)	Fruit ripening processes .....	\$ 55.00
(j)	Fumigation and thermal insecticidal fogging.....	N/C
(k)	Lumber yards and woodworking plants .....	\$ 55.00
(l)	Oil and gas production.....	\$ 55.00
(m)	Places of assembly.....	\$ 55.00
(n)	Service stations and garages.....	\$ 55.00
(o)	Vehicle tire rebuilding plants .....	\$ 55.00
(p)	Vehicle wrecking yards, junkyards, and waste material handling plants.....	\$ 55.00
(q)	Welding or cutting, calcium carbide, and	

	acetylene generators .....	\$ 55.00
(r)	Cylinder and container storage .....	\$ 55.00
(s)	Calcium carbide storage.....	\$ 55.00
(t)	Acetylene generators .....	\$ 55.00
(u)	Cellulose nitrate motion picture film .....	\$ 55.00
(v)	Combustible fibers .....	\$ 55.00
(w)	Compressed gases .....	\$ 55.00
(x)	Cryogenic liquids .....	\$ 55.00
(y)	Explosives, ammunition and blasting agents.....	\$ 55.00
(z)	Fireworks .....	\$ 55.00
(aa)	Flammable and combustible liquids.....	\$ 55.00
(bb)	Hazardous materials and chemicals.....	\$ 55.00
(cc)	Liquefied petroleum gases .....	\$ 55.00
(dd)	Magnesium .....	\$ 55.00
(ee)	Matches .....	\$ 55.00
(ff)	Organic coatings .....	\$ 55.00
(gg)	Semiconductor fabrication facilities using hazardous production materials .....	\$ 55.00
(hh)	Low Hazard .....	N/C

(ii) Any person required to obtain more than one permit as set forth above to engage, at any specifically defined-single location, in any business activity involving the handling, storage or use of hazardous substances, materials or devices; or to maintain, store or handle materials; or to conduct processes which produce conditions hazardous to life or property, or to install equipment used in connection with such activities, shall only be required to pay fifty-five dollars (\$55.00) for one (1) to two (2) permits required for that specific location and one hundred ten dollars (\$110.00) for three (3) or more permits if required for that specific location. Specific provisions for obtaining a fire prevention permit required for the various uses and activities as set forth above are provided in the BOCA Basic Fire Prevention Code as adopted under Chapter 5.

(jj) A late fee of ten dollars (\$10.00) shall be added for every thirty (30) days or portion thereof, that such permit fee remains unpaid.



2. Fire Department Fees:
- (a) Excessive False Alarm Penalty: (see Section F-509.5 of BOCA 1990 National Fire Prevention Code, as amended) ..... \$ 500.00
  - (b) File Research Property Information Audit ..... \$ 50.00
3. Food Handling Licenses:
- (a) Food Handling Establishment ..... \$ 70.00
  - (b) Food Handling Mobile Dispenser ..... \$ 50.00
  - (c) Sidewalk Cafe, adjacent premises ..... \$ 20.00
4. Miscellaneous:
- (a) Solicitors: Transient merchants, itinerant merchants, itinerant vendors, peddlers, canvassers, and solicitors:
    - 1. License (per year)..... \$ 42.00
    - 2. Sponsor additional person (per year)..... \$ 10.00
  - (b) Taxicabs & Limousines:
    - 1. Drivers License Annual Fee ..... \$ 15.00
    - Duplicate License ..... \$ 5.00
    - 2. Business License Annual Fee ..... \$ 100.00
    - Duplicate License ..... \$ 5.00
    - Late Filing Fee (plus \$10.00 per day after June 25<sup>th</sup>) ..... \$ 25.00
    - 3. Vehicle Registration Fee (per vehicle) ..... \$ 45.00
    - Replacement Registration ..... \$ 5.00
    - Transfer Vehicle Registration ..... \$ 5.00
    - Late Filing Fee (for each day certificate of inspection is filed after the stated due date) ..... \$ 10.00
  - (c) Going-out-of-business sale permit: (60 days) ..... \$ 35.00
    - 30-day extension ..... \$ 25.00
  - (d) Amusement devices:
    - 1. For each amusement device ..... \$ 80.00
    - 2. For game rooms ..... \$1,205.00  
(20 or more devices in the same location)

