

**AN ORDINANCE ADOPTING
A SCHEDULE OF PLAN REVIEW AND INSPECTION FEES
FOR THE UTICA COMMUNITY FIRE PROTECTION DISTRICT,
LASALLE COUNTY, ILLINOIS**

Recitals

- (A) The Utica Community Fire Protection District, LaSalle County, Illinois (the “District”) is a fire protection district duly organized under the laws of the State of Illinois.
- (B) On June 22, 2026, the District’s Board of Trustees adopted the Fire Prevention Code Ordinance establishing fire safety standards through the 2024 International Fire Code and 2024 NFPA 101: Life Safety Code (subject to any applicable amendments required by the Illinois Office of the State Fire Marshal pursuant to 41 Ill. Adm. Code Part 100), together with District-specific amendments.
- (C) Pursuant to Section 11 of the Fire Protection District Act (70 ILCS 705/11), the District’s Board of Trustees is authorized to adopt and enforce fire prevention codes, standards, and related ordinances, including the establishment of reasonable fees necessary to recover the costs of plan review, permitting, inspections, and enforcement of fire and life safety requirements.
- (D) The District has established a Bureau of Fire Prevention to enforce the laws and ordinances governing the safeguarding of life and property from the hazards of fire and other hazards.
- (E) The District’s Board of Trustees finds that the adoption of this separate fee schedule ordinance is in the best interest of the District. These fees are reasonable and are intended solely to recover the District’s actual costs, including third-party plan review services and a fifteen percent (15%) administrative and oversight fee, while ensuring the maximum reasonable level of life safety within the District.
- (F) The District desires to set forth clear procedures for the payment of fees associated with Fire and Life Safety Code Review, fire protection systems, solar photovoltaic (PV) systems (including roof-mounted residential installations on one- and two-family dwellings), site development features, and all other regulated work impacting life safety.

NOW, THEREFORE, be it ordained by the Board of Trustees of the Utica Community Fire Protection District, LaSalle County, Illinois, as follows herein.

ARTICLE 1: RECITALS

The facts and statements contained in the Recitals to this Ordinance are hereby found by the Board of Trustees to be true and correct and are hereby adopted as part of this Ordinance.

ARTICLE 2: PURPOSE AND AUTHORITY

2.1 General Purpose

This Ordinance establishes a schedule of reasonable fees for Fire and Life Safety Code Review, permits, inspections, and related services necessary to administer and enforce the Fire Prevention Code Ordinance adopted June 22, 2026. The fees are intended to recover the District's actual costs, including third-party plan review services and a fifteen percent (15%) administrative and oversight fee.

2.2 Scope and Application

This Ordinance supplements the District's Fire Prevention Code Ordinance and applies to all projects requiring Fire and Life Safety Code Review, Fire Code Permits, or inspections as set forth in the Fire Prevention Code. One- and two-family dwellings are exempt from plan review and permitting requirements under this Ordinance except for solar photovoltaic (PV) systems installed on such dwellings, which shall require Fire and Life Safety Code Review and permitting as provided herein. This Ordinance does not adopt or enforce a general building code.

ARTICLE 3: DEFINITIONS

For the purposes of this Ordinance, the following words and phrases shall have the meanings respectively ascribed to them in this section and as defined in the Fire Prevention Code Ordinance adopted June 22, 2026 (including but not limited to the definitions of "Fire and Life Safety Code Review," "Fire Code Permit," "Fire Protection System Plan Review," and "Responsible Party").

3.1 Fire Alarm and/or Fire Detection System – Any system that detects or reacts to fire or possible fire conditions and initiates audible, visual, and/or sensory-producing equipment or devices.

3.2 Sprinkler System – Any system designed to discharge water through sprinkler heads or nozzles for the purpose of extinguishing a fire or preventing its spread.

3.3 Alternative Automatic Fire-Extinguishing System – Any system designed to discharge an agent other than water for the purpose of extinguishing a fire or preventing its spread.

3.4 Commercial Cooking Suppression System – Any system specifically designed for the suppression of fires in commercial cooking areas, including hoods and ducts.

3.5 Third-Party Review – Any review conducted by a qualified third-party provider selected by the District, with the actual cost passed on to the applicant plus a fifteen percent (15%) administrative and oversight fee.

3.6 Responsible Party – The owner, applicant, permit holder, or other person or entity responsible for the project or work regulated by this Ordinance and the Fire Prevention Code Ordinance.

3.7 All other terms shall have the meanings given in the Fire Prevention Code Ordinance adopted June 22, 2026, as may be amended.

ARTICLE 4: GENERAL PROVISIONS

4.1 Payment of Fees

The responsible party shall pay an initial deposit or estimated fee amount, as determined by the Fire Code Official or the District's administrative guidelines, prior to the commencement of the third-party plan review process. The District may request additional deposits from the responsible party during the plan review process.

