

# **DILLSBURG BOROUGH FEE SCHEDULE**

**AS OF January 1, 2023**

<b>Permit Type</b>	<b>Fee</b>
Zoning Permits	\$25.00
Use Permits	\$35.00
Use Permit Inspection	\$175.00

CHANGE OF USE PERMIT INSPECTION FEE INCLUDES 2 WALK-THROUGH INSPECTIONS - ADDITIONAL FEES MAY APPLY

## **Approved Code Services 2023 Fee Schedule**

<b>RESIDENTIAL</b>	<b>FEE</b>
Plan Review Residential	\$90.00/hr
Residential Inspection	\$90.00/hr
Residential Electrical Inspection	\$90.00/hr
Residential Inspection Electrical Service cut in up to 200 Amps	\$100.00/hr
Hearings, Appeals and Township Mtgs, prep & appearance	\$85.00/hr
Zoning Investigation	\$75.00/hr
PA Certified Building Code Official (Administrative and/or Enforcement Actions)	\$85.00/hr
Clerical Services	\$50.00/hr
IRS Rate	IRS Rate
New SFD's	
up to 3,000 s.f.	\$280.00 ea
over 3,000 s.f.	\$400.00/ea
over 6,000 s.f. (Same as Commercial)	\$115.00/ea
Multiple Duplexes & Townhouses of similar design	\$180.00/unit

<b>COMMERCIAL</b>	<b>FEE</b>
Plan Review Commercial	\$115.00/hr
Commercial Inspection	\$115.00/hr
Commercial Inspection	\$115.00/hr
Commercial Electrical Inspection	\$120.00/hr
Commercial Inspection Electrical Service cut in	
up to 400 Amps	\$130.00/hr
up to 800 Amps	\$160.00/hr
up to 1200 Amps	\$225.00/hr
over 1200 Amps	RFQ
Expedite Plan Review Fee	RFQ

*Approved Code Services offers guaranteed expedited Plan reviews. Call our office for a quote on your specific expedited review needs. Expedited Services are **not available** December 15<sup>th</sup> through January 5<sup>th</sup>.*

*\* All Inspections are allotted for up to 1 hour. Inspections taking longer than 1 hour will be charged additional hours for any part thereof.*

<b>PER PERMIT OPTION</b>	<b>FEE</b>
Residential Alteration Permit, BCO Fee	\$25.00/per
Residential New Single-Family Permit, BCO Fee	\$35.00/per
Commercial Permit, BCO Fee	\$50.00/per

<b>MONTHLY OPTION</b>	<b>FEE</b>
Monthly BCO Service Fee	\$150.00

<b>ENFORCEMENT SITE VISITS</b>	<b>FEE</b>
Residential Enforcement and Administration	\$90.00/hr
Commercial Enforcement and Administration	\$115.00/hr

Site visits for code enforcement are billed as a single residential or commercial inspection.

BCO services include approving the issuing of Permits and Certificates of Occupancy, addressing questions and concerns related to building code compliance, permits, and construction, as well as any BCO enforcement actions.

**DEPOSIT** for Building Permits \$25

**\*\*All building permit fees will be subject to a \$25 deposit for the purpose of ensuring that final inspection is completed, and permit is returned to Borough. If the Applicant contacts the Borough to obtain final inspection and returns completed permit, the \$25 deposit shall be returned. In the event the Applicant fails to contact the Borough for final inspection and the Borough must undertake additional steps to contact the Applicant and schedule final inspection, the \$25 deposit will be charged as a fee for the additional expenditures of time and labor required to be taken by the Borough in order for the Applicant to be in**

compliance with the final inspection process. This deposit is to encourage Applicants to timely obtain final inspection after completion of the work and represents the minimum cost of the Borough for additional work when the Applicant fails to do so.\*\*

SURCHARGE for Department of Community and Economic Development Current Rate

(Collected on every Building permit)

