

**EXHIBIT "A"**

**Village of New Berlin  
Sangamon County, Illinois**

**Building Code Application Process  
And  
Permit Fee Structure**

**Revised April 16, 2003**

**This application process and fee structure is a supplement to and a part of Sections  
40-7-2 and 40-7-3 of the Revised Code of Ordinances**

**Permit Application Process**

- Chapters 40 and 41 of the Revised Code of Ordinances shall be followed.
- All applications for building permits shall be approved and a formal permit issued by the Building Inspector prior to project start-up.
- Building permit applications can be obtained by contacting the Village Clerk or his or her designate either in person, by U.S. Mail or by "E-Mail".

Phone No. (217) 488-6312

Fax No. (217) 488-2003

Mailing Address:

301 E. Illinois

PO Box 357

New Berlin IL 62670-0357

E-Mail: [village@newberlin.il.us](mailto:village@newberlin.il.us)

- Building permit applications must be presented to the Clerk or its designate, in writing, with the appropriate fees and supporting required documentation.
- Supporting documentation shall include but may not be limited to two copies of the floor plans, and plat map indicating location of structure, lots lines and location of easements.
- The application will then be forwarded to the Building Inspector for formal approval.
- All inspections will be performed within 10 business days after a request is made for the inspection, they will be notified if the inspection has been approved or rejected.
- A person will be designated in writing by the Building and Zoning Committee to carry out the Building Inspector's prescribed duties in the Building Inspector's absence.
- Changes or alterations to an approved permit will require a new permit application at a fee of \$100.00.

Except when needed for on site inspections, all building permits, including but not limited to all supporting documentation, shall be kept at the Village Hall, 301 East Illinois Street, New Berlin, IL.

### New Construction Permit Fee Structure

Base Permit Fee 7 cents per square foot, but not less than \$100.00 (Non-refundable)

10 inspections for each project

\$15.00 fee for each inspection \* 10 = \$150.00 (\$15.00 Non-refundable)

Total \$250.00

Re-inspection fee: \$15.00

Replacement Project Job Card: \$50.00

Plumbers, Electricians and Mechanics pay a permit fee of \$15.00 (Non-refundable) and fill out the proper forms. Permit fee applies only to new construction and new additions.

A new home requires all ten inspections.

New construction projects will be inspected ten (10) times. These are as follows:

1. Plan review
2. Placing of building or structure on lot
3. Footing and foundation inspection
4. Framing Inspection
5. Mechanical rough-in
6. Insulation
7. Electrical rough-in
8. Windows
9. Plumbing rough-in
10. Final inspection

The inspector shall be paid \$15.00 per inspection or \$150.00 per permit. The inspector will be paid when final inspection of project is completed.

Re-inspection of a project phase \$15.00

All additional inspection fees including re-inspection fee(s) shall be paid to the Village Clerk or its designate prior to issuance of a Certificate of Occupancy.

The inspection fee for multi-unit structures will be as follows:

\$250.00 for the first unit (10 inspections)

\$35.00 for each additional unit.

For example the total inspection fee for a duplex would be \$285.00 and \$355.00 for a four-plex.

If the permit application is rejected, the applicable base permit fee and the plan review fee will not be refunded.

### **Remodeling Permit Fee Structure**

Base Permit Fee      \$45.00 (Non-refundable)  
Inspection fee      \$15.00 per required inspection  
Re-inspection fee    \$15.00, if applicable

***The \$45.00 base permit fee for the purpose of remodeling a residential structure with a project cost of under \$1,000.00 is waived. All other required inspection fees will be applicable.***

A permit will be required for the following remodeling projects:

- Room additions. (\*) ***A room addition is defined as an increase in the square footage of the living area of an existing structure.***
- Attached and un-attached garages. (\*)
- Closure of patios or decks into an enclosed room. (\*)
- Storage building (on a foundation or temporary) (\*)
- Any other interior or exterior remodeling of a residential structure for commercial use. (\*)
- Any other interior or exterior remodeling of an existing commercial structure. (\*)
- Construct, renovate or replace a roof.
- Construct new porches, patios and/or decks
- Signs or signage.
- Installation of a wood or gas burning stove and/or fireplace.

(\*) These noted above will require a \$15.00 fee for each applicable inspection in addition to the \$45.00.

Re-inspection of a project phase: \$15.00

All additional inspection fees including re-inspection fee(s) shall be paid to the Village Clerk prior to issuance of a Certificate of Occupancy.

The fee for remodeling multi-unit structures will be \$45.00 per unit being remodeled in addition to the other fees, as applicable.

If the permit application is rejected, the \$45.00 base permit application fee will not be refunded.

*Even in the situations where a permit is not required, all work must comply with all applicable Federal, State, and local laws, codes, rules and regulations.*

**Demolition Permit Fee \$65.00**  
**(Effective Wednesday, January 2, 2002)**

**ADOPTION AND REVIEW  
OF  
BUILDING CODE APPLICATION PROCESS AND PERMIT FEE STRUCTURE**

The Building Code Application Process and Permit Fee Structure shall be adopted by the Board of Trustees. The structure shall be reviewed on an annual basis by the Zoning Committee and any modifications made thereto must be approved by the Board of Trustees.

This application process and permit fee structure is initially approved and adopted this 15th Day of August, 2001.

\_\_\_\_\_/s/  
William M. Pfeffer  
President, Village Board of Trustees

Attest:

\_\_\_\_\_/s/  
Sharon LaFauce, Village Clerk