

**BOROUGH OF TOPTON  
BERKS COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 4 -2023**

A resolution establishing fees for the filing of permits and licenses for the Borough of Tipton, and cost associated with the services of the Borough.

**WHEREAS**, the Borough Council of the Borough of Tipton has adopted a consolidation and revision of the Ordinances of the Borough; and

**WHEREAS**, it is the desire of the Borough Council of the Borough of Tipton to establish permit fees, hearing board fees, and licenses at the rate set forth:

**BUILDING/GENERAL PERMIT FEE SCHEDULE**

**Residential**

***One & Two Family Dwellings***

**New Construction**

- Plan Review \$165.00/submission
  - Single Family Dwelling up to 3,500 gross square feet \$655.00
  - Per 100 gross square feet or fraction thereof above 3,500 square feet \$9.50
- \*Mechanical, Electrical and Plumbing Permit Fees Additional*  
*\*Gross square footage shall include basement, each floor level, garage, decks and porches*  
*\*Measurements shall be from exterior face of wall to exterior face of wall*

**Additions**

- Plan Review \$94.00/submission
  - Up to 500 gross square feet \$248.00
  - Per 100 gross square feet or fraction thereof above 500 square feet \$9.50
- \*Mechanical, Electrical and Plumbing Permit Fees Additional*

**Alterations**

- Plan Review \$94.00/submission
  - Based on 2 inspections \$138.00 minimum
- \*Additional inspections charge re-inspection fees*  
*\*Mechanical, Electrical and Plumbing Permit Fees Additional*

**Decks/Accessory & Utility Buildings**

- Plan Review \$94.00/submission
  - Up to 500 gross square feet (unfinished and unconditioned\*) \$132.00
- \*where an accessory structure also includes finished & conditioned space \$100.00 additional*
- Per 100 gross square feet or fraction thereof above 500 square feet \$9.50

**Manufactured Homes**

- HUD Certified \$222.00
- \*Includes Mechanical, Electrical and Plumbing Permits*

**Roof**

- Re-roof, non-structural \$90.00

**Fire Sprinkler System**

\$248.00

**Swimming Pools**

- Above ground (1 visit) \$105.00
- In-ground (2 visits) \$209.00
- \* Includes Electrical Permit

**Signs**

- Signs requiring final inspection only \$55.00
- Signs requiring footing and final inspections \$110.00

**Re-Inspection Fees**

- First re-inspection \$39.00
- Each additional re-inspection \$77.00

**Miscellaneous**

- Fence not exceeding 6 feet \$50.00
- Non-permanent Shed or Storage Container \$25.00 up to 100 sq. ft.  
\$50.00 over 100 sq. ft.
- Demolition Permit \$110.00
- Pennsylvania UCC fee for each applicable permit \$4.50  
\*surcharge per permit is required to be assessed on each permit issued, in  
accordance with Pennsylvania Act 36 of 2017.
- Administration Fee \$10.00

**Miscellaneous Construction - Cell towers, retaining walls, etc.**

- 1.5% of total cost of construction (materials and labor) \$77.00 minimum

**Residential Use and Occupancy Inspection**

- Per inspection \$77.00

**Non UCC Projects**

- Cost/value of improvements for Residential and Commercial (new/additions/alterations)
  - Up to \$5000 \$40.00
  - Each \$1,000 or fraction thereof in excess of \$5,000 \$5.00 (additional)
- Residential Accessory Structures
  - Storage Sheds
    - Up to 100 Square Feet \$50.00
    - Over 100 Square Feet \$75.00 plus \$0.25 per sq. ft.
  - Decks/Patios & Enclosures < 30" High \$75.00
  - Signs
    - Less than 40 square feet \$75.00
    - Greater than 40 square feet \$125.00
  - Occupancy Permits

▪ Residential	\$50.00
▪ Commercial	\$100.00
▪ Industrial	\$200.00
○ Fences less than 6 feet high	\$50.00

## **Non-Residential - Commercial & Residential – other than One & Two Family Dwellings**

### **New Construction**

- \$26.00 per 100 gross square feet or fraction thereof \$550.00 minimum
- \*Includes Mechanical, Electrical and Plumbing Permits*
- \*Gross square footage shall include basement, each floor level, garage, decks and porches*
- \*Measurements shall be from exterior face of wall to exterior face of wall*
- \*Plan Review Fees Additional*

### **Additions**

- \$26.00 per 100 gross square feet or fraction thereof \$550.00 minimum
- \*Includes Mechanical, Electrical and Plumbing Permits*
- \*Plan Review Fees Additional*

