



Mayor & Village Board

Standard Operating Procedure – No. 08

Date Adopted: February 12, 2013

Date(s) Revised:

Mayor and Village Board Standard Operating Procedure # 08, having been first adopted by the Mayor and Village Board on February 12, 2013 shall:

1. Be updated on at least an annual basis;
2. Be administered by the Mayor and Village Manager; and
3. Be a procedure establishing the **Village of Homer Glen Sister Governmental Entity Building Permit Fee Waiver Partnership Program.**

Signed: _____

Date: January 29, 2015

The following shall be the procedure guiding the waiver of a portion of the Village's building permit fees for sister governmental entities within the boundaries of the Village of Homer Glen.

It is understood that Village code requires the payment of Village building permit fees for all newly constructed or renovated buildings in Homer Glen. The code does not distinguish between types of uses or tax-exempt status (nonprofits, governmental entities, etc.) The authority to waive building permit fees rests with the Village Board. The Village's SOP is to grant a 50% reduction/waiver in the established Building permit fees utilizing the following guidelines.

1. The Village of **Homer Glen Sister Governmental Entity Building Permit Fee Waiver Partnership Program** shall be available to the following units of government: Homer Township; Homer Township Highway Department/Road District; Homer Township Library District; Homer Fire Protection District; and Northwest Homer Fire Protection District.
2. The permit fees available for waiver shall not include any third-party re-billed professional service fees including, but not limited to the following: 1.) Legal review; 2.) Engineering review; and 3.) Plan review.
3. The permit fees available for waiver shall also not include the following: 1.) Staff plan review charges; 2.) Public notice fees/charges; 3.) Plumbing, Electrical, HVAC or

Insulation permit charges; and 4.) Re-zoning and map amendment charges (Should re-zoning be a part of the construction or renovation project).

4. The amount of the building permit waiver shall be determined at the time of building permit review. The Village Manager must sign-off on the final amount of the waiver and report the amount of the waiver to the Village Board within one week of said approval.

It is again understood that the Village Board has the final authority over decisions related to the **Homer Glen Sister Governmental Entity Building Permit Fee Waiver Partnership Program**. The preceding SOP guidelines do not limit Village Board action.