(e)	<u>Raffles:</u>	
	1. Total retail value of all prizes or merchandise to be awarded exceeds five thousand dollars (\$5,000.00).....	\$ 125.00
	2. Total retail value of all prizes or merchandise to be awarded does not exceed five thousand dollars (\$5,000.00) .....	\$ 12.50
(f)	<u>Banners</u> (per banner installed) .....	\$ 10.00
(g)	<u>Relocator Registration Fee</u> .....	\$ 65.00
(h)	<u>Ambulance</u> .....	\$ 150.00
(i)	<u>Domestic Partnership</u>	
	1. Registration .....	\$ 15.00
	2. Termination.....	\$ 10.00
(j)	<u>Returned check charge</u> .....	\$ 20.00
5.	<u>Urbana Public Television Access Fees:</u>	
	(a) Urbana Resident and Non-Profit Organization Equipment Membership .....	\$ 30.00
	(b) Non-Urbana resident equipment membership .....	\$ 60.00
	(c) Tape-dubbing charge .....	\$ 20.00
	(d) Camera Operator/Building Monitor:	
	1. First Hour .....	\$ 35.00
	2. Each Additional Hour.....	\$ 20.00
	(e) Damage deposit (due at time of reservation) .....	\$ 50.00
6.	<u>Mobile Home Park:</u>	
	License: Per mobile home site .....	\$ 25.00
7.	<u>Bicycle Permit and Transfer:</u> .....	N/C
8.	<u>Public Works -- Engineering Permits:</u>	
	(a) Excavations within the public right-of-way: For each location .....	\$ 65.00
	(b) Connection to storm water drainage facilities .....	\$ 65.00

- (c) Curb cuts, construction or reconstruction for drive-way entry between property line and pavement ..... \$ 65.00  
     Additional cuts at same location ..... \$ 10.00
- (d) Sidewalks ..... \$ 65.00
- (e) Right-of-Way or alley vacation request ..... N/C
- (f) Erosion Control Permits:
  - 1. Class I – Construction on one acre up to five acres..... \$500.00  
     For each additional acre over five acres ..... \$20.00
  - 2. Class II – Residential 1 – 2 family construction under one acre ..... \$50.00  
     Commercial, industrial or other construction under one acre .. \$200.00
- (g) Work without a permit - double the permit fee with a Minimum charge ..... \$ 100.00

9. Moving Permits:

- (a) Permits for buildings or structures to be moved across public streets, alleys, or rights-of-way:
  - 1. Moving buildings (except accessory structures) for each 24-hour period or part thereof
    - (A) Through town or out of town ..... \$ 190.00
    - (B) To a location inside corporate limits irrespective of its origin..... \$ 270.00
  - 2. Moving of accessory structures (garages, etc.) for each 24-hour period or part thereof..... \$ 20.00
- (b) In addition, the applicant shall pay for any costs accrued by the city for police escort, blocking streets, tree trimming, removal of traffic devices, etc.
- (c) The fee for permits for buildings or structures to be moved only across private property and not public right-of-way is set forth in subsection (9) of Section (E) (Buildings and Structures) of this section.

10. Subdivision and Development Applications:

- (a) Preliminary plats:
  - 1. Per lot ..... \$ 15.00
  - 2. Minimum ..... \$ 300.00
- (b) Final Plats ..... \$ 200.00

- (c) Combination preliminary/final plat:
  - 1. Per lot ..... \$ 15.00
  - 2. Minimum ..... \$ 300.00
- (d) Minor plat..... \$ 150.00
- (e) Planned unit development: (Champaign County & City)
  - 1. Preliminary plat..... \$ 300.00
  - 2. Final plat..... \$ 200.00
- (f) Appeals ..... \$ 100.00
- (g) Certificate of Exemption ..... \$ 100.00

11. Annual Rental Property Registration Fees:

- (a) Single Family – Per Building ..... \$ 45.00
- (b) Duplexes – Per Building ..... \$ 50.00
- (c) Multi-Family (3 + Units) Per Building..... \$ 40.00
- (d) Additional Fee Per Multi-Family Unit..... \$ 10.00
- (e) Failure To Register ..... \$ 100.00
- (f) Late Registration..... \$ 50.00
- (g) Incomplete Registration Information ..... \$ 50.00
- (h) Re-inspection..... \$ 25.00

**(C) SEWER**

Sewer Use Charge. The sewer use charge shall be determined by multiplying the billed water usage times \$2.7107 per cubic foot. (Rate applies to billing period beginning next January 1, bills mailed in the subsequent May or June month.)