### **Alterations**

- \$26.00 per 100 gross square feet or fraction thereof \$396.00 minimum
- \*Includes Mechanical, Electrical and Plumbing Permits*
- \*Plan Review Fees Additional*

### **Roof**

- Re-roof, non-structural \$83.00

### **Swimming Pools**

- Above ground (1 visit) \$105.00
- In-ground (2 visits) \$209.00
- \* Includes Electrical Permit*

### **Fire Sprinkler System**

- 1 to 200 heads \$385.00
- Each additional head over 200 \$0.55

### **Fire Detection/Alarm System**

- Up to 15,000 gross square feet \$165.00
- Each additional square foot \$0.02

### **Alternate Fire Suppression System**

- 1.5% of total cost of construction

### **Re-Inspection Fee**

- Per re-inspection \$77.00

### **Miscellaneous**

- Demolition \$110.00
- Pennsylvania UCC fee for each applicable permit \$4.50
- \*surcharge per permit is required to be assessed on each permit issued, in*



accordance with Pennsylvania Act 36 of 2017.

- Administration Fee \$20.00

**Miscellaneous Construction - Cell towers, retaining walls, etc.**

- 1.5% of total cost of construction (materials and labor) \$77.00 minimum

**Small Wireless Facilities**

- Single up-front application that includes up to five (5) small wireless facilities \$500.00
- Each small wireless facility beyond five (5) \$500.00 plus \$100.00 for each beyond 5
- Non-recurring fees for each new associated utility pole \$1,000.00

**Residential Use and Occupancy Inspection**

- Per inspection \$100.00

**Residential and Non-Residential**

**Zoning Enforcement**

- Per hour \$65.00

**General and Miscellaneous.**

**Sidewalk**

- Curb, sidewalk and driveway \$350
- Curb and/or driveway only \$250
- Sidewalk/Handicap ramp \$250

**Excavations of Streets and Sidewalks (Street Occupancy/Opening Permit)**

- First 10 LF or 30 Sq Ft \$75.00
- If over 10 LF / 30 Sq Ft + \$150.00
- For each fraction of 10 LF / 30 Sq Ft over base + \$100.00, plus actual inspection fee

\*It shall be the permittee's responsibility to restore the roadway to Borough standards.

## PLAN REVIEW FEES

### **Non-Residential**

#### New Construction

- \$9.50 per 100 gross square feet \$550.00 minimum
- \*Includes Building, Energy, Accessibility, Mechanical, Electrical and Plumbing*

#### Renovations/Alterations/Change of Use

- \$9.50 per 100 gross square feet \$248.00 minimum
- \*Includes Building, Energy, Accessibility, Mechanical, Electrical and Plumbing*

#### Single Discipline Review

- \$1.56 per 100 gross square feet \$220.00 minimum

#### Miscellaneous

- Pennsylvania UCC fee for each applicable permit \$4.50
- \*surcharge per permit is required to be assessed on each permit issued, in accordance with Pennsylvania Act 36 of 2017.*

## ELECTRICAL PERMIT FEE SCHEDULE

### **Residential and Non-Residential**

#### Rough Wiring

- 1 to 20 devices \$33.00
- Each additional 20 devices \$5.50

#### Final Wiring

- 1 to 20 devices \$33.00
- Each additional 20 devices \$5.50

#### Residential - New Construction (Based on 2 visits)

- Single family up to 200 amps \$99.00
- Over 200 amps \$110.00

#### Townhouses - Roughs and services to be inspected in one visit

- Each unit based on groups of 5 or more units per visit \$61.00

#### Services

- Not over 200 amps \$61.00
- Not over 350 amps \$72.00
- Not over 1,000 amps \$99.00
- Not over 1,500 amps \$193.00
- Over 1,500 amps \$275.00

**Protective Signaling Systems**

- Residential \$55.00
- Non-residential \$66.00

**Swimming Pools, Spas, Etc.**

- Above ground (1 visit) \$50.00
- In-ground (2 visits) \$99.00
- 3-year state certification \$198.00
- Spa, hot tub, etc. \$50.00

**Mobile Homes**

- Service fee \$61.00
- Feeder \$28.00

**Motors, Generators, Transformers**

- 1 hp to 30 hp or kv \$39.00
- Each additional \$11.00
- 50 hp to 100 hp or kv \$50.00
- Each additional \$11.00

**Transformers, Vaults, Enclosures**

- Not over 200 kv \$77.00
- Not over 500 kv \$110.00
- Not over 1,000 kv \$154.00
- Over 1,000 kv \$220.00

**Feeders & Panel Boards**

- Not over 200 amps \$22.00
- Not over 400 amps \$33.00
- Not over 1,000 amps \$39.00
- Up to 1,500 amps \$44.00

**Heating and AC**

- 30 kw or less \$49.00
- Over 30 kw \$72.00

**Minor Alterations and Additions - Up to 200 amps**

- Up to 25 outlets and a service (1 visit only) \$72.00

**Signs**

- First sign \$39.00
- Each additional sign \$5.50

**Re-Inspections**

- First re-inspection \$39.00
- Each additional re-inspection \$77.00

**Miscellaneous**

- Pennsylvania UCC fee for each applicable permit \$4.50

\*surcharge per permit is required to be assessed on each permit issued, in accordance with Pennsylvania Act 36 of 2017.

