

RESOLUTION NO. 2018- 05R

**RESOLUTION PRESCRIBING VILLAGE BUILDING OFFICIAL/INSPECTOR
PAYMENT PROCEDURE**

WHEREAS, the Community Development Committee is in the process of revising the permit requirements and fees associated with construction and certain building and property improvements, as well as the payment structure for the Village Building Official and all inspectors relating to the inspections associated with the issuance of such permits so as to ensure equitable fee assessment, as well as allocation of fees collected between the respective inspectors involved and the Village for its administrative costs; and

WHEREAS, in its assessment of fees and payments in regard to permits, the Community Development Committee became aware that certain permit fees have been paid before the requisite inspection was completed, and there has not always been consistency in the submission of completed job completion to the Village Office to evidence job completion; and

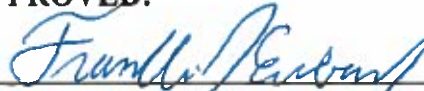
WHEREAS, to ensure transparency, accurate record keeping, and assurance that there is a written record of all completed inspections to ensure proper inspection before permit issuance in the primary interest of the safety of the residents of the Village of Winnebago and any others subject to the permitting requirements of the Village, it is necessary to immediately revise the procedure followed in reference to permits, with further detail and streamlining of the process to occur in the future after the Community

Development Committee has completed its permit fee structure and payment structure and procedure recommendations, and the same have been approved by the Village Board.

NOW, THEREFORE, BE IT RESOLVED, that effective immediately upon the passage of the instant resolution, it shall be the policy of the Village that no permit fees shall be paid to any inspector employed by the Village of Winnebago, which inspectors currently include the Village Building Official, Electrical Inspector, and Plumbing Inspector, until the work of that respective inspector is completed, with evidence of the same being the completed and signed job completion cards provided by the Village of Winnebago. However, proportionate payments shall be allowed based on completion of a respective stage or phase of the required inspections for a given job. For any permit that is obtained after construction has begun, and thus, subject to double the fee amount pursuant to any Village ordinance or policy, such double fee shall be collected the Village Building Official, and the entirety of the extra fee shall be turned over to the Village.

This resolution shall be effective immediately upon its introduction, passage, and approval.

APPROVED:



Franklin J. Eubank, Jr., President of the Board
of Trustees of the Village of Winnebago,
Illinois, a municipal corporation

ATTEST:



Sally Jo Huggins,
Village Clerk

INTRODUCED:

10-8-18

PASSED:

10-8-18

APPROVED:
