

PENN TOWNSHIP, BERKS COUNTY, PENNSYLVANIA

RESOLUTION NO. 2026-09

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF PENN, BERKS COUNTY, PENNSYLVANIA, AMENDING, ADOPTING AND UPDATING THE TOWNSHIP OMNIBUS FEE RESOLUTION

WHEREAS, Penn Township is a Township of the Second Class in the Commonwealth of Pennsylvania governed by the Second Class Township Code, 53 P.S. 65101 et. seq.; and

WHEREAS, the Second Class Township Code authorizes Second Class Townships to enact Ordinances and adopt Resolutions for which fees are required; and

WHEREAS, the Second Class Township Code further authorizes Second Class Townships to establish fees for performance of work by appointed officials including but not limited to Engineers and Solicitors; and

WHEREAS, the Commonwealth of Pennsylvania Right-to-Know Law provides for charging of fees and costs as established thereby for responses to Right-to-Know requests; and

WHEREAS, zoning and land development in the Township is governed by the Pennsylvania Municipalities Planning Code, 53 P.S. §10101 et. seq.; and

WHEREAS, the Pennsylvania Municipalities Planning Code states that a municipality in the Commonwealth may charge fees for permits, plan review and hearings; and

WHEREAS, the Township has elected to administer and enforce the Pennsylvania Construction Code Act 35 P.S. §7210.101 et. seq., and the regulations promulgated pursuant thereto, the Uniform Construction Code 34 Pa. Code §401 et. seq.; and

WHEREAS, the Pennsylvania Construction Code Act authorizes a municipality that elects to administer the Construction Code Act and the Uniform Construction Code to administer and enforce the Act and Code by retaining a construction code official or third-party agency to act on behalf of the Township and charge fees for said services including conducting of plan reviews, issuance of permits and performing inspections; and

WHEREAS, the authority of a local agency to employ or contract with sewage enforcement officers to administer the applicable sections of the Sewage Facilities Act is repeated in the Pennsylvania Code at 25 Pa. Code § 72.42 entitled "Powers and Duties of Local Agencies"; and

WHEREAS, under 35 P.S. § 750.8, the Sewage Facilities Act, a local agency is further authorized to adopt by resolution a list of individuals who are sewage enforcement officers employed by companies or corporations under contract with the local agency to perform the services of sewage enforcement officers; and

WHEREAS, a local agency is further authorized under the Sewage Facilities Act, 35 P.S. § 750.8, to set the compensation of the sewage enforcement officers employed by or contracted with the local agency; and

WHEREAS, the Board of Supervisors of Penn Township have over time adopted Resolutions establishing fees for operation of the Township; and

WHEREAS, by Resolution 2011-9 the Board of Supervisors adopted a Resolution consolidating all of the Township's fees in a single document known as the Penn Township Omnibus Fee Resolution; and

WHEREAS, from time to time the Board of Supervisors have amended and adopted Penn Township Omnibus Fee Resolution; and

WHEREAS, the Board of Supervisors desires to further amend, restate and readopt Resolution 2011-9 to amend, restate, readopt and add additional fees for operation of the Township.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to authority granted it, the Board of Supervisors of Penn Township 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.

B. Outdoor Burning Permit

1. 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)]

2. Burning Leaf Waste on Lots Less than One (1) Acre and Not Larger than Two (2) Acres: Twenty-Five and 00/100 Dollars (\$25.00) Annual Permit

[Ord. No. 2018-02, Section 5(G)]

II. BUILDING PERMITS

A. FEE SCHEDULE

Residential Building Application Fee	\$ 75.00
Non-Residential Building Application Fee	\$ 250.00

(Application fee shall be applied towards the final permit cost.)

1. RESIDENTIAL CONSTRUCTION

A. New construction, \$ 0.38 per square foot of building or structure area, including porches, patios, attics, basements, garages, and living areas. Crawl spaces and dead area spaces (areas with less than minimum height ceilings such as kneewalls) are excluded. There is a minimum permit fee of \$ 325.00

Manufactured Home (not including site-built garages or decks). There is a building permit fee of \$600.00.

B. For residential additions including attached garages, the minimum building permit fee is \$ 350.00. Any useable space, including porches, patios, attics, basements, garages, and living areas, will be calculated at \$ 0.38 per square foot.

C. For detached garages 300 square feet and over, accessory structures 300 square feet and over, and decks, \$ 0.38 per square foot of building or structure area (total area, each level) is charged. There is a minimum permit fee of \$ 250.00.

