



**CITY OF URBANA, ILLINOIS  
FINANCE DEPARTMENT**

**MEMORANDUM**

**TO:** Mayor Marlin and City Council Members

**FROM:** Elizabeth Beaty, Administrative Services Manager  
Elizabeth Hannan, Finance Director

**DATE:** June 12, 2017

**SUBJECT: Approval of the Fee Schedule**

**Introduction:** The proposed license and permit fees for fiscal year 2017/2018 were presented to City Council on May 8, 2017 at the Committee of the Whole meeting. No council action was required, except to forward the schedule to the Special City Council meeting on June 12, 2017 for action then.

Urbana City Code requires that the proposed Schedule of Fees be reviewed by City Council and put on file with the City Clerk's Office at least thirty (30) days prior to final action by City Council. The proposed Schedule of Fees has been on file at the City Clerk's Office since May 9, 2017. On the same day, the schedule was posted on the City's website and a notice advising that the Schedule of Fees was available for public review was published in the News-Gazette. No public comments have been received by Finance staff concerning the Schedule of Fees.

**Background:** At the May 8, 2017 Committee meeting, City Council was informed that revenues from the proposed increases in service charges, license and permit fees, meters, residential recycle tax and sewer benefit tax would generate approximately \$316,810 in additional revenue for this coming fiscal year. During the Schedule of Fees presentation, City Council voted to remove the following increases from the schedule:

Vehicles for Hire: Increase driver's license annual fee from \$45 to \$47. Increase business license fee from \$240 to \$253. Increase vehicle registration fee from \$75 to \$79. This is a 5.5% increase (last increased July 2015). The increase in additional revenue is minimal.

One week after the May 8, 2017 meeting, staff discovered that the two (2) other parking entities in the area would not be moving forward with a planned campus meter rate increase. After an internal discussion, the decision was made to not increase the campus meter rate at this time. Therefore, the following increase has also been removed from the schedule:

Parking Meter Rates: Increase campus and hospital meter rates from \$1.00 per hour to \$1.25 per hour. This is a 25% increase. This fee was last increased in July 2011 by all three campus parking entities. This is a planned increase by all three parking entities again this year. The increase will generate approximately \$190,000 in additional revenue during FY 2018.

**Fiscal impact:** The revisions listed above will reduce expected fee revenues by about \$1,000 in the General Operating Fund and \$190,000 in the Motor Vehicle Parking System Fund. This will reduce the total additional revenue for this coming fiscal year to approximately \$125,810.

**Recommendation:** Staff recommends approval of the attached ordinance adopting the 2017/2018 Schedule of Fees.

**ORDINANCE NO. 2017-05-022**

**AN ORDINANCE AMENDING URBANA CITY CODE CHAPTER 14, SECTION 14-7,  
REGARDING THE SCHEDULE OF FEES**

**(July 1, 2017, through June 30, 2018)**

**WHEREAS**, a written copy of the proposed fiscal year 2017 – 2018 Schedule of Fees for the various licenses, permits, fines, and other fees required under the Urbana City Code was filed with the City Clerk at least 30 days prior to this date; and

**WHEREAS**, the City Clerk has mailed a copy of such proposed schedule to each member of the City Council, has made such schedule available for public inspection or copying, and has given notice of the availability of such proposed schedule for inspection by publication of a notice of such in a newspaper of general circulation in the City at least 14 days prior to this date.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Urbana, Champaign County, Illinois, as follows:

**Section 1.**

Urbana City Code Chapter 14, “Licenses and Permits,” Section 14-7, “Schedule of fees,” is hereby amended and as amended shall read as set forth in the Schedule which is attached hereto and incorporated herein by reference.

**Section 2.**

Those sections, paragraphs, and provisions of the Urbana City Code that are not expressly amended or repealed by this Ordinance are hereby re-enacted, and it is expressly declared to be the intention of this Ordinance not to repeal or amend any portions of the Urbana City Code other than those expressly set forth as amended or repealed in this Ordinance. The invalidity of any section or provision of this Ordinance hereby passed and approved shall not invalidate other sections or provisions thereof.

**Section 3.**

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 4.**

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 on and after July 1, 2017.