**(D) ZONING FEES AND BUILDING CONSTRUCTION APPEALS**

NOTE: The following fees do not include the charge for legal publications, which shall be paid by the applicant directly to the publisher.

1. The secretary shall collect the following fees to the plan commission:
  - (a) Application for a change of zoning property: one hundred fifty dollars (\$150.00), plus the cost of all legal publications;
  - (b) Application for an amendment to the text of the Zoning Ordinance: one hundred fifty dollars (\$150.00), plus the cost of all legal publications;
  - (c) Application for a special use permit: one hundred fifty dollars (\$150.00), plus the cost of all legal publications;
  - (d) Application for a creek way permit pursuant to section XIII-4 of the Zoning Ordinance: one hundred twenty five dollars (\$125.00), plus the cost of all legal publications;
  - (e) Application for fee simple townhouse, row house and duplex approval: one hundred twenty five dollars (\$125.00).
  
2. The secretary shall collect the following fees to the Board of Zoning Appeals:
  - (a) Application for a conditional use permit: one hundred twenty five dollars (\$125.00), plus the cost of legal publications;
  - (b) Application for a minor variance: one hundred twenty five dollars (\$125.00), plus the cost of legal publications;
  - (c) Appeal to the Board of Zoning Appeals: one hundred fifty dollars (\$150.00), plus the cost of legal publications.
  - (d) Application for a major variance: one hundred fifty dollars (\$150.00), plus the cost of all legal publications;
  
3. The zoning administrator shall collect the following fees:
  - (a) An application for a certificate of occupancy when not applied for and granted in conjunction with a permit: fifty dollars (\$50.00).
  - (b) An application for a temporary certificate of occupancy for 1-35 days of occupancy: one hundred twenty five dollars (\$125.00).
  - (c) An application for a temporary certificate of occupancy for 36-65 days of occupancy: two hundred fifty dollars (\$250.00).
  - (d) An application for a temporary certificate of occupancy for 66-90 days of occupancy: three hundred seventy five dollars (\$375.00).

The maximum length of time for which temporary certificates of occupancy may be issued is ninety (90) days, except for those issued only for the installation of required landscaping and/or the paving and striping of parking lots which may be issued for up to six (6) months from the date of occupancy due to weather conditions. The temporary certificate of occupancy issued under this exception shall have a fee of twenty-five dollars (\$25.00) without a renewal option.

- (e) Certificate for a home occupation: Fifty dollars (\$50.00).
- (f) Certificate of occupancy for mobile homes: One hundred dollars (\$100.00) per relocated mobile home.
- (g) Application for a sign permit: five dollars (\$5.00) per one thousand dollars (\$1,000.00) or fraction thereof of estimated costs, with a minimum of twenty-five dollars (\$25.00):

- 1. Temporary Sign Permit ..... \$ 25.00
- 2. Grand Opening Temporary Sign Permit ..... N/C

- (h) Telecommunications Zoning Review: ..... \$ 150.00

4. The designated secretaries shall collect the following fees to the following appeals boards and commissions:

(a) Building Safety Code Board of Appeals:

- 1. Appeal ..... \$ 150.00
- 2. Variance ..... \$ 150.00

(b) Property Maintenance Code Board of Appeals:

- 1. Appeal ..... \$ 150.00
- 2. Variance ..... \$ 150.00

(c) Historic Preservation Commission:

- 1. Historic District Nomination..... N/C
- 2. Historic Landmark Nomination ..... N/C
- 3. Certificate of Appropriateness ..... N/C
- 4. Certificate of Economic Hardship ..... N/C

- (d) Development Review Board – Review ..... \$ 150.00

**(E) BUILDINGS AND STRUCTURES**

1. Building permits: The method of fee calculation for building permits issued for new construction projects and additions, except for one and two-family dwellings, shall be based upon the Type of Construction Method as published from time to time by the Building Officials and Code Administrators International, Incorporated, in its publication entitled "Building Officials and Code Administrators Magazine." Such fees are nonrefundable.

