

City of Highwood Fee Schedule

Approved: 9/19/2023

	Fee	Term
GENERAL PENALTIES		

General Penalty Minimum	\$ 100.00	Per Day
General Penalty Maximum	\$ 1,500.00	Per Day
Application of lien - nuisance, water, other	\$ 50.00	
Release of lien - nuisance, water, other	\$ 50.00	

BUILDING PERMIT FEES AND CHARGERS

The minimum permit fee shall apply to all permits not expressly noted and additional fees may apply. The total fee shall be the greater of the permit minimum, or, the fees as specified below. The applicant shall also pay any out-of-pocket expenses the City incurred relative to the review, approval, and/or inspection of the permit applicant and/or relative to inspection of the work authorized by the permit.

Property Transfer Inspections		
Commercial	\$ 120.00	
Residential	\$ 55.00	
Residential Plan Review		
Preliminary Plan Review/Consultation	Free	
New Single Family Residence	\$ 495.00	
Additions	\$ 275.00	
Interior Remodel	\$ 110.00	
Detached Garage	\$ 82.50	
Roof Permit	\$ 75.00	
Other Reviews (decks, water heaters, fences, generators, all others)	\$ 55.00	
Zoning Review and Report	\$ 165.00	
All Resubmittals	\$ 55.00	
Residential Inspections		
Framing, fencing, electrical, all roughs, foundation, footing, roofing, masonry, driveway, insulation, HVAC, windows, dishwasher, hot water heaters, generators, decks, sheds, all others	\$ 55.00	
Plumbing Rough plumbing, final plumbing, all other plumbing	\$ 75.00	
All Finals (in addition to any of the above inspections)	\$ 55.00	
Re-inspections	\$ 55.00	
Other Inspections (decks, fences, generators, all others)	\$ 55.00	
Commercial Plan Review		
Preliminary Plan Review/Consultation	Free	
New building, build -out, fencing, electrical, elevator, masonry, driveway, insulation, HVAC, windows, dishwasher, hot water heaters, generators, decks, sheds, all others	.002 of value of construction +20%	means cost building data or cost of construction
Roof Permit	\$ 240.00	
Other Reviews - Minimum Charge	\$ 120.00	
Zoning Review and Report	\$ 500.00	
All Resubmittals	\$ 60.00	
Commercial Inspections		
Framing, fencing, electrical, elevator, all roughs, foundation, footing, roofing, masonry, driveway, insulation, HVAC, windows, dishwasher, hot water heaters, generators, decks, sheds, all others	\$ 120.00	
Plumbing Rough plumbing, final plumbing, all other plumbing	\$ 150.00	
All Finals (in addition to any of the above inspections)	\$ 120.00	
Re-inspections	\$ 120.00	
Other Inspections (decks, fences, generators, all others)	\$ 120.00	

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Grease Trap Yearly Fee	\$ 70.00	Annual
Certificate of Occupancy		
Partial occupancy certificate	\$ 200.00	
Full occupancy certificate	\$ 200.00	
Stop Work Order		
Removal - work without permit	\$ 500.00	
Removal - work in violation of a permit,	\$ 500.00	double permit fee whichever max. \$500
Re-inspection fee	\$ 55.00	
Utility Install Plan Review	\$ 250.00	
City Water Tank Cell Phone Equipment Permit Fee	\$ 2,000.00	
Small Cell Wireless		
Single small cell wireless facility that includes the installation of a new utility pole.	\$ 1,000.00	p/e
Single small wireless facility on an existing utility pole or wireless support structure.	\$ 650.00	p/e
Collocation multiple small wireless facilities on existing utility poles or wireless support structures addressed in a single application.	\$ 350.00	per facility
Small Wireless Facilities Annual Fee	\$ 200.00	Annual
Telecommunications System Review	\$ 2,500.00	
City Water Tank Plan Review	Cost	Eng. Consultant Cost
FIRE ALARM, DETECTION, SUPPRESSION, AND RELATED REVIEWS AND PERMITS		
Fire Alarm, Detection, Suppression, and Related Plan Reviews		
Residential	Cost Plus 10%	
Commercial	Cost Plus 20%	
Hydrant flow testing	\$ 100.00	p/e
Alarm Systems		
Monthly maintenance/hook-up	\$ 40.00	Monthly
False alarms:		
1 to 3	\$ -	n/a
4 and 5	\$ 175.00	n/a
After 5	\$ 250.00	n/a
Unpaid after 90 days	\$ 500.00	n/a
Schools:		
1 to 6	\$ -	n/a
7 to 8	\$ 175.00	n/a
After 8	\$ 200.00	n/a
Unpaid after 90 days	\$ 500.00	n/a
OTHER PERMITS		
Elevator		
Annual inspection	\$ 55.00	
Mobile Food Dispensing Permit	\$ 100.00	p/e
Sign Permit		
Sandwich board sign - first year	\$ 100.00	
Sandwich board sign - following years	\$ 20.00	

