

**SCHEDULE OF FEES  
ADOPTED JANUARY 3, 2017**

**I. Applications to the Planning Commission:**

*At the time a permit application is submitted, the Township will require a minimum filing fee, calculated on the costs here in.* All fees in excess of the applicable filing fee, incurred for review of plans and report(s) thereon by the Township’s Engineer(s) or other professional consultants will be billed in accordance with the ordinary and customary charges of the Township’s Engineer and/or other professional consultants to the Township. The applicant shall, prior to Township approval of the Final Plan, pay the Township the excess amount expended in reviewing plans/reports. Any unused portion of the total fee charged to any applicant will be returned to the applicant. This refund will be made only after final action on a plan is taken by the Planning Commission and the Board of Supervisors. No development or subdivision plan will be approved unless all fees have been paid in full.

Township Filing Fee.....	\$250.00
Minor Subdivision or Annexation Plans.....	\$1,500.00
Sketch Plan.....	filing fee of \$50.00 plus costs of the engineer, planner, Fire Marshal, etc.
Preliminary Plans	
Residential.....	\$2,500.00 plus lot or <u>dwelling unit fee</u>
Commercial/Industrial/Non-Residential.....	\$3,000.00 plus \$200 per acre or part thereof
Final Plans	
Residential.....	\$2,500.00 plus lot or <u>dwelling unit fee</u>
Commercial/Industrial/Non-Residential.....	\$3,000.00 plus \$100 per acre or part thereof
Lot or <u>dwelling unit fee</u> as follows:	
First 10 lots or units (each).....	\$100.00
11 to 100 lots or units (each).....	\$75.00
Each additional lot or unit.....	\$50.00

**II. Applications to Zoning Officer**

**Zoning Officer/Preliminary Determination Fee:** Any request for a preliminary determination or preliminary opinion shall result in the payment of a fee in the amount of the hourly rate of the Zoning Officer (see Appendix A), as required to review such request and issue such determination/opinion, in addition to the costs of advertising and posting any notices required for the same.

**III. Applications to the Zoning Hearing Board:**

Variances, Special Exceptions, and Appeals:

Single Residential Property	\$900.00**
Commercial and Multi-Family Residential Property	\$1,400.00**
Industrial	\$1,600.00**

\*\* Plus \$300.00 per each Additional Session of Testimony.

Challenges to Validity of an Ordinance	\$1,500.00
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**III. Applications to the Board of Supervisors:**

**A. Conditional Use Application**

Single Residential Property	\$900.00**
Commercial and Multi-Family Residential Property	\$1,400.00**
Industrial	\$1,600.00**

\*\* Plus \$300.00 per each Additional Session of Testimony

**B. Curative Amendment/Zoning Text Amendment**

<u>FEE</u>	<u>ESCROW</u>
\$1,000.00	\$2,500.00

*(Applicant is required to replenish escrow account for each and every \$1,000 of escrow drawn to cover expenses incurred. Any unused portion of the total Escrow charged to any applicant will be returned to the applicant. This refund will be made only after final action has been taken.)*

**IV. Applications to the Board of Appeals:**

(Under UCC Building and Fire Prevention Codes)	\$200.00 plus costs
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**V. Applications for Building and Systems Permits:**

*(It is required that a Permit Fee shall be paid at the time a permit application is submitted; said fee to be calculated by the Township. If after the application, it is determined that the fee is higher due to methods used to calculate the fees, the applicant shall be required to pay the difference before the permit is issued. It is the responsibility of the applicant to contact the inspectors at the required times.)*

**A. Calculation of Fees**

1. Square Foot Basis

The square footage shall be calculated based on the out-to-out dimensions of the building or structure and shall include all areas, whether finished or unfinished, that have a minimum headroom of 7'-6" or are finished as habitable space including, but not limited to, basements, bays, hallways, stairways, utility rooms, storage rooms, lobbies, attached garages, detached garages, foyers, and attics.

