



City of
Evanston™

FEE SCHEDULE



Table of Contents

BUILDING PERMITS

Building Permit Fees	3
Plan Review Fees	3
Inspections/Reinspections	3
Certificates of Occupancy	4
Contractor Registration	4
Demolition Permits	4
Driveway Permits	5
Electrical Permits	5
Lift Fees	5
Mechanical Permits	6
Plumbing Permits	6
Water & Sewer	6
Gas Piping	6
Lawn Sprinkler Permits	7
Tent Permits	7
Tank Permits	7

PROPERTY STANDARDS

Long-Term Residential Rentals	8
Short-Term Rentals	8
Vacant Buildings	8

PLANNING & ZONING

Plan Review Fees	9
Zoning Analysis	10
Zoning Entitlement Fees	10

Planned Development	10
Special and Unique Use Application	10
Variation Application	10
Zoning Amendment	10
Appeals	10
Certificates of Zoning Compliance	10
Plat Approval	10
Sign Permits	10
Fence Permits	10

HISTORIC PRESERVATION

Preservation Fee Table	11
------------------------	----

FIRE PREVENTION BUREAU

Fire Permit Fees	12
Fire Inspection Fees	13

PUBLIC WORKS

Right-of-Way (ROW)	14
Driveway Apron	14
Street or Improved Alley Opening	14
Sidewalk/Parkway or Unimproved	
Alley Opening	14
Reserved Parking Space	14
Obstruction Fee	14
Sidewalk Sign	14

Building & Development Services

BUILDING PERMIT BASE FEE

The building permit fee shall be 2% of the cost of construction. A contractor proposal or contract shall be submitted prior to permit issuance to verify the cost of construction.

- If the construction value is greater than one hundred thousand dollars (\$100,000), the property owner and general contractor shall provide to the City at the conclusion of construction a sworn contractor's statement indicating the full and final construction cost of the project, less land cost.
- If the construction value is less than one hundred thousand dollars (\$100,000), the property owner and general contractor shall submit a sworn contractor's statement upon the written request of the Building Official.

PLAN REVIEW

The following table shows the fee structure for plan reviews, including first and second plan reviews. If three or more reviews are required before permit issuance, a fee equal to the original fee shall apply to the final cost per additional review beyond the first two.

Work Value	Plan Review Fee
\$0-\$9,999	\$25
\$10,000-\$49,999	\$50
\$50,000-\$99,999	\$90
\$100,000-\$149,999	\$150
\$150,000-\$199,999	\$200
\$200,000-\$499,999	Work Value x \$0.002310
\$500,000-\$999,999	Work Value x \$0.002156
\$1,000,000-\$1,499,999	Work Value x \$0.001848
\$1,500,000-\$1,999,999	Work Value x \$0.001386
\$2,000,000-\$2,999,999	Work Value x \$0.001232
\$3,000,000-\$3,999,999	Work Value x \$0.001078
\$4,000,000-\$4,999,999	Work Value x \$0.000924
\$5,000,000-\$9,999,999	Work Value x \$0.000770
\$10,000,000-and above	Work Value x \$0.000616

INSPECTIONS/REINSPECTIONS

The minimum charge for any required trade (structural, mechanical, electrical or plumbing) inspection or reinspection shall be seventy dollars (\$70). The minimum fee for missed inspections for any required trade, or failure to cancel a scheduled inspection within twenty-four hours (24 hours) of the inspection, shall be seventy dollars (\$70) for each inspection. The minimum fee for inspections that take place outside of the inspectors' normal working hours shall be one hundred five dollars (\$105).

CANCELLATION FEE

When a request is made to cancel or void a permit that has already been issued, then the permit fees shall be refunded after subtracting the plan review fees assessed.

CERTIFICATE OF OCCUPANCY

The fees for Certificates of Occupancy are contained in the table below. Please note, temporary certificates (TCO) are valid for thirty (30) days and must be renewed to remain valid.

Type	Fee
Temporary Certificate of Occupancy (TCO) – Residential	\$75
Final Certificate of Occupancy (FCO) – Residential	\$30 per unit (\$150 minimum)
Temporary Certificate of Occupancy (TCO) – All Other Uses	\$150
Final Certificate of Occupancy (FCO) – All Other Uses	\$150

CONTRACTOR REGISTRATION

The fees in the table below shall be charged for both the original license/registration and for the annual renewal.

