



**Inspections Commission Meeting Agenda
February 18, 2026 - 6:00 PM
City Council Chambers, City Hall, 3rd Floor,
1528 Third Avenue, Rock Island, IL**

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1. Call to Order

2. Roll Call

3. Public Comment

4. Minutes

- a. Approval of the December 17, 2025 Meeting Minutes
Motion: Move to approve the December 17, 2025 Meeting Minutes
RC Roll Call vote is needed.

5. Old Business

- a. Report from the Community Development Department regarding permit and licensing fee updates.

6. New Business

- a. Report from the Community Development Department regarding an ordinance amendment changing contractor registration requirements.
Motion: Move to recommend approval of the ordinance amendment.
RC Roll Call vote is needed.
- b. Report from the Community Development Department regarding an ordinance amendment establishing permit extension procedures.
Motion: Move to recommend approval of the ordinance amendment.
RC Roll Call vote is needed.
- c. Report from the Community Development Department regarding an ordinance amendment establishing a fixed annual rental registration date.
Motion: Move to recommend approval of the ordinance amendment.
RC Roll Call vote is needed.
- d. Report from the Community Development Department regarding an ordinance amendment eliminating permit fees for departments of the City.
Motion: Move to recommend approval of the ordinance amendment.

RC

Roll Call vote is needed.

7. Adjourn

Motion: Move to adjourn. VV Voice vote is needed.

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Rock Island Inspection Commission Minutes

City Hall – Council Chambers
1528 3rd Avenue, Rock Island, IL 61201
December 17, 2025
6:00 PM

Voting Members Present	Eric DeCook Brent Husser Blake Humphrey Greg Gowey Tamra Holmes Paul Guse
Voting Members Absent	Bill Hass Andy Allen Jason Passno
Staff Present	Sadie Reinbeck
Guests	

Call to Order and Roll Call

Chair Humphrey called the meeting to order at 6:05 pm and read the roll call. 6 members were present, 3 members were absent.

Public Comment

There was no public comment made at this time.

Opening Items

A. Approval of the Previous Meeting Minutes

Chair Humphrey moved to approve the written minutes for the July 16 meeting. Greg Gowey approved the motion, Brent Husser seconded the motion. The motion carried unanimously on a vote 6 to 0.

B. Approval of the Amended Agenda

Chair Humphrey moved to approve the written agenda. Tamra Holmes approved the motion, Paul Guse seconded the motion. The motion carried unanimously on a vote 6 to 0.

Old Business

N/A

Public Hearings

a. Appeal for vacant property registration at 820 25 Street

Property owner provided an overview of his care and attention to the property. The owner stated that he does have the property listed for rent but has been selective with who the tenant is because of a negative experience in the past.

Chair Humphrey moved to accept the appeal for the property. The motion carried unanimously on a vote 6 to 0.

b. Appeal for vacant property registration at 1102 3 Avenue

Property owner provided an overview of his care and attention to the property. The owner stated that repairs are actively being made on the property that don't require permits and it is the intention of the property owner to put the property back into functional use once repairs have been completed.

Chair Humphrey moved to accept the appeal for the property. The motion carried unanimously on a vote 6 to 0.

New Business

Other Business

Adjournment

Chair Humphrey moved to adjourn. The motion carried unanimously on a vote 6 to 0. Meeting adjourned at 6:45 pm.

Minutes submitted by Sadie Reinbeck.

Memorandum

To: Rock Island Inspections Commission
From: Miles Brainard, Director
Subject: Report from the Community Development Department regarding permit and licensing fee updates.
Date: February 18, 2026



Introduction and Background Information:

Staff have continued to work on a comprehensive update to permit and licensing fees. This includes both the Inspections Division and the Planning & Zoning Division. Having consulted further with the City Manager, it has been determined that the best approach would be to prepare such updates for inclusion in the 2027 budgeting process. This is what would be done for other similar updates like those for utility services. The budgeting process begins in late Summer. Staff will begin workshopping proposed updates with the Commission in late Spring or early Summer to align with the budget timeline.

Briefly, staff plan to propose a three-year step increase that would raise fees to a level commensurate with operating costs by 2030. This will include increasing or restructuring existing fees as well as establishing new fees.

Previous Council Action (if any):

NA

Budget Impact:

NA

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

NA

Council Goal (if applicable):

NA

Recommendation:

The Community Development Department makes no recommendations at this time.

Submitted by: Miles Brainard, Director

Approved by:

Memorandum



To: Rock Island Inspections Commission
From: Miles Brainard, Director
Subject: Report from the Community Development Department regarding an ordinance amendment changing contractor registration requirements.
Motion: Move to recommend approval of the ordinance amendment.
RC Roll Call vote is needed.