## **MECHANICAL PERMIT FEE SCHEDULE**

### **Residential - One & Two Family Dwellings**

#### **Appliances**

- First individual appliance \$77.00
  - Each additional individual appliance \$39.00
- \*Includes associated duct work/piping*  
*\*Electrical hook-ups require an electrical permit*

#### **Re-Inspection Fees**

- First re-inspection \$39.00
- Each additional re-inspection \$77.00

### **Non-Residential - Commercial & Residential- other than One & Two Family Dwellings**

#### **Appliances**

- First individual appliance \$110.00
  - Each additional individual appliance \$55.00
- \*Includes associated duct work/piping*  
*\*Electrical hook-ups require an electrical permit*

#### **Re-Inspection Fees**

- Per re-inspection \$77.00

#### **Hood and Duct Systems**

- Per system \$330.00

#### **Miscellaneous**

- Pennsylvania UCC fee for each applicable permit \$4.50  
*\*surcharge per permit is required to be assessed on each permit issued, in accordance with Pennsylvania Act 36 of 2017.*



## **PLUMBING PERMIT FEE SCHEDULE**

### **Residential - One & Two Family Dwellings**

#### **Fixtures**

- First seven (7) fixtures \$77.00 (\$77.00 minimum)
- Each additional fixture \$11.00

#### **Re-Inspection Fees**

- First re-inspection \$39.00
- Each additional re-inspection \$77.00

#### **Sewer Lateral**

- Connection Fee (1 EDU) \$6,000.00

#### **Water Service**

- Connection Fee (1 EDU) \$4,200.00
- Meter Replacement at Property Owners Request \$50.00 + Price of New Meter  
\*If meter is found to be defective, there would be no charge. Property owner must request testing in written form and pay a deposit for testing by third party.
- Service Activation
  - During Maintenance Hours \$77.00
  - During Non-Maintenance Hours \$100.00

### **Non-Residential - Commercial & Residential- other than One & Two Family Dwellings**

#### **Fixtures**

- First seven (7) fixtures \$110.00 (\$110.00 minimum)
- Each additional fixture \$17.00

#### **Sewer Lateral**

- One inspection \$77.00
- Connection Fee (1 EDU) \$6,000.00

#### **Water Service**

- One inspection \$77.00
- Connection Fee (1 EDU) \$4,200.00
- Meter Replacement at Property Owners Request \$50.00 + Price of New Meter  
\*If meter is found to be defective there would be no charge. Property owner must request testing in written form and pay a deposit for testing by third party.
- Service Activation
  - During Maintenance Hours \$77.00
  - During Non-Maintenance Hours \$100.00

#### **Re-Inspection Fees**

- Per re-inspection \$77.00

#### **Miscellaneous**

- Pennsylvania UCC fee for each applicable permit \$4.50  
\*surcharge per permit is required to be assessed on each permit issued, in accordance with Pennsylvania Act 36 of 2017.



## **MISCELLANEOUS PERMIT FEE SCHEDULE**

○ Property Maintenance Services Per hour	\$55.00
○ Code Enforcement Services Per hour	\$55.00
○ Health Enforcement Services Per hour	\$55.00
○ Rental Inspection Services Per hour	\$55.00
○ Flood Plain Management Services Per hour	\$55.00
○ Commercial Fire Inspection Services Per hour	\$55.00

***\*\* A permit becomes invalid unless the authorized work begins within 180 days of the permit's issuance or if the authorized work is suspended or abandoned for 180 days after the work has commenced. A permit holder may submit a written request for an extension of time to commence construction. \*\****

### **SURCHARGE RATES FOR FAILURE TO OBTAIN A PERMIT WHEN *REQUIRED***

1. Building, Electrical, Zoning (except those for which a zoning hearing is required), Plumbing, and/or other UCC Related Permits: The original permit fee plus an additional 50% of said fee with a minimum additional fee of \$50.00 for each permit not so obtained.
2. Zoning Permit - When a Board Hearing is required: The Zoning Permit fee plus an additional \$200.00.
3. Curb and Sidewalk Permits, Street Opening Permits. Original permit fee plus \$50.