(a) New construction or additions, other than single-family or two-family detached dwellings. The permit fee shall be calculated by inputting the appropriate data into the Permit Fee Schedule Formula as outlined below.

$$\boxed{\text{Permit Fee}} = \boxed{\text{Building Gross Area}} \times \boxed{\text{Sq. Ft. Construction Cost}} \times \boxed{\text{Permit Fee Multiplier}}$$

Input into the formula is based upon the following: the building area is determined from the construction drawings; the current area modifier and the type of construction factor are based upon the information published from time to time by the International Code Council, incorporated in its publication entitled "Building Safety Journal"; and the permit fee multiplier as established by the City of Urbana is .00177. A current copy of the square foot construction cost information is available from the Building Safety Division.

(b) Additions to a single-family or two-family detached dwelling. The permit fee shall be calculated at the rate of five dollars (\$5.00) per one thousand dollars (\$1,000.00) of the estimated costs for the project.

(c) Single-family detached dwelling: The permit fee is based on the square footage of the building as follows:

Up to 2,500 square feet .....	\$300.00
2,500 to 3,499 square feet.....	\$385.00
3,500 square feet and above.....	\$425.00

(d) Two-family detached dwelling: The permit fee is based on the square footage of the building as follows:

Up to 2,500 square feet.....	\$330.00
2,500 to 3,499 square feet .....	\$410.00
3,500 square feet and above .....	\$450.00

2. Tent permit: A permit for the erection of a tent having a gross area of four hundred (400) square feet or more shall cost twenty-five dollars (\$25.00).

3. Application for a Telecommunications Permit: five dollars (\$5.00) per one thousand dollars (\$1,000.00) or fraction thereof of estimated costs, with a minimum of one hundred fifty dollars (\$150.00).
  
4. Utility/Miscellaneous Occupancies: A permit for the erection of a building or structure housing a utility/miscellaneous (U) occupancy other than a tent, including garages, shall cost a fee computed at the rate of five dollars (\$5.00) per one thousand dollars (\$1,000.00) of estimated cost, but not less than forty dollars (\$40.00), except for the following:
  - (a) Decks – 100 square feet and over.....\$ 40.00  
 Decks – Under 100 square ..... N/C
  - (b) Sheds – 100 square feet and over.....\$ 25.00  
 Sheds – Under 100 square feet with no permanent foundation.....N/C
  - (c) Fences.....\$ 25.00
  
5. Alteration/renovation: The fee for a permit for the alteration, renovation and/or remodeling of a building or structure shall be computed at the rate of five dollars (\$5.00) per one thousand (\$1,000.00) of the estimated cost not including electrical, plumbing, and heating ventilating and air-conditioning, but not less than forty dollars (\$40.00), except the fee for a permit to replace a roof, which such fee shall be computed at the rate of two dollars (\$2.00) per one thousand dollars (\$1,000.00) of the estimated cost, with a forty dollar (\$40.00) minimum permit fee.
  
6. Demolition: The fee for a permit for the demolition of a building or structure other than an accessory building including detached garages shall be at the rate of seven dollars (\$7.00) per one thousand dollars (\$1,000.00) of the estimated cost of demolition, but not less than one hundred fifty dollars (\$150.00). The permit fee for the demolition of an accessory or temporary structure under eight hundred (800) square feet shall be fifty dollars (\$50.00), except that the building official may waive the permit fee where there is no foundation or floor to be removed, where there is no significant grading to be done or where the work shall be insignificant.
  
7. Vacant structures registration (every six (6) months) .....\$ 150.00
  
8. Moving permit/building permit: A moving permit shall be issued by the building official in conjunction with the required building permit for all buildings or structures which are moved and do not cross or occupy any street, alley or public right-of-way. The fee for the moving permit/building permit shall be computed at the rate of five dollars (\$5.00) per one thousand dollars (\$1,000.00) of the estimated cost. The estimated cost shall include the cost of the moving along with the costs for excavation, footings and foundations, site work and all structural or nonstructural remodeling as described in item four (4) above. The minimum permit fee shall be forty dollars (\$40.00.)



9. Estimated cost: The term "estimated cost" as used in this subsection (E) includes the cost of all services, labor, materials, use of scaffolding and any other appliances or devices entering into and necessary to the prosecution and completion of the work ready for occupancy. This shall include all costs to the owner. Contractor profit is not excluded.
10. Work without a permit: For all work commenced without a permit for which a building permit is required, the permit fee will be doubled with a one hundred dollar (\$100.00) minimum. Such work must comply with all other requirements of the building code.
11. Plan review fee schedule: The plan review fee applies to all plans for new construction, including additions. Such plan reviews include a review of all applicable city regulations including but not limited to zoning, building, electrical, plumbing and HVAC regulations. The fee does not include special flood hazard area reviews. (See item #11 below.) Plan review fees shall be nonrefundable and shall be computed as follows:

(a) Volume (cubic feet)	Fee
0- 10,000 .....	\$ 150.00
10,001- 20,000 .....	\$ 200.00
20,001- 40,000 .....	\$ 250.00
40,001- 60,000 .....	\$ 300.00
60,001- 80,000 .....	\$ 350.00
80,001- 100,000 .....	\$ 400.00
100,000-150,000 .....	\$ 450.00
150,001-200,000 .....	\$ 500.00
Over 200,000 .....	\$ 500.00 + \$5.00
.....	for each 10,000 cubic
.....	foot over 200,000

- (b) Plan review for assembly (A) institutional (I) and residential (R2) uses and mercantile covered malls over five thousand (5,000) square feet shall be one and one-half (1 1/2) times the fees as computed from the table above.
- (c) In addition to the plan review fees indicated above, the building official may charge an additional fee for outside professional plan review services. Such outside plan review services may be contracted where the building official determines it is in the best interest of the city to do so. Additional fee(s) for outside services shall be based upon the actual costs for such services.
- (d) Remodeling and/or renovation plan review fees shall be charged on remodeling or renovation projects exceeding twenty thousand dollars (\$20,000.00) at the rate of 0.005 times the cost of the project.
- (e) Plan review fees shall accompany the application and are nonrefundable. Single- and two-family detached dwellings and utility/miscellaneous (U) occupancies, including residential garages, shall be exempt from plan review fees. The building official may waive the plan review fee for

structures under five thousand (5,000) cubic feet in cases involving minor structural repairs or the remodeling of existing buildings.

12. Special flood hazard area development plan review fee: The fee for a development plan review in the special flood hazard area shall be one hundred fifty dollars (\$150.00). This fee shall be in addition to other plan review fees.
13. Special permits for elevators, dumbwaiters and conveyance equipment:
  - (a) **Installation permit:** For each conveyance device, an installation permit shall be obtained, as required in the Building Code. The fee for such permit shall be one hundred dollars (\$100.00) and shall include all necessary electrical, plumbing and HVAC work directly involved with the installation. The building official may reduce this fee by twenty (20) percent for multiple installations of the same nature and location. The installation permit fee includes the annual operating permit fee for the first year.
  - (b) **Annual operating permit:** For each conveyance device, as referenced in the Building Code, an annual operating permit shall be required for which the fee shall be fifty dollars (\$50.00) annually. Such fee shall become due on July 1 of each year.
14. Exterior storage of construction materials temporary permit ..... \$ 100.00

**(F) ELECTRICAL**

1. (a) The minimum fee for any electrical permit shall be ..... \$ 50.00
- (b) Temporary service ..... \$ 50.00
- (c) Work without a permit: Double the permit fee or one hundred dollars (\$100.00), whichever is greater.
- (d) Annual Permit fee ..... \$ 100.00
- (e) Permits shall not be required for installations of up to three (3) additional outlets involving no new circuits from the panel, or minor repairs as identified in the City of Urbana Safety Codes Adopting Ordinance.

2. Fees for New Residential

Fees for all new single-family dwellings shall be \$60.00. Fees for new two-family and multi-family dwelling units shall be calculated as follows: sixty dollars (\$60.00) per unit or apartment regardless of service size. These fees shall include the permit for the electrical service and all associated wiring, and accessory structures for one and two family dwellings. Fees for fire alarm systems, accessory structures for multi-family apartment buildings, hotels, motels, residential board and care facilities, rooming houses, and dormitories shall be calculated as described under section 3 below.

3. Fees for all other work:

Electrical work shall be assessed at the rate of one percent (.01 multiplier) of the estimated or contract cost of the job; all amounts exceeding one hundred thousand dollars (\$100,000.00) shall be assessed at the rate of one half of one percent (.005 multiplier) of the estimated or contract cost of the job.

These fees shall be assessed for the following type of work:

- (a) New services
- (b) Changes in service
- (c) New buildings
- (d) Additions, alterations, rewiring, and repairs in existing buildings
- (e) Installation of equipment, machinery or motors, and signs
- (f) Changes in lighting
- (g) Fire alarms
- (h) Repair of code violations

4. Testing and Registration of electrical contractors.

(a) Initial registration of electrical contractors: The initial registration fee for registration as an electrical contractor shall be one hundred fifty dollars (\$150.00) Contractors who apply for registration during the last half of the fiscal year (January 1 through June 30), shall submit a fee of one hundred twenty five dollars (\$125.00).

b Renewal registration fees received or post marked after August 1 of the fiscal year shall be three hundred (\$300.00).