Schedule of Fees (effective 1/3/2017)

2. Certificate of Use and Occupancy

The Fee for a Certificate of Use and Occupancy is in addition to the Building Permit Fee(s) and payment is required at the time the Building Permit is issued. See Section V. §F. CERTIFICATE OF USE AND OCCUPANCY for a listing of when the permit is required.

3. Multiple Permits

When a single project consists of multiple buildings or structures, accessory building or structures, and/or signs, separate application and permits shall be required for each building, structure, and/or sign.

4. Plan Review Fees

The building permit fee will include one (1) review of building plans and related documentation. Fees for additional reviews required due to revisions to the original plans and/or related documentation will be invoiced to the permit holder as detailed in Section V. §H.

5. Inspection Fees

The building permit fee will include one (1) round of inspections for each of the following items footing, foundation, rough framing, energy, wallboard, and final. The permit holder will be responsible for scheduling inspections with the Township's Building Inspector. The fees for any re-inspections required due to the item failing the initial inspection will be invoiced to the permit holder as detailed in Section V. §H.

**B. Residential (non-commercial)**

1. New single-family dwelling unit, multiple family dwelling unit, condominium unit or similar residential structure:  
Per Square Foot of Floor Space .....\$ 0.40
2. Accessory Building or structures exceeding 1,000 square feet such as a carport, porch, enclosed porch, patio, garden and/or tool sheds, gazebos, or detached garages.  
Per Square Foot of Floor Space .....\$ 0.25
3. Decks where the floor is 30" or more above grade or any deck exceeding 1,000 square feet in area.  
Per Square Foot of Floor Space .....\$ 0.25
4. Accessory Buildings or structures less than 1,000 sq. feet and uncovered decks less than 30" above grade.  
Zoning Permit Fee.....(See Section V. §G.)
5. Additions or remodeling to residential buildings and residential accessory buildings.  
Per Square Foot of Floor Space .....\$ 0.40  
Minimum Building Permit Fee .....\$ 100.00

Schedule of Fees (effective 1/3/2017)

- 6. Mobile and/or Modular Homes
  - Permit Fee .....\$ 200.00
- 7. Swimming Pools
  - a. Above-Ground Pools (more than 24" deep).....\$ 70.00
  - b. In-Ground Pools Per Square Foot of pool and apron/patio...\$ 0.40
- 8. Demolition Permit.....\$ 70.00
- 9. Signs (Residential) Advertising a Home Business or Home Occupation.
  - Permit Fee .....\$ 70.00
- 10. Fences
  - Permit Fee .....\$ 70.00

**C. Commercial-Industrial-Institutional (non-residential)**

- 1. Commercial – Industrial – Institutional Buildings, new and/or additions
  - Per Square Foot for the first 5,000 sq. ft .....\$ 0.40
  - Per Square Foot for the next 10,000 sq. ft. ....\$ 0.25
  - Per Square Foot over 15,000 sq. ft.....\$ 0.15
  - Minimum Building Permit Fee .....\$ 500.00
- 2. Renovations and/or remodeling which includes interior construction, walls, partitions, floors
  - Per Square Foot for the first 5,000 sq. ft.....\$ 0.40
  - Per Square Foot for the next 10,000 sq. ft. . . . . \$ 0.25
  - Per Square Foot over 15,000 sq. ft.....\$ 0.15
  - Minimum Building Permit Fee .....\$ 200.00
- 3. Accessory Buildings exceeding 200 sq. feet
  - Per Square Foot for the first 5,000 sq. ft.....\$ 0.40
  - Per Square Foot for the next 10,000 sq. ft. . . . . \$ 0.25
  - Per Square Foot over 15,000 sq. ft.....\$ 0.15
  - Minimum Building Permit Fee .....\$ 200.00
- 4. Accessory Building less than 200 sq. feet
  - Permit Fee .....\$ 100.00
- 5. Special Structures such as but not limited to towers, storage tanks, etc.
  - Permit Fee .....\$ 250.00<sup>(1)</sup>

