

**MUHLENBERG TOWNSHIP  
2017 FEE SCHEDULE**

2017 FEES

**DUPLICATING & ADMINISTRATIVE PROCEDURES**

Duplicating 8 1/2 x 11 - per page	\$0.25
Duplicating 11 x 17 - per page	\$0.50
Coping of Specialized Documents (e.g. blue prints, color copy, non-standard size, etc.)	Actual Cost
Certification of Public Records - per record	\$5.00
Mailing Fee	Actual Cost
Return Checks for Non-Sufficient Funds - per check	\$30.00
Archival Research - Open Records Request	No Charge
Real Estate Tax Certification Fee (Tax Collector)	\$25.00
Trash Certification Fee	\$25.00
Duplicate Tax Bill	\$5.00
Duplicate Trash Bill	\$5.00

**SALE OF MUNICIPAL PUBLICATIONS (available on the Township website at no charge)**

Comprehensive Plan	\$150.00
Park & Recreation Open Space Plan	\$150.00
Subdivision & Land Development Ordinance	\$50.00
Township Street Map	\$15.00
Zoning Map	\$15.00
Zoning Ordinance	\$50.00

**TOWNSHIP NEWSLETTER ADVERTISING**

Full Page per issue	\$900.00
1/2 Page per issue	\$490.00
1/4 Page per issue	\$265.00
1/16 Page per issue	\$190.00
1/12 Page per issue	\$95.00
Full Page in 3 consecutive issues	\$2,250.00
1/2 Page in 3 consecutive issues	\$1,225.00
1/4 Page in 3 consecutive issues	\$660.00
1/6 Page in 3 consecutive issues	\$475.00
1/12 Page in 3 consecutive issues	\$250.00

**RIGHT TO KNOW**

**Fees anticipated to be over \$100.00 must be paid in advance**

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**LICENSE FEES**

**Amusements License**

Annual License	\$10.00
Annual License plus Late Fee	\$20.00
Annual Non-Profit	\$1.00

**Business Privilege License**

Annual License	\$35.00
Annual License plus Late Fee	\$50.00

**Life/Safety License Fee (See Attached Schedule)**

**Food & Beverage License and Inspection (includes 1 inspection and 1 re-inspection if needed)**

Non-Profits (must provide copy of 501C3)	\$10.00
Vendor - Temporary (2 weeks or less)	\$100.00
Vendor - Temporary (Charitable event)	\$35.00
Mobile Units - per unit	\$150.00
License of a retail food facility that had a seating capacity of less than fifty (50)	\$150.00
License of a retail food facility that is not described above	\$300.00
Duplicate license for each retail food facility location	\$25.00
Third and subsequent follow-up inspections - cost per inspection	\$300.00
Food Merchant operating in buildings exceeding 30,000 sf	\$500.00
Food & Beverage License late payment fee (set by Ordinance)	Fee Doubled

**Plumbing License**

Journeyman Plumber - New	\$50.00
Journeyman Plumber - Renewal	\$30.00
Master Plumber - New	\$100.00
Master Plumber - Renewal	\$50.00
Heating Installer - New	\$50.00
Heating Installer - Renewal	\$30.00
Heating Contractor - New	\$100.00
Heating Contractor - Renewal	\$50.00

**Refuse License**

\$100.00

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**RESIDENTIAL RECYCLING & TRASH REMOVAL**

Residential	\$280.00
Residential - Sr. Citizens (age 65 & over)	\$240.00
Late fee	\$15.00
Recycling Bin	\$20.00

**PARKS & RECREATION FEES**

**Equipment Rental \$35.00 Deposit Required refunded less user fee with equipment return**

Resident user fee	\$15.00
Non-Resident user fee	\$20.00
Replace damaged/lost equipment	Actual Cost

**Recreation Building Use Fee**

See Schedule

**Park Use Fee**

See Schedule

**Jim Dietrich Park Fee**

See Schedule

**Court use fee with lights - Resident (per hour, min. 2 hours)**

\$5.00

**Court use fee with lights - Non-Resident (per hour, min 2 hours)**

\$7.50

**Athletic Field use fee**

See Schedule

**Mandatory Dedication - Residential**

Fee-in-lieu-of land dedication (residential unit)	\$1,200.00
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**Shooting Range Fee**