(c) Registration fee for transfer of reciprocal jurisdiction electrical license shall be one hundred fifty (\$150.00).

**(G) PLUMBING**

1. The permit fees for all plumbing work shall be derived from the following table (P1).

TABLE P1

(a) Water closet.....	\$ 12.00
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(b)	Urinal .....	\$ 12.00
(c)	Lavatory .....	\$ 12.00
(d)	Shower/bath tub .....	\$ 12.00
(e)	Kitchen sink .....	\$ 12.00
(f)	Utility/service sink .....	\$ 12.00
(g)	Laundry sink .....	\$ 12.00
(h)	Bar/beverage sink.....	\$ 12.00
(i)	Floor sink/receptor.....	\$ 12.00
(j)	Restaurant/culinary sink.....	\$ 12.00
(k)	Clinical sink.....	\$ 12.00
(l)	Dishwasher.....	\$ 12.00
(m)	Garbage disposal .....	\$ 12.00
(n)	Waste interceptor/separator.....	\$ 12.00
(o)	Floor drain.....	\$ 12.00
(p)	Hub/stand-pipe drain .....	\$ 12.00
(q)	Drinking fountain.....	\$ 12.00
(r)	Clothes washer.....	\$ 12.00
(s)	Sewage ejector... ..	\$ 12.00
(t)	Storm drain/sump pump .....	\$ 12.00
(u)	Sanitary sewer/septic tank .....	\$ 12.00
(v)	Water service.....	\$ 12.00
(w)	Water heating equipment/vessel (as defined in plumbing ordinance) .....	\$ 12.00
(x)	LTD area sprinkler (as defined in mechanical ordinance) (Two (2) sprinklers or fraction thereof equal one fixture).....	\$ 12.00
(y)	Equipment supply/backflow preventer .....	\$ 12.00
(z)	Special fixture/device/piping (other than listed above and as determined by plumbing official .....	\$ 12.00

2. Plumbing permit fees shall be nonrefundable. The minimum fee for any plumbing permit shall be fifty dollars (\$50.00).
3. For all work commenced without a permit for which a plumbing permit is required, the permit fee will be doubled with a one hundred dollar (\$100.00) minimum and such work shall comply with all applicable codes.
4. A single permit shall not be issued for work that will occur at more than one address or structure. Each building/address shall require a separate permit to which minimum fees apply.

## **(H) MECHANICAL**

1. The permit fees for all mechanical work shall be determined by the estimated cost of the mechanical installations and work being performed. ("Estimated cost" shall mean the cost of all services, labor, materials and equipment used to complete the work/installation.)
  - (a) Mechanical permit fees shall be one percent (1%) of the "estimated cost" of the installation or work (see definition of estimated cost). The minimum mechanical permit fee shall be sixty dollars (\$60.00), except as provided in subsections (2) and (6).
  - (b) Mechanical work and installations shall include: Heating, ventilation, air conditioning, refrigeration, fire suppression and related installations governed by and defined within the scope of the mechanical codes adopted by reference in the mechanical ordinance.
2. Fireplace, woodstove and other solid fuel burning equipment installations shall require a mechanical permit. The permit fee shall be fifty dollars (\$50.00) per unit.
3. All mechanical permit fees shall be nonrefundable.
4. A mechanical permit shall authorize work to be performed at only one address or structure. Each building/address where work is to be performed shall require a separate permit to which minimum fees apply.
5. Domestic fire suppression systems: Sprinklers supplied by the domestic water service, and installed only as spot protection in mechanical and storage rooms in commercial and multifamily occupancies, and all sprinklers installed in one- and two-family dwellings shall be considered as plumbing work and are subject to plumbing permit fee schedule.
6. Miscellaneous: Mechanical installations or work with a total cost of five hundred dollars (\$500.00) or less shall require a fifty dollar (\$50.00) minimum mechanical permit fee.
7. For all work commenced without a permit for which a mechanical permit is required,

the permit fee will be doubled with a one hundred dollar (\$100.00) minimum, and the work shall comply with all applicable codes.

