



**DUPAGE
COUNTY**

Building
Division

Zoning &
Planning Division

Environmental
Division

BUILDING & ZONING DEPARTMENT

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MEMORANDUM

TO: DuPage County Development Committee

FROM: Jim Stran – Building & Zoning Manager

DATE: March 18, 2025

RE: Proposed Updates to the Building & Zoning Schedule of Fees

Action Requested: Review minor modifications to the Building & Zoning Schedule of Fees.

Periodically the Building & Zoning Department undertakes a review of the County Schedule of Fees. The last modifications were made in the fall of 2021 when we were incorporating the changes driven by our new permitting software. The current review focusses on our relationship with other public agencies, clarifies language in the schedule, and addresses some permitting concerns.

The departments issues permit to many other governing bodies such as the Forest Preserve District, Townships, Park Districts, and Fire Districts. Several years ago, we created a Public Agency fee reduction of ten percent for these types of organizations. To better serve our partner organizations we are proposing to increase that reduction to a fifty percent reduction of their building permit fee.

This update clarifies our Non-Sufficient Funds (NSF) policy by stating any payments due to the County that come back as NSF will incur a Twenty-five-dollar fee. While we do not have many of these, we wanted the language to indicate all payments in general will have this fee attached. Whether that is a traditional paper check or now an e-check paid online.

Another notable change is an increase in the refundable bond for pools. Pools are a concern that we want address by incentivizing applicants to receive their final inspection prior to using their pool. By increasing the refundable bond, we hope it will have this effect.

Staff Recommendation: Staff recommends approval of the attached proposed update to the Building & Zoning Schedule of Fees.