<sup>(1)</sup> Plus necessary Engineering Review fees required to review special structures. Applicant must show a valid license and State approval to install and/or remove tanks.
- 6. Principal Uses of Land not requiring the construction of a building or structure.
  - Minimum Building Permit Fee .....\$ 100.00

Schedule of Fees (effective 1/3/2017)

- 7. Demolition Permit.....\$ 100.00
  - 8. Signs
    - a. Building Mounted or Window Signs .....\$ 70.00\*\*
    - b. Free Standing Signs 100 square feet or less.....\$ 70.00\*\*
    - c. Free Standing Signs greater than 100 square feet.....\$ 100.00\*\*
- \*\* Plus \$10.00/\$1,000.00 Value, if Sign Value is over \$5,000.00.
- 9. Fences
    - Permit Fee .....\$ 70.00

**D. Plumbing/Mechanical/HVAC** (each system is a separate permit with separate fees)

- a. Residential Permit
  - 1. Administration ..... \$25.00
  - 2. Plan Review .....\$54.00/hr.
  - 3. Each Inspection.....\$95.00 ea.
  - 4. Re-Inspection .....\$80.00
- b. Commercial Permit
  - 1. Administration .....\$50.00
  - 2. Plan Review .....\$54.00/hr.
  - 3. Each Inspection.....\$100.00 for  
First \$1,000 of project cost  
for Each \$1,000 thereafter.....\$9.00
  - 4. Re-Inspection .....\$80.00
  - 5. Minimum Permit Charge of .....\$250.00

**E. Electrical** (each system is a separate permit with separate fees)

- a. Residential Permit
  - 1. Administration ..... \$25.00
  - 2. Plan Review .....\$54.00/hr.
  - 3. Inspections
    - i. Service.....\$95.00 ea.
    - ii. Rough.....\$95.00 ea.
    - iii. Final .....\$95.00 ea.
  - 4. Re-Inspection .....\$80.00
- b. Commercial Permit
  - 1. Administration .....\$50.00
  - 2. Plan Review .....\$54.00/hr.
  - 3. Each Inspection.....\$100.00 for  
First \$1,000 of project cost  
for Each \$1,000 thereafter.....\$9.00
  - 4. Re-Inspection .....\$80.00
  - 5. Minimum Permit Charge of .....\$250.00

**F. Certificate of Use and Occupancy**

A Certificate Use and Occupancy is required in accordance with the following schedule. The fee is \$75.00 per certificate unless otherwise indicated:

1. For the initial occupancy of a residential dwelling.
2. Residential accessory building or structure over 500 square feet in area.
3. Swimming pools.
4. Fences installed on a residential lot do not require a Certificate of Use and Occupancy.
5. Additions/alterations to a residential dwelling unit requiring any Building or Systems Permit.
6. Each commercial/industrial building or structure.
7. Each subdivision of a commercial/industrial/institutional building or structure for the purpose of occupancy by an individual tenant, not including individual self-storage units in a self-storage use complex.
8. Each addition/alteration of a commercial/industrial/institutional building or structure requiring any Building or Systems Permit.
9. Change of use, ownership, or tenant of a commercial/industrial/institutional building or structure.
10. Each commercial/industrial/institutional accessory building or structure over 200 square feet in area.
11. Each permanent sign. (Zoning Ordinance Section 704.4)
12. Systems Permits (Plumbing, Mechanical, HVAC, Electrical, Fire) the fee is \$15.00 if no Building Permit is required.