**(I) WASTE MANAGEMENT**

- 1. Regional Pollution Control Facility ..... \$ 3,000.00
- 2. Hauler Business License ..... \$ 320.00
- 3. Vehicle Sticker..... \$ 160.00
- 4. Residential Recycling Tax: The monthly Recycling Tax for a dwelling unit in a residential dwelling shall be two dollars and fifty cents (\$2.50).
- 5. Dormitory Recycling Tax: The monthly Recycling Tax for a dormitory shall be two dollars (\$2.00) times the residential capacity of the dormitory.
- 6. Multifamily Dwelling Recycling Tax: The monthly Recycling Tax for a multifamily dwelling shall be two dollars and fifty cents (\$2.50) per dwelling unit in a multifamily dwelling.

**(J) SPECIAL PARKING PERMIT  
SCHEDULE OF PURCHASE AND REFUND AMOUNTS**

The term of a permit begins August 1st of the current year and terminates on August 14th of the following year.

- 1. Purchase Schedule:
  - (a) Annual Permit:
    - If purchased between August 1 and October 31 ..... \$ 135.00
    - If purchased between November 1 and December 31 ..... \$ 101.25
  - (b) Spring Permit:
    - If purchased between January 1 and May 14 ..... \$ 85.00
  - (c) Summer Permit:
    - If purchased between May 15 and July 31 ..... \$ 30.00
  - (d) Temporary permits valid for one (1) day ..... \$ 2.00
  - (e) Temporary permits valid for three (3) consecutive days..... \$ 5.00
- 2. Refund Schedule: Only annual permits purchased between August 1st and December 31st of the current permit year are eligible for a refund.
  - (a) If returned between August 1 and October 31 ..... \$ 101.25
  - (b) If returned between November 1 and January 31 ..... \$ 67.50

- (c) If returned between February 1 and April 30 ..... \$ 33.75
- (d) If returned between May 1 and July 31 ..... \$ 0.00

Permits returned within seven (7) days of the date of purchase will be refunded the purchase amount less two dollars (\$2.00) for each day the permit was held.

**(K) PARKING METER RATES AND RENTAL SPACE RATES**

1. Parking Meter Rates: The hourly rates for parking meters shall be as follows:

- (a) All parking meters owned by the City of Urbana and located on the right-of-way parkway that are located to the west of Lincoln Avenue, to the western city limits of the City of Urbana that lie south of University Avenue and north of Florida Avenue shall carry rate of seventy-five cents (\$0.75) per hour. Any parking lot owned or operated by the City that is located to the west of Lincoln Avenue shall carry a rate of seventy-five cents (\$0.75) per hour.
- (b) All parking meters owned by the City of Urbana and located north of University Avenue, and meters south of University Avenue located on Clark Street between Busey Avenue and Coler Avenue and on Coler Avenue between Clark Street and Main Street, shall carry a rate of seventy-five cents (\$0.75) per hour.
- (c) All other meters located on the parkway of city-owned right-of-way shall carry a rate of twenty-five cents (\$0.25) per hour.
- (d) All meters in all parking lots owned by the City shall carry a rate of twenty-five cents (\$0.25) per hour, except as noted in (a) above.

2. Parking Rental Spaces:

- (a) The parking rates for rental spaces rented on a monthly basis at all **City parking lots**, excluding the City parking facility, located in block bounded by Elm Street, Race Street, Main Street, and Broadway Avenue, shall be as follows:
  - 1. Forty dollars (\$40.00) per month for spaces rented twenty-four (24) hours per day, seven (7) days a week.
  - 2. Twenty dollars (\$20.00) per month for spaces rented between the hours of 7:00 A.M. to 6:00 P.M., Monday through Friday.
- (b) The parking rates for rental spaces rented on a monthly basis, whether on-street or in a parking lot, located in the **Campus District** shall be as follows:
  - 1. Seventy-five dollars (\$75.00) per month for spaces rented 24 hours per day, 7 days, per week.