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All other signs	\$ 75.00	Plus \$1.00 per sq. ft. foot
Street Obstruction	\$ 375.00	Plus \$20.00 per parking space per day
Demolition Permits		
Accessory structure	\$ 250.00	
Residential dwelling unit	\$ 1,000.00	50% of building over 3 years
Commercial multi-dwelling unit	\$ 5,000.00	50% of building over 3 years
Commercial	\$ 5,000.00	50% of building over 3 years
Residential dwelling unit, per partial building	\$ 200.00	
Commercial multi-dwelling unit, per partial building	\$ 250.00	
Commercial, per partial building	\$ 500.00	
Inspection of Commercial Inspections	\$ 200.00	

CITY LICENSES

Business License	\$ 50.00	Annual
Cannibals Dispensary	\$ 6,000.00	Annual
Dry Cleaner/Laundromat License	\$ 900.00	Annual
Filming License	\$ 150.00	p/e
Food Service Establishments		
Restaurant license	\$ 600.00	Annual
Mobile food dispensing license	\$ 300.00	Annual
Restaurant and mobile food dispensing renewal license	\$ 60.00	Annual
Sidewalk café license		
License	\$ 150.00	Annual
Expansion area license	\$ 2.00	Per square foot
Curbside cafe	\$ 500.00	Annual
Garage and Rummage Sale Permit	\$ 25.00	
Hotel License	\$ 3,000.00	Annual
Kennel License - Commercial	\$ 450.00	Annual
Landscaper License	\$ 100.00	Annual
Liquor licenses	<i>Annual</i>	<i>Initial</i>
Class A: Restaurant or bar - full license	\$ 3,160.00	\$ 10,000.00
Class B: Restaurant or bar - full license with retail wine or beer.	\$ 3,500.00	\$ 10,000.00
Class C: Restaurant or bar - beer and wine only	\$ 1,465.00	\$ 2,500.00
Class D: Restaurant or bar - beer and wine only with retail wine or beer	\$ 1,875.00	\$ 3,000.00
Class E: Liquor store	\$ 3,160.00	\$ 10,000.00
Class F: Convenience store with liquor	\$ 3,160.00	\$ 10,000.00
Class G: Convenience store with beer and wine only	\$ 740.00	\$ 5,000.00
Class H: Grocery or retail store with liquor	\$ 7,000.00	\$ 10,000.00
Class I: Nonprofit	\$ 100.00	\$ 100.00
Class J: Catering	\$ 1,000.00	\$ 1,000.00
Class K: Special event (per day)		\$ 50.00
Class L: Beer and wine production and sampling	\$ 2,000.00	\$ 10,000.00
Class M: Craft Distiller	\$ 1,875.00	\$ 3,000.00
Class N: Craft Distilleries/Breweries	\$ 1,875.00	\$ 3,000.00
Late filling fee	\$ 50.00	n/a
Rooming House License	\$ 3,000.00	Annual

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Scavenger License	\$ 250.00	Annual per vehicle
Secondhand Dealer License	\$ 500.00	Annual
Sales and Delivery License	\$ 80.00	Annual
Tobacco License	\$ 750.00	Annual
Raffles License (may be waived)	\$ 25.00	p/e
Vending and Amusement Devices		
Arcade license:	\$ 1,000.00	Annual
Late payment, each license	\$ 1,000.00	Annual
Device license:	\$ 135.00	per device annual
Late payment, each license	\$ 65.00	Annual
Operator license:	\$ 300.00	Annual
Late payment, each license	\$ 100.00	Annual
Pool and billiard table license	\$ 150.00	Annual
Vendor/sale/solicitor Licenses:		
Peddlers and solicitors:		
License, per day	\$ 100.00	p/e
Investigation	\$ 5.00	p/e
Transient merchants and itinerant vendors:		
License	\$ 100.00	p/e
Temporary designated sales area	\$ 1,000.00	p/e
Used Car Lot License	\$ 2,500.00	
Valet License	\$ 500.00	Per Location