Date: February 18, 2026

Introduction and Background Information:

All contractors working in the City must be registered as such. Only registered contractors may apply for permits and oversee projects. To become a registered contractor, an applicant must be appropriately licensed, bonded, and insured. They do not, however, have to demonstrate any relevant experience or certification in the building trades. This frequently results in failed inspections and unsuccessful projects. Property owners who hire unqualified contractors are left to bear the costs that ensue. To prevent this, other communities have a testing requirement for general contractor registration. This helps ensure that contractors meet a basic level of competency, thereby reducing construction delays and failures.

Davenport has had such a requirement since 2016. Staff are proposing that the same standard be adopted in Rock Island. The attached ordinance amending Section 4-20 would do just that. As in Davenport, contractors would need to provide evidence of passing a contractor licensing exam as provided by the International Code Council (ICC). The exams are available to take at local testing centers, are made up of 80 multiple choice questions, and are open book. A maximum of four hours is allowed to complete the exam and 70% is a passing grade. The cost of the exam is approximately \$120 plus study materials. Passing the General Building Contractor (B) exam, for example, requires knowledge of the International Building Code, International Residential Code, and the ICC's Concrete Manual. Contractors who pass that exam demonstrate that they have sufficient knowledge of new construction; retrofit of commercial, single-family dwellings, and multi-family units; permitting; foundations; framing; and egress as defined by those codes.

The requirement that general contractors successfully pass the examination and demonstrate sufficient years of experience shall be effective on April 1, 2027. This date aligns with the license year cycle in Davenport, whose examination and qualifications standards form the basis of this code amendment. It also provides approximately a year of advanced notice to all contractors in the community.

Previous Council Action (if any):

The City Council approved a comprehensive update to *Chapter 4: Building Regulations* in 2025.

Budget Impact:

NA

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

NA

Council Goal (if applicable):

NA

Recommendation:

The Community Development Department recommends approval of the ordinance.

Submitted by: Miles Brainard, Director

Approved by:

AN ORDINANCE CHANGING CONTRACTOR REGISTRATION REQUIREMENTS BY AMENDING SECTION 4-20 OF THE ORDINANCES OF THE CITY OF ROCK ISLAND, ILLINOIS

WHEREAS, the City Council has adopted building codes to ensure a safe and orderly built environment; and

WHEREAS, all general contractors must be registered with the City and demonstrate that they are licensed, bonded, and insured; and

WHEREAS, the Council finds that all persons engaged in construction should also be required to demonstrate their understanding of building codes and possess sufficient experience to engage in that work;

THEREFORE, be it ordained by the City Council of the City of Rock Island, Illinois:

Section One: The existing Section 4-20 is amended to read as follows.

SEC. 4-20. REGISTRATION AS GENERAL CONTRACTOR. All applicants shall meet the following requirements and provide the following documentation.

- A. No person, firm or corporation shall engage in building contracting in the City without having a valid general contractor's license.
- B. The term "general contracting" shall be defined as being engaged in the performance or supervision of work regulated by provisions of the building code and shall include the business of contracting such work for hire.
- C. A corporation desiring to engage in general contracting shall, by affidavit of the president or secretary of the corporation, appoint one or more of the corporate officers to act for the corporation, to apply for, be examined, and be licensed as an individual under the terms of this chapter. Such officer(s) or director(s) shall be actively engaged in conducting the affairs of the corporation and shall be directly in charge of the planning and supervision of any and all construction work done by that corporation. Such corporation may continue in the business of general contracting only so long as it has at least one officer or director so licensed and engaged. In case of sudden or unexpected severance from employment by the corporation of the licensee, the corporation may continue to operate for 30 days, and within the 30 days shall accomplish appointment, examining and licensing of another director or officer to act as above.
- D. A partnership desiring to engage in general contracting shall, by affidavit of all the partners, appoint one or more partners to act for the partnership, to apply for, be examined, and be licensed as an individual under the terms of this chapter. Such partner(s) shall be actively engaged in conducting the affairs of the partnership and shall be directly in charge of the planning and supervision of any and all work done by that partnership. Such partnership may continue in the business of contracting only so long as it has at least one active partner so licensed and engaged. In case of sudden or unexpected severance from

the partnership of the licensee, the partnership may continue to operate for 30 days, and within the 30 days shall accomplish appointment, examining and licensing of another partner to act as above.

