

**PENN TOWNSHIP, BERKS COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2011- 6**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF PENN, BERKS COUNTY, PENNSYLVANIA, ADOPTING AN OMNIBUS FEE RESOLUTION TO CONSOLIDATE ALL FEES FOR PENN TOWNSHIP AND TO REVISE THE SEWAGE ENFORCEMENT OFFICER SERVICE AND UCC RESIDENTIAL AND COMMERCIAL BUILDING PERMIT FEES.**

WHEREAS, the Pennsylvania Second Class Township Code, Article VI, Section 1506, charges supervisors with the governance of the township necessary for the proper maintenance, care and control of the township and the maintenance of peace, good government, health and welfare of the township and its citizens, trade, commerce and manufacturers; and

WHEREAS, the Board of Supervisors desire to consolidate all Township fees previously adopted by resolution or otherwise into a single document for ease of reference;

NOW, THEREFORE, BE IT RESOLVED, that pursuant to the Pennsylvania Second Class Township Code, Article VI, Section 1506, and Penn Township Resolutions as noted, that the Board of Supervisors hereby establishes and confirms Penn Township fees as follows:

**I. ADMINISTRATIVE FEES**

**A. Open Records / Right-To-Know Requests**

1. Paper copies: 25 cents per page per side.
2. Certification of a record: \$1 per record.
3. Specialized documents including, but not limited to blue prints, color copies, and non-standard sized documents: actual cost of production.
4. Mailing (if requested): the actual cost of postage.
5. The Township shall require prepayment if the total fees are estimated to exceed \$100.

[Res. No. 2011-02]

**B. Outdoor Burning Permit**

Outdoor solid fuel burning appliances permit fee: Seventy-Five and 00/100 Dollars (\$75.00) plus Three Dollars (\$3.00) for every One Thousand Dollars (\$1,000.00) of construction costs per permit

[Ord. No. 2008-02, Section 6(e); Res. No. 2009-09]

**C. Permit Extension and Verification**

1. Extension of an approval extended by Act 46: the lesser of twenty-five percent (25%) of the original application fee or five thousand dollars (\$5,000).
2. Written verification of the existence or expiration date of a residential approval: one hundred dollars (\$100).
3. Written verification of the existence or expiration date of a commercial approval: five hundred dollars (\$500).

[Res. No. 2011-04]

**II. BUILDING PERMITS**

**A. Residential**

FOR SINGLE INSPECTIONS AND **HOMES UP TO 2000 SQ FT** OF FINISHED FLOOR AREA:

1. Plan Review
  - a. Standard \$ **100.00**
  - b. Small Projects Review (porches with roof, utility bldg, etc) \$ **55.00**
  - Additional Reviews (billed per hour) \$ **55.00**
2. Footer Inspection \$ **55.00**
3. Foundation Inspection \$ **55.00**
4. Framing Inspection \$ **65.00**
5. Wallboard Inspection \$ **65.00**
6. Plumbing/Underslab Inspection \$ **65.00**
7. Electrical Inspection \$ **65.00**
8. Mechanical Inspection \$ **65.00**
9. Sprinkler Inspection \$ **65.00**

- 10. Insulation Inspection \$ **65.00**
- 11. Electric Service Cut-In \$ **65.00**
- 12. Final Inspection/Issuance of Certificate of Occupancy \$ **100.00**
- 13. FOR **HOMES EXCEEDING 2000 SQ. FT. BUT NOT MORE THAN 5,000 SQ. FT.** OF FINISHED FLOOR AREA:

( \_\_\_\_\_ X \$0.35) + inspection subtotal = \_\_\_\_\_  
 (Sq. Ft. exceeding 2000) (permit fee)

- 14. FOR **HOMES EXCEEDING 5000 SQ. FT.** OF FINISHED FLOOR AREA:

\_\_\_\_\_ X \$0.42 = \_\_\_\_\_  
 (Total Sq. Ft.) (permit fee)

**Specific Projects** (Do not use above pricing schedule for these)

- 15. Hot Tub, Above-ground pool \$ **75.00**
- Deck or Porch with Roof \$ **150.00**
- 16. Deck, Porch, In-Ground Pool \$ **125.00**
- 17. Residential Addition (2 story or > 200 ft<sup>2</sup>) \$ **400.00**
- 18. Residential Addition (1 story or ≤ 200 ft<sup>2</sup>) \$ **300.00**

**B. Miscellaneous**

Return inspections for failed inspections will be charged at the full rate listed above.