Muhlenberg Area Shooting Assoc. permitted events	No Charge
Muhlenberg Township Police Department	No Charge
Other Law Enforcement (Mon. - Fri.)	\$10 Plus \$5/Hr.
Other Law Enforcement (Weekends & Holidays)	\$10 Plus \$10/Hr.
All Others	Not eligible

**POLICE DEPARTMENT FEES**

Accident/Incident Reports - (Plus cost of photos)	\$15.00
Parking Tickets	\$25.00
Alarm Permits (1 time fee)	\$10.00

**Alarms - False Alarms**

1st through 4th false	No Charge
5th through 10th false	\$50.00
11th and more false	\$100.00
Soliciting Permits (per 30 days/person)	\$25.00
Special Police Services - per hr.	\$75.00

**MUHLENBERG TOWNSHIP  
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2017 FEES

**BUILDING PERMIT FEES include both a Plan Review Fee & a Permit Fee as described below**

**BUILDING PERMITS: Plan Review Fee**

Residential - New (each unit)	\$150.00
Residential - Addition	\$125.00
Residential - Accessory Structure (UCC regulated)	\$75.00
Non-Residential (includes all commercial, industrial, institutional, etc.)* - per hour	\$150.00

**\*Non-Residential review fees will be invoiced by the Township. All fees must be paid prior to the issuance of any building permit**

**BUILDING PERMITS: Permit Fee**

**Residential Building Permits (all expire after 1 year)**

New Residential Construction per sq. ft.*	\$0.50
*Cost based on the total sq. ft. of bldg. or structure space incl. all living areas, garages, basements, patios & porches	
Accessory structures (shed, garage, above ground pool, fence)**	\$30.00
**Plus \$8.00 per \$1,000.00 of cost or fraction	
Residential repairs & alternations including an in ground pool, deck or sunroom, patio***	\$50.00
***Plus \$10.00 per \$1,000.00 of cost or fraction	
Permit extension (1 time only for 6 months)	\$100.00

**Non-Residential Building Permits (Commercial, Industrial, Institutional, etc.)**

New Non-Residential - first 1,000 sq. ft.	\$2,000.00
Each Additional 1,000 sq. ft. or fraction thereof	\$150.00
Commercial/Industrial alterations & repairs*	\$200.00
*Plus \$15.00 per \$1,000.00 cost or fraction thereof	

**BUILDING PROJECTS - WITHOUT PERMITS (Including lift stop work order)**

Residential Projects*	\$150.00
*Plus the lesser 2 times the permit fee set forth above or the permit fee set forth above plus \$250.00	
Non-Residential Projects*	\$250.00
*Plus the lesser 2 times the permit fee set forth above or the permit fee set forth above plus \$500.00	

Storage Containers	\$50.00
Residential PODs (valid for 90 days)	\$25.00

**MUHLENBERG TOWNSHIP  
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60 day extension	
Sea or utility containers	\$50.00
60 day one time extension	\$25.00
Construction, Office trailers, retail tents or corrals	\$150.00
Permanent installation of storage containers	Refer to Zoning Officer

**CURB & SIDEWALK PERMIT\* (Construction or Repair)**

Sidewalk - New installation regulated by UCC	\$200.00
Sidewalk - Replacement	\$100.00
Curb - New (connecting to existing curb) after 50ft. \$1.00 per ft.	\$75.00
Curb Ramp - New plus UCC fee	\$50.00
Driveway - New regulated by UCC plus UCC fee	\$225.00
Driveway - New not regulated by UCC	\$100.00
Establish curb line & grade - per hour	\$150.00

\*When curb and sidewalk construction or repair is being completed as a single project only one fee plus UCC fee (if applicable) is charged. Renewal permits are issued at a cost of 50% of the initial permit fee

UCC Fee	\$4.00
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**ZONING PERMITS**

Residential Accessory Structures	\$75.00
Residential Dwelling	\$100.00
Commercial/Industrial	\$150.00
Commercial - not UCC regulated	\$75.00

**OCCUPANY PERMITS**

New Residential	\$100.00
Business - per hr.*	\$150.00
Industrial - per hr.*	\$175.00

\*The Occupancy Permit Fees will be invoiced by the Township. Fees must be paid prior to the issuance of any Occupancy permit.