- E. Any person who desires to be licensed as a general contractor shall be tested by examination. The Building Official may appoint a person or agency to administer the preparation, conducting and grading of examinations. Examinations shall be of such a nature as to uniformly test the capabilities of all applicants for each specific type of license. The applicant shall score a passing test result of 70% in order to secure a license. All associated fees for examination services, grading and administration shall be paid at the time of application by the individual desiring to be tested. Any general contractor having been tested elsewhere by an examination of equal standards or who produces proper credentials showing accreditation or affidavit of training and experience may upon review by the Building Official, be excused from the examination required by this chapter.
- F. All candidates for general contractor licensing must demonstrate 3 years of experience in building construction or design to be eligible for the exam. Work experience need not be continuous but must be full-time (40 hours per week) within the past ten years. Exceptions are listed below. It is noted, however, that education cannot account for more than two years of experience and union affiliation alone is not acceptable as work experience.
 - i. Successful completion of a three- or four-year vocational high school or other vocational school program in the field of building construction shall be deemed as satisfying one year of work experience.
 - ii. Completion of a bachelor's degree from an accredited college or university shall be deemed as satisfying one year of work experience.
 - iii. Successful completion of a bachelor's degree from an accredited college or university in architecture, engineering, or technology in a related field shall be deemed as satisfying two years of work experience.
 - iv. Active construction-related military experience may be considered full time experience.
- G. A license/permit bond in the amount of ten thousand dollars (\$10,000). The bond shall be continuous until canceled by written notice.
- H. Proof of Insurance covering the amount of \$100,000.00 for each occurrence of property damage; and the amount of \$300,000.00 for each occurrence of personal injury or bodily harm. Proof shall be a certificate of insurance listing the City of Rock Island as the certificate holder. Cancellation of such policy shall be provided by written notice to the Building Official at least thirty (30) days prior to the date of cancellation.
- I. Proof of workers' compensation insurance or proof that the registrant is an approved self-insurer of works compensation. Proof shall either be the Certificate of Insurance from the insurance provider or the Certificate of Approval as a self-insurer issued by the Illinois Workers Compensation Commission. Registrants that have no employees shall not be required to

provide proof of workers compensations. A written statement shall accompany the registration affirming the registrant has no employees.

- J. Registrants shall provide a copy of their State of Illinois Roofing License. General contractors shall not be allowed to engage in the business of roofing or receive a permit to perform such work unless licensed or certified as a roofing contractor under the Roofing Industry Licensing Act (225 ILCS 335/1 et seq.), or unless exempted from the licensing requirements.

Section Two: The requirement that general contractors successfully pass examination and demonstrate sufficient years of experience shall be effective on April 1, 2027. This date aligns with the license year cycle in Davenport, Iowa whose examination and qualifications standards form the basis of this code amendment.

Section Three: All ordinances and parts of ordinances in conflict herewith are hereby repealed insofar as they do conflict.

Section Four: This ordinance shall be in full force and effect from its passage and approval as required by law.

Mayor of the City of Rock Island

Passed: _____

Approved: _____

Attest: _____
City Clerk

Memorandum

To: Rock Island Inspections Commission
From: Miles Brainard, Director
Subject: Report from the Community Development Department regarding an ordinance amendment establishing permit extension procedures.
Motion: Move to recommend approval of the ordinance amendment.
RC Roll Call vote is needed.



Date: February 18, 2026

Introduction and Background Information:

The City's adopted building codes allow for permits to be issued for periods up to six months. The Building Official may extend permits in six month increments as well. However, there are no policies or procedures governing this. Requests to extend permits are often submitted months after the original permit has expired. Projects remain active for years without reasonable progress being made. These issues often result in wasted time, lost revenues for the City, and a degraded built environment. Staff are recommending that the attached ordinance amendment be approved in order to establish the following guidelines.

- Requests to extend a permit must be made before the original permit expires or there is a penalty fee.
- The first permit extension is free, each one after that has a gradually increasing fee.
- Large scale commercial and industrial projects can have their extension fees waived for up to two years.

Previous Council Action (if any):

The City Council approved a comprehensive update to *Chapter 4: Building Regulations* in 2025.

Budget Impact:

There will be some minor increase in revenues, but staff do not anticipate that having any significant impact.

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

NA

Council Goal (if applicable):

NA

Recommendation:

The Community Development Department recommends that the ordinance be approved.

Submitted by: Miles Brainard, Director

Approved by:

**AN ORDINANCE ESTABLISHING PROCEDURES FOR ISSUING PERMIT
EXTENSIONS BY AMENDING SECTION 4-25 OF THE ORDINANCES OF THE CITY
OF ROCK ISLAND, ILLINOIS**

WHEREAS, the City Council believes that reasonable fees should be charged for services to offset the cost of operations; and

WHEREAS, the Council knows that well-managed construction projects should be completed and pass final inspections within a reasonable amount of time; and

WHEREAS, the Council also knows that poorly managed construction projects that struggle to be completed or pass final inspections place an undue hardship on the City;

THEREFORE, be it ordained by the City Council of the City of Rock Island, Illinois:

Section One: The existing Section 4-25 is amended to read as follows.

