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March 20, 2018

**MEMORANDUM**

To: Council Members Arena, Brennan and Paterno; and Council Members Elect  
Brandon and Johnson

Cc: Manager Couzzo, Building Official Rodriguez, Clerk McWilliams

From: Attorney Davis

Re: Building Department Fee Schedule Update

The following describes in detail the above referenced agenda item:

Pursuant to a request from the Building Official with direction from the Village Manager, I have prepared the attached proposed building department fee schedule revision for your consideration and action. The revision proposes to add the ability for the Building Official to waive certain limited fees under certain limited circumstances.

The only fiscal impact would result from the granting of a request to waive or reduce a fee, since the reduction results in less revenue to the Village.