

COUNCIL WORKSHOP ITEM

ITEM: An Ordinance Establishing Fire Prevention Plan Examination, Permit and Inspection Fees
DATE: March 18, 2003
PREPARED BY: Marsha Giesler, Acting Division Chief
PURPOSE: To Establish Fire Prevention Plan Examination, Permit and Inspection Fees

DISCUSSION:

The Fire Department is seeking Village Council approval to implement a fee structure for various fire prevention permits and inspections. The decision to apply these fees to particular services has been based upon comparison with surrounding communities and their fee structures. Rationale for this fee structure has also been based upon consideration of those services which require a significant and/or inordinate amount of the inspectors' time, an effort to better track various potential hazards, and an effort to generate revenue for the Village through a fair and impartial application of fees, without placing undue burden on contractors, business owners, or their tenants. Currently, no fees are assessed for plan reviews or permits issued by the Fire Prevention Bureau.

The Fire Department is also seeking approval to outsource major plan review construction documents. This ordinance allows the Fire Prevention Bureau to contract all plan review services for projects over 5,000 square feet, or other projects where this is determined to be necessary by the Fire Chief or the Division Chief of the Fire Prevention Bureau. The Fire Department has conducted an RFP, and has selected Fire Safety Consultants Inc. of Schaumburg IL as the contractor of choice based upon experience, reputation, services offered and fee schedule. Fire Safety Consultants Inc. will assess an administrative fee based upon a percentage of the overall cost of the plan review. This administrative fee, which is normal and customary, will be forwarded to the Fire Department on a monthly basis. This system will improve Fire Prevention Bureau operations, decrease the Village's liability, and provide a new revenue source for the Village.

ATTACHMENT:

An Ordinance Establishing Fire Prevention Plan Examination, Permit And Inspection Fees;
A Resolution Authorizing An Agreement Between The Village Of Downers Grove And Fire Safety Consultants, Inc.; Agreement
FSCI Municipal Client List;
Consultant Fee Comparisons;
Permit and Inspection Fee Comparisons;

RECOMMENDATION:

Place on March 25, 2003

DRAFT

Orig. 02/24/03

Rev. 02/27/03

ORDINANCE NO. _____

03/12/03

03/18/03

03/19/03

**AN ORDINANCE ESTABLISHING FIRE PREVENTION
PLAN EXAMINATION, PERMIT AND INSPECTION FEES**

BE IT ORDAINED by the Council of the Village of Downers Grove, in DuPage County, Illinois,
as follows: (Additions are indicated by shading; deletions by ~~strikeout~~.)

SECTION 1. That Section 7-11 of the Downers Grove Municipal Code is hereby amended as follows:

7-11. Inspection and permit fees.

No permit as required by the Building Code shall be issued until the fees described in this section shall have been paid to the Village collector, nor shall an amendment to a permit be approved until the additional fees, if any, due to an increase in the estimated size of the building structure shall have been paid.

A. Schedule of Demolition Permit fees:

- 1. Accessory Buildings for One, Two and Three Family Dwellings:
 - a. Basic fee for first 500 square feet \$50.00
 - b. Per each 100 square feet or fraction \$35.00
 - c. Slabs, if poured separate \$35.00
 - d. Plan Review, licenses as applicable \$35.00
- 2. One, Two and Three Family Dwellings:
 - a. Basic fee for first 1000 square feet \$285.00
 - b. Per each 100 square feet or fraction \$20.00
 - c. Plan review, \$75.00 or 10% of the total permit fee whichever is greater
- 3. Four Family and Up (residential), Non-Residential Buildings, and Associated Buildings:
 - a. Basic fee for first 1000 square feet \$352.00
 - b. Per each 100 square feet or fraction \$25.00
 - ~~c. For buildings with fire detection and/or suppression systems(per each 100 Square feet or fraction thereof) \$10.00~~
 - ~~d.~~ Plan review, \$75.00 or 10% of the total permit fee whichever is greater

