

# DILLSBURG BOROUGH FEE SCHEDULE

AS OF January 1, 2025

## Building Permit Fees

<b>Building/Permit</b>	<b>Fee</b>
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
Signs (No electric)	\$35.00
Driveway Permit	\$35.00
3 <sup>rd</sup> Party Building Inspection and Plan Review Fee	As established by 3 <sup>rd</sup> party administrator
State Fee	\$4.50
<b>Street-cut</b>	
Application Fee	As established by 3 <sup>rd</sup> 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

**\*\*\* 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**

**3<sup>rd</sup> Party Inspection/Plan Review Fees**

**Approved Code Services 2025 Fee Schedule**

<b>RESIDENTIAL</b>	<b>FEE</b>
Plan Review Residential	\$110.00/hr
Residential Inspection	\$110.00/hr
Residential Electrical Inspection	\$110.00/hr
Residential Inspection Electrical Service cut in up to 200 Amps	\$125.00/hr
Hearings, Appeals and Township Mtgs, prep & appearance	\$105.00/hr
Zoning Investigation	\$90.00/hr
PA Certified Building Code Official (Administrative and/or Enforcement Actions)	\$105.00/hr
Clerical Services	\$60.00/hr
IRS Rate	IRS Rate
New SFD's	
up to 3,000 s.f.	\$350.00 ea
over 3,000 s.f.	\$500.00/ea
over 6,000 s.f. (Same as Commercial)	\$525.00/ea
Multiple Duplexes & Townhouses of similar design	\$225.00/unit

<b>COMMERCIAL</b>	<b>FEE</b>
Plan Review Commercial	\$140.00/hr
Commercial Inspection	\$140.00/hr
Commercial Electrical Inspection	\$145.00/hr
Commercial Inspection Electrical Service cut in	
up to 400 Amps	\$160.00/hr
up to 800 Amps	\$195.00/hr
up to 1200 Amps	\$280.00/hr
over 1200 Amps	\$400.00/hr
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.*

*\* 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	\$30.00/per
Residential New Single-Family Permit, BCO Fee	\$50.00/per
Commercial Permit, BCO Fee	\$70.00/per

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.

## Commonwealth Code Inspection Services 2025 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	
<u>Final</u> .....	<u>\$60.00</u>	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)

## Commercial Inspection Fees

The fee schedule for inspections is based upon the latest building valuation data report of square foot construction costs published by the ICC valuation service, with a regional modifier applied. Actual cost submitted to and accepted by the Municipality may also be used. A \$50 Application/Processing charge is applied to all projects submitted on this fee schedule.

Large projects that require long-term multiple inspections (progressive inspections) are calculated as follows:

### **Projects with a total construction cost of \$0.00 to \$499,999.99\***

Total construction cost X .002 = insurance cost  
+ Estimated length of the project in weeks X \$50. = labor & travel cost  
= Total

or no less than \$50. Per trip based on the scope and complexity of the project.

### **Projects with a total construction cost of \$500,000.00 to \$2,000,000.00\***

Total construction cost X .002 = insurance cost  
+ Estimated length of the project in weeks X \$50. = labor & travel cost  
= Total

or no less than \$50. Per trip based on the scope and complexity of the project.

### **Projects with a total construction cost of > \$2,000,000.00 to \$6,000,000.00\***

\$4000.00 + [(Total construction cost - \$2,000,000) X .0009] = insurance cost  
+ Estimated length of the project in weeks X \$45. = labor & travel cost  
= Total

### **Projects with a total construction cost of >\$6,000,000.00 to \$10,000,000.00\***

\$7600.00 + [(Total construction cost - \$6,000,000) X .0008] = insurance cost  
+ Estimated length of the project in weeks X \$40. = labor & travel cost  
= Total

### **Projects with a total construction cost of > \$10,000,000.00 to \$30,000,000.00\***

\$10800.00 + [(Total construction cost - \$10,000,000) X .00075] = insurance cost  
+ Estimated length of the project in weeks X \$40. = labor & travel cost  
= Total

### **Projects with a total construction cost of >\$30,000,000.00 to \$50,000,000.00\***

\$25800.00 + [(Total construction cost - \$30,000,000) X .0007] = insurance cost  
+ Estimated length of the project in weeks X \$40. = labor & travel cost  
= Total

### **Projects with a total construction cost of >\$50,000,000.00 to \$100,000,000.00\***

\$39800.00 + [(Total construction cost - \$50,000,000) X .00065] = insurance cost  
+ Estimated length of the project in weeks X \$40. = labor & travel cost  
= Total

### **Projects with a total construction cost of >\$100,000,000.00 to \$200,000,000.00\***

\$72300.00 + [(Total construction cost - \$100,000,000) X .0006] = insurance cost  
+ Estimated length of the project in weeks X \$40. = labor & travel cost  
= Total

### **Projects with a total construction cost of >\$200,000,000.00 to \$350,000,000.00\***

\$132000.00 + [(Total construction cost - \$200,000,000) X .00055] = insurance cost  
+ Estimated length of the project in weeks X \$40. = labor & travel cost  
= Total

### **Projects with a total construction cost of >\$350,000,000.00 to \$500,000,000.00\***

\$214500.00 + [(Total construction cost - \$350,000,000) X .0005] = insurance cost  
+ Estimated length of the project in weeks X \$40. = labor & travel cost

= Total

The inspection fees for Mechanical, Plumbing, Electrical, Energy, Accessibility, and Fire Protection are computed at 25 percent of the building inspection fee for each discipline. Multiple prime contracts will be computed the same as a building inspection fee and combined prime contract fees shall be no less than a single contract fee, distributed on a percentage of the total basis.