The following fees apply in situations where construction has begun without a building permit and Light-Heigel is directed by the municipality to pursue the violation. Light-Heigel will **ONLY** pursue these cases with permission from the municipality.

- 1. Additional inspections \$ 65.00  
(required as a result of starting construction without a permit)
- 2. Notice of Violation/Unsafe Structure letter \$100.00

**C. Commercial**

**COMMERCIAL BUILDING PERMITS FEE SCHEDULE**

<u>SERVICE</u>	<u>UNIT PRICE</u>
1. New Construction and Additions - <b>Base Fee</b>	\$0.30/ SqFt

2. Remodeling (see definition below) - **Base Fee** \$0.20/ SqFt

All Plan Reviews and Inspections required on the standard Commercial Submittal Sheet are included in these permit fees.

Note: Special Inspections required by IBC are at Owners Expense.

**See Worksheet below to calculate Building Permit and Sub-category fees.**

3. Alterations or Repairs to electrical, gas, mechanical or plumbing installations.
- a. Single Event Permit (one inspection only)
    - \$200.00
  - b. Annual Permit
    - \$450.00
- (Inspections in each appropriate discipline are also required)
4. Follow-up Inspections for Incomplete or Compliance Inspections for Annual Permit or Single Event Permits requiring additional inspections (per trip) \$100.00
5. Meeting attendance/Hearing attendance \$102.00
6. Next Day Mail Service \$25.00  
Per Package
7. Other services - Provided at No Charge to the Client:  
Telephone calls, correspondence, mileage, postage.

**Definitions:**

**Remodeling** is work that includes none of the following:

- (1) Change in Occupancy/Use Group.
- (2) Modify Structural or Firewalls.
- (3) Addition or upgrade of electrical, plumbing, or HVAC services.
- (4) Addition to structure of any kind.

**Annual Permit** – as allowed in the UCC regulation (403.42(f)). Applicant must regularly employ qualified trades people. Applicant must keep detailed records of all alterations made under the permit. Applicant will submit copies to the BCO on a predetermined time schedule. BCO will schedule appropriate inspections for modifications made in the previous timeframe. Applicant will be billed for each required Compliance Inspection(s) at the time of inspection.

# Instructions for Completing the Permit Fee Worksheet

- 1. Insert Proposed Total Building Area in Position A of Worksheet.**
  - a. If building is new, use Total Building Area.**
  - b. If work is addition or remodel, use Total Construction Area.**
  - c. Minimum is 3000 SqFt.**
- 2. Choose Proper Usage Group Code Factor from the Chart below and insert in Position B of Worksheet.**
  - a. If multiple Usage building, select Primary Usage.**
- 3. Multiply the Area and Usage Factor with the Base Fee to obtain the Building Permit Fee amount for Position D.**
- 4. Calculate Permit Fees for Mechanical, Plumbing, Accessibility/Energy at 25% of the Building Permit Fee. The Electrical Permit is calculated at 30% of the Building Permit Fee. Insert the amounts in Positions E – H as necessary.**

## COMMERCIAL BUILDING PERMITS FEE WORKSHEET

A. Project or Building Area \_\_\_\_\_ SqFt  
Minimum 3000SqFt

B. Usage Group Factor X \_\_\_\_\_

C. Base Fee X \$ \_\_\_\_\_

D. Building Permit Fee (BPF) \$

E. Mechanical Permit Fee 0.25 X \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
(BPF)

F. Plumbing Permit Fee 0.25 X \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
(BPF)

G. Accessibility/Energy Permit Fee  
0.25 X \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
(BPF)

H. Electrical Permit Fee 0.30 X \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
(BPF)

**TOTAL COMMERCIAL BUILDING PERMIT FEE \$ \_\_\_\_\_**

## Usage Group Factors

Factor	Usage Group
2.0	I2
1.6	A1
1.5	A3(Churches)
1.2	A2, A4, A3(nonchurch), B, E, H5, I1, R1, R4
1.0	R2, R3
0.9	M
0.7	F1, H1, H2, H3, H4, S1, S2
0.5	U

Usage Group definitions per Chapter 3 of 2003 IBC.