B. Schedule of New Construction, Alteration and Addition Permit Fees:

- 1. Accessory Buildings
 - a. Basic fee for first 500 square feet \$70.00
 - b. For each additional 100 square feet or fraction \$15.00
 - c. Plan review, \$75.00 or 10% of the total permit fee whichever is greater
- 2. One, Two and Three Family Dwellings:
 - a. Basic fee for first 500 square feet \$140.00
 - b. For each 100 square feet or fraction \$35.00
 - c. Plan review, \$75.00 or 10% of the total permit fee whichever is greater

- 3. Four Family and Up, Non-Residential Buildings:
 - a. Basic fee for first 500 square feet \$200.00
 - b. For each 100 square feet or fraction \$65.00
 - c. For Buildings with fire detection and/or suppression systems
(per each 100 square feet or fraction thereof) \$10.00
 - d. Plan review, bonds, licenses, construction water as applicable.

C. Repairs:

- 1. Accessory Buildings:
 - a. Basic fee for first \$2,000 of cost \$ 50.00
 - b. For each additional \$1,000 of cost or fraction \$15.00
 - c. Plan review as applicable
- 2. One, Two and Three Family Dwellings:
 - a. Basic fee for first \$2,500 of cost \$60.00
 - b. For each additional \$1,000 of cost \$15.00
 - c. Plan review as applicable.
- 3. Four Family and Up, Non-Residential Buildings:
 - a. Basic fee for first \$3,000 of cost \$85.00
 - b. For each additional \$1,000 of cost \$25.00
 - c. Plan review as applicable.

D. Water for Construction or Demolition:

Construction or demolition water shall be paid for at the rate established by the Director of Public Works. Meters may be obtained from the Village or the amount may be estimated by the Director of Public Works.

E. Sheet Metal Work \$70.00

F. Miscellaneous permit and inspection fees shall be as follows:

Shoring, Raising, Moving of Any Building:

- a. Basic fee for first 2000 square feet \$100.00
(Plus)
- b. Per 100 square feet or fraction \$25.00
(Plus)

Canopy, fixed Awning or Alteration:

- a. Basic fee \$70.00

Inspection Fees for Elevators, Escalators, Lifts, Hoists, Dumbwaiters, Conveyors:

- a. Basic fee for first five (5) floors \$150.00
- b. Per each floor above five (5) \$30.00
- c. Hand-operated, total fee \$110.00
- d. Platform lift \$110.00
- e. Material hoists and man-lifts for
construction over three (3) stories \$165.00
- f. All elevators are required to have maintenance inspections conducted twice per year, after the
initial inspection. Inspection fees for each inspection required are as follows:

- i. New elevators - initial inspection \$125.00
- ii. General elevators \$50.00
- iii. Freight elevators \$50.00

Temporary Platforms

- a. For public assembly units \$64.00

Swimming Pools

Permanent Pools (In-ground):

- a. Basic fee for first 500 square feet of surface area \$140.00
- b. Per every 100 square feet or fraction of surface area over 500 square Feet \$70.00

Temporary Pools (Above ground):

- a. Basic fee for first 500 square feet \$35.00
- b. Per every 100 square feet or fraction \$15.00

Heating

- 1. Warm air furnaces - no permit required
- 2. High pressure boilers, each - \$140.00
- 3. Low pressure boilers, unfired pressure vessels - \$85.00
- 4. Heat pump - \$85.00
- 5. Fireplaces - \$85.00

Air Conditioning(Central):

No permit required

Ventilating Systems, Mechanical:

- 1. Basic fee (under 2000 CFM) - \$25.00
- 2. Basic fee for first 2000 CFM - \$85.00
- 3. Each 1000 CFM additional - \$15.00

**Capacity is calculated as sum of supply and exhaust

Deck permits. For all construction of decks, the fee to be charged by permits authorized and required by the Building Code shall be \$50.00, regardless of size or value.

Plumbing fixtures. Fees for inspection of plumbing fixtures installed shall be governed by the provisions of Chapter 16.

Permits for sewer and drain connections. Fees for inspection of sewer and drain connections shall be governed by the provisions of Chapter 16.

Fees for permit to erect a new sign or to repair an existing sign shall be governed by provisions of Section 28-305 of the Comprehensive Zoning Ordinance of the Village, passed and approved April 19, 1965, as amended. (Ord. No. 1281, § 10; Ord. No. 1586, § 4; Ord. No. 2913, § 2; Ord. No. 3336, § 1.)