**DEMOLITION - RESIDENTIAL/COMMERCIAL/INDUSTRIAL\***

Permit - per \$1,000.00 cost plus plan review fee	\$8.50
Plan Review Fee	\$150.00
Dumpster Fee to be located within Cart way or Right of way	\$50.00

\*Must have PA DEP approval for air quality

**Financial Security may be required**

**MUHLENBERG TOWNSHIP  
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2017 FEES

**PROPERTY TRANSFER INSPECTION**

Occupancy Permit	\$75.00
Inspection - Single Family Dwelling	\$125.00
Inspection - Multi-Family Dwellings - per unit	\$75.00
Additional Inspections beyond 2 are charged an additional fee per inspections	\$75.00

**ELECTRICAL PERMITS**

**Residential**

Existing residential retrofitting flat fee	\$90.00
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**New Residential or Addition**

Plan review fee	\$150.00
Rough Inspection	\$90.00
Final Inspection	\$90.00
Any additional Inspections (per site visit)	\$150.00

**Commercial**

Plan review- <b>Fee plus 3.5% of contract cost</b>	\$150.00
Rough Inspection	\$125.00
Final Inspection	\$125.00
Any additional Inspections (per site visit)	\$175.00

**PLUMBING PERMITS**

**Residential**

Sewer Connection (Tying to sewer lateral)	\$125.00
Water Service	\$125.00
Existing residential retrofitting flat fee	\$75.00
New Residential Plumbing - <b>Fee plus 3.5% of Contract Cost</b>	\$75.00
Addition or expansion Plumbing - <b>Fee plus 3.5% of Contract Cost</b>	\$75.00

**Cost**

HVAC Existing residential retrofitting flat fee	\$75.00
Residential HVAC - <b>Fee plus 3.5% of Contract Cost</b>	\$75.00

**Commercial**

Commercial/Industrial Plumbing - <b>Fee plus 3.5% of Contract cost</b>	\$100.00
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Commercial/Industrial HVAC - <b>per \$1,000.00 of contractors cost</b>	\$50.00
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Additional Plumbing Inspections beyond 2 are charged an additional fee per inspection	\$75.00
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Grease Trap Installation - <b>Fee plus 3% of Contract Cost</b>	\$50.00
Great Trap Inspection except intermittent operations	\$200.00
Great Trap Inspection - intermittent operations	\$100.00

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	2017 FEES
Additional Grease Trap Inspections beyond 2 are charged an additional fee per inspection	\$100.00
<b>UCC L&amp;I FEE PER EACH UCC REGULATED PERMIT FOR TRAINING AND CERTIFICATION (NON-REFUNDABLE)</b>	<b>\$4.00</b>
<b>STREET CUTS (set by Ordinance)*</b>	
Street Cuts - per 40 Sq. Ft. opening	\$200.00
Oversized Street cuts and excavation larger than 40 Sq. Ft. additional fee per 20 Sq. Ft. or fraction thereof	\$50.00
Emergency Repair within 3 years of road improvement	\$1,500.00
*Emergency cuts on roads paved within the past three years from the date of application are not permitted except on an emergency basis.	
<b>TRAILER PARKS PERMIT (see by ordinance)</b>	
Annual Fee	\$100.00
<b>SIGN PERMIT</b>	
Fee plus \$30.00 per \$1,000 of actual cost or fraction	\$50.00
<b>PROPERTY MAINTENANCE/RENTAL REGISTRATION AND INSPECTION FEES</b>	
Rental Registration Fee - per unit per year less than 10 units	
1st Year or New Owner	\$50.00
Consecutive Years	\$25.00
Rental Registration Fee - per unit per year 10 - 40 units	
1st Year or New Owner	\$35.00
Consecutive Years	\$20.00
Rental Registration Fee - per unit per year 41 or more units	
1st Year or New Owner	\$15.00
Consecutive Years	\$10.00
Inspection Fee - Less than 10 Units	
First Visit and 1 Re-inspection	\$100.00
Inspection Fee - per unit per year 10 - 40 units	
First Visit and 1 Re-inspection - min. 10 units per day	\$75.00
Inspection Fee - per unit per year 41 or more units	
First Visit and 1 Re-inspection - min. 40 units per day	\$50.00
Inspection Fees - per unit for 1st & 1 re-inspection	
Inspection Fee 3rd visit - per unit	\$300.00
Inspection Fee 4th visit and all subsequent visits - per unit	\$1,000.00
Rooming House initial registration	\$15.00