FREEDOM OF INFORMATION - FOIA

Copies (FOIA and non-FOIA)		
Unless otherwise set by statute, first 50 pages	\$ -	n/a
Letter/legal, black and white copies for each page after the first 50 pages	\$ 0.10	n/a
Certified copies	\$ 1.00	n/a
Large format, audiotapes, digital copies or color copies	Cost	n/a

POLICE DEPARTMENT FEES

Accident report	\$ 5.00	n/a
Fingerprints	\$ 50.00	n/a
Dog Impounding and Maintenance	\$ 75.00	n/a
Towing Operations:		
Primary relocation	\$ 150.00	n/a
Daily fee	\$ 45.00	n/a
Long term storage	\$ 300.00	n/a
Road service and towing of police vehicles	\$ -	n/a
Administration fee	\$ 250.00	n/a

RECREATION CENTER FEES

Recreation center:		
Birthday parties/events:		
Gym and multipurpose room:		
Residents	\$ 85.00	2 Hour Minimum
Non-residents	\$ 95.00	2 Hour Minimum

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Not for profit	\$ 35.00	2 Hour Minimum
Multipurpose room only:		
Residents	\$ 55.00	2 Hour Minimum
Non-residents	\$ 65.00	2 Hour Minimum
Not for profit	\$ 35.00	
Contracted hours:		
Pick-Up Basketball/Soccer	\$ 70.00	Per game
Gym, Monday - Friday 6:00 A.M. - 3:00 P.M.	\$ 65.00	\$45 Non-profit
Gym, Monday - Sunday 3:00 P.M. - 10:00 P.M.	\$ 65.00	\$55 Non-profit
Gym, Saturday - Sunday all day	\$ 65.00	\$55 Non-profit
Personal training basketball	\$ 25.00	
Stage	\$ 825.00	
Basement	\$ 500.00	
Ballpark:		
Ballpark Rate Per hour	\$ 55.00	Per Hour
Ballpark Under the Lights Fee	\$ 70.00	Per Hour
Travel baseball games	\$ 100.00	
Special events concession fee	\$ 100.00	
Special events permits:		
Parade, procession, or similar use of a public street	\$ 50.00	p/e
Mass participation sports events, fairs and circuses:		
Not for profit	\$ 100.00	p/e
For profit	\$ 500.00	p/e
All others	\$ 25.00	p/e
VEHICLE STICKERS, PARKING, AND STREET USE		
Parking passes and permits:		
Metra lots (daily fee)	\$ 2.00	Daily
Quarterly pass, commuter "C" permits	\$ 85.00	Quarterly
Quarterly pass, employee "E" permits	\$ 50.00	Quarterly
Annual pass, commuter "Y" permits	\$ 325.00	Annual
Resident overnight "PM" parking permit on Lakeview Avenue	\$ 90.00	Daily
Resident overnight "PM" permit Lakeview/Clay Avenue s	\$ 360.00	Annual
Streetlight banners (may be waived)	\$ 30.00	n/a
Street/Right-of-Way Opening Fee	\$ 250.00	p/e
Temporary street use permit (trucks, trailers and tractors):		
Single trip permit	\$ 50.00	
Limited continuous use permit	\$ 50.00	
Vehicle Immobilization	\$ 100.00	
Vehicle, low speed:		
License, per year	\$ 200.00	Annual
Late fee	\$ 200.00	Annual