License/Registration Type	Annual Fee
Stationary Engineer or Water Tender	\$50
General Contractor	\$150
Trade Contractor	\$125

DEMOLITION PERMITS

The fee for demolition permits shall be computed based on the cubic volume of the building or structure to be demolished, as shown in the table below.

Base Fee	Additional Fee Based on Cubic Volume
\$75	\$60 per 1,000 cubic feet

AFFORDABLE HOUSING DEMOLITION TAX

In accordance with City Code Section 4-18-3, any person granted a permit for demolition of a residential structure shall pay an affordable housing demolition tax.

BONDS (DEMOLITION):

No demolition contractor shall perform work within the city which has the potential to result in damage to public property or which will require water or sewer service connections/disconnections which cannot be completed at the time of demolition unless, prior thereto, they shall have filed in the Office of the City Clerk liability and surety of performance bonds in the sum of \$150,000 to \$300,000 in a form approved by the Corporation Counsel, upon sureties approved by the City Clerk.

Any permits will be conditioned upon the applicant's prior indemnification of the City from all claims arising out of work performed in the city by virtue of any permit issued to the demolition contractor, or by the Department of Community Development, and conditioned upon the restoration of any portion of public right-of-way or excavations made by the permittee or at its direction to a safe and presentable condition. Such restorations shall be maintained in good order for a reasonable period thereafter.

DRIVEWAY PERMITS

The table below contains the fees for driveway permits. "Residential" installations shall include those buildings required to comply with the International Residential Code.

Installation Type	Permit Fee
Residential	\$35
Commercial and all others	\$60

ELECTRICAL PERMITS

The Electrical Worksheet is required to be completed and submitted for approval to Building & Development Services. Electrical fees shall be calculated according to the chart below.

Installation Type	Initial Fee	Fees for each subsequent unit
New/Altered Service or Feeders (up to 800 amps)	\$100	\$100 per additional service
New/Altered Service or Feeders (over 800 amps)	\$250	\$250 per additional service
New/Altered Circuits (incl. new devices on existing circuit)	\$40	\$12 per additional circuit
Electric Motors and Current-Consuming Devices	\$25	\$12 per additional motor/device
Heating Devices	\$25	\$12 per additional device
Low Voltage Burglar/Comms System (plan review not included)	\$40	NA

LIFT PERMITS

The fees in the table below apply to elevators and escalators, both of which require two inspections per year.

Lift Type	Annual Fee
Elevator (up to 5 stories)	\$80
Elevator (over 5 stories)	\$140
Escalator	\$80

MECHANICAL PERMITS

The Mechanical Worksheet is required to be completed and submitted for approval to Building & Development Services. Mechanical fees shall be calculated according to the chart below.

Installation Type	Permit Fee
New/Replacement Furnace or AC Unit	\$50 per unit
New/Replacement Split System	\$100 per system
New/Replacement Boiler	\$50 per unit
New/Replacement Process Equipment	\$50 per unit

PLUMBING PERMITS

Plumbing fees shall be calculated according to the chart on the next page. For the purposes of the table below, a fixture shall be defined as any device having either a water supply or drain connected to the plumbing system.

Installation Type	Permit Fee
New/Altered Water Service	\$35 per service
New fixtures	\$20 per fixture
Replacement fixtures	\$15 per fixture
New/Replacement Water Heater	\$30 per unit

WATER & SEWER

The table below contains the fees to be charged for sewer installation and repairs.

Installation/Repair Type	Permit Fee
Sewer Repair	\$80
Water Service Repair	\$80
Sewer Tap	\$10 per inch
Sewer Installation	\$80 for the first 50 feet \$40 for each additional 50 feet or fraction thereof
Basin Installation	\$80 each
MH/Basin/Valve Vault Impact Fee	\$4,000 each (when maintained by the City)
Swimming Pool	\$80

GAS PIPING

The fee for gas piping installation permits shall be fifty dollars (\$50).

LAWN SPRINKLERS

Installation Type	Permit Fee
Private Property	\$50 base fee, plus \$2 per head
Right-of-Way	\$50 base fee (\$100 for a corner a lot), Plus \$1.70 per linear foot of parkway

TANK PERMITS

The fee for installation of tanks to be used for the storage or handling of flammable liquids and chemicals shall be twenty dollars (\$20) for each one thousand (1,000) gallons of capacity. The minimum fee for a tank removal is thirty (\$30) dollars.

TENT PERMITS

Permit Fee: \$50

VIOLATION PENALTY

If work is commenced without a permit having been obtained, the permit fee shall be increased by fifty percent (50%).