## **PLANNING AND ZONING FEES**

### **Fees of professional consultants**

- The Borough shall be reimbursed for the charges of its Solicitor, Engineer, or other professional consultants in connection with any land use matter. Such charges shall be billed to the applicant or appropriate person at the rate set by the consultant.

### **Land development and Subdivision fees**

- Review of a residential subdivision having:

10 or more dwelling units or lots	\$1,000 plus \$40 for each unit or lot*
Less than 10 dwelling units or lots	\$500 plus \$40 for each unit or lot*
- Review of a commercial or industrial:

Subdivision	\$1,000 plus \$150 for each acre or fraction thereof*
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- Review of land development                      \$1,000 plus \$500 for each acre or fraction thereof\*
- **An escrow of \$1,000 shall accompany each fee**

### **Zoning Hearing Board**

- |  |          |
|--|----------|
| • Appeal of Zoning Officer decision      | \$1,000* |
| • Conditional Use – Weis St. Overlay     | \$1,000* |
| • Variance                               | \$1,000* |
| • Special exception                      | \$1,000* |
| • Validity Challenge                     | \$5,000* |
| • Request for Zoning Change or amendment | \$2,500* |
| • Request for a curative amendment       | \$7,500* |

\*If costs exceed the required fee amount, the applicant shall be responsible for the difference.

All approved plans shall be recorded by the applicant or his designee at the Berks County Government Center. Proof of recording along with a copy of said plan with official seal shall be provided to the Borough within five days of final approval.

## **OTHER BOROUGH FEES**

### **Administrative Fees**

- Public record production rates
  - Photocopying per side of page \$0.25
  - Certified copies per page \$1.00
  - Moving Application *for tenants only* \$5.00
- Publication Fees
  - Zoning Book with Map \$35.00
  - Zoning Map \$10.00
  - Subdivision & Land Development \$35.00
- \$25.00 may be charged for all returned checks, including, but not limited to, for non-sufficient funds (NSF), frozen accounts, and blocked accounts.

### **Water /Sewer Certification**

- Final Reading (must be received 48 hours prior to read\*) \$10.00  
*\*Penalty of \$10.00 will be added if request received by Borough, during normal business hours, less than 48 hours prior to settlement/date final read needed.*

### **Borough Labor & Equipment Rates**

#### **Labor Rates**

- a) Labor rates straight time 1 hr. minimum \$50.00
- b) Labor rates overtime or off hours 1 hr. minimum \$100.00

The billing of straight-time or overtime rates shall be determined in accordance with the actual application of pay required from the Borough of Tipton to the Borough employee(s).

#### **Equipment Rates**

Snow blower	\$25.00/hr.
Mower	\$25.00/hr.
Zero Turn	\$40.00/hr.
Weed Eater	\$15.00/hr.
Chainsaw/Pole Saw	\$15.00/hr.
Roller	\$30.00/hr.
Tamper – jumping jack	\$20.00/hr.
Generator (trailer mounted)	\$250.00/day
Generator	\$100.00/day
Air compressor	\$80.00/day
Accessories	\$10.00/day
Chipper	\$50.00/hr.*
Vac	\$50.00/hr.*
Pick up truck	\$30.00/hr.*
Dump truck	\$65.00/hr.*
Bucket Truck	\$50.00/hr.*
Backhoe	\$200.00/hr.*
Salter/truck	\$45.00/hr. plus material*
Skid Steer Loader	\$50.00/hr.*
Toolcat	\$50.00/hr.*
3 inch pump	\$20.00/hr.
Suction hose per 10 foot length	\$15.00/day
Discharge hose per 10 foot length	\$15.00/day

Tar buggy	\$50.00/day plus material
Concrete saw	\$55.00 plus blade charge
Pipe locator (underground electric)	\$15.00/hr.
Barricades	\$10.00 each

\*Borough employee must operate

#### NOTE

In addition to the fees and charges set forth in this "Schedule", certain permits or activities which involve engineering or other review, inspections or monitoring, etc., will have additional costs incurred as a result of the activities for which the permit has been issued. The costs for these additional expenses are reimbursable to the Borough by the permittee and will be billed directly to the permittee periodically. It is the obligation and responsibility of every person applying for a permit or license to be aware of the regulations of the Borough of Topton surrounding the issuance of the permit or license including the potential additional costs which may accrue.

**This Resolution shall become effective and in force immediately.**

DULY ADOPTED this 9th day of January, 2023, by the Borough Council of the Borough of Topton, Berks County, Commonwealth of Pennsylvania, in lawful session duly assembled.

BOROUGH OF TOPTON

  
President (Vice) of Council

ATTEST

  
Borough Secretary