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 meeting of said Council.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSTAINED:

\_\_\_\_\_  
Charles A. Smyth, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Diane Wolfe Marlin, Mayor

**SCHEDULE OF FEES - EFFECTIVE JULY 1, 2017**

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 License (drink/package-consumption on or off Premises).....	\$ 5,329.00
(b)	Class AA License (hotel/motel drink/package-consumption on or off premises) .....	\$ 5,329.00
(c)	Class AA-1 License (hotel/motel add'l location).....	\$ 3,112.00
(d)	Class B License (beer retail only – consumption on or off premises) .....	\$ 2,865.00
(e)	Class BB License (beer/wine retail only - consumption on or off premises) .....	\$ 2,865.00
(f)	Class BBB License (beer/wine retail only - consumption off premises only).....	\$ 3,643.00
(g)	Class BW License (Sidewalk café-adjacent premises)	
	1. initial .....	\$ 46.00
	2. renewal .....	\$ 30.00
(h)	Class C License (package liquor – consumption off premises only) .....	\$ 5,198.00
(i)	Class CA1 License – Caterer’s Retail – Additional Site .....	\$ 953.00 (consumption at catering location only)
(j)	Class CA2 License – Caterer’s Retail .....	\$ 1,429.00 (consumption at catering location only)
(k)	Class D License (club – members only) .....	\$ 3,112.00
(l)	Class GC License (Golf Course License) .....	\$ 5,496.00
(m)	Class HL License (hotel/motel limited).....	\$ 1,429.00
(n)	Class HB License (hotel/motel banquet - must have HL license) .....	\$ 953.00

- (o) Class N License (retirement communities – consumption on premises) ..... \$ 3,112.00
- (p) Class R-1 License (restaurant – by drink on premise only) ..... \$ 3,958.00
- (q) Class R-2 License (restaurant – beer and wine only – Consumption on premise only) ..... \$ 2,865.00
- (r) Class T-1 (Temporary 8-hour special event - current license holder) ..... \$ 91.00
- (s) Class T-2 (Temporary not-for-profit organization)..... \$ 91.00
- (t) Class T-3 (Temporary Event for-profit festival promoter)
  - (1) First day ..... \$ 154.00
  - (2) Each additional day ..... \$ 52.00
- (u) Class T-4 (Temporary Winetasting & Packaged Sales)
  - (1) per market and festival event ..... \$ 52.00
  - (2) each additional day..... \$ 15.00
- (v) Class URO – University-Related Organization ..... \$ 3,112.00 (consumption on premise only)
- (w) Class G-1 Video Gambling (excluding gaming halls)
  - 1. License..... \$ 505.00
  - 2. Permit for each video gambling terminal..... \$ 1,010.00
- (x) Class G-2 Video Gambling (video gambling – gaming halls)
  - 1. License..... \$ 5,834.00
  - 2. Permit for each video gambling terminal..... \$ 1,010.00
- (y) Class MB-1 – Microbrewery (to manufacture, store, inventory, and sell to other liquor licensees)..... \$ 505.00
- (z) Class MB-2 – Microbrewery (to manufacture, store, inventory, sell to other liquor licensees, and sell to general public for consumption on and/or off-premises in conjunction with separate class of liquor license)..... \$ 51.00

2. Late Fees:

- (a) Late Renewal 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 ..... \$ 100.00
- (b) Late Payment Fee – applies to semi-annual payments received after 12 noon on the last business day in December ..... \$ 100.00

(c) Non-Notification of Manager Change (applies 5 days after change in managers)..... \$ 50.00

3. Miscellaneous Liquor Fees:

(a) Original Application/New Business..... \$ 200.00  
 (b) Change of Ownership of Premise..... \$ 200.00  
 (c) Change of License Category ..... \$ 200.00  
 (d) Change of Form of Ownership..... \$ 50.00  
 (e) BASSET certification fee..... \$ 30.00

**(B) GENERAL**

1. Fire Prevention Permits:

(a) Non-Hazardous Material Facilities:

Criteria (Square Feet)	Fee
0 – 50,000 .....	\$ 132.00
50,001 – 100,000 .....	\$ 185.00
100,001 – 250,000 .....	\$ 264.00
250,001 – 500,000 .....	\$ 317.00
Greater than 500,000.....	\$ 396.00

