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**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** WALTER MAGDZIARZ, COMMUNITY DEVELOPMENT DIRECTOR  
**SUBJECT:** DISCUSSION: PERMITS FOR COMPLETED WORK  
**AGENDA:** SEPTEMBER 6, 2016 COMMITTEE OF THE WHOLE MEETING  
**DATE:** SEPTEMBER 1, 2016

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**ISSUE**

Shall the Village Board consider relief for persons performing work on their property without obtaining a building permit.

**DISCUSSION**

The Committee last discussed this matter at its August 2, 2016 meeting and expressed an interest in the idea but felt implementation of the proposal needed more development. Upon further review, staff is of the opinion the characterization of the proposal as a “permit holiday” is misleading. The intention is not to suspend the requirement for a permit and permit fee. Rather, it is the intention to suspend the penalties (fines) for performing work without a permit. The objective is to encourage homeowners to obtain the necessary building permit for work performed in or around the home and to assure that improvements are code compliant.

The intention is to apply the “holiday” to the penalties that would be assessed to property improvement-type activities, such as pools, decks, fences, patios, window and door replacement, and the like. The objective is to obtain code compliance. It is anticipated that removing the penalties for a period of time may encourage residents to get a permit, hence inspections, to assure code compliance.

There would be no holiday for inspections. Normal inspections would apply with work performed under the penalty holiday.

**COST**

The cost to the Village would depend on the number of permits issued during the permit penalty holiday. At present, we do not know with any certainty how many property improvement projects are being undertaken without a permit. But to put it in perspective, if ten (10) homeowners came forward and applied for building permits after-the-fact, the Village would collect \$650 in permit fees (\$65 each) and forgive \$1,300 in penalties (\$130 each) for performing work without a permit.

**RECOMMENDATION**

That the Village Board direct Village staff to implement a 60-day suspension of permit penalties (for performing work without a building permit) for property improvements such as decks, patios,

interior remodeling, and the like. The suspension of permit penalties would not apply to new construction, i.e. new residences and commercial buildings.