**G. Temporary Certificate of Use and Occupancy**

1. Upon the request of the holder of a valid Building Permit, the Zoning Officer may issue a Temporary Certificate of Use and Occupancy for a building, structure, sign, and/or use of land or portion thereof before the entire work covered by the permit shall have been completed. Such portion or portions may be used and/or occupied prior to full completion of the work provided life and/or public health, safety, morals, and general welfare of the Township and its citizens are not endangered. (Zoning Ordinance Section 703.3)
2. The Zoning Officer shall also issue a Temporary Certificate of Use and Occupancy for such temporary uses as tents, trailers, and buildings on construction sites, use of land for religious and other public and semi-public purposes, or other temporary use and/or occupancy upon the order of the Board of Supervisors. Such temporary certificates shall be for the period of time to be determined by the Board of Supervisors, but in no case shall any certificates be issued for more than six (6) months. (Zoning Ordinance Section 703.3)

Schedule of Fees (effective 1/3/2017)

- 3. Temporary Certificate Use and Occupancy Fee \$75.00

**H. Zoning Permits**

Residential Accessory Building or Structure less than 1,000 square feet.

Permit Fee \$70.00

Agricultural Structures (not including habitable space; spaces in which agricultural products are processed, treated, or packaged; or a place of occupancy by the general public).

Permit Fee \$70.00

**I. Plan Review and Inspection Fees**

- 1. Review revised plans and/or related documentation.

Review Fee \$75.00/hour

Minimum Review Fee \$75.00

- 2. Re-inspection fee following a failed inspection.

Inspection Fee \$100.00

**J. Act 167 Storm Water Plan Review**

- 1. If Act 167 Storm Water submission is made concurrently with a Land Development Plan, Fee is included with the fee for application to the Planning Commission.

- 2. Residential / Commercial: \$250.00  
(includes 2 Plan Reviews and 1 Site Inspection)

- 3. Plan Review and/or Site Inspection (additional to above)  
Plan Review and/or Site Inspection time in excess of that outlined above will be invoiced to the permit holder as detailed in Section V. §H.

**K. Flood Plain Review**

Administration Fee for review of Floodplain Submittals: \$75.00

**L. Posting of Permits**

The Building Permit Placard shall be visibly posted on the site of operations during the entire time of construction. (Zoning Ordinance Section 702.4)

**M. Expiration of Permits**

- 1. Building/Structure Permits – Construction must begin within six (6) months from permit issuance. An extension may be requested, in writing, to commence construction or continue suspended construction for just cause. The Permit shall expire five (5) years from the date of issuance.

- 2. Sign Permits – All Sign Permits granted shall remain valid for a period of six (6) months. If, by the expiration of such time, the applicant has failed to erect the

sign, or undertaken a significant portion of the work thereof, the Permit shall expire and a new Sign Permit shall be required. (Zoning Ordinance Section 704.6)

**VI. Fire Prevention Code Applications:**

New construction / renovations involving commercial, industrial, and institutional facilities that require a Fire Prevention Code Permit will pay a fee equal to 50% of the building permit fee for the Fire Prevention Code Permit Fee.

The minimum charge for any Fire Prevention Code Permit is	\$70.00
Inspection of Fuel Oil Tanks and All Other Permits:	\$70.00
Burning Permit Fee (good for 15 days):	\$10.00
Hourly Rate for Fire Marshall Plan Reviews	\$53.25

**VII. Soliciting Permits:**

\$50.00

**for a maximum of three (3) persons** on a single permit, thereafter an additional fee of **\$15.00 for each additional person** covered by the permit fee. All individuals on any issued solicitation permit to be required to have a copy of the issued permit, and identification.

**VIII. Driveway and Highway Occupancy Permits:**

Permit Fee	\$75.00***
Inspection Fee	\$100.00***

Highway Occupancy Permits will also have an escrow amount established and the Amount is to be determined by the Township Engineer. This escrow will be used to make all necessary repairs deemed necessary by the Township Engineer and not performed by the applicant. Engineering costs and inspection costs will also be paid out of the escrow account.

\*\*\* 270 Square Feet or Less Plus \$10.00 per additional 100 square feet or part thereof

**IX. Sidewalk Permits:**

<b>A. New -</b>	\$35.00
<b>B. Repairs -</b>	No Charge

**X. Sewage Permits:**

<b>A. Repair Permit -</b>	\$245.00
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The installation or replacement of the following components (not requiring soil testing):  
Examples: tank(s), distribution box, building sewer, delivery, and lateral pipes, pump Replacement. (Includes permit and one inspection).