(b) Hazardous Material Facilities:

1. Products that have known hazards and can be handled with essentially the equipment on the fire apparatus (flammable liquids). The permit fee shall be three hundred seventeen dollars (\$317.00).
2. Products that can be handled with essentially the equipment on the fire apparatus, but have low health hazard concerns for responders (Perchloroethylene) or small quantities of multiple products with similar hazards (flammable and combustible liquids). The permit fee shall be three hundred sixty-nine dollars and twenty-five cents (\$369.25).
3. Small quantities of multiple products and multiple hazard products (flammable with low health hazard) or large quantities of a product that responders are familiar with and can be handled with essentially the equipment on the fire apparatus. The permit fee shall be four hundred twenty-two dollars (\$422.00).
4. Products that can be handled with essentially the equipment on the fire apparatus, but have additional hazards for the

responder (LP and cylinder), moderate quantities of products with hazards that would require additional equipment for proper mitigation (special equipment, additional personnel, etc.) or large quantities of a product that responders are less familiar with, but can be handled with essentially the equipment on the fire apparatus. The permit fee shall be four hundred seventy-four dollars and seventy-five cents (\$474.75).

5. Large quantities of a product that responders are familiar with, have additional hazards, but can be handled with essentially the equipment on the fire apparatus. Moderate quantities of products with hazards that would require additional equipment for proper mitigation (special equipment, additional personnel, etc.) or large quantities of a product that responders are familiar, but are spread throughout a building, multiple buildings and/or equipment. The permit fee shall be five hundred twenty-seven dollars and fifty cents (\$527.50).
6. Moderate quantities of products with moderate health hazard that would require additional equipment for proper mitigation (special equipment, additional personnel, etc). Large quantity of products spread throughout a large facility in small amounts, small quantity of high hazard material, extremely large quantity of a product or small quantity of moderate products spread throughout a large facility with additional hazards concerns (compressed gases). The permit fee shall be six hundred thirty-three dollars (\$633.00).
7. Moderate quantity of an extremely hazardous substance (EHS requiring MABAS Response with possible evacuation concerns). Extremely large quantity of a product that has known hazards and can be handled with essentially the equipment on the fire apparatus (bulk storage facilities), or large quantity of compressed gas cylinders with various hazard levels. The permit fee shall be seven hundred thirty-eight dollars and fifty cents (\$738.50).
8. Extremely large quantities of products that have known hazards and can be handled with essentially the equipment on the fire apparatus, but due to location may require substantial evacuation concerns (bulk storage facilities in close proximity to a residential area). Large quantities of multiple extremely hazardous substances, extremely large quantities of an extremely hazardous substance, or extremely large quantities of multiple extremely hazardous substances. The permit fee shall be eight hundred ninety-six dollars and seventy-five cents (\$896.75).



- (c) An initial late fee of fifty dollars (\$50.00) shall be added for the first thirty (30) days and fifty dollars (\$50.00) 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-907.10.1 of the International Fire Code, as amended) ..... \$ 500.00
- (b) File Research Property Information Audit ..... \$ 50.00
- (c) Non-Resident Reimbursement Fire Rescue Service Fees:
  - 1. Per apparatus ..... \$ 250.00/hr
  - 2. Per firefighter ..... \$ 70.00/hr
  - 3. Minimum fee (1 hour apparatus/staff) ..... \$ 250.00
- (d) Fireworks Display ..... \$ 150.00

3. Food Handling Licenses:

- (a) Food Handling Establishment ..... \$ 85.00
- (b) Food Handling Mobile Dispenser ..... \$ 60.00
- (c) Temporary ..... \$ 55.00
- (d) Sidewalk Café Initial, adjacent premises ..... \$ 45.00
- (e) Sidewalk Café Renewal, adjacent premises ..... \$ 22.50

Sidewalk Café license renewals not filed by January 1<sup>st</sup> shall be double the current license fee.