### **A Assembly**

- A-1 Theaters
- A-2 Restaurants
- A-3 Worship, recreation and  
amusement
- A-4 Indoor Sports

### **B Business**

### **E Education**

### **F Factory**

- F-1 Moderate Hazard
- F-2 Low Hazard

### **H High Hazard**

- H-1 Detonation Hazard
- H-2 Deflagration  
or Accelerated burning
- H-3 Readily support combustion
- H-4 Health hazards

### **I Institutional**

- I-1 Ambulatory
- I-2 Hospital
- I-3 prison
- I-4 Day Care

### **M Mercantile**

### **R Residential**

- R-1 Hotel
- R-2 Apartment House
- R-3 One & Two Family
- R-4 Assisted Living

### **S Storage**

- S-1 Moderate Hazard
- S-2 Low Hazard

### **U Utility & Misc**

**Driveway Permits**

- A. Existing Driveway \$75.00 plus \$3.00 for every \$1,000.00 of construction
- B. New Driveway \$75.00 plus \$3.00 for every \$1,000.00 of construction, plus \$500 escrow

**III. SEWAGE ENFORCEMENT**

**A. Testing Costs:**

- 1. Probes: \$126.00/lot per visit up to three (3) probes/lot; thereafter \$44.00/probe.
- 2. Perc Tests (excluding digging of holes): \$300.00 per perc test up to six (6) holes/tests for primary areas; \$257.00 per perc test up to six (6) holes/tests for alternate area if tested at same time as primary area.
- 3. Perc Test Observation (perc test performed by certified SEO hired by applicant): \$300.00 per perc test for full test observation of primary area test; \$257.00 per perc test for full test observation of alternate test, if tested at the same time as primary area.
- 4. Perc Test Holes (dug upon request of applicant): \$105.00 per six (6) hole test

**B. Application, Design Review, Permit Issuance, Final Inspection:**

- 1. In-ground bed/trench \$ 252.00
- 2. Pressure in-ground \$ 283.00
- 3. Sandmound or At-grade \$ 305.00
- 4. Drip or Spray Irrigation \$ 400.00
- 5. System Repair \$ 163.00

- C. Mileage** DEP current approved rate/mile\*  
\*(Mileage for non-planning work items [i.e., permit related, malfunctions, complaints] are eligible for reimbursement from DEP)

**D. Hourly Rates**

- 1. DEP Planning Requirement Reviews (Form B's, Exceptions, Modules): \$100.00/each
  - 2. Additional Inspections due to Non-Conformities: \$80.00/each
  - 3. Rate for all other work not included in above list: hourly rate \$60.00/hr. (min).
  - 4. On-Lot System Design Work: hourly rate \$60.00/hr. (min.)
- Municipal Engineering and Consulting Services are covered under separate fee schedules, where applicable.

All other work not included above shall be charged for at the rate of \$60.00 per hour. All on-lot design and inspection other work above shall be charged for at the rate of \$60.00 per hour.

All Sewage Enforcement fees shall be made payable to “Penn Township” and submitted to: Wayne Bowen, Sewage Enforcement Officer, 284 West Adamsdale Road, Schuylkill Haven, Pennsylvania 17972.

#### **IV. STORMWATER MANAGEMENT**

A. In instances where the Township Engineer determines that an applicant is not required to submit plan pursuant to Penn Township’s Subdivision and Land Development process but the applicant is required to obtain a Storm Water Management Permit, the applicant shall be required to pay a base fee of \$250.00 to Storm Water Management Permit, the applicant shall be required to pay a base fee of \$250.00 to Penn Township.