SEC. 4-25. PERMIT APPLICATION AND EXTENSION.

- A. **APPLICATION PROCESS.** Each applicant for a permit shall provide their full name, mailing address, electronic mailing address, and phone number. In the case of a limited liability company (LLC) or similar legal entity, all registered agents shall be identified as well as the registered office in addition to the above described contact information. In a manner prescribed by the Building Official, the applicant shall provide the exact location of their respective undertaking, a detailed scope of work, associated cost estimates, and approximate project timeline. Issuance of permits may require plans prepared by licensed architects, engineers, or similar professionals when so determined by the Building Official. When such plans are required, the applicant shall not be required to pay for their permit until plan review is completed. Plans so reviewed may be revised at a later time without the need for new permit in consultation with the Building Official or designees.
- B. **ORIGINAL PERMIT.** Permits shall be valid for an initial six (6) month period unless the Building Official determines that a shorter period is warranted. Permit costs shall be as described in Article V of this Chapter.
- C. **FIRST EXTENSION.** Permit extensions may be requested when the scale of a project or extenuating circumstances warrant it. Applicants shall provide a written explanation as to why the extension is required. Requests shall be made no more thirty (30) days prior to the expiration of the existing permit period and no later than the original permit expiration date. If approved, the extended permit shall be valid for no more than an additional six (6) month period unless the Building Official determines that a shorter period is warranted. A first permit extension shall incur no fee when requested in a timely manner.
- D. **SECOND EXTENSION.** Whenever a permit extension is requested for a second time, the applicant shall provide a written explanation as to why the second permit extension is required. If approved, the extended permit shall be

- valid for no more than an additional six (6) month period unless the Building Official determines that a shorter period is warranted. A second permit extension shall incur a fee equal to twenty-five percent (25%) of the original permit fee cost or one hundred dollars (\$100), whichever is greater.
- E. THIRD EXTENSION. Whenever a permit extension is requested for a third time, the applicant shall be required to meet with the Building Official or their designees for a project consultation. The applicant shall provide an update on the status of the project and the reasons a third permit extension is required. If approved, the extended permit shall be valid for no more than an additional six (6) month period unless the Building Official determines that a shorter period is warranted. A third permit extension shall incur a fee equal to fifty percent (50%) of the original permit fee cost or two hundred dollars (\$200), whichever is greater.
- F. ADDITIONAL EXTENSIONS. Any permit extension requested after three extensions have already been granted shall be treated as a new permit application subject to the full cost of the original permit or three hundred dollars (\$300), whichever is greater.
- G. EXTENSIONS FOR LARGE SCALE PROJECTS. Permit extension fees for projects involving the construction of new commercial or industrial buildings with valuations of ten million dollars (\$10,000,000) or more may be waived by the Building Official if a project is proceeding in an expeditious and satisfactory manner. When such a waiver is granted, the Building Official shall state in writing the reasons for the waiver and a description of the project's progress. No project may be granted a waiver from permit extension fees for more than two (2) years past the initial one (1) year during which extension fees are not normally charged. After that point, the fees associated with subsections D, E, and F shall apply.
- H. LATE REQUESTS FOR EXTENSIONS. Late requests shall incur a penalty fee equal to twenty-five percent (25%) of the original permit fee cost or one hundred dollars (\$100), whichever is greater. Such late fee shall be in addition to the extension fee otherwise required. Requests made more than thirty (30) days after the original permit expiration shall be treated as new permit applications subject to the full cost of the original permit or three hundred dollars (\$300), whichever is greater.

Section Two: The above procedures and associated fees shall be effective for all new permits issued beginning April 1, 2026. Permits issued prior to that date for which extensions are later requested prior to their expiration shall not be subject to the procedures and associated fees herein.

Section Three: All ordinances and parts of ordinances in conflict herewith are hereby repealed insofar as they do conflict.

Section Four: This ordinance shall be in full force and effect from its passage and approval as required by law.

Mayor of the City of Rock Island

Passed: _____

Approved: _____

Attest: _____

City Clerk

DRAFT

Memorandum



To: Rock Island Inspections Commission
From: Miles Brainard, Director
Subject: Report from the Community Development Department regarding an ordinance amendment establishing a fixed annual rental registration date.
Motion: Move to recommend approval of the ordinance amendment.
RC Roll Call vote is needed.