- (f) Curbarana Initial, adjacent premises ..... \$ 264.00

4. Miscellaneous:

- (a) Vehicles for Hire:
  - 1. Driver's License Annual Fee ..... \$ 45.00
    - Duplicate License ..... \$ 10.00
    - Late Licensing Fee (renewals after June 25<sup>th</sup>) ..... \$ 25.00
  - 2. Business License Annual Fee ..... \$ 240.00
    - Duplicate License ..... \$ 10.00
    - Late Filing Fee (plus ten dollars (\$10.00) per day after June 25<sup>th</sup>) ..... \$ 50.00
  - 3. Vehicle Registration Fee (per vehicle) ..... \$ 75.00
    - Replacement Registration (plate/sticker) ..... \$ 15.00
    - Transfer Vehicle Registration ..... \$ 15.00
  - 4. A late filing fee of fifteen dollars (\$15.00) shall be added for each day that

certificate of vehicle inspection, certificate of insurance or state vehicle registration is filed after stated due date.

(b) Amusement devices:

- 1. For each amusement device..... \$ 106.00
- 2. For game rooms..... \$ 1,400.00  
(twenty (20) or more devices in the same location)

(c) Raffles:

- 1. Total retail value of all prizes or merchandise to be awarded exceeds five thousand dollars (\$5,000.00)..... \$ 158.00
- 2. Total retail value of all prizes or merchandise to be awarded does **not** exceed five thousand dollars (\$5,000.00) ..... \$ 21.00

(d) Relocator Registration Fee:

- 1. Initial ..... \$ 53.00
- 2. Renewal ..... \$ 26.00
- 3. Relocator license renewals not filed by July 1<sup>st</sup> shall be double the current license fee.

(e) Ambulance ..... \$ 12,600.00

(f) Domestic Partnership:

- 1. Registration..... \$ 26.00
- 2. Termination ..... \$ 16.00

(g) Returned check charge..... \$ 30.00

(h) Grants Management Fees:

- 1. Mortgage Subordination or Release..... \$ 25.00
- 2. Recording Fee..... \$ 58.00

Fee is for the 1<sup>st</sup> four pages, thereafter \$1.00 each.

(i) Live Scan fingerprinting fee:

- 1. 1 – 2 prints ..... \$ 42.00
- 2. 3 or more prints..... \$ 15.00 each

- (j) Urbana Enterprise Zone Fees: The combined Enterprise Zone fees for a single project may not exceed fifty thousand dollars (\$50,000.00).
  - 1. Application for a Sales Tax Exemption Certificate: five dollars (\$5.00) per one thousand dollars (\$1,000.00) or fraction thereof of estimated new construction material costs, with a maximum of fifty thousand dollars (\$50,000.00).
    - a. Application with estimated new construction material costs less than five thousand dollars (\$5,000.00)..... \$ N/C
  - 2. Application for a Property Tax Abatement:
    - a. Five (5) Year Abatement..... \$ 250.00
    - b. Six (6) Year Abatement ..... \$ 600.00
    - c. Seven (7) Year Abatement ..... \$ 700.00
  - 3. Application for an Enterprise Zone Boundary Amendment: five dollars (\$5.00) per one thousand dollars (\$1,000.00) or a fraction thereof of estimated new construction material costs, with a maximum of fifteen hundred dollars (\$1,500.00).
- 5. Urbana Public Television Access Fees:
  - (a) DVD Creation Charge..... \$ 12.00
  - (b) Paid Production Work..... \$ 50.00 per hour
  - (c) Damage deposit ..... \$ N/C
  - (d) In-State Membership..... \$ N/C
  - (e) Out-of-State Membership ..... \$ 100.00
- 6. Mobile Home Park:
  - License: Per mobile home site..... \$ 35.00
- 7. Bicycle Permit and Transfer ..... \$ N/C
- 8. Public Works - Permits/Licenses:
  - (a) Right-of-Way permit:
    - For each location ..... \$ 75.00
  - (b) Right-of-way permit administrative fee..... \$ 75.00
  - (c) Right-of-Way or alley vacation request ..... N/C
  - (d) Erosion Control Permits:

- 1. Class I – Construction on one acre up to five (5) acres ..... \$ 500.00  
For each additional acre over five (5) acres..... \$ 20.00
- 2. Class II – Residential 1 – 2 family construction under one (1) acre.. \$ 50.00  
Commercial, industrial or other construction under one (1) acre ..... \$ 200.00
- (e) Work without a permit - double the permit fee with a  
Minimum charge ..... \$ 150.00
- (f) Non-franchise Utility Maintenance Fee (per lineal foot  
of utility within the right-of-way) ..... \$ 2.00
- (g) Special Event Permit..... \$ 25.00

