

Jeff Thornton

Assessor's Office

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September 10, 2021

To: Village Board

Re: Proposed: Ordinance for Description and Value of Work forms for building permits

This proposed ordinance would require holders of building permits, except as related to 1-and 2-family dwellings, to complete a Description and Value of Work form before obtaining their occupancy permit. The purpose of this form is to provide the Inspection Services Department with information to ensure that the permittees are paying the necessary fees and proper amount of fees for the construction based on the actual costs. Additionally, the information will enable the Assessor's Office to assess the value of the property more accurately as the information will provide the true and actual costs for the cost approach to valuation, which is the best indicator of value for assessment.

Thank you for your consideration,

Jeff S. Thornton
Assessor's Office
Elm Grove