

## MEMORANDUM

**TO:** David A. Hulseberg, Village Manager

**FROM:** William Heniff, AICP, Director of Community Development

**DATE:** September 2, 2010

**SUBJECT: Building Division Overtime Inspection Fees**

At the August 19, 2010 Village Board meeting, the Board continued consideration of an amendment pertaining to Title 15, Section 150.141 of the Village code providing for inspections performed by the Community Development Department, Building Division. Staff noted that the intent of the amendment was to provide for inspections outside of normal working hours.

The Village Board expressed its preference to exclude selected projects from the overtime inspection process. To address this provision, staff provides the following amended ordinance (attached), with the following language (in underscore or strikeout).

### Section 150.141

#### (Y) OVERTIME INSPECTION FEES

Inspections conducted before 7:30 a.m. or after 5:00 p.m. on weekdays and at any time on weekends and holidays, when available, shall be billed at a rate of \$100.00 per hour per inspector with a minimum of one (1) hour charged to the permittee beginning at the scheduled starting time, including no-shows. Said inspection fee shall be in addition to any requisite fees referenced within this subsection and shall be paid prior to issuance of any certificates of occupancy or approval of final inspections. The aforementioned fee shall not apply for permitted projects being undertaken by the owner/occupant of a single-family residence.

Availability of inspection staff to perform inspection activities outside of regular business hours is subject to the discretion of the Village Director of Community Development, who may offer such services, subject to staffing levels, costs and inspector availability. For inspections associated with a Special/Temporary Event application, the aforementioned billing rate can be waived, per Section 110.45 of the Village Code, subject to prior approval by the Village Manager or his/her designee.

### **RECOMMENDATION:**

The Village Board of Trustees approve the attached amended draft ordinance to Title 15, Chapter 150, Section 150.141 to include a new subsection for overtime inspection fees, as amended per Board direction.