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) each twenty-four (24) hour period or part thereof:
    - (A) Through town or out of town ..... \$ 200.00
    - (B) To a location inside corporate limits irrespective of its origin ..... \$ 300.00
  - 2. Moving of accessory structures (garages, etc.)  
for each twenty-four (24) hour period or part thereof ..... \$ 25.00
- (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 ..... \$ 20.00
  - 2. Minimum ..... \$ 375.00
- (b) Final Plats ..... \$ 250.00
- (c) Combination preliminary/final plat:
  - 1. Per lot ..... \$ 20.00
  - 2. Minimum ..... \$ 350.00

- (d) Minor plat..... \$ 200.00
- (e) Planned unit development: (Champaign County & City)
  - 1. Preliminary plat ..... \$ 375.00
  - 2. Final plat ..... \$ 275.00
- (f) Amendment Application ..... \$ 225.00
- (g) Appeals ..... \$ 175.00
- (h) Certificate of Exemption ..... \$ 175.00

11. Annual Rental Property Registration Fees\*:

- (a) Single Family/Mobile Home – Per Building..... \$ 55.00
- (b) Owner Occupied Duplexes ..... \$ 55.00
- (c) Duplexes – Per Building..... \$ 70.00
- (d) Multi-Family (3 + Units) Per Building..... \$ 65.00
- (e) Additional Fee Per Multi-Family Unit..... \$ 16.00
- (f) Late Registration\*\*:
  - 1. Single Family/Mobile Home/Duplexes .....\$25.00 (per month)
  - 2. Multi-Family 3 + Units ..... \$ 100.00, plus \$10.00 per unit (per month)
- (g) Incomplete Registration Information\*\* ..... \$ 50.00
- (h) Re-inspection (no-show/denied entry)\*\* ..... \$ 100.00 per visit
- (i) Re-inspection (failure to correct/missed deadline)\*\* ..... \$ 100.00 per visit
- (j) Failure to Register\*\* ..... \$ 300.00

\* Rental properties receiving a Class A designation must still register but the annual fee for the following registration year will be waived.

\*\* May also be subject to Ordinance Violation fines.

12. Hotel and Motel:

- Hotel or motel business license ..... \$ 150.00

## (C) SEWER

Sewer Use Charge: The sewer use charge shall be determined by multiplying the billed water usage times four dollars and forty-six thousandths of a cent (\$ 4.0046) per cubic foot. This is 1.097144 daily per 100 cubic feet, as stated by the UCSD. (Rate applies to billing period beginning next January 1. Refer to Section 24-16 of the Urbana Code of Ordinances.)

## (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: two hundred dollars (\$200.00), plus the cost of all legal publications.
  - (b) Application for an amendment to the text of the Zoning Ordinance: two hundred dollars (\$200.00), plus the cost of all legal publications.
  - (c) Application for a special use permit: two hundred dollars (\$200.00), 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 fifty dollars (\$150.00), 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 seventy-five dollars (\$175.00), plus the cost of legal publications.
  - (b) Application for a minor variance: one hundred seventy-five dollars (\$175.00), plus the cost of legal publications.
  - (c) Appeal to the Board of Zoning Appeals: one hundred seventy-five dollars (\$175.00), plus the cost of legal publications.
  - (d) Application for a major variance: two hundred dollars (\$200.00), 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: seventy-five dollars (\$75.00).

- (b) An application for a temporary certificate of occupancy for 1-35 days of occupancy: one hundred fifty dollars (\$150.00).
- (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: five hundred dollars (\$ 500.00).

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 fifty dollars (\$50.00) without a renewal option.

