



**ENGINEERS OFFICE**  
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*Treasurer*  
Daniel Tucker  
*Engineer/Building Inspector*  
Daniel F O'Connor, P.E., CEO  
*Asst. Engineer/Asst. Building Inspector*  
Ronald Wegner, P.E., CEO  
*Fire Inspector*  
Peter Anfiteatro, CEO

### MEMORANDUM

Date: 3/26/24  
To: Bryan Healy  
From: Daniel O'Connor   
Subject: Review of Old Building Permit Logs

Attached is an update from Ronnie Rose on the review of the old building permit logs. Based on her current work she is estimating that her work on the review of the old building permit logs will be completed by the end of May. It is requested that an additional \$3000.00 in funding be provided to cover the completion of the work.

Please let me know if any additional information is needed.

cc: Daniel Tucker

TO: Dan O'Connor, Village Engineer  
CC: Bryan Healy, Village Manager  
FROM: Ronnie Rose  
RE: Old Building Permits Project  
DATE: March 22, 2024

The first three months of this project were focused on the development of a data spreadsheet listing all permits in the old building permit logs. Since January, I have been reviewing the property files for open permits, certificates of occupancy, and in-lieu of letters. In addition to the time required to review each file, some of the old building permits needed a print copy for the file.

I believe that with 8-10 hours/week at my current rate of \$35/hour (from approximately end of March through the end of May 2024), all applicable entries for the 1930-1959 dates can be reviewed.

To date, the statistics are as follows:

- 696** Of the entries have confirmed closed permits.
- 427** Of the entries are properties that are not applicable to this project (commercial, demolitions, fences, signs).
- 129** Of the entries do not have an identifying address (from 1931-1936).
- 121** Of the entries do not have a Certificate of Occupancy or an in lieu of letter in the file (sometimes there are several open permits for one property).
- 63** Of the entries may or may not have open permits and will need further review.