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WATER AND SEWER		
Environmental Surcharge Environmental Remediation Fee	\$ 0.44	Per 100 Cu. Ft.
Sewer/wastewater rate	\$ 2.20	Per 100 Cu. Ft.
Water Rate	\$ 4.43	Per 100 Cu. Ft.
Out of City Limits Rate Add On	\$ 1.43	Per 100 Cu. Ft.
Water rate minimum charge	\$ 44.30	Every 2 Months
Well registration	\$ 200.00	
Water service repair	\$ 75.00	
Water Tap On Fees:		
1 inch pipe	\$ 1,300.00	.75" meter
1 ¹ / ₄ inch pipe	\$ 1,650.00	1" meter
1 ¹ / ₂ inch pipe	\$ 1,950.00	1" meter
2 inch pipe	\$ 2,250.00	1.5" meter
Over 2 inch pipe	\$2,250 plus \$500 per additional inch	TBD
Water meter surcharge fee	\$ 10.00	
Inspection of water tap	\$ 150.00	n/a
Delinquent payments; discontinuance and restoration of service	\$ 100.00	Residential
Delinquent payments; discontinuance and restoration of service	\$ 500.00	Commercial
Fee for final meter reading	\$ 5.00	
Change in statement information	\$ 5.00	
Required deposit for new water accounts	\$ 100.00	
Repair of water tap	\$ 150.00	
Sanitary and Storm Sewers		
Sanitary sewer tap		
Residential, single-family dwelling, per tap	\$ 1,500.00	
Residential, multiple-family dwelling, per building	\$ 1,500.00	
Nonresidential	\$ 1,500.00	
Storm sewer tap		
Residential, single-family dwelling, per tap	\$ 1,500.00	
Residential, multiple-family dwelling, per building	\$ 1,500.00	
Nonresidential	\$ 1,500.00	
Penalty	10% of Bill	Plus 10% Per Month
Repairs		
Sanitary sewer	\$ 75.00	
Storm sewer	\$ 75.00	
Inspections		
Sanitary sewer	\$ 150.00	
Storm sewer	\$ 150.00	
Tanks		
Above ground, per tank	\$ 50.00	
Below ground, per tank	\$ 50.00	
Wastewater User Rate		
Basic user rate	\$ 2.00	Per 100 Cu. Ft.

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ZONING, ARC, AND PLANNING		
Architectural Review Committee (ARC):		
ARC administrative review	\$ 100.00	p/e
ARC administrative review - re-application	\$ 50.00	p/e
Variations and sign packages	\$ 150.00	p/e
Awnings	\$ 25.00	p/e
Building review (up to 5,000 square feet)	\$ 100.00	p/e
Building review (over 5,000 square feet)	\$ 200.00	p/e
Landscape or parking lot review	\$ 100.00	p/e
Parking Shortfall		
1 to 20 spaces	\$ 150.00	Per Space
More than 20, less than 50 spaces	\$ 250.00	Per Space
Equal to or more than 50 spaces	\$ 500.00	Per Space
Planning and Zoning Commission (PZC):		
Accessory financial use:		
Initial application fee	\$ 1,500.00	n/a
Annual fee	\$ 1,000.00	n/a
Text Amendment	\$ 1,000.00	p/e
Variation/special use:		
3 or less units	\$ 600.00	n/a
4 or more units and/or commercial	\$ 900.00	n/a
Zoning board of appeals transcript fee (actual transcript cost)	Cost	n/a
Planned unit development	\$ 2,000.00	n/a
Report of zoning compliance:		
1 to 2 units	\$ 50.00	n/a
3 to 4 units	\$ 150.00	n/a
Over 4 units	\$ 150.00	n/a
Nonresidential	\$ 150.00	n/a
Late Fees - Certificate of Compliance		
Real property containing 1 single-family dwelling unit	4X application fee	
Real property containing 2 dwelling units	\$ 200.00	
Real property containing 3 or more dwelling units or nonresidential uses	4X application fee	
Copy of zoning ordinance	\$ 40.00	n/a
Copy of zoning map	\$ 15.00	n/a
Rental Property Inspections		
Inspection of a property with a single unit	\$ 150.00	Annual
Inspection of a duplex (per unit)	\$ 150.00	Annual
Inspection of a triplex (per unit)	\$ 150.00	Annual
Inspection of a property with 4 units (per unit)	\$ 150.00	Annual
Inspection of a property with 5 - 49 units (per unit)	\$ 125.00	Annual
Inspection of a property with 50 or more units (per unit)	\$ 70.00	Annual
Late fee (30 days late or more)	+25% of Total Fee	p/e
Late fee (90 days late or more)	+50% of Total Fee	p/e
Missed inspection	\$ 100.00	p/e

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First required re-inspection	\$ 150.00	p/e
Second required re-inspection	\$ 200.00	p/e
3+ required re-inspections	\$ 250.00	p/e
Unregistered property late fee (property has not been registered within 30 days of becoming a rental)	\$ 300.00	p/e
Vacant residential and commercial fee	\$ 500.00	Annual
Notes: "n/a" = not applicable. "p/e" = per event		