**MUHLENBERG TOWNSHIP  
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	2017 FEES
Rooming House consecutive registration	\$10.00
Rooming house inspection (up to 4 rooms)	\$100.00
Additional inspection	\$25.00
No Show Fee - 1st offense	\$150.00
No Show Fee - 2nd offense	\$250.00
No Show Fee - 3rd offense	\$400.00
Third request for inspection cancellation fee and each cancellation request beyond the 3rd	\$400.00

**FIRE LICENSE INSPECTION FEE SCHEDULE/per year**

**Place of Assembly**

Class A - more than 1,000 people over 30,000 sq. ft.	\$250.00
Class B - more than 1,000 people	\$125.00
Class C - 300 - 1,000 people	\$100.00
Class D - less than 300 people	\$75.00

**Apartment Building**

more than 25 units	\$225.00
10 to 25 units	\$125.00
less than 10 units	\$75.00

**Business, Office, etc.**

Class A - more than 30,000 sq. ft./building	\$200.00
Class B - 10,000 to 30,000 sq. ft./building	\$125.00
Class C - less than 10,000 sq. ft./building	\$75.00

**Educational Facility**

Class A - more than 1,000 students	\$200.00
Class B - 501 to 1,000 students	\$150.00
Class C - 100 to 500 students	\$100.00
Class D - less than 100 students	\$50.00

**Day Care Facilities, Group Day Care, Family Day Care**

Class A - more than 13 persons receiving care	\$150.00
Class B - 6 to 12 persons receiving care	\$100.00
Class C - 1 to 5 persons receiving care	\$50.00

**Health Care facility; Hospitals, Nursing Homes, etc.**

Class A - more than 400 patients	\$200.00
Class B - 200 to 400 patients	\$150.00
Class C - less than 200 patients	\$100.00

**Industrial/Factory, etc.**

Class A - more than 30,000 sq. ft./building	\$200.00
Class B - 10,000 to 30,000 sq. ft./building	\$150.00
Class C - less than 10,000 sq. ft./building	\$100.00

**Hotels/Motels, etc.**



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	2017 FEES
Class A - more than 50 rooms	\$200.00
Class B - 25 to 50 rooms	\$150.00
Class C - less than 25 rooms	\$100.00
<b>Lodging/Rooming, Foster Homes, etc.</b>	
Class A - more than 25 units/bldg.	\$200.00
Class B - 10 to 25 units/bldg.	\$150.00
Class C - less than 10 units/bldg.	\$100.00
<b>Mercantile</b>	
Class A - more than 30,000 sq. ft. or 3 floors	\$200.00
Class B - 5,000 to 30,000 sq. ft.	\$125.00
Class C - less than 5,000 sq. ft.	\$75.00
<b>Storage, Warehouse, Parking Garage, Freight Terminal, etc.</b>	
Class A - more than 30,000 sq. ft./bldg.	\$200.00
Class B - 10,000 to 30,000 sq. ft./bldg.	\$150.00
Class C - less than 10,000 sq. ft./bldg.	\$100.00
Re-inspection - after the second inspection for failure to comply	\$50.00
Failure to cancel scheduled inspection in writing, no show, etc.	\$40.00
Pre Sales Inspection - Residential	\$25.00
Pre Sales Inspection - Commercial	\$50.00
After Hours Inspection (18:00-07:00) Inspections and Test witnessed after normal work hours - per hour	\$40.00
Late Payment of Inspection Fee	Double Fee
Other - Miscellaneous	To be Determined
 <b>ON-SITE SEWAGE SYSTEMS</b>	
Site Investigations - per lot	\$500.00
Verification of prior SEO testing - per lot	\$100.00
<b>Permitting - per application</b>	
New & Replacement Systems	\$700.00
Repair	\$300.00
Holding Tanks	\$300.00
Permit Renewals	\$50.00
Additional fee for designs requiring P.E. review	\$150.00
Required System Inspections - every 3 yrs.	\$200.00
Planning Module Review - per hr.	\$150.00

**MUHLENBERG TOWNSHIP  
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<b>LIQUOR LICENSE TRANSFER APPLICATION FEE (set by Ordinance) Township Code Chapter 85-4</b>	2017 FEES \$3,000.00
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\*added staff and consultant fees will be billed for expenses exceeding the fee