<b>B. Modification Permit -</b>	\$135.00
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The installation or replacement of the following components (not requiring soil testing):  
Examples: Tank baffle/gas deflector, cracked lid, Inspection port, effluent filter, lateral clean-out, Floats tank riser(s). (Includes permit and one inspection).



Schedule of Fees (effective 1/3/2017)

**C. In-ground Permit -** \$405.00  
 (includes design review, issuing permit, and 3 installation inspections) See Note 1

**D. Sand-mound Permit and Alternate At-Grade Bed Permit -** \$510.00  
 (includes design review, issuing permit, and 4 installation inspections) See Note 1

**E. Individual Residential Spray irrigation System (IRSIS) -** \$540.00  
 (includes design review, issuing permit, and 4 installation inspections) See Note 1

**F. All other Alternate Sewage Disposal System Permits -** \$540.00  
 (Initial review, application of “Best Technical Guidance” and additional PADEP requirements, issuance of permit, and 4 installation inspections. Note: It is impossible to assess a fixed “fee” to these systems due to the subjective nature of the design. Applicants shall be assessed an initial fee, assuming a minimum permit standard, and then charged at an hourly rate for work required beyond this permitted activity.

1. Holding Tank and Privy Permit \$175.00
2. Renew/Transfer Permit
  - i. without verification of prior testing \$75.00
  - ii. with verification of prior testing \$165.00
3. Inspection of existing on-lot system for purposes of \$54.50/hr.
4. any proposed change to sewage flows or use of the property.
5. Additional Inspections (hourly rate) \$80.00
6. Other SEO Work (hourly rate) \$54.50

All permit related fees are required prior to issuing permit. If additional fees are applicable, they must be paid prior to final inspection.

**Note 1:** The applicant shall be charged for any work performed outside the permitted scope of work outlined in this fee schedule at the hourly rate of \$54.50 (see Appendix B). These charges shall be restricted to additional inspections or plan reviews resulting from the applicant’s agent’s failure to comply with PADEP regulations.

**G. Fees for Soil Testing -**

1. Initial 2 Probes \$175.00
2. Additional Probes \$75.00
3. Percolation Tests (6-hole perc. test)\* \$540.00
4. Percolation Test (12-hole perc. test)\* \$700.00
5. Other SEO Work (hourly rate) \$54.50

Schedule of Fees (effective 1/3/2017)

\* Percolation test fee includes digging, presoak of the percolation holes and conducting percolation test.

The applicant is responsible to provide reasonable access to percolation test site as approved by the Sewage Enforcement Officer. Additional charges to the applicant may be assessed if excessive rock is encountered during preparing percolation holes.

Additional SEO work (hourly rate) including, but are not limited to the following: administrative work, recording soil testing data, site layout of percolation test area, planning module review(s) and Township submittals.

The applicant is responsible for all mileage charges incurred for all sewage enforcement activities (including soil testing). Mileage charges will be billed at the prevailing IRS mileage rate.

**XI. Books, Ordinances, and Maps for Sale:**

1. Zoning Ordinance	\$25.00
2. Zoning Ordinance (CD version)	\$10.00
3. Subdivision/Land Development Ordinance	\$20.00
4. Zoning Map (small)	\$5.00
5. Zoning Map (large)	\$20.00
6. Stormwater Ordinance	\$10.00
7. Block Range Map	\$5.00

**XII. Reimbursement for Expenses Incurred**

When the Township incurs expenses that are reimbursable to the Township, such as for site inspections, consultations, attendance at meetings, and other actions performed by contractors to the Township (i.e. Engineer, Planner, Technical Advisors, Solicitor, etc.; see Appendixes) or for material costs or labor costs incurred by the Township, Caernarvon Township will invoice the responsible party for the cost of the expenses incurred plus 10% to cover administrative costs. Travel charges will be charged at the prevailing IRS Mileage Rate.