Upon completion of all plan reviews, revisions, inspections, and related permitting activities, the District shall provide the responsible party with a final accounting of the actual third-party review costs incurred. Any remaining balance owed shall be paid in full prior to the issuance of the Fire Code Permit or, where applicable, prior to the scheduling and approval of the final code inspection and any occupancy approval. Initial deposits are non-refundable except for overpayments identified after final accounting. No Fire Code Permit shall be issued, and no final inspection or occupancy approval shall be granted, until all outstanding fees, including the fifteen percent (15%) administrative and oversight fee, have been paid in full.

4.2 As-Built / Record Drawings

As-built drawings or construction completion documentation, if required by the Fire Code Official, reflecting all field changes and final conditions, must be submitted and approved prior to scheduling and passing the final acceptance test or issuance of final approval.

4.3 Third-Party Review Process and Administrative and Oversight Fee

The District outsources all plan reviews to a qualified third-party reviewer. The third-party agency shall invoice the District, which will then invoice the permit holder for the services rendered plus the fifteen percent (15%) administrative and oversight fee. This fee helps cover the District's time, oversight, and administrative responsibilities associated with processing applications, coordinating with the third-party reviewer and applicant, conducting site visits, attending meetings, performing research, providing oversight, and handling all related administrative responsibilities. All third-party review costs and fees shall be paid by the applicant prior to permit issuance. Plans and submittals shall be provided in the format and quantity required by the third-party reviewer and the District's administrative guidelines.

4.4 Additional Professional Services

Where the Fire Code Official determines that the complexity, scope, or technical nature of a project requires specialized expertise beyond standard third-party plan review (including but not limited to architectural, structural, civil, geotechnical, fire protection engineering, or other consulting services), the applicant/responsible party shall be responsible for all costs associated with such additional services plus a fifteen percent (15%) administrative and oversight fee. Payment shall follow the procedures set forth in Section 4.1 of this Ordinance.

4.5 Annual Review

Fees established herein shall be reviewed annually by the Board of Trustees and may be adjusted as needed, effective January 1 of each year.

ARTICLE 5: ADOPTION OF FEE SCHEDULE

The Board of Trustees hereby adopts the following schedule of fees for Fire and Life Safety Code Review, permits, and inspections. Unless otherwise noted, all plan reviews shall be performed by a qualified third-party reviewer selected by the District, with the actual cost plus a fifteen percent (15%) administrative and oversight fee charged to the applicant. The fees set forth below supplement the requirements of the Fire Prevention Code Ordinance adopted June 22, 2026. Fees shown are for 2026 and subject to annual review and adjustment. Fees are non-refundable except for overpayments identified after final accounting, as provided in Section 4.1.

ARTICLE 6: FIRE AND LIFE SAFETY CODE REVIEW FEES

All building and life safety plan reviews (new construction, additions, remodels, alterations, changes of use) for occupancies other than one- and two-family dwellings are outsourced to a qualified third-party reviewer. These plan reviews and permits are required for occupancies regulated under the adopted NFPA 101: Life Safety Code and International Fire Code. The following fees shall apply:

Fire & Life Safety Code Review (All Other Occupancies)

- **Base Fee:** Third-party plan review (actual cost + 15% administrative and oversight fee)
- **Includes:** Life Safety Review for new construction, repairs/alterations, renovations, modifications, reconstruction, changes of use, or additions to commercial/industrial buildings and systems. Evaluation of construction documents for compliance with fire and life safety requirements of the Fire Prevention Code.
- **Additional Fees:** Re-review: actual cost + 15%

ARTICLE 7: FIRE PROTECTION SYSTEMS – PLAN REVIEW AND INSPECTION FEES

All fire protection system plan reviews (fire alarm, sprinkler/standpipe, commercial cooking suppression, and alternative suppression systems) are outsourced to a qualified third-party reviewer (actual cost + 15% administrative and oversight fee). Fixed fees below cover District permit issuance, on-site inspections, and acceptance testing. The following fees shall apply to all listed systems:

- **Base Fee:** Third-party plan review (actual cost + 15% administrative and oversight fee)
- **Final Acceptance Test:** \$150
- **Additional Inspection Fee:** \$75 for each additional inspection

This applies to:

- Fire Alarm and Signaling Systems
- Sprinkler and Standpipe Systems (NFPA 13, 13D, 13R)

- Commercial Cooking Hood Suppression Systems
- Alternative Suppression Systems (CO₂, Halon, Dry Chemical, Foam)