Date: February 18, 2026

Introduction and Background Information:

Rental registrations are done on a rolling, annual basis. Staff responsible for this process are having difficulty processing registration renewals in this way given other competing activities during the course of the year. They are requesting that all renewals be due at the same time, on March 1, instead of on a rolling basis. This is similar to other licenses issued by the City.

Previous Council Action (if any):

The City Council approved a comprehensive update to *Chapter 4: Building Regulations* in 2025.

Budget Impact:

NA

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

NA

Council Goal (if applicable):

NA

Recommendation:

The Community Development Department recommends that the ordinance be approved.

Submitted by: Miles Brainard, Director

Approved by:

AN ORDINANCE ESTABLISHING A FIXED ANNUAL RENTAL REGISTRATION DATE BY AMENDING SECTION 4-41 OF THE ORDINANCES OF THE CITY OF ROCK ISLAND, ILLINOIS

WHEREAS, the City Council believes that reasonable fees should be charged for services to offset the cost of operations but also recognizes that fees paid by one department of the City to another do not increase net revenues for the City;

THEREFORE, be it ordained by the City Council of the City of Rock Island, Illinois:

Section One: The existing Section 4-41 is amended to read as follows.

SEC. 4-41. LICENSE REQUIRED. All rentals, both short- and long-term, shall require a license issued by the City in order to operate. It shall be unlawful for any person, firm, partnership, corporation, or other legal entity to operate, maintain, or offer for rent within the City a residential property without first obtaining such a license. Licenses cannot be transferred from one property to another nor from one property owner to another. A license renewal shall also be required no later than March 1 of each year and shall include any necessary updated information. Compliance with all other applicable local, State, and Federal law shall be required.

Section Two: Rental registration renewals in 2026 shall be due no later than May 1. Thereafter, the deadline of March 1 shall be enforced.

Section Three: All ordinances and parts of ordinances in conflict herewith are hereby repealed insofar as they do conflict.

Section Four: This ordinance shall be in full force and effect from its passage and approval as required by law.

Mayor of the City of Rock Island

Passed: _____

Approved: _____

Attest: _____
City Clerk

Memorandum



To: Rock Island Inspections Commission
From: Miles Brainard, Director
Subject: Report from the Community Development Department regarding an ordinance amendment eliminating permit fees for departments of the City.
Motion: Move to recommend approval of the ordinance amendment.
RC Roll Call vote is needed.

Date: February 18, 2026

Introduction and Background Information:

At this time, internal departments of the City are required to pay permit fees to the Inspection Division for all municipal projects. The attached ordinance would eliminate that requirement. City departments would still be subject to plan review, permitting, and inspection in all other respects.

Previous Council Action (if any):

The City Council approved a comprehensive update to *Chapter 4: Building Regulations* in 2025.

Budget Impact:

One department paying another department permit fees does not, on net, generate new revenues for the City. No meaningful impact to the budget will occur.

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

NA

Council Goal (if applicable):

NA

Recommendation:

The Community Development Department recommends that the ordinance be approved.

Submitted by: Miles Brainard, Director

Approved by:

**AN ORDINANCE ELIMINATING PERMIT FEES FOR DEPARTMENTS OF THE CITY
BY AMENDING SECTION 4-31 OF THE ORDINANCES OF THE CITY OF ROCK
ISLAND, ILLINOIS**

WHEREAS, the City Council believes that reasonable fees should be charged for services to offset the cost of operations but also recognizes that fees paid by one department of the City to another do not increase net revenues for the City;

THEREFORE, be it ordained by the City Council of the City of Rock Island, Illinois:

Section One: The existing Section 4-31 is amended to read as follows.

SEC. 4-31. FEES IN GENERAL. It is the policy of the City that reasonable fees shall be charged for services to offset the cost of operations. The fees in this chapter may be reviewed and amended periodically upon the recommendation of the Building Official and with the approval of the City Council. Work undertaken by departments of the City, as well as municipal projects undertaken at the direction of the City by third parties, shall be exempt from all permit fees. Unless otherwise stated, any violations of this code shall be met with fines as detailed in section 10-107.11 "Schedule of Penalties for Ordinance Violations" of the Code of Ordinances.

Section Two: Work undertaken by departments of the City, as well as municipal projects undertaken at the direction of the City by third parties, shall not be exempt from all other plan review, permitting, and inspection requirements.

Section Three: All ordinances and parts of ordinances in conflict herewith are hereby repealed insofar as they do conflict.

Section Four: This ordinance shall be in full force and effect from its passage and approval as required by law.

Mayor of the City of Rock Island

Passed: _____

Approved: _____

Attest: _____
City Clerk