

ORDINANCE

AN ORDINANCE AMENDING THE ANNUAL BUILDING AND CONSTRUCTION PERMIT FEES AND ZONING APPLICATION FEES OF THE VILLAGE OF OAK PARK

WHEREAS, the Village of Oak Park (“Village”) as a home rule unit of local government as provided by Article VII, Section 6 of the Illinois Constitution of 1970 has the authority to exercise any power and perform any function pertaining to its government and affairs except as limited by Article VII, Section 6 of the Illinois Constitution of 1970; and

WHEREAS, pursuant to the authority granted by Section 7-8-1 of the Oak Park Village Code, Section 11-30-1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11-30-1 *et seq.*, and the Village’s home rule powers, the Village has determined to adopt this “Annual Building and Construction Permit Fee Ordinance.”

NOW THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Oak Park, Cook County, Illinois, in the exercise of their home rule powers, as follows:

Section 1. Recitals Incorporated. The above recitals are incorporated herein as though fully set forth.

Section 2. Village Code Amended. Chapter 7 (“Buildings”), Article 8 (“Fees”) of the Oak Park Village Code is hereby amended by adding the underlined language and deleting the overstricken language.

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. ~~Accessory buildings under five hundred (500) square feet and repairs to one, two and three family homes are exempt from plan review fees. If plans are sent out for review by agencies outside the Village, 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 or ten percent (10%) above Village costs, whichever is greater.~~ Plan reviews fees shall include the minimum amount and any additional fee charged to the Village if performed by a consultant. In general, all plan review fees shall be reflected in annual adopted fee chart.
- 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. Complete and file a program application with the Development Services Department.
 - b. Maintain a copy of the applicant's current State of Illinois professional license on file with the Development ~~Customer~~ Services Department; (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 ~~Customer~~ Services Department.
 - e. Attend all required building code training sessions conducted by: ~~the Development Customer 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 ~~Customer~~ 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 up to five hundred (500) square feet in floor area;
 - 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 ~~Customer~~ 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 up to five hundred seventy-six (576) square feet in area;
 - 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 ~~Customer~~ 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 ~~three hundred fifty dollars (\$350.00)~~ five hundred dollars (\$500.00). (Ord. 15-086, 4-20-2015)

7-8-3: WAIVER OF FEES:

- A. Fees required pursuant to section 7-8-1 of this article (except cost for plan review, bonds, 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.
- B. 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 board ~~may also~~ grant the Development Services Department to waive permit fees 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)

Section 3. Applicability. Each fee set forth in the Schedule attached hereto as Exhibit A shall apply to the provisions of the corresponding section of the Oak Park Village Code or other ordinances in which reference is made to a building or construction permit fee, including plan review fees, and zoning application fees. Whenever any provision of the Oak Park Village Code or other ordinance refers to the "Annual Fee Ordinance" but no corresponding fee is set forth in the Schedule attached hereto as Exhibit A, the fee shall be the fee most recently in effect prior to the adoption of this Ordinance, notwithstanding any prior repeal of the Ordinance or Village Code provision imposing such fee. This Ordinance shall not apply to nor have any effect on any fee, or any other amount for which there is no express reference in this Ordinance and attached Schedule.

Section 4. Periodic Review and Effect. The fees set forth in the Schedule attached hereto as Exhibit A shall be periodically reviewed, no less frequently than annually, by the President and Board of Trustees of the Village of Oak Park. Accordingly, some or all of the provisions of this Ordinance and the Schedule attached hereto as Exhibit A may be amended from time to time. Each provision of this Ordinance and the Schedule attached hereto as Exhibit A shall remain in full force and effect through December 31, 2026, or until such time as a new ordinance and schedule are adopted, unless expressly amended or repealed by subsequent ordinance.

Section 5. Filing. Certified copies of this Ordinance shall be kept and maintained and available during normal Village business hours for public inspection in the Office of the Village Clerk. Certified copies of this Ordinance shall also be kept by the Development Services Department and made available for public inspection during normal business hours by the Department.

Section 6. Severability and Repeal of Inconsistent Ordinances. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance. All ordinances in conflict herewith are

hereby repealed to the extent of such conflict.

Section 7. Effective Date. This Ordinance shall be in full force and effect on and after its passage, approval and publication in pamphlet form as provided by law or January 1, 2026, whichever is later.

ADOPTED this 3rd day of March, 2026, pursuant to a roll call vote as follows:

Voting	Aye	Nay	Abstain	Absent
President Scaman				
Trustee Eder				
Trustee Enyia				
Trustee Leving Jacobson				
Trustee Straw				
Trustee Taglia				
Trustee Wesley				

APPROVED this 3rd day of March, 2026.

Vicki Scaman, Village President

ATTEST

Christina M. Waters, Village Clerk

Published in pamphlet form this ____ day of _____, 2026.

Christina M. Waters, Village Clerk

STATE OF ILLINOIS)
) ss.
COUNTY OF COOK)

CERTIFICATE

I, Christina M. Waters, Village Clerk of the Village of Oak Park, County of Cook, DO
HEREBY CERTIFY that the foregoing is a true and correct copy of Village of Oak Park Ordinance
No. 26-106, “An Ordinance Amending the Annual Building and Construction Permit Fees and
Zoning Application Fees of the Village of Oak Park,” which was adopted by the corporate
authorities of the Village of Oak Park on March 3, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of
the Village of Oak Park, Illinois aforesaid, at the said Village, in the County of Cook, State of
Illinois, on March 3, 2026.

Christina M. Waters, Village Clerk

(SEAL)