ARTICLE 8: SOLAR PHOTOVOLTAIC (PV) SYSTEM FEES

Plan reviews for residential and commercial solar PV systems (including roof-mounted installations on one- and two-family dwellings) are outsourced to the third-party reviewer focusing on fire safety elements including structural integrity, electrical tie-ins, rapid shutdown systems, and ground fault protection. These are billed at actual third-party cost plus a 15% administrative and oversight fee, with cost estimates provided prior to submittal. The District performs on-site inspections and acceptance testing for all solar PV installations. The following fees shall apply:

- **Base Fee:** Third-party plan review (actual cost + 15% administrative and oversight fee)
- **Final Acceptance Test:** \$150
- **Additional Inspection Fee:** \$75 for each additional inspection

This applies to:

- Residential Solar PV (Roof-Mounted)
- Commercial Solar PV (Roof-Mounted)
- Commercial Solar PV (Ground-Mounted)

ARTICLE 9: SITE DEVELOPMENT PLAN REVIEW

Site development plan reviews address fire apparatus access, fire hydrant location and spacing, fire lanes and signage, turning radii, access roads, water supply for fire protection, and other elements per the International Fire Code. When required by the Fire Code Official—typically for large or complex sites, or when special consideration is needed for fire apparatus access or hydrant layout—a third-party provider will conduct the plan review. The following fees shall apply:

Site Development Plan Review

- **Base Fee:** Third-party plan review (actual cost + 15% administrative and oversight fee)
- **Includes:** Fire apparatus access, hydrants, water supply, etc.
- **Additional Fees:** Re-review: actual cost + 15%
- **Professional Review / Acceptance:** \$150
- **Additional Inspection Fee:** \$75 for each additional inspection

ARTICLE 10: ADDITIONAL PROFESSIONAL FEES

Where the Fire Code Official determines that the complexity, scope, or technical nature of a project requires specialized expertise beyond standard third-party plan review (including but not limited to architectural, structural, civil, geotechnical, fire protection engineering, or other consulting services), the applicant/responsible party shall be responsible for all costs associated with such additional services plus a fifteen percent (15%) administrative and oversight fee. Payment shall follow the procedures set forth in Section 4.1 of this Ordinance.

ARTICLE 11: ADDITIONAL ADOPTED POLICIES AND REQUIREMENTS

Knox boxes / rapid entry systems shall be provided where required by Section 506 of the Fire Prevention Code Ordinance. Hazardous (H-Group) occupancies may require additional specialized review as determined by the Fire Code Official.

ARTICLE 12: ENFORCEMENT AND PENALTIES

This Ordinance shall be enforced by the Fire Code Official through inspections, notices of violation, stop-work orders, permit revocation, fines, and other remedies as provided in the Fire Prevention Code Ordinance adopted June 22, 2026 and the District’s progressive enforcement ordinance.

ARTICLE 13: SEVERABILITY

Should any section, paragraph, sentence, or word of this Ordinance be declared invalid, the remainder shall continue in full force and effect.

ARTICLE 14: REPEALER

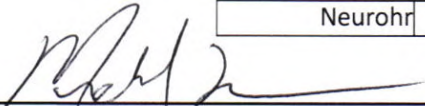
All prior ordinances, resolutions, or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

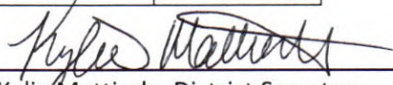
ARTICLE 15: EFFECTIVE DATE

This Ordinance shall be in full force and effect from and after its passage, approval, and publication in accordance with the law.

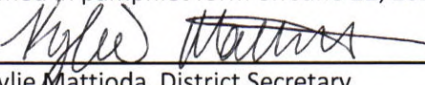
PASSED at a regular meeting of the Board of Trustees of the Utica Community Fire Protection District on June 22, 2026, by roll call vote as follows:

TRUSTEE	AYE	NAY	ABSENT
Kinzer	✓		
Mattioda	✓		
Neurohr	✓		


 Michael Kinzer, District President

Attest: 
 Kylie Mattioda, District Secretary

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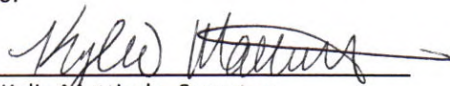

 Kylie Mattioda, District Secretary

STATE OF ILLINOIS)
) SS
 COUNTY OF LASALLE)

SECRETARY'S CERTIFICATE

I, Kylie Mattioda, the duly qualified and acting Secretary of the Board of Trustees of the Utica Community Fire Protection District, LaSalle County, Illinois, do hereby certify that I am the keeper of its books and records and that attached hereto is a true and correct copy of an Ordinance entitled: "AN ORDINANCE ADOPTING A SCHEDULE OF PLAN REVIEW AND INSPECTION FEES FOR THE UTICA COMMUNITY FIRE PROTECTION DISTRICT," which Ordinance was duly adopted by the District's Board of Trustees at a meeting held on June 22, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand on June 22, 2026.


 Kylie Mattioda, Secretar