SECTION 2. That Section 17-46 of the Downers Grove Municipal Code is hereby amended as follows:

17-46. Reserved Plan Examination Fees.

Upon application for any non-residential permit required by the Building Code, or any amendment thereto, the applicant shall pay a plan examination fee to the Village in accordance with the provisions of this section; any amendment to a permit shall not be approved until additional fees, if any, shall have been paid. Plan review fees shall be non-refundable.

Commercial, Industrial & Multi-Family Structures

1. Sprinkler Systems: Includes standpipes and fire pumps as part of the system.

Number of Sprinklers	Fee
1 - 20	\$175.00
21-100	\$350.00
101-200	\$480.00
201-300	\$550.00
Over 300 Sprinklers	\$800.00 + .95 for each sprinkler over 300

(2) Standpipe Systems

Basic fee: \$190.00 per standpipe

No charge for standpipe systems that are part of the complete building sprinkler system plan review.

(3) Fire Pumps

Basic fee: \$175.00 per Fire Pump

No charge for fire pump system that is part of the complete building sprinkler system plan review.

Note: For pumps being installed to upgrade and or enhance the design of an existing sprinkler or standpipe, additional fees may apply for the review of the new design of the system being enhanced by pump.

(4) Suppression Systems

Restaurant Wet Chemical Systems

Restaurant system: \$225.00 flat rate per hood system

Each additional system or hood reviewed at the same time and at the same building add \$100.00

Restaurant Mechanical Hood and Duct Systems

Flat rate of \$225.00 per hood

Each additional hood system reviewed at the same time and at the same building add \$100.00

Gas Suppression Systems or Dry Chemical Systems

The fee is based on the total pounds of Suppression Agent used

<u>Pounds of Suppression Agent</u>	<u>Fee</u>
1- 50	\$200.00
51-100	\$250.00
101-200	\$275.00
201-300	\$300.00
301-400	\$325.00
401-500	\$350.00
501-750	\$400.00
751-1,000	\$500.00
Over 1,000	\$500.00 plus .25 for each pound of agent over 1,000

(5) Fire Detection and Alarm Systems

Basic fee for a complete system is: \$.019 per square foot of total building area.

Minimum fee \$175.00

(B) Special Consultation

For any Fire Protection concerns in which the Village of Downers Grove Fire Chief or Fire Prevention Division Chief determines that additional technical resources or technical assistance is required from source outside of staff, the applicant shall be responsible for the actual consultant fees charged. The applicant shall be required to reimburse the Village for all consultants costs.

Examples where such fees may apply are as follows:

Plan review of smoke control systems; life safety plan review for covered malls or other similar type structures; plan review of projects where performance based design is used to comply with codes; and plan review of projects greater than 5,000 square feet.

SECTION 3. That Section 17-47 of the Downers Grove Municipal Code is hereby amended as follows:

17-47. Reserved Permit and Inspection Fees.

No permit shall be issued or inspection conducted until all fees described in this Section and any outstanding fees have been paid in full.

(a) Permit fees are as follows:

Open Burning Permit (per occurrence)	\$35.00
Fireworks Permit (per occurrence)	\$35.00
Spray Booth Permit (annual)	\$35.00

(b) Inspection fees are as follows:

Hydro Static Test	\$35.00
Christmas Tree Lots/Garden Center Inspections	\$25.00

Amusement Ride (per inspector)	\$35.00
Reinspections:	
Second reinspection	\$25.00
Subsequent reinspection(s)	\$50.00
Fire Extinguisher Training	\$50.00/hour

SECTION 4. That all ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 5. That this ordinance shall be in full force and effect from and after its passage and publication in the manner provided by law.

Mayor

Passed:

Published:

Attest: _____
 Village Clerk

[shrink]

RESOLUTION NO. ____

A RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT BETWEEN THE VILLAGE OF DOWNERS GROVE AND FIRE SAFETY CONSULTANTS, INC.

BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

1. That the form and substance of a certain Agreement (the "Agreement"), between the Village of Downers Grove (the "Village") and Fire Safety Consultants, Inc. (the "Consultant), for outsourcing of Fire Prevention Plan Review services, as set forth in the form of the Agreement submitted to this meeting with the recommendation of the Village Manager, is hereby approved.

2. That the Village Manager and Village Clerk are hereby respectively authorized and directed for and on behalf of the Village to execute, attest, seal and deliver the Agreement, substantially in the form approved in the foregoing paragraph of this Resolution, together with such changes as the Manager shall deem necessary.

3. That the proper officials, agents and employees of the Village are hereby authorized and directed to take such further action as they may deem necessary or appropriate to perform all obligations and commitments of the Village in accordance with the provisions of the Agreement.

4. That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

5. That this Resolution shall be in full force and effect from and after its passage as provided by law.

Mayor

Passed:

Attest: _____

Village Clerk

FIRE SAFETY CONSULTANTS, INC.

ILLINOIS BUSINESS OFFICE
1015 W. WISE ROAD, SUITE 200
SCHAUMBURG, ILLINOIS 60193-3737
847/891-3665 • FAX 847/891-3932
E-MAIL: FSCIDC@AOL.COM



MICHIGAN MAILING ADDRESS
3319 GREENFIELD, #470
DEARBORN, MICHIGAN 48120-1212
313/274-3841 • FAX 313/274-3851
E-MAIL: MIFSCI@AOL.COM

AGREEMENT TO PROVIDE FIRE PROTECTION PLAN REVIEW SERVICES DOWNERS GROVE, IL

THIS AGREEMENT made on this _____th day of March 2003 and ending March 31, 2004, between THE VILLAGE OF DOWNERS GROVE, a municipal corporation, DuPage County, Illinois (hereinafter referred to as the "VILLAGE") and Fire Safety Consultants, Inc., (hereinafter referred to as the "CONSULTANT").

WITNESSETH:

WHEREAS the VILLAGE is in need of professional fire protection plan review services.

WHEREAS the CONSULTANT has proposed to provide fire protection plan review services.

WHEREAS the CONSULTANT is aware of and has been provided with applicable codes and local amendments on which the fire protection plan reviews are founded.

WHEREAS the CONSULTANT has an established company specializing in professional fire protection plan review services.

WHEREAS the use of such services would be in the best interest of the VILLAGE.

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and agreements hereinafter set fourth, the VILLAGE and the CONSULTANT agree as follows:

The CONSULTANT agrees to perform services in an expeditious manner consistent with the interests of the VILLAGE.

Section I
BASIC SERVICES

The CONSULTANT agrees to perform Basic Services under this contract as outlined in the proposed Downers Grove fee schedule. The CONSULTANT further agrees to provide plan reviews (for first review plan submissions) within ten (10) business days and for subsequent plan submissions within five (5) business days.

Section II
ADDITIONAL SERVICES

No Additional Services shall be performed by CONSULTANT without prior written approval of the VILLAGE.

Section III
COMPENSATION

The CONSULTANT agrees to keep records on the basis of generally accepted accounting principles for all services billed and to make such records available to the VILLAGE at mutually convenient times.

The CONSULTANT will invoice the contractor for the consultants and the Village fees. The consultant will send the Village fee checks to the Fire Department for Village processing.

Section IV
TERMINATION OF AGREEMENT

This Agreement may be terminated by either party upon seven (7) days written notice should the other party fail substantially to perform in accordance with its term through no fault of the party initiating the termination.

This Agreement may be terminated by the VILLAGE upon at least fourteen (14) days written notice to the CONSULTANT in the event that the project, work, or reason for this Agreement is permanently abandoned.

This Agreement may be terminated by either party, for any reason, upon thirty (30) days prior written notice to the other party.

Section V

INSURANCE AND INDEMNITY

The CONSULTANT agrees to carry workers compensation and insurance as required by the State of Illinois, comprehensive general liability insurance and comprehensive automobile liability insurance in the minimum amounts required. The CONSULTANT further agrees to furnish the VILLAGE with certificates of insurance confirming that the required insurance policies and coverages are in place. The CONSULTANT shall indemnify defend, and hold harmless the Village of Downers Grove, its officers, agents, and employees against any claims of whatever nature made against the Village of Downers Grove in account of the negligence or improper acts of the CONSULTANT, its agents or employees.

