

7-8-1: Annual Fee Ordinance

7-8-2: Administration

7-8-3: Waiver Of Fees

7-8-1: ANNUAL FEE ORDINANCE:

The Village Board shall annually adopt an ordinance setting forth the applicable fees and charges due for the various permits, and services authorized by this chapter, including building and construction permit fees and zoning application fees. Whenever reference is made to the "annual fee ordinance", such reference shall mean the most current annual fee ordinance adopted pursuant to this section. By this reference, the annual fee ordinance, as the same may, from time to time, be adopted or amended, is hereby incorporated as if fully set forth herein. (Ord. 15-086, 4-20-2015)

7-8-2: ADMINISTRATION:

A. Plan Review Fee Conditions: Plan review fees shall be nonrefundable. If plans are reviewed by the agencies outside office remotely the plan review fee paid by the Village shall be passed on to the applicant with a two hundred dollar (\$200.00) add on fee B. Refunds: No fees shall be refunded when a permit has lapsed after work is started. When a permit is revoked at the request of the applicant prior to lapsing due to time limits, and no work has been done, all but the basic fee and the plan review fee may be refunded.

C. Plan Self-Certification Program: Illinois licensed architects and structural engineers may apply for annual registration in the Village's plan self-certification program.

1. Plan Program Description: The self-certification program ("program") allows design professionals to self-certify their drawings for code compliance on projects of limited scope as set forth hereinbelow.

2. Plan Program Participation Requirement: To qualify for annual participation in the program, Illinois licensed architects and/or structural engineers must meet the following requirements: (Ord. 15-086, 4-20-2015)

a. The design professional shall register electronically as a contractor with the Development Customer Department;

b. Submit a copy of the applicant's current state of Illinois professional license electronically with the application; (Ord. 15-086, 4-20-2015; amd. Ord. 15-183, 11-2-2015)

c. Maintain professional licensure in good standing; (Ord. 15-086, 4-20-2015)

d. Maintain a copy of a current certification of professional liability insurance on file with the Development Services Department;

e. Attend all required building code training sessions conducted by the Development Services Department;

(1) The Director of the Development Services Department will be responsible for determining all training program requirements and content; (Ord. 15-086, 4-20-2015; amd. Ord. 15-183, 11-2-2015)

f. Pay an annual administrative fee in the amount set forth in the annual fee ordinance.

g. Once an applicant has satisfied all of the above program requirements, the applicant will be provided with a registration number and certificate that must be presented when submitting project plans.

3. Requirements For Maintenance Of Existing Certification: To maintain their existing certification on an annual basis, program participants shall satisfy the following requirements: (Ord. 15-086, 4-20-2015)

a. Maintain minimum levels of performance as established by the Director of the Development Services Department with regard to: (Ord. 15-086, 4-20-2015; amd. Ord. 15-183, 11-2-2015)

(1) Accuracy and completeness of permit submittal packages;

(2) Fulfilling annual recertification training requirements;

(3) Earning a minimum of four (4) continuing education credits or eight (8) contact hours annually in areas related to design or construction of one- and two-family residential structures; and

(4) Accuracy and completeness of work in accordance with plans and code during on site inspections.

4. Projects Eligible For Plan Self-Certification Program: Projects which may be processed through the plan self- certification program shall be limited to the following scopes of work on one- and two-family residential and accessory structures which do not require either a zoning variance or review by the Historic Preservation Commission:

a. Single-story additions at grade level

b. Interior renovations not requiring structural modifications including bathrooms, kitchens, resurfacing walls and ceilings and relocation or removal of nonstructural walls but excluding all basement renovations; (Ord. 15-086, 4-20-2015)

c. Interior renovations requiring structural modifications only if plans for same are signed and sealed by an Illinois licensed structural engineer or an Illinois licensed architect, if the architect demonstrates his or her qualification in the area of structural design by passing a structural design proficiency examination for residential construction as developed and administered by the Director of the Development Services Department; (Ord. 15-086, 4-20-2015; amd. Ord. 15-183, 11-2-2015)

d. One-story porches, decks, stairs and railings;

e. One-story detached garages f. Foundation repairs only if plans for same are signed and sealed by an Illinois licensed structural engineer or an Illinois licensed architect if the architect demonstrates his or her qualifications in the area of structural design in the same manner set forth in subsection 7-8-2C4c of this section;

g. Window and door replacement;

h. Accessibility upgrades. (Ord. 15-086, 4-20-2015)

5. Plan Self-Certification Program Oversight: The Director of the Development Services Department shall be responsible for oversight of the plan self-certification program. The Director shall establish internal program oversight procedures which shall be carried out by department management and plan review staff to ensure the completeness and accuracy of plans subject to the self-certification process. Such internal procedures may include, but shall not be limited to, checklist reviews of all such submitted plans and complete plan review of a periodic random sampling of all such submitted plans. (Ord. 15-086, 4-20-2015; amd. Ord. 15-183, 11-2-2015)

6. Plan Self-Certification Program Annual Fee: The annual fee for participation in the plan self-certification process shall be listed in the Construction fee chart (Ord. 15-086, 4-20-2015)

7-8-3: WAIVER OF FEES:

Fees required pursuant to section [7-8-1](#) of this article (except cost for plan review, licenses and construction water) are waived for construction on all property entitled to a real estate tax exemption pursuant to article 15 of the Illinois property tax code, 35 Illinois Compiled Statutes 200/15-5 et seq., as amended. When property is entitled to a partial exemption, then said fees shall be reduced in the same ratio as the estimated value of the exempt portion bears to the estimated value of the taxable portion of the property. Said fees shall also be waived insofar as they are applicable to that portion of any work undertaken to make building accessible to the handicapped. The applicant shall provide the applicable documents along with the permit application.

Permit fees are also waived for any governmental or quasi-governmental agency, charitable organization, or for construction where grant loan funds of the Village of Oak Park are to be used. (Ord. 15-086, 4-20-2015)