

DILLSBURG BOROUGH FEE SCHEDULE

AS OF January 1, 2024

Building Permit Fees

Building/Permit	Fee
Building Permit Application	\$35.00
Building Permit	\$7.50 per \$1000 cost per estimated value (\$35 minimum) plus inspection
Zoning Permit	\$35.00
Permit Renewal Fee	\$25.00
Electric/Plumbing/Mechanical Permit Each	\$35 each
Zoning	\$35.00
Window Replacement	\$35.00
Door Replacement	\$35.00
Sidewalk/Curb	\$35.00
Roof Repair	\$35.00
Commercial Fenced Storage	\$35.00
Demolition Permit Fee (Residential)	\$35.00
Demolition Permit Fee (Commercial)	\$80.00
Driveway Permit	\$35.00
3 rd Party Building Inspection and Plan Review Fee	As established by 3 rd party administrator
State Fee	\$4.50
Street-cut	
Application Fee	As established by 3 rd Party Administrator
Underground Facilities (pipelines, buried cable with pedestals, conduit, manholes, headwall, inlet and grate)	
Underground Facilities (first 50 feet or fraction thereof), each section	\$25.00
Additional underground Facilities (each 100 feet or fraction thereof)	This fee is calculated on the total linear feet of the facility or facilities being permitted within the right-of-way
Surface Openings (e.g. service connection performed independently of underground facility installation, pipeline repairs), each opening	\$50.00
Above Ground Facilities (e.g., poles guys and/or anchors if installed independently of poles) Up to 10 physically connected above ground facilities, each continuous group	\$15.00
Additional Above Ground, each pole with appurtenances	\$50.00
Grading Plan Review By Engineer	\$175.00
Bonding Fee	TBD by Borough Engineer

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

3rd Party Inspection/Plan Review Fees

Approved Code Services 2024 Fee Schedule

RESIDENTIAL	FEE
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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

COMMERCIAL	FEE
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 15th through January 5th.

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

PER PERMIT OPTION	FEE
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

MONTHLY OPTION	FEE
Monthly BCO Service Fee	\$150.00

ENFORCEMENT SITE VISITS	FEE
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.

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

Commonwealth Code Inspection Services 2024 Fee Schedule

Residential Inspection Prices

Residential inspection prices are for dwellings 0 to 2500 square feet. Dwellings over 2500 square feet will be charged an additional ten dollars per 100 square feet, which will be added to the total basic inspection fee. Fees are for a maximum of one inspection per category; additional inspections shall be billed at the minimum rate.

Footings.....	\$60.00	
Foundations.....	\$60.00	
Framing rough.....	\$60.00	
Plumbing rough.....	\$60.00	
Mechanical rough.....	\$60.00	
Electrical rough/service.....	\$60.00	
Energy rough	\$60.00	
Sprinkler rough.....	\$60.00	
Drywall.....	\$60.00	
Final	\$60.00	Including sprinkler if applicable
	\$600.00	Inspection Fees with Sprinkler
	\$540.00	Inspection Fees without Sprinkler
Application/Processing Fee:	\$15	

Additional inspection fees may be assessed at not less than \$60.00 per visit as required due to the complexity, the number of visits, or the execution of the work being done. Additional required inspections will be charged at the per-inspection category rate. Small-scale projects will be priced depending on the complexity of the project, the length of the project, and the number of inspections required. Some examples are:

Mobile homes (or \$50 per trip).....	\$300.
HUD Foundations.....	\$100
Decks (2 trips; over 30").....	\$120.
Sheds (Over 1000 Sq. Ft. (1 trip only)....	\$60.
Fences (over 6').....	\$60.
Daycares (up to six kids).....	\$75
Daycares (over six kids up to 12).....	\$100
Foster Homes	\$65
Swimming Pools	
Above Ground	\$120
In Ground	\$240
Electrical Service	
Not Over 200Amp	\$65
Over 200 Amp - 400 Amp	\$75
Over 400 Amp Commercial Fee Applies	
Investigations/On-site consultations.....	\$60
Return Trips	\$60
Initial Certificate.....	\$0
Duplicate Certificates.....	\$25
Sewer Laterals.....(per inspection).....	\$60
Sewage Pits.....	\$60
Grease Traps.....	\$60

Residential Plan reviews

Residential R-3 & R-4 plan review fees are calculated as follows:

General residential (R-3 & R-4) housing and additions -	\$60.
Small alterations (residential decks, fences over 6', porches, sheds, small additions, etc...)-	\$30.
Sprinkler – NFPA 13D	\$30
Sprinkler – IRC	\$30

- *Telephone/email consultations \$0 – On-site consultations charged as an inspection
- **BCO services/support \$0
- ***Field Enforcement Services charged as inspection
- ****Court Enforcement Services \$75 per hour with 2-hour minimum (Added as Court Costs)

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.*

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

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

CURATIVE AMENDMENT	FEE
NON-REFUNDABLE FEE	\$600.00
Special Services	Current Rate

ZONING MAP	\$10.00
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COPIES	FEE
Per Page	\$0.25
Certification of Copy	\$0.50

RETURN CHECK FEE	\$50.00
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Miscellaneous Permits	
PET PERMIT (DOG & CAT)	\$50.00
Fowl Permit	\$25.00
Solicitation Permit	\$25.00 Per Week

YARD SALE PERMIT	No Charge
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DUMPSTER (including 'bag' dumpster) & POD	\$25.00
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TAX COLLECTOR FEES	FEE
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

ZONING ORDINANCE BOOK	\$25.00
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SUBDIVISION & LAND DEVELOPMENT ORDINANCE BOOK	\$25.00
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CODIFIED ORDINANCE BOOK	\$85.00
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Community Room/Pavilion Rentals	FEE
Community Park Pavilion	\$50.00
Residents of Dillsburg Borough (2 hr minimum Fri,Sat,Sun)	\$25 per hour/\$200 full day
Non-Residents of Dillsburg Borough (2 hr minimum Fri,Sat,Sun)	\$35 per hour/\$300 full day
Organizations/Businesses within the Borough (2 hr minimum Fri,Sat,Sun)	\$30 per hour/\$250full day
Non-Profit Organizations within Dillsburg Borough (2 hr minimum Fri,Sat,Sun)	\$20 per hour/\$150 full day
Non-Profit Organizations outside Dillsburg Borough (2 hr minimum Fri,Sat,Sun)	\$30 per hour/\$200 full day
UCC/HOUSING BOARD OF APPEALS-WRITTEN	FEE

Non-Refundable Fee	Current CapCOG Rate
UCC/HOUSING BOARD OF APPEALS HEARING	
Non-Refundable Fee	Current CapCOG Rate
Special Services (Transcript)	Current Rate
A. Non-Refundable Fee	Current CapCOG Rate
UCC/HOUSING BOARD OF APPEALS HEARING	
A. Non-Refundable Fee	Current CapCOG Rate
B. Special Services (Transcript)	Current Rate

SUBDIVISION AND LAND DEVELOPMENT PLANS

SUBDIVISION AND LAND DEVELOPMENT PLANS	FEE
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

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

FINAL PLAN	FEE
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

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

STORMWATER MANAGEMENT FEES

STORMWATER MANAGEMENT FEES	FEE
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:

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

Category II Non-Residential Development:

Number of Lots or Dwelling Units	General Fee	Deposit for Consultants and legal review fees
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.