2. Forty dollars (\$40.00) per month for overnight rental spaces.
- (c) The parking rate for rental spaces rented on an hourly basis at the **City parking facility**, located in the block bounded by Elm Street, Race Street, Main Street, and Broadway Avenue, shall be twenty-five cents (\$0.25) per hour for the first two (2) hours or portion thereof, and fifty cents (\$0.50) per hour or portion thereof thereafter, with a maximum of five dollars (\$5.00) per day.
  - (d) The parking rates for rental spaces rented on a monthly basis at the **City parking facility**, located in the block bounded by Elm Street, Race Street, Main Street, and Broadway Avenue, shall be as follows:
    1. One hundred dollars (\$100.00) per month for spaces rented on the ground floor (Deck, Reserved Permit); and
    2. Forty-five dollars (\$45.00) per month for spaces rented on the second floor, which permits are not valid for parking on the ground floor spaces (Deck, Unreserved Permit).
  - (e) The daily charge for permitting the "**bagging**" of a parking meter shall be payable in advance as follows. Such charges shall not apply to those days that the meter would not be enforced.
    1. \$10.00 per meter per day – 24-hour notice.
    2. \$15.00 per meter for the first day and \$10.00 per meter for each additional day – less than 24 hours notice.

**(L) ANIMALS**

Impoundment Fees

(1)	Dogs (per day).....	\$	15.00
(2)	Cats (per day).....	\$	15.00

**(M) CIVIC CENTER RENTAL**

The Civic Center operating day is divided into three sessions: morning, afternoon and evening. The building is divided into four quadrants.

1. Weekday Rates:

(a) One Quadrant

1.	One session (Nonprofit).....	\$	25.00
	One session (Profit).....	\$	50.00



2. Two sessions (Nonprofit).....	\$ 50.00
Two sessions (Profit) .....	\$ 100.00
3. Three sessions (Nonprofit) .....	\$ 75.00
Three sessions (Profit).....	\$ 150.00

(b) Two Quadrants

1. One session (Nonprofit).....	\$ 50.00
One session (Profit) .....	\$ 100.00
2. Two sessions (Nonprofit).....	\$ 100.00
Two sessions (Profit) .....	\$ 200.00
3. Three sessions (Nonprofit) .....	\$ 150.00
Three sessions (Profit).....	\$ 300.00

(c) Three Quadrants

1. One session (Nonprofit).....	\$ 75.00
One session (Profit) .....	\$ 150.00
2. Two sessions (Nonprofit).....	\$ 150.00
Two sessions (Profit) .....	\$ 300.00
3. Three sessions (Nonprofit) .....	\$ 225.00
Three sessions (Profit).....	\$ 450.00

(d) Ballroom (Four Quadrants)

1. One session (Nonprofit).....	\$ 100.00
One session (Profit) .....	\$ 200.00
2. Two sessions (Nonprofit).....	\$ 200.00
Two sessions (Profit) .....	\$ 400.00
3. Three sessions (Nonprofit) .....	\$ 300.00
Three sessions (Profit).....	\$ 600.00

2. Weekend Rates:

(a) Two Quadrants

1. One session (Nonprofit).....	\$ 70.00
One session (Profit) .....	\$ 140.00
2. Two sessions (Nonprofit).....	\$ 120.00
Two sessions (Profit) .....	\$ 240.00
3. Three sessions (Nonprofit) .....	\$ 170.00
Three sessions (Profit).....	\$ 340.00

(b) Three Quadrants

1. One session (Nonprofit).....	\$ 95.00
One session (Profit) .....	\$ 190.00
2. Two sessions (Nonprofit).....	\$ 170.00
Two sessions (Profit) .....	\$ 340.00
3. Three sessions (Nonprofit) .....	\$ 245.00
Three sessions (Profit).....	\$ 490.00

(c) Ballroom (Four Quadrants)

1. One session (Nonprofit).....	\$ 150.00/\$250.00*
One session (Profit) .....	\$ 250.00
2. Two sessions (Nonprofit).....	\$ 250.00/\$350.00*
Two sessions (Profit) .....	\$ 450.00
3. Three sessions (Nonprofit) .....	\$ 450.00*
Three sessions (Profit).....	\$ 650.00

3. Additional Charges:

(a) For early arrival or late departure (outside of regular sessions).....	\$ 50.00/hr
(b) Use of Kitchen (is extra) .....	\$ 10.00/day
(c) Use of Stage (is extra).....	\$15.00 to \$20.00/day
(d) Use of T.V. with VCR (is extra) .....	\$10.00/day
(e) Alcohol permit (insurance required).....	\$ 50.00

\*A minimum charge of two-hundred fifty dollars \$250.00 will be assessed for the reservation for any Saturday evening session. All standard weekend rental fee rates continue to apply for morning and afternoon sessions. This provision may be waived for reservations made less than four weeks in advance.