D. For private swimming pools over 24 inches in depth, \$ 0.38 per square foot of structure area, including surrounding patio/deck, is charged. There is a minimum permit fee of \$ 250.00.

For storable pools over 24 inches in depth, there is a permit fee of \$ 100.00.

Above Ground Pools (includes building and electric) is \$250.00.

E. Renovations, Alterations, Modification, and where none of the above categories apply, \$ 0.38 per square foot of building or structure area (areas with at least minimum height ceilings). There is a minimum building permit fee of \$ 200.00.

F. The building permit renewal fee is \$50.00.

G. Demolition permit - \$ 25.00 for each \$ 1,000 of demolition costs. The minimum fee is \$ 125.00.

H. Signs - \$ 90.00 per sign.

- I. Fuel storage tank fee - \$ 50.00 for installation of each tank
- J. Additional or re-inspections will be billed to the applicant on a per inspection basis. The fee for each inspection will be \$ 85.00.

2. NON-RESIDENTIAL and INSTITUTIONAL CONSTRUCTION

- A. The minimum building permit fee is \$ 500.00 plus \$ 0.60 per square foot of building area on each floor including the basement for the first 10,000 square feet and \$ 0.25 per square foot for the remaining area.
- B. The building permit renewal fee is \$100.00.
- C. Non-refundable permit application fee - \$500.00. If a permit is issued, the permit application fee will be applied to the permit fee.
- D. Re-inspection fee is \$125.00

B. PLUMBING PERMIT FEES

1. RESIDENTIAL

- A. Manufactured dwelling with crawl space (includes mobile home on foundation) \$ 100.00
- B. Single family dwelling (not over 3 full or partial baths) \$ 150.00
Each additional full or partial bath \$ 75.00
- C. Two family dwelling (not over 2 full or partial baths per unit) \$ 250.00
Each additional full or partial bath per unit \$ 75.00
- D. Multi family apartment building (not over 2 full or partial baths per unit)
 - First two units \$ 200.00
 - Each additional unit \$ 100.00
 - Each additional full or partial bath per unit \$ 50.00
- E. Condominium (townhouse, condominium townhouse (not over 2 full or partial baths per unit)
 - First two units \$ 200.00
 - Each additional unit \$ 100.00
 - Each additional full or partial bath per unit \$ 50.00
- F. Additions, Renovations, and Alterations and work where none of the above categories apply \$ 150.00
- G. Additional or re-inspections will be billed to the applicant on a per inspection basis of \$ 85.00 per inspection.

2. NON-RESIDENTIAL and INSTITUTIONAL FEES

For plumbing systems regulated by the UCC, \$0.20 per square foot for work area where plumbing is located, including basement. Minimum permit fee \$300.

Re-inspection fee \$ 125.00

3. MISCELLANEOUS PLUMBING FEES

A. Sewer lateral \$ 100.00

B. Water Lateral \$ 100.00

C. Re-inspection Fee \$ 85.00

D. Permit for any Plumbing Work which requires a Permit (Not listed elsewhere) \$ 125.00

C. ELECTRICAL PERMIT FEES

1. RESIDENTIAL

A. Service inspections (Service Only)

Service not over 200 amp \$ 100.00
over 200 but not over 400 amp \$ 150.00
over 400 amp \$ 200.00

Additional meters \$ 25.00

B. Electrical Wiring

New Single Family Dwelling
200 amp or less
Rough / Service / Final \$ 225.00
Over 200 amp but not over 600
Rough / Service / Final \$ 275.00

C. Dwelling additions, alterations, renovations (Includes rough and final inspection) \$ 150.00

D. Mobile Homes (includes service and final inspection) \$ 175.00

E. Solar Panels / Wind Energy \$ 300.00

F. In-Ground private pools \$ 175.00

G. Generator \$ 200.00

H. Permit for any Electrical Work which requires a Permit (Not listed elsewhere) \$ 125.00

I. Re-Inspection Fee \$ 85.00

2. NON-RESIDENTIAL and RESIDENTIAL other than ONE and TWO FAMILY USES

The minimum permit fee is \$ 360.00

A. Electric systems regulated by the UCC per sq. foot of work area where electric is located \$ 0.20

B. Electrical Plan Review \$/Hour\$100.00

C. Annual permit fee for inhouse maintenance projects by qualified individuals that do not require individual inspections \$ 125.00