**\*\*\*Any property owner who begins construction of a structure or performs work which requires a building permit, prior to obtaining a building permit, shall be charged twice the amount of the original fee (\$100.00 Minimum).\*\*\*\***

**Permit Fees refunds must be requested within 60 days of application date. No Refunds of Borough Permit Fees after 60 Days**

Permit Type	Fee
GRADING PLAN REVIEW BY ENGINEER	\$175.00
DEMOLITION	
Residential	\$25
Commercial	\$75
SIGN	\$25
STREET-CUT	
A. Application Fee	\$20
B. Underground facilities (e.g., pipelines, buried cable with pedestals, conduit, manholes, headwall, inlet and grate). This fee is calculated on the total linear feet of the facility or facilities being permitted within the right-of-way.	
1. Underground facilities (first 50 feet or fraction thereof), each section	\$45
2. Additional underground facilities (each 100 feet or fraction thereof)	\$10
C. Surface openings (e.g. service connections performed independently of underground facility installation, pipeline repairs), each opening	\$45
D. Above ground facilities (e.g., poles, guys and/or anchors if installed independently of poles).	
1. Up to 10 physically connected above ground facilities, each continuous group	\$20
2. Additional above ground physically connected facilities, each pole with appurtenances	\$2.00
E. Bonding Fees	TBD by Borough Engineer

## RESIDENTIAL RENTAL FEES

### REGISTRATION FEE – YEARLY

**\$7.50** registration fee for up to 3 units per address, **\$1.50** for each additional unit per address.

### SET UP AND BOROUGH'S BI-YEARLY INSPECTION CHARGE FOR EACH AND ANY NEW AND/OR ADDITIONAL RENTAL PROPERTY DWELLING, INCLUDING BUT NOT LIMITED TO DWELLING UNITS, ROOMING HOUSES, ROOMING UNITS, DORMITORY ROOMS.

**\$155.00** fee for up to 3 units per address, **\$20.00** for each additional unit per address. This will cover one (1) complete inspection per unit. Repeat inspections will cost **\$85.00** for up to three (3) units per address with **\$20.00** per additional unit per address *and must be paid at the time of the repeat inspection.*

<b>PROFESSIONAL/TECHNICAL/ADMINISTRATIVE</b>	<b>FEE</b>
Internal Staff	\$45.00 per hour
Outside Consultants	Current Fees Plus 10% of Costs
Administrative	10% of Costs

<b>ZONING HEARING</b>	<b>FEE</b>
NON-REFUNDABLE	\$500.00
Special Services (Transcript)	Current Rate

<b>CURATIVE AMENDMENT</b>	<b>FEE</b>
NON-REFUNDABLE FEE	\$600.00
Special Services	Current Rate

<b>ZONING MAP</b>	\$3.00
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<b>COPIES</b>	<b>FEE</b>
Per Page	\$0.25
Certification of Copy	\$0.50

<b>RETURN CHECK FEE</b>	\$50.00
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<b>PET PERMIT (DOG &amp; CAT)</b>	\$50.00
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<b>YARD SALE PERMIT</b>	No Charge
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<b>DUMPSTER (including 'bag' dumpster) &amp; POD</b>	\$10.00
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<b>TAX COLLECTOR FEES</b>	<b>FEE</b>
Tax Certification	\$20.00
Copies (Both Electronic & Hard) of Tax Bills & Receipt	\$2.00
Duplicate Bill Fee	\$5.00
Return Check Fee	\$25.00 plus Mailing Fee

<b>ZONING ORDINANCE BOOK</b>	\$25.00
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<b>SUBDIVISION &amp; LAND DEVELOPMENT ORDINANCE BOOK</b>	\$25.00
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<b>CODIFIED ORDINANCE BOOK</b>	\$85.00
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<b>UCC/HOUSING BOARD OF APPEALS-WRITTEN</b>	<b>FEE</b>
A. Non-Refundable Fee	Current CapCOG Rate
<b>UCC/HOUSING BOARD OF APPEALS HEARING</b>	
A. Non-Refundable Fee	Current CapCOG Rate
B. Special Services (Transcript)	Current Rate

