

August 19, 2005

ALL PROPERTY MANAGERS AND REAL ESTATE AGENTS

The City of O'Fallon Planning and Zoning Department has recently modified the entire Permit Fee Schedule, affecting all permits issued in our department. This has resulted in a fee increase for all property maintenance inspections for Occupancy Permits.

The City of O'Fallon's Occupancy Permit fee for all property maintenance inspections is currently \$35. It has been \$35 since the City started the Occupancy Permit Program in 1991. In 2002 we also added all commercial structures to the program along with annual inspections of certain higher hazard buildings. These also have been inspected for \$35.

Under the new fee schedule, the fee for a property maintenance inspection of any single family residential unit, a commercial structure or unit up to and including 4,000 sq. ft. will be increased to \$50. The fee for property maintenance inspections of commercial buildings over 4,000 sq. ft. are listed in the enclosed attachment. We feel that these new fees for residential and commercial occupancy permits are more representative of the costs incurred in performing the respective inspections. If we based the fee increase solely on the low end side of the cost of living index increases over the last 14 years, we would be at \$50 at this time.

With the new code adoption ordinance that went into affect January 1, 2005, we increased the time limit that an occupancy permit was valid for from 1 year to 2 years, and also since that time, we do not require an occupancy permit on new homes until 3 years after the issuance of the Certificate of Occupancy. This should help offset some of the cost to the public that will be felt with the new increase. Our department is continuing to make every effort to ensure that the inspection/occupancy permit process is as streamlined as possible and does not create any undo burden on the applicants.

The City of O'Fallon has always strived to keep these fees as low as possible, as proven by the fact that we have maintained the original fee since 1991. In order to maintain the level service required, an increase is necessary at this time. I have enclosed a copy of the Occupancy Permit Fee schedule for your reference. **The enclosed Occupancy Permit fees will become effective on September 15, 2005.**

If you have any questions on the new permit fee schedule or if I can assist you in any way, please contact me at 624-4500, ext. 9-1201.

Sincerely;

Jeff Stehman, C.B.O.
Building and Zoning Supervisor

Enclosure

City of O'Fallon Occupancy Permit Fee
(Effective September 15, 2005)

1. Residential Occupancy Permit (Houses, apartments or any single family unit)
\$50.00 fee required on any change of occupancy or ownership after 2 years of the most recent application date.
2. Commercial Structures up to and including 4,000 square feet
\$50.00 fee required on any change of occupancy or ownership after 2 years of the most recent application date.
3. Commercial Structure 4,001 sq. ft. to and including 20,000 sq. ft.
\$60.00 fee required on any change of occupancy or ownership after 2 years from of the most recent application date.
4. Commercial Structure over 20,000 sq. ft.
\$60.00 plus \$2 per 10,000 sq. ft. over 20,000 sq. ft. (except motels and hotels) fee required on any change of occupancy or ownership after 2 years of the most recent application date.
5. Motel and Hotels
\$60.00 plus \$25.00 per story over one story, inspected annually
6. Additional fees to be added to base fee of any commercial structure when applicable are as follows:
\$10.00 if equipped with a sprinkler system
\$5.00 if equipped with kitchen fire suppression system
\$5.00 if equipped with fire alarm system
7. Re-inspection Fees
\$35.00 fee will be required for failure to show up for inspection without notification to our office in ample time to notify inspector or, when re-inspection has been called for and required work was not completed or, any repeat two above listed situations on the same permit application and inspection will require a \$50.00 re-inspection fee. Re-inspection fee must be paid prior to scheduling additional inspections.