D. Re-Inspection Fee \$ 125.00

3. MISCELLANEOUS FEES

A. Fee for each written verification of a residential permit or approval \$ 100.00

B. Fee for each written verification of a commercial (or other) permit or approval \$ 500.00

D. MECHANICAL PERMIT FEES

1. RESIDENTIAL (new construction, additions, alterations, modification) is \$150.00

Re-Inspection Fee \$ 85.00

2. NON-RESIDENTIAL and INSTITUTIONAL

A. The minimum permit fee is \$ 500.00 for the first appliance plus \$ 50.00 for each additional appliance.

B. Re-Inspection Fee \$ 125.00

E. ENERGY PERMIT FEES

1. RESIDENTIAL \$ 125.00

A. Reinspection Fee \$ 85.00

- 2. NON-RESIDENTIAL \$ 200.00
- A. Reinspection Fee \$ 125.00

F. SPRINKLERS

- A. The minimum permit fee is \$ 350.00 for up to 200 sprinkler heads plus \$ 0.50 for each additional sprinkler head over 200.
- B. Re-Inspection Fee \$ 100.00

G. MANDATED FEES

Act 13 of 2004 Municipal Code Official Training Account Fee assessed for any construction or building permit package issued under the UCC. \$ 4.50/ project

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.

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. Testing Costs:

1. Probes: \$160.00/lot per visit up to three (3) probes/lot; thereafter \$50.00/probe.
2. Perc Tests (excluding digging of holes): \$350.00 per perc test up to six (6) holes/tests for primary areas; \$300.00 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): \$350.00 per perc test for full test observation of primary area test; \$300.00 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): \$125.00 per six (6) hole test

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

- | | |
|-----------------------------|-----------|
| 1. In-ground bed/trench | \$ 370.00 |
| 2. Sand mound or At-grade | \$ 370.00 |
| 3. Drip or Spray Irrigation | \$ 525.00 |
| 4. System Repair | \$ 190.00 |

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): \$72.00/each
2. Additional Inspections due to Non-Conformities: \$115.00/each
3. Additional Design Reviews due to Non-Conformities: \$100.00/each
4. Rate for all other work not included in above list: hourly rate \$72.00/hr. (min).
5. On-Lot System Design Work: hourly rate \$72.00/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 \$72.00 per hour. All on-lot design and inspection other work above shall be charged for at the rate of \$72.00 per hour.

All Sewage Enforcement fees shall be made payable to "Penn Township" and submitted to: JB Environmental Services LLC, Penn Township Sewage Enforcement Officer, PO Box 306 Strausstown, PA, 19559.

E. Consultation Fee

\$500.00 Escrow

If Developer, Owner or Applicant requests a consult with a Township consultant including but not limited to engineer, sewage enforcement officer or attorney, the Developer, Owner or Applicant shall be responsible for the costs the consultants bill the Township. Developer, Owner or Applicant shall be responsible for any fees or costs incurred by the Township in excess of the escrow. Any portion of the escrow not utilized shall be returned to the Developer Owner or Applicant upon request.

V. 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 \$500.00 to Storm Water Management Permit, the applicant shall be required to pay a base fee of \$500.00 to Penn Township.
- B. The Township Engineer shall bill any costs up to \$500.00 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 \$500.00, any remaining unbilled balance shall be refunded to the applicant.
- D. In the event the Township Engineer's review costs exceeds \$500.00, 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.
- E. Initial Determination Fee - \$50.00 *In addition to any Zoning Permit Fee

VI. SUBDIVISION AND LAND DEVELOPMENT

Determination of Review Fees. The review fees to be paid by the developer shall include the charges by the Township's professional consultants (including attorneys and engineers), at a rate not exceeding the rate or cost charged to the municipality when fees are not reimbursed or otherwise imposed on applicants, for reviewing each plan, plus an administrative fee to the Township of fifteen percent (15%) of the total amount of fees charged by the consultants and engineers.

The amounts set forth below are basic fees which must be deposited with the Township at the time of submission of a subdivision and/or land development plan for review. If the amount deposited is less than the total amount of actual costs charged by the Township's professional consultants (including attorneys and engineers) to review and report on the plan, plus the Township's administrative fee, the developer shall pay the difference to the Township before final action on the plan is taken by the Board of Supervisors.