- (e) Certificate for a home occupation.....\$ 50.00
- (f) Certificate of occupancy for mobile homes: One hundred dollars (\$100.00) per relocated mobile home.
- (g) Application for a sign permit: six dollars (\$6.00) per one thousand dollars (\$1,000.00) or fraction thereof of estimated costs, with a minimum of thirty dollars (\$30.00):
  - 1. Temporary Sign Permit..... \$ 30.00
  - 2. Grand Opening Temporary Sign Permit ..... N/C
- (h) Telecommunications Zoning Review ..... \$ 175.00
- (i) Zoning Verification Letters ..... \$ 100.00

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 ..... \$ 175.00
- (b) Property Maintenance Code Board of Appeals:
  - 1. Appeal ..... \$ 150.00
  - 2. Variance ..... \$ 175.00
- (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
	Administrative Review.....	\$ 50.00
(e)	Design Review Board – Review .....	\$ 150.00
	Administrative Review.....	\$ 50.00

**(E) BUILDINGS AND STRUCTURES**

1. Building permits: The method of fee calculation for building permits issued for new construction projects, 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, 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 .00200. A current copy of the square foot construction cost information is available from the Building Safety Division.

(b) Additions: The permit fee shall be calculated at the rate of six dollars (\$6.00) per one thousand dollars (\$1,000.00) of the estimated costs for the project with a minimum permit fee of fifty dollars (\$50.00).

(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.....	\$ 345.00
2,500 to 3,499 square feet .....	\$ 400.00
3,500 square feet and above.....	\$ 435.00

(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 .....	\$ 375.00
2,500 to 3,499 square feet.....	\$ 425.00
3,500 square feet and above .....	\$ 450.00

2. Tent permit: A permit for the erection of a tent having a gross area of more than four hundred (400) square feet or more shall cost fifty dollars (\$50.00).

3. Application for a Telecommunications Permit: six dollars (\$6.00) 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 six dollars (\$6.00) per one thousand dollars (\$1,000.00) of estimated cost, but not less than fifty dollars (\$50.00), except for the following:

- (a) Decks – Over 100 square feet..... \$ 50.00
- Decks – 100 square feet and under ..... N/C

- (b) Utility Buildings greater than 120 square feet shall be calculated at the rate of six dollars (\$6.00) per one thousand dollars (\$1,000.00) of the estimated costs for the project with a minimum permit fee of fifty dollars (\$50.00).

Utility Buildings (sheds) – 120 square feet or less with no permanent foundation ..... \$ 25.00

- (c) Fences ..... \$ 25.00

5. Alteration/renovation/repair: The fee for a permit for the alteration, renovation, repair and/or remodeling of a building or structure shall be computed at the rate of six dollars (\$6.00) per one thousand dollars (\$1,000.00) of the estimated cost not including electrical, plumbing, and heating ventilating and air-conditioning, but not less than fifty dollars (\$50.00), except the fee for a permit to repair a roof structure and/or replace roof sheathing, 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 fifty dollars (\$50.00) minimum permit fee.

6. Demolition: The fee for a permit for the demolition of a building or structure other than an accessory building shall be at the rate of nine dollars (\$9.00) 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:

- (a) Initial Registration – first six (6) months ..... \$ 250.00
- (b) Each Subsequent six (6) month period..... \$ 500.00

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 fifty dollars (\$50.00).

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 double the standard permit fee or one hundred fifty dollars (\$150.00), whichever is greater. 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. 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 + \$6.00
.....	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) Plan review fees for additions, remodeling and/or renovation (other than I-2 see below) shall be charged on such projects exceeding twenty thousand dollars (\$20,000.00) at the rate of 0.006 times the cost of the project. Plan review fees for additions, remodeling and/or renovation of I-2 Hospital projects exceeding twenty thousand dollars (\$20,000.00) shall be charged at the rate of 0.0085 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. 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 fifty dollars (\$150.00), whichever is greater.
- (d) Annual Permit fee ..... \$ 200.00
- (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 seventy-five dollars (\$75.00). Fees for new two-family and multi-family dwelling units shall be calculated as follows: seventy-five dollars (\$75.00) 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 three (3) below.

3. Fees for all other work:

Electrical work shall be assessed at the rate of one and a quarter percent (.0125 multiplier) of the estimated or contract cost of the job; all amounts exceeding two hundred thousand dollars (\$200,000.00) shall be assessed at the rate of three quarters of one percent (.0075 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 seventy-five dollars (\$175.00). 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 1st of the fiscal year shall be three hundred dollars (\$300.00).
- (c) Registration fee for transfer of reciprocal jurisdiction electrical license shall be one hundred seventy-five dollars (\$175.00).