**TIMBER HARVESTING**

Review Fee	Actual Cost
Permit Fee	\$500.00

**TOWNSHIP STAFF BILLING RATE FORMULA**

Total of employee's hourly rate (straight & OT) as applicable, times a multiplier of 2.8 to cover the costs of all Township paid taxes, insurances, benefits, depreciation of plant and equipment

**CONSULTANT BILLING RATE**

Actual Cost

**TELECOMMUNICATION TOWERS**

Construction costs up to \$10,000.00	\$500.00
Construction cost over \$1,000.00 (ea. Additional \$1,000)	\$20.00
Annual Franchise Fee	\$750.00

**LARGE GATHERING APPLICATION FEE**

\$100.00

**SUBDIVISION & LAND DEVELOPMENT FEES include both a Plan Fee and an Escrow fee as described below.** Note when the Board of Commissioners approves that a Plan be submitted as a Preliminary/Final Plan, this plan shall be subject to the Preliminary Plan review fee plus escrow and all of the requirements governing Final Plans.

**SUBDIVISION & LAND DEVELOPMENT (Non-Refundable)**

**Sketch Plans**

Residential	\$750.00
Commercial/Industrial	\$1,500.00

**Plans Exempt from Standard Procedures (Code 128-20)**

Revised Plan of Record/Minor Subdivision/Minor Land Development	\$1,500.00
Annexations	\$1,000.00

**MUHLENBERG TOWNSHIP  
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**Preliminary Plans**

Residential - plus additional fee a-e (as applicable)	\$2,000.00
a. 1 - 10 buildings or lots - each	\$75.00
b. 11- 60 buildings or lots - each	\$50.00
c. 61 - 100 building or lots - each	\$25.00
d. More than 100 buildings or lots - each	\$15.00
e. Additional fee for apartment or condominium in any multiple family building - each	\$15.00

**Final Plans**

Residential - plus additional fee a-e (as applicable)	\$1,500.00
a. 1 - 10 buildings or lots - each	\$75.00
b. 11- 60 buildings or lots - each	\$50.00
c. 61 - 100 building or lots - each	\$25.00
d. More than 100 buildings or lots - each	\$15.00
e. Additional fee for apartment or condominium in any multiple family building - each	\$15.00

<b>Preliminary Plans - Commercial/Industrial - fee plus \$100.00 per 10,000 sq. ft. building or \$100 per acre, whichever is greater</b>	\$3,500.00
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<b>Final Plans - Commercial/Industrial - fee plus \$100.00 per 10,000 sq. ft. building or \$100 per acre, whichever is greater</b>	\$4,000.00
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**SUBDIVISION & LAND DEVELOPMENT ESCROW FEES -**

Minimum deposit required from Owner, Sub-divider, or Developer to cover all MPC costs including but not limited to outsourced legal & engineering services. As the escrow deposit for expenses incurred is expended, the applicant shall make further deposits upon notice from the Township until approval of the Plan. Upon plan completion, as determined by the Township, uncommitted escrow funds on deposit shall be returned after the Township has been reimbursed from the account for the cost of collecting, expending and accounting for these funds. The reimbursement shall be in the amount of 15% of the total escrow funds expended.

Residential - 3 lots or less	\$3,000.00
Residential - 4 lots or more	\$6,000.00
Commercial/Industrial	\$8,000.00

**MUHLENBERG TOWNSHIP  
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**Extension of Development Related Approvals - Act 46**

Extension of an Approval extended by Act 46 - Lesser of 25% of the original application fee or \$5,000.00

Provide written verification of the existence or expiration date of a residential approval \$100.00

Provide written verification of the existence or expiration date of a commercial approval \$500.00

**ZONING HEARING**

Residential Use Variance Application \$1,000.00

Commercial & Industrial Use Variance Application \$2,500.00

Conditional Use Application \$3,000.00

**STORM WATER MANAGEMENT REPORTS AND DRAINAGE  
PLAN REVIEW FEES\***

Filing Fee \$250.00

Review of documentation in support of exemption \$500.00

Review of Storm Water Management Report and Drainage Plan \$1,000.00

\*These fees are applicable only where the submission and review of the reports and plans are required and the needed review fees are not already incorporated in a separate submission under the SALDO