If the total amount deposited exceeds the total costs charged by the Township's professional consultants (including attorneys and engineers), plus the Township's administrative fee, the difference will be refunded to the developer by the Township, without interest, within one (1) month following release of an approved plan for recording; provided however, that if for any reason

additional review is required subsequent to action on the final plan, including inspections and other work to satisfy conditions of approval, additional review fees will be charged and payable by the developer.

A developer shall be required to pay the fee charged by the Berks County Planning Commission to cover its costs for reviewing a proposed subdivision and/or land development plan. This fee shall be paid to the Township, together with the Township review fees, at the time of submission of each plan which must be submitted to the County Planning Commission. The developer shall issue a separate check to the Berks County Planning Commission for the County fee.

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

\$750.00 - 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

\$1,000.00 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

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

\$1,000.00 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

\$750.00 - Paid at time of submission of Sketch Plan.
\$1,000.00 plus \$50.00 for each acre - Paid at time of submission of Final Plan.
5. Review of All Other Residential Subdivisions and Land Developments

\$750.00 - Paid at time of submission of Sketch Plan.
\$1,000.00 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

\$750.00 - Paid at time of submission of Sketch Plan.

\$1,000.00 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.

7. Escrow to guarantee the recording of the deed(s) conveying any annexation parcel(s), and deeds conveying and describing the entirety of each post-annexation lot.

\$500.00 - Paid Prior to Release of Plan for Recording

8. Waiver of Land Development. Developer, Applicant or Owner shall execute a Memorandum of Understanding in a form provided by the Township accepting responsibility for costs incurred by the Township for review a plan seeking a waiver of land development by its consultants including but not limited to its Engineer or Solicitor.

VII. TAX CERTIFICATION

Certification of paid taxes by Elected or Appointed Tax Collector - \$25.00 Each

VIII. PERMIT FEES AND RIGHT OF WAY COMPENSATION FOR WIRELESS COMMUNICATION FACILITIES

	<u>Cost Per</u> <u>WCF</u>
Tower-Based WCF Application Permit Fee	\$3,000.00
Tower-Based WCF Annual Permit Fee	\$300.00
Non-Tower Based WCF Application Permit Fee	\$400.00
Non-Tower Based WCF (that substantially changed the support structure) Inspections	\$200.00
WCF Right-Of-Way Annual Compensation	\$200.00

IX. SHORT TERM RENTALS

Short Term Rental Annual License Application Fee \$200.00

X. ZONING

Zoning Permits \$75.00

1. All accessory structures, fences, change of use, 300 square feet and less without a utility connection are required to have only a zoning permit. The permit fee shall be \$75.00.

2. All Impact and no-impact home based business that require a zoning permit. The permit fee shall be \$100.00
3. Unless specifically exempted in the construction code, a zoning permit is required in conjunction with all residential construction and every material change in the use of land. The zoning permit fee is \$75.00.
4. Property zoning determination letter requested by applicant. Fee shall be equal to 100% of the zoning officer hourly rate set annually, for each hour or part of an hour which the zoning officer employed by the Township shall be required to expend in reviewing and determining the applicable zoning status of said request.

Special Exception	\$1,000.00
Conditional Use	\$1,500.00
Variance	\$1,000.00

[Ord. 2008-05, § 803]

Zoning Hearing Administrative Fee	\$150.00 (Paid as Part of Zoning Hearing Board or Conditional Use Application Fee)
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Additional Zoning Costs Applicant shall be responsible for any fees or costs incurred by the Township to be paid or shared by the Applicant under the Municipalities Planning Code exceeding the Special Exception, Conditional Use or Variance Application Fee including the Administrative Fee

Letter of Verification of Zoning District and Permitted Use	\$75.00
Consultation Fee	\$500.00 Escrow

If Developer, Owner or Applicant requests a consult with a Township consultant including but not limited to engineer, zoning officer or attorney, the Developer, Owner or Applicant shall be responsible for the costs the consultants bill the Township. Developer, Owner or Applicant shall be responsible for any fees or costs incurred by the Township in excess of the escrow. Any portion of the escrow not utilized shall be returned to the Developer Owner or Applicant upon request.

XI. SEWER CERTIFICATION FEE

Certification of payment of sewer user fees	\$25.00 Each
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XII. MISCELLANEOUS FEES

1. All advertising fees for local agency hearing appeals to the Board of Supervisors shall be paid by the Applicant. Any court reporter appearance fees shall also be paid by the applicant.

2. Return Check Fee \$ 50

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 18th day of May, 2026.

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 18th day of May, 2026.


Secretary of Penn Township

Dated: May 18, 2026