**(G) PLUMBING**

The permit fees for all plumbing work shall be derived from the following:

- 1. Single-family and two-family duplexes shall require a separate permit for each separate address or building. A single permit for plumbing work may be issued for multi-family buildings containing three (3) or more dwelling units. The permit fee for this plumbing work shall be derived from table (P1).
- 2. Commercial and Industrial plumbing permit fees shall be one percent (1.00%) of the estimated cost of installation and work being performed (“estimated cost” is defined

in this subsection G as the cost of all services, labor, material and equipment used to complete the work/installation).

TABLE P1

(a)	Water closet.....	\$ 12.00
(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
3. Plumbing permit fees shall be nonrefundable. The minimum fee for any plumbing permit shall be fifty dollars (\$50.00).
  4. For all work commenced without a permit for which a plumbing permit is required, the permit fee will be double the standard fee or one hundred fifty dollars (\$150.00), whichever is greater and such work shall comply with all applicable codes.
  5. A single permit for plumbing work may be issued for multifamily buildings (containing three or more dwellings), with the fees based on the current plumbing fee schedule. All other building types, including two-family duplexes, shall require a separate permit for each separate building or address.

**(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 and a quarter percent (1.25%) 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 two (2) and six (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 separate mechanical permit. The permit fee shall be fifty dollars (\$50.00) per unit.
3. All mechanical permit fees shall be nonrefundable.
4. A single permit for mechanical work may be issued for multifamily buildings (containing three or more dwellings), with the fees based on the current mechanical fee schedule. All other building types, including two-family duplexes, shall require a separate permit for each separate building or address.
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 double the standard fee or one hundred fifty dollars (\$150.00), whichever is greater and the work shall comply with all applicable codes.

**(I) WASTE MANAGEMENT**

1. Regional Pollution Control Facility ..... \$ 3,497.00
2. Hauler Business License ..... \$ 338.00
3. Vehicle Sticker..... \$ 169.00
4. Residential Recycling Tax: The monthly Recycling Tax for a dwelling unit in a residential dwelling shall be three dollars and eighteen cents (\$3.18).
5. Dormitory Recycling Tax: The monthly Recycling Tax for a dormitory shall be two dollars and forty-six cents (\$2.46) times the residential capacity of the dormitory.
6. Multifamily Dwelling Recycling Tax: The monthly Recycling Tax for a multifamily dwelling shall be three dollars and eighteen cents (\$3.18) 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 .....	\$ 150.00
If purchased between November 1 and December 31 .....	\$ 112.50
  - (b) Spring Permit:
 

If purchased between January 1 and May 14 .....	\$ 93.75
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  - (c) Summer Permit:
 

If purchased between May 15 and July 31 .....	\$ 37.50
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  - (d) Temporary permits valid for one (1) day .....
 \$ 3.00 |
  - (e) Temporary permits valid for three (3) consecutive days .....
 \$ 7.50 |
  - (f) Service Vehicle Permit.....
 \$ 25.00 |

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 ..... \$ 112.50
- (b) If returned between November 1 and January 31 ..... \$ 75.00
- (c) If returned between February 1 and April 30 ..... \$ 37.50
- (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 three dollars (\$3.00) 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 a rate of one dollar (\$1.00) 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 one dollar (\$1.00) 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 one dollar (\$1.00) 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.
- (e) Pay-by-cell transactions at all meters owned by the City shall be assessed a twenty-five cent (\$0.25) MobileMeter convenience fee per transaction.

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-five dollars (\$25.00) 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. One hundred dollars (\$100.00) per month for spaces rented twenty-four (24) hours per day, seven (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. Nineteen dollars (\$19.00) per meter per day – twenty-four (24) hour notice (campus and hospital).
  - 2. Twenty-four dollars (\$24.00) per meter for the first day and nineteen dollars (\$19.00) per meter for each additional day with less than twenty-four (24) hours' notice (campus and hospital).
  - 3. Ten dollars (\$10.00) per meter per day – twenty-four (24) hour notice (downtown).
  - 4. Fifteen dollars (\$15.00) per meter for the first day and ten dollars (\$10.00) per meter for each additional day with less than twenty-four (24) hours' notice (downtown).