Property Standards

LONG-TERM RESIDENTIAL RENTALS

Rental registration and inspection fees shall be computed according to the charts below. These fees shall apply to all residential rental units registered pursuant to Title 5, Chapter 8 of the City Code.

Rental Registration

Type	Fee
New Registration Application	\$200
Annual Registration Renewal	\$12 per unit

Rental Inspections

No fee will be assessed for complaint inspections.

Inspection Type	Fee
New Registration Initial Inspection	No Additional Fee
Routine Inspection	\$50 per unit

SHORT-TERM RENTALS

Short-term rental and short-term residential rental intermediary fees shall be computed according to the table below. These fees shall apply to all short-term rental units licensed pursuant to Title 5, Chapter 9 of the City Code.

Type	Fee
Short-Term Rental Unit - Initial Application	\$150
Short-Term Rental Unit - Annual Renewal	\$250
Short-Term Residential Rental Intermediaries (STRRI)	
STRRI License Application Base Fee	\$250
Additional Fee per Listed Unit	\$60 per unit

VACANT BUILDINGS

All vacant buildings must be registered pursuant to Title 4, Chapter 16 of the City Code. The fees in the table below shall apply to all vacant buildings.

Type	Fee
Initial Inspection	\$550
Annual Registration	\$450

Planning & Zoning

PLAN REVIEW FEES

The following fee structure includes first and second plan reviews. If three or more reviews are required before permit issuance, a fee equal to the original fee shall apply to the final cost per additional review beyond the first two.

Work Value	Plan Review Fee
\$0-\$9,999	\$25
\$10,000-\$49,999	\$50
\$50,000-\$99,999	\$90
\$100,000-\$149,999	\$150
\$150,000-\$199,999	\$200
\$200,000-\$499,999	Work Value x \$0.002310
\$500,000-\$999,999	Work Value x \$0.002156
\$1,000,000-\$1,499,999	Work Value x \$0.001848
\$1,500,000-\$1,999,999	Work Value x \$0.001386
\$2,000,000-\$2,999,999	Work Value x \$0.001232
\$3,000,000-\$3,999,999	Work Value x \$0.001078
\$4,000,000-\$4,999,999	Work Value x \$0.000924
\$5,000,000-\$9,999,999	Work Value x \$0.000770
\$10,000,000-and above	Work Value x \$0.000616

ZONING FEES

The table below contains the fees for zoning applications and projects. Please note, the fee for a zoning analysis on a revised proposal shall be the same as the fee for the initial proposal. For variations, the specified fee shall be applicable to each special use or variation included in an application, except that any application for variations for up to 4 units shall require only the applicable fee for a single variation.

Application/Project Type	Fee
Zoning Analysis	\$165
Zoning Analysis – Planned Development	\$1,500
Planned Development or PD Amendment	\$8,000
Planned Development Adjustment	\$5,000
Planned Development Extension	\$1,000
Special or Unique Use	\$800
Special or Unique Use Amendment	\$440
Zoning Map or Text Amendment	\$1,100
Appeals	\$500
Plats of Subdivision or Consolidation	\$330
Variations	
Major Variation – Residential 1-4 Units	\$500
Major Variation – Residential >4 Units and Commercial	\$800 (per variation)
Minor Variation	\$300
Certificates of Zoning Compliance	
Major Home Occupation	\$110
Administrative Interpretations, Temporary Uses and all other requests (up to 10,000 square feet)	\$110
Administrative Interpretations, Temporary Uses and all other requests (greater than 10,000 square feet)	\$165
Signs	
Sign Permit	\$100
Appeal for Variation from Sign Ordinance	\$175
Fences (worksheet required)	
First 100 lineal feet of fence	\$20
Each additional 100 lineal feet	\$6

Historic Preservation

The fees contained in the table below are required for both administrative reviews and reviews conducted by the Preservation Commission.

Application Type	Fee
Minor Work - Existing Primary and Accessory Structures	\$150
Construction of Garages and Accessory Structures	\$385
Major Work - Alterations and Construction	\$385
Construction of Additions Greater Than Twenty Five Percent of the Existing Building Square Footage	\$500
Construction of New Primary Structures	\$1,000
Demolition of a Landmark Structure	\$5,000
Demolition of Significant or Contributing Structure	\$3,500
Demolition of Nonsignificant or Noncontributing Structure	\$2,500
Rescission of Landmark Designation	\$2,500
Post-approval Amendments	\$385
Post-approval Amendments for Minor Work	\$150
Nomination of Landmark	\$100

Fire Prevention Bureau

FIRE PERMIT FEES

The following fee structure shall include the first plan review, a re-review, permit and system acceptance testing. If a third and/or subsequent review is required, a fee of fifty percent (50%) of the original fee shall be applied to the final cost.