**Inspection Fee Example:**

Type of Construction: 2C      Height: 1 story, 12 feet  
Use Group: B                      Area/Floor: 10,000 sq. ft.

**Solution**

1 Gross square footage: 1 story X 10,000 square feet 10,000 sq. ft.

2 Compute estimated construction value

Type of construction factor 1.02

Gross area modifier 67

Estimated construction value (30000 X 1.02 X 67) \$683,400.00

3 Compute plan review fee

Building: \$683,400. X .002 \$1,366.80

Mechanical, Plumbing, Electrical: (.25 X \$1366.80) X 3 \$1,025.10

4 Total inspection fees \$2,391.90

5 Commonwealth Discount fee: X .80 (if applicable\*\*) \$1,914

\*Pricing schedules assume that the project will not cause an increase in our insurance costs.

\*\*Smaller projects may be calculated at \$100 per inspection category, but no less than \$50 per category.

\*\*\*Discounts may be given for warehouses, building shells, or repetitive work at the discretion of the plan review and inspection departments

**Commercial Plan Reviews**

We will perform commercial plan reviews. Our Commercial Plan review fees (\$150 minimum) are calculated according to the ICC Valuation Service or actual cost of construction as follows:

Estimated Construction Value \$ 0. to \$ 1,250,000. = Construction value X .0015 (\$150 Minimum)

Estimated Construction Value \$ 1,250,000. to \$ 5,000,000. = \$1,875. + (.0005 X construction value over \$1,250,000.)

Estimated Construction Value over \$5,000,000. = \$3,750. + (.0004 X construction value over \$5,000,000.)

Plan reviews for mechanical, plumbing, electrical, energy, accessibility, and fire protection are computed at 25% of the building plan review fee for each discipline.

Special pricing may be given to buildings such as warehouses due to their relative simplicity or structures with repetitive features such as high-rise buildings

**Plan Review Fee Example:**

Type of Construction: 2C      Use Group: B  
Height: 3 stories, 35 feet      Area/Floor: 10,000 sq. ft.

**Solution**

1 Gross square footage: 3 stories X 10,000 square feet 30,000 sq. ft.

2 Compute estimated construction value

Regional Modifier 1.02

Square foot cost of construction 67

Estimated construction value (30000 X 1.02 X 67) \$2,050,200.00

3 Compute plan review fee

Building: \$1,875 + (2,050,200 - \$1,250,000) X (.0005) \$2,275.00

Mechanical, Plumbing, Electrical: (.25 X \$2,275) X 3 \$1,706.25

4 Total ICC Based plan review fee \$3,981.25

\* (Gross area modifier of 67 as an example, actually based on the average building cost per square foot in the geographic area.)

This formula does not reflect changes that ICC may have made to its fee schedule. We will use other plan review services that meet our criteria for consistent quality and charge the same or less than ICC reviews.

Plan reviews covering the requirements of mechanical and plumbing codes are available, each for a fee of 25% of the applicable building code review fee. Plan reviews for the electrical code requirements shall be provided at a fee of 35% of the applicable building code review fee, excluding reviews for any use included in the "I" (Institutional) use group classification. Reviews done for the excluded use classification shall be based on the degree of complexity

A preliminary plan review is available for 50% of the full plan review fee.

Preliminary plan review addresses such code requirements as use and occupancy classification, type of construction, height and area calculations, means of egress, and fire restrictive construction requirements. The preliminary plan review fee shall be credited towards the cost of a complete building code plan review conducted by Commonwealth Code Inspection Service, Inc.

Expedited or "fast track" plan reviews may be available as time and workload allow. Expedited plan reviews shall be charged at 150% of the regular rate.

**CHECKS FOR PLAN REVIEW FEES SHALL BE MADE PAYABLE TO:  
Commonwealth Code Inspection Service, Inc. (CCIS).**

### 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>	\$10.00
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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>Miscellaneous Permits</b>	
PET PERMIT (DOG & CAT)	\$50.00
Fowl Permit	\$25.00
Solicitation Permit	\$25.00 Per Week

<b>YARD SALE PERMIT</b>	No Charge
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<b>DUMPSTER (including 'bag' dumpster) &amp; POD</b>	\$25.00
<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
<b>SUBDIVISION &amp; LAND DEVELOPMENT ORDINANCE BOOK</b>	\$25.00
<b>CODIFIED ORDINANCE BOOK</b>	\$85.00
<b>Community Room/Pavilion Rentals</b>	<b>FEE</b>
Community Park Pavilion	\$50.00
Community Room - Residents of Dillsburg Borough	\$275.00
Community Room - Residents of Dillsburg Borough (M-F) 4 hours or less	\$30.00 per hour
Community Room - Non-Residents of Dillsburg Borough	\$375.00
Community Room - Non-Residents of Dillsburg Borough (M-F) 4 hours or less	\$50.00 per hour
Community Room - Organizations/Businesses within the Borough	\$325.00
Community Room - Organizations/Businesses within the Borough (M-F) 4 hours or less	\$30.00 per hour
Community Room - Organizations/Businesses outside the Borough	\$425.00
Community Room - Organizations/Businesses outside the Borough (M-F) 4 hours or less	\$50.00 per hour
Community Room - Non-Profit Organizations within Dillsburg Borough	Amount approved by Borough Manager
Community Room - Non-Profit Organizations outside Dillsburg Borough	Amount approved by Borough Manager
<b>UCC/HOUSING BOARD OF APPEALS-WRITTEN</b>	<b>FEE</b>
Non-Refundable Fee	Current CapCOG Rate
<b>UCC/HOUSING BOARD OF APPEALS HEARING</b>	
Non-Refundable Fee	Current CapCOG Rate
Special Services (Transcript)	Current Rate
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:

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.