**(L) ANIMALS**

1. Impoundment Fees:

- (a) Dogs:
  - 1. First day ..... \$ 40.00
  - 2. Each additional day..... \$ 15.00

- (b) Cats:
  - 1. First day ..... \$ 40.00
  - 2. Each additional day..... \$ 15.00

**(M) CIVIC CENTER RENTAL**

The Civic Center operating day is divided into three (3) sessions: morning, afternoon and evening. The building is divided into four (4) quadrants.

1. Weekday Rates:

(a) One Quadrant

- 1. One session (Nonprofit) ..... \$ 35.00  
    One session (Profit)..... \$ 60.00
- 2. Two sessions (Nonprofit) ..... \$ 70.00  
    Two sessions (Profit)..... \$ 120.00
- 3. Three sessions (Nonprofit)..... \$ 105.00  
    Three sessions (Profit) ..... \$ 180.00

(b) Two Quadrants

- 1. One session (Nonprofit) ..... \$ 70.00  
    One session (Profit)..... \$ 120.00
- 2. Two sessions (Nonprofit) ..... \$ 140.00  
    Two sessions (Profit)..... \$ 240.00
- 3. Three sessions (Nonprofit)..... \$ 210.00  
    Three sessions (Profit) ..... \$ 360.00

(c) Three Quadrants

- 1. One session (Nonprofit) ..... \$ 105.00  
    One session (Profit)..... \$ 180.00
- 2. Two sessions (Nonprofit) ..... \$ 210.00  
    Two sessions (Profit)..... \$ 360.00
- 3. Three sessions (Nonprofit)..... \$ 315.00  
    Three sessions (Profit) ..... \$ 540.00

(d) Ballroom (Four Quadrants)

- 1. One session (Nonprofit) ..... \$ 140.00  
    One session (Profit)..... \$ 240.00
- 2. Two sessions (Nonprofit) ..... \$ 280.00  
    Two sessions (Profit)..... \$ 480.00

	3. Three sessions (Nonprofit) .....	\$ 420.00
	Three sessions (Profit) .....	\$ 720.00
2.	<u>Weekend Rates:</u>	
	(a) Two 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
	(b) Three Quadrants	
	1. One session (Nonprofit) .....	\$ 150.00
	One session (Profit).....	\$ 250.00
	2. Two sessions (Nonprofit) .....	\$ 300.00
	Two sessions (Profit).....	\$ 500.00
	3. Three sessions (Nonprofit).....	\$ 450.00
	Three sessions (Profit) .....	\$ 700.00
	(c) Ballroom (Four Quadrants)	
	1. One session (Nonprofit) .....	\$ 200.00/\$ 350.00*
	One session (Profit).....	\$ 350.00
	2. Two sessions (Nonprofit) .....	\$ 350.00/\$500.00*
	Two sessions (Profit).....	\$ 550.00
	3. Three sessions (Nonprofit).....	\$ 550.00/\$650.00*
	Three sessions (Profit) .....	\$ 750.00
3.	<u>Additional Charges:</u>	
	(a) For early arrival or late departure (outside of regular sessions).....	\$ 100.00/hr
	(b) Use of Kitchen (is extra).....	\$ 20.00/day
	(c) Use of Stage (is extra) .....	\$ 30.00/day
	(d) Use of video equipment (is extra) .....	\$ 15.00/day
	(e) Alcohol permit (insurance required).....	\$ 100.00
	(f) Event deposit (refundable, if applicable).....	\$ 100.00

\*An increased fee 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 (4) weeks in advance.

**(N) VEHICLE TOWING AND IMMOBILIZATION**

1.	Police ordered tow.....	\$	30.00
2.	Relocator tow .....	\$	30.00
3.	Immobilization Release Fee.....	\$	50.00
4.	Vehicle Impoundment Fee .....	\$	250.00

**(O) RESERVED**

**(P) STORMWATER UTILITY**

Equivalent Residential Unit (ERU) ..... \$ 5.35 per month

Note: Rate applies to billing period beginning next January 1. Refer to Section 24-174 of the Urbana Code of Ordinances.