B. The Township Engineer shall bill any costs up to \$250.00 in regard to the review of the applicant’s Storm Water Management Plan.

C. In the event Township Engineer’s review costs are less than \$250.00, any remaining unbilled balance shall be refunded to the applicant.

D. In the event the Township Engineer’s review costs exceeds \$250.00, any additional review costs shall be billed to the applicant pursuant to the review fee rate schedule in effect at the time of the review.

(Res. No. 2003-04)

#### **V. SUBDIVISION AND LAND DEVELOPMENT**

1. Review of a Minor Residential Subdivision Reviewed Under Section 3.51 of the Ordinance or an Exempted Residential Land Development Reviewed Under Section 3.55 of the Ordinance

\$700.00 - Paid at time of submission of Sketch Plan of Record.

2. Review of a Minor Commercial or Industrial Subdivision Reviewed Under Section 3.51 of the Ordinance or an Exempted Commercial or Industrial Land Development Reviewed Under Section 3.55 of the Ordinance

\$700.00 plus \$40.00 for each acre - Paid at time of submission of Sketch Plan of Record.

3. Review of Residential Subdivision Reviewed Under Section 3.54 of the



Ordinance

\$500.00 - Paid at time of submission of Sketch Plan.

\$700.00 plus \$50.00 for each lot or dwelling unit - Paid at time of submission of Final Plan.

4. Review of Commercial or Industrial Subdivision Reviewed Under Section 3.54 of the Ordinance

\$600.00 - Paid at time of submission of Sketch Plan.

\$700.00 plus \$50.00 for each acre - Paid at time of submission of Final Plan.

5. Review of All Other Residential Subdivisions and Land Developments

\$600.00 - Paid at time of submission of Sketch Plan.

\$800.00 plus \$50.00 for each lot - Paid at time of submission of Preliminary Plan.

\$500.00 plus \$25.00 for each lot or dwelling unit - Paid at time of submission of Final Plan.

6. Review of All Other Commercial and Industrial Subdivisions and Land Developments

\$600.00 - Paid at time of submission of Sketch Plan.

\$800.00 plus \$50.00 per acre - Paid at time of submission of Preliminary Plan.

\$500.00 plus \$25.00 per acre - Paid at time of submission of Final Plan.

(Res. No. 2009-3)

**VI. ZONING**

Zoning Permits	\$75.00 plus \$3.00 for every \$1,000.00 of construction
Special Exception	\$700.00
Conditional Use	\$700.00
Variance	\$700.00

(Ord. 2008-05, § 803)

**VII. MISCELLANEOUS FEES**

**[Supervisors and Dave, please let me know if there are any other Township fees that should be included in this Resolution]**

FURTHER RESOLVED, that this Resolution shall take effect immediately, or as soon as legally permissible thereafter.

FURTHER RESOLVED, that if any provision, sentence, clause, section, or part of this Resolution shall for any reason be found to be unconstitutional, illegal or invalid, such determination shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts of this Resolution, and it is hereby declared to be the intent of the Board of Supervisors of Penn Township that this Resolution would have been adopted had such unconstitutional, illegal or invalid provision, sentence, clause, section, or part not been included herein.

FURTHER RESOLVED, that all Resolutions or parts of Resolutions inconsistent with this Resolution are hereby superseded.

IN WITNESS WHEREOF, the Board of Supervisors of Penn Township has adopted this Resolution in lawful session this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

BOARD OF SUPERVISORS OF  
PENN TOWNSHIP,  
BERKS COUNTY, PENNSYLVANIA

By: \_\_\_\_\_  
Chairman

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest: \_\_\_\_\_  
Secretary

CERTIFICATE

I hereby certify that the foregoing is a true and accurate copy of a Resolution of the Board of Supervisors of PENN TOWNSHIP, Berks County, Pennsylvania, which was fully adopted at a public meeting held pursuant to notice as required by law on the \_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Secretary of Penn Township

Dated: \_\_\_\_\_, 2011