### **SUBDIVISION AND LAND DEVELOPMENT PLANS**

<b>SUBDIVISION AND LAND DEVELOPMENT PLANS</b>	<b>FEE</b>
A. Non-Refundable Fee	\$500.00
B. Escrow	
1. Land Development	\$4,500
2. Sub-Div (5 Lots or Less)	\$3,500
3. Sub-Div (6 Lots to 20 Lots)	\$4,500
4. Sub-Div (More than 20 Lots)	\$8,000

<b>SKETCH PLAN OR MINOR PRELIMINARY/FINAL SUBDIVISION PLAN</b>	<b>FEE</b>
A. Non-Refundable Fee	\$300.00
B. Escrow	\$2,000.00

<b>FINAL PLAN</b>	<b>FEE</b>
A. Non-Refundable Fee	\$300.00

The escrow deposit shall be submitted with the preliminary plan. Any balance remaining after review of the preliminary plan shall either be refunded at the request of the applicant or applied to fees due for submission of a final plan. Whenever the escrow amount falls below \$500.00, the applicant, at the request

of the Borough, shall submit an amount equal to one-half the amount originally submitted to replenish the escrow. When an application is rejected, or when a project is completed and there are not likely to be further costs to the Borough, any balance remaining in the escrow shall be refunded to the applicant.

**The applicant is responsible for providing the Borough with all County, State and/or Required Reviews.**

**Recreation Fees**

<b>RECREATIONAL FEES</b>	<b>FEE</b>
Per Dwelling/Building Unit	\$1,500
Per Lot	\$1,500
Each Acre of Single-Lot Parcels	\$2,500

**STORMWATER MANAGEMENT FEES**

<b>STORMWATER MANAGEMENT FEES</b>	<b>FEE</b>
Copies of Stormwater Management Ordinance	\$10/copy

The filing fee for consideration of a stormwater management plan shall be broken into categories based upon the type of development proposed. In all instances, the monies shall either be deposited with the Borough, or an escrow account established prior to the Borough's consideration of the Plan.

**Category I Residential Development:**

<b>Number of Lots or Dwelling Units</b>	<b>General Fee</b>	<b>Deposit for Consultants and legal review fees</b>
1	\$75.00	\$300.00
2 to 5	\$75.00	\$500.00
6 - +	\$75.00	\$850.00

**Category II Non-Residential Development:**

<b>Number of Lots or Dwelling Units</b>	<b>General Fee</b>	<b>Deposit for Consultants and legal review fees</b>
1	\$75.00	\$1,000.00
2 to 5	\$75.00	\$2,000.00
6 - +	\$75.00	\$3,000.00

\* Any unused portions of the deposit for consultant's review fees shall be returned to the applicant following approval or disapproval of the Stormwater Management Plan. If the actual amount for engineering and legal review fees exceeds the amount of the deposit, the applicant shall reimburse the Borough an amount equal to the increased fee before further review of plan.

\*\* In instances, where determined by the Borough that the project is of a nature that additional monies will be required, the Borough reserves the right to require such additional fees in an amount determined by the Borough following review with the Borough Engineer and/or Solicitor.

### MISCELLANEOUS FEES

<b>ITEM</b>	<b>FEE</b>
Storage Buildings	\$10.00
Porch for Mobile Home	\$10.00
Patio	\$10.00
Sidewalk/curb	\$15.00
Window Replacement	\$10.00
Door Replacement	\$10.00
Fence Installation	\$10.00
Deck/Porch less 30" high	\$15.00
Porch replacement with concrete	\$10.00
Roof Repair	\$10.00
Commercial Fenced Storage	\$25.00
Driveway Permit	\$15.00
Return Check Fee	\$50.00