Section VI MISCELLANEOUS PROVISIONS

The CONSULTANT agrees to comply with all applicable State, Federal, and Village Code provisions in performing the services under this Agreement.

The parties hereto agree that for purposes of any lawsuit(s) between them concerning this Agreement, its enforcement, or the subject matter thereof, venue shall be in DuPage County, and the laws of the State of Illinois shall govern the cause of action.

Section VII SUCCESSORS AND ASSIGNS

The VILLAGE and the CONSULTANT, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the other party to this Agreement, and to the partners, successors, assigns, and legal representatives of such other party with respect to all covenants of this Agreement. Neither the VILLAGE nor the CONSULTANT shall assign, sublet, or transfer any interest in this Agreement without the prior written consent of the other.

Section VIII EXTENT OF AGREEMENT

This Agreement represents the entire and integrated agreement between the VILLAGE and the CONSULTANT and supersedes all prior negotiations, representations, or agreements, either written or oral.

This Agreement may only be amended by written instrument signed by both the VILLAGE and the CONSULTANT.

Nothing contained herein shall be deemed to create any contractual relationship between the CONSULTANT and any Subcontractors or material suppliers on the Project; nor shall anything contained in this Agreement be deemed to give any third party and claim or right of action against the VILLAGE or the CONSULTANT which does not otherwise exist without regard to this Agreement.

THIS AGREEMENT entered into as of the day and year first written above.

VILLAGE OF DOWNERS GROVE

By: _____
Mayor

Attest: _____
Village Clerk

CONSULTANT

By: _____

Attest: _____
Secretary



MUNICIPAL CLIENT LIST

Fire Safety Consultants, Inc. does fire protection consulting for municipal building departments and fire departments throughout the country. We are one of the largest private fire protection plan review service companies in the Chicagoland/Detroit Area. FSCI does the fire protection plan reviews for about 110 municipalities throughout the United States. Some of our clients include:

- ◆ Auburn Hills, Michigan
- ◆ Barrington, Illinois
- ◆ Bartlett, Illinois
- ◆ Bedford County, Virginia
- ◆ Bensenville, Illinois
- ◆ Birmingham, Michigan
- ◆ Bridgeview, Illinois
- ◆ Buffalo Grove, Illinois
- ◆ Clarendon Hills, Illinois
- ◆ Commerce, Michigan
- ◆ Culpeper, Virginia
- ◆ Dixon, Illinois
- ◆ Dolton, Illinois
- ◆ Evanston, Illinois
- ◆ Farmington Hills, Michigan
- ◆ Goochland County, Virginia
- ◆ Hanover Park, Illinois
- ◆ Highland Park, Illinois
- ◆ Hinsdale, Illinois
- ◆ Hoffman Estates, Illinois
- ◆ Inverness, Illinois
- ◆ LaGrange Park, Illinois
- ◆ Lyons, Illinois
- ◆ Madison Heights, Michigan
- ◆ McCook, IL
- ◆ Milford, Michigan
- ◆ Monee, Illinois
- ◆ Monroe, Michigan
- ◆ Niles, Illinois
- ◆ Normal, Illinois
- ◆ Northbrook, Illinois
- ◆ Northfield, Illinois
- ◆ North Hampton, Pennsylvania
- ◆ Northville, Michigan
- ◆ Oaklawn, Illinois
- ◆ Orion Township, Michigan
- ◆ Oxford, Michigan
- ◆ Palos Hills, Illinois
- ◆ Park Ridge, Illinois
- ◆ Pleasant Prairie, Wisconsin
- ◆ Rochester Hills, Michigan
- ◆ Rolling Meadows, Illinois
- ◆ Royal Oak, Michigan
- ◆ Utica, Michigan
- ◆ Vernon Hills, Illinois
- ◆ Villa Park, Illinois
- ◆ Winnetka, Illinois
- ◆ Wixom, Michigan
- ◆ Wood Dale, Illinois
- ◆ Woodhaven, Michigan
- ◆ Woodstock, IL