**XIII. Photocopying**

Photocopying of Records/Documents	\$0.25 per page
Certified Copies	\$5.00

**XIV. Research Time**

Research time to search for archived documents or specifics in meeting minutes or township records (when allowed per Act 3). \$35.00 per hour

**XV. Interest**

Interest at the rate of **1 ½ % per month (18% per year)** will be added to all invoices that are overdue to the township in excess of thirty-days.

**XVI. Flood Plain Reviews**

Flood Plain Reviews not covered by subdivision applications, land development applications or building permit applications will be performed by the township engineer at the rate of **\$80.00 per hour plus expenses** billable to the applicant. This is in addition to the Administrative Fee listed above (V. §K)

**XVII. Accident Reports**

Copies of accident reports for accidents occurring in and reported by the Caernarvon Township, Berks County Police Department will cost **\$15.00** each.

**XVIII. Fingerprinting**

The cost of fingerprinting a person will be **\$25.00** for those persons requiring fingerprinting for non-criminal purposes.

**XIX. Mailing**

The charge for mailing requested items other than those that can be mailed in a regular first class stamped envelope will be **\$5.00**.

**XX. Photograph Reproduction**

The cost of reproducing photographs by the Police Department will be the actual reproduction costs plus the normal mailing fee.

**XXI. Maintenance Department Labor**

Labor to be expended by the Maintenance Department for accident clean-up or for lawn cutting will be charged at the rate of **\$100.00** per hour to include up to three persons and one piece of equipment (either a pick-up truck or mower).

**XXII. Returned Checks**

When checks are returned to the Township or to any other municipal entity or official, for any reason, a fee of **\$30.00** will be charged to the person submitting the check.

**XXIII. Building Code Board of Appeals**

The application fee for those wishing a hearing before the Building Code Board of Appeals will be charged a fee of **\$200.00** plus costs.

**XXIV. Act 537 Plan Part “B”**

Copies of the 2005 issue of the Caernarvon Township Act 537 Plan Part “B” will be available through the Township Office for a fee of **\$175.00** plus mailing.

**XXV. Tax Certifications**

A charge of **\$20.00** will be made for tax certifications provided by the Tax Collector. Checks for this service will be made payable directly to the current Tax Collector.

**XXVI. Duplicate Tax Bills**

A charge of \$5.00 will be made for duplicate tax bills that must be sent directly to mortgage institutions or any other requestor, other than the property owner, by the Tax Collector. Checks for this service will be made payable directly to the current Tax Collector.

**XXVII. Park and Pavilion Rental**

- A. The fee for the rental of the pavilion at the Caernarvon-Friendship Township Park will be \$100.00 per day plus a security deposit of \$100.00. Organized groups must also provide to the Township a certificate of insurance in the amount of \$1,000.000.00 naming Caernarvon Township as an “also insured”. The rental will be limited to the use of the pavilion and the open areas for non-commercial use and will not include the use of the buildings or the ball field other than the pavilion.
  
- B. The fee for the use of Athletic Fields (i.e. Ball Fields, Recreation Facilities, Soccer Fields, etc.) that will be used for large organized events (i.e. use will entail having large numbers of individuals present, making use of facilities, restrooms, portable toilets, water, sewer, etc.) shall be \$400.00 per day plus a refundable security deposit of \$1,000.00 (refund only after the township verifies that trash, debris, graffiti, etc. has been cleaned up). All groups wishing to make use of this permit must also provide to the Township a certificate of insurance in the amount of \$1,000.000.00 naming Caernarvon Township as an “also insured”.

All rentals will be approved by the Board of Supervisors, or their representative.

The rental will be limited to the use of the pavilion and the open areas for non-commercial use and will not include the use of the buildings or the ball field other than the pavilion.

- C. The fee for the use of the Township Social Hall is regulated by the Caernarvon Township Social Hall Rental Agreement.

These fees may be amended from time to time by the Caernarvon Township Board of Supervisors as they may see fit.

Adopted as Resolution 2017-03 at the Township Reorganization Meeting held January 3, 2017.