The permit fees for fire-related systems are as follows:

Component	Fee
Sprinkler System	
Heads: 1 to 5	\$100
Heads: 6 to 20	\$200
Heads: 21 to 100	\$350
Heads: 101 to 200	\$500
Heads: 201 to 300	\$600
Heads: Over 300	\$700 plus \$1 per sprinkler head over 300
Fire Pump (if not part of system)	\$200
Standpipe (if not part of system)	\$200
Gas Suppression Systems	
Pounds: 1 to 50	\$225
Pounds: 51 to 100	\$350
Pounds: 101 to 200	\$450
Pounds: Over 200	\$600 plus 50 cents (\$0.50) per pound over 200
Fire Alarm System	
Devices: 1 to 10	\$200
Devices: 11 to 25	\$300
Devices: 26 to 50	\$425
Devices: 51 to 75	\$550
Devices: Over 75	\$700 plus \$5 per device
Wet Chemical Kitchen Hood Suppression	\$225 per hood
Radio Enhancement Plan Review	
Antennae: 1 to 20	\$225
Antennae: 21 to 40	\$350
Antennae: More than 40	\$450

FIRE INSPECTION FEES

Fire Inspection Fees for New Businesses

The permit fee structure on the previous page includes first and second Fire Department inspections for new businesses. If three or more inspections are required before Fire Department approval, a fee of \$150 per visit will be assessed.

Annual Pump Testing Fee

The Fire Prevention Bureau will observe annual fire pump tests. These should be scheduled by contacting the City's 311 service. Testing is only allowed April 1 - October 31. A flat Fee of \$150 will be assessed.

Off-Hours Testing

The standard operating hours for the Fire Prevention Bureau are Monday through Friday, 8:30 am to 5:00 pm. Any request for an inspection or test outside of these hours will incur a fee of \$150.00 per hour with a 3-hour minimum, resulting in a minimum charge of \$450.00.

Public Works

RIGHT-OF-WAY PERMITS

Type	Fee
Opening – Sidewalk/Parkway/Unimproved Alley	\$50 per opening
Obstruction – Street/Alley/Parking Lane/Bike Lane/Sidewalk/Parkway	\$1.50 per linear foot per week (\$50 minimum)
Permit Extension	\$50 (1 st extension); \$75 (2 nd extension); \$100 (each additional)
Sidewalk Sign	\$100 per year
Reservation of On-Street Paid Parking Space (48 hours' Notice Required)	\$25 per day per space
Driveway Apron (in the ROW)	
Commercial Driveway	\$100 each
Residential Driveway	\$50 each

STREET OR IMPROVED ALLEY OPENINGS

Pavement Degradation Fee Rate Table

Street Resurface Condition	Fee
Three (3) years and younger	Emergency Repairs Only: \$550 per location with an additional \$22 per square foot of Impacted Street Area over twenty-five (25) square foot
Four (4) to seven (7) years	\$450 per location with an additional \$18 per square foot of Impacted Street Area over twenty-five (25) square foot
Eight (8) years and older / Improved alleys	\$150 per location

Pavement Resurfacing Fee Rate Table

(Moratorium: November 15 - March 31)

Street Classification	Fee
Local/Improved Alley	\$650 per location with an additional \$20 per square foot of Impacted Street Area over thirty-six (36) square foot
Collector	\$800 per location with an additional \$20 per square foot of Impacted Street Area over thirty-six (36) square foot
Major	\$950 per location with an additional \$20 per square foot of Impacted Street Area over thirty-six (36) square foot

CANCELLATION FEE

A cancellation fee will be assessed to all Occupation of Public Right of Way and Occupation of Public Right of Way for Business Purposes permit cancellations resulting in a refund request. Cancellation fee will be \$25 for permits issued with a permit fee of \$150 or less and \$50 for permits issued with a permit fee greater than \$150.

PENALTIES

The penalty shall be \$500 per day if the permit expires and the obstruction remains; however, the Director of Public Works may extend the permit upon request by the applicant. The penalty shall be \$500 per day for obstructing the public right of way without a permit (except in cases of emergency); however, if all permit requirements are subsequently met and a permit is issued, the penalty may be reduced to an amount equal to the first month's permit fee using the Obstruction Fee schedule.