

**HANOVER TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2024-35

**A RESOLUTION AMENDING THE FEE RESOLUTION
OF THE STATUTORY CODE OF HANOVER TOWNSHIP**

RESOLVED, that the Fee Resolution of the Statutory Code of Hanover Township adopted June 16, 1993 is hereby amended by deleting the portions stricken/italized and by adding the portions bolded and underlined as follows:

FEE RESOLUTION

A Resolution establishing fees for the filing of applications, permits and licenses for the Township of Hanover, Lehigh County, Pennsylvania.

WHEREAS, the Township Council of the Township of Hanover has adopted a codification, consolidation and revision of the ordinances of the Township of Hanover, and;

WHEREAS, it is the desire of the Township Council of the Township of Hanover to eliminate all filing fees, permit fees, and license fees from the Code of Ordinances and enact them instead by Resolution;

NOW, THEREFORE, BE IT RESOLVED and it is hereby resolved by the Township Council of the Township of Hanover that all fees are hereby fixed as follows:

BUILDING PERMIT FEES

1. Permit Issuance Fee as follows:

Uniform fee for alterations , new construction or demolition	\$ 2.00/\$1,000.00
or fraction thereof - minimum of	\$ 20.00

Any person who commences any work requiring the issuance of a permit pursuant to the uniform Construction Code, Zoning Ordinance, the Building, Plumbing, Mechanical, Electrical and Fire Prevention Codes, before obtaining the necessary permits, shall be subject to 100% of the usual permit fee for such work in addition to the required permit fee.

Consultant/contracted service fees, Uniform Construction Code. Where the Township contracts with any third-party agency for the review of plans of enforcement of codes as is required under the Pennsylvania Uniform Construction Code (PA Act 45), the permit applicant shall be responsible for the payment of all fees associated with the enforcement of the codes including, but not limited to, plan review, inspection, permit and hourly consultation fees. Said fees shall be as established from time to time by the Council as submitted by the contracting agency for performing such services. All such fees shall include a municipal administrative fee and PA Act 13 surcharge.

PLUMBING AND ELECTRICAL PERMIT FEES

All plumbing permits must be picked up by persons holding a Masters Plumber's License obtained by written examination. Exemption: Homeowner occupied one- and two-family dwellings – homeowner may pick up permit and will be subject to all inspections.

All electrical permits must be picked up by persons holding a Masters Electrician's License obtained by written examination. Exemption: Homeowner occupied one- and two-family dwellings – homeowner may pick up permit and will be subject to all inspections.

1. <u>Residential</u> – New Construction and Alterations	
A. Plumbing	\$ 50.00
B. Electrical	\$ 50.00
2.. <u>Commercial/Industrial/Institutional</u> – New Construction and Alterations	
A. Plumbing - first three fixtures	\$ 100.00
	plus \$4.00/additional fixtures
B. Electrical -	\$ 100.00
3. Miscellaneous New Construction and Alterations	
A. Storage Tanks exceeding 100 gallons	\$ 25.00
4. Appeals to the Building Board of Approval:	\$ 1,000.00
 CHECK- RETURNED CHECK CHARGE	 \$ 50.00
 FIREWORKS DISPLAY PERMIT	 \$ 250.00
 JUNKYARD	
1. Permit fee	
A. Less than 15,000 sq. ft.	\$ 50.00
B. 15,000 – 40,000 sq. ft.	\$ 100.00
C. 40,000 – or more sq. ft.	\$ 200.00
2. Transfer fee	\$ 10.00
 LIQUOR LICENSE TRANSFER (APPLICATION FEE)	 \$ 1,000.00
 MOVING PERMITS (out or in)	 \$ 5.00
 MOBILE HOME REMOVAL PERMIT	 \$ 2.00
 NOTARY SERVICE per signature	 \$ 5.00

PARK-CANAL PARK USAGE (PAVILION)

- 1. Groups represented by a Resident of Hanover Township
 - A. Rental fee NO FEE
 - B. Refundable security fee \$ 300.00
- 2. All other groups
 - A. Rental fee \$ 400.00
 - B. Refundable security \$ 300.00

PARK-CHESTNUT GROVE PARK USAGE (PAVILION)

- 1. Groups represented by a resident of Hanover Township
 - A. Rental fee NO FEE
 - B. Refundable security fee \$ 150.00
- 2. All other groups
 - A. Rental fee \$ 150.00
 - B. Refundable security fee \$ 150.00
- 3. Basketball Court Rental \$ 100.00

PARK-SHERWOOD PARK USAGE (PAVILION)

- 1. Groups represented by a resident of Hanover Township
 - A. Rental fee NO FEE
 - B. Refundable security fee \$ 300.00
- 2. All other groups
 - A. Rental fee \$ 200.00
 - B. Refundable security fee \$ 300.00

PARK-SHERWOOD PARK FACILITIES RENTAL

- 1. Single use fee (Resident) of Hanover Township NO FEE
- 2. Seasonal fee (Resident or Nonresident) per field/court \$ 250.00
- 3. Refundable Surety (Single use) per field/court \$ 250.00
- 4. Refundable Surety (Seasonal) \$ 500.00
- 6. Little League NO FEE
- 7. Little League Refundable Surety \$ 300.00
- 8. Ballfield \$ 100.00

PUBLIC RECORDS (OPEN RECORDS POLICY)

- 1. Paper copies (per page per side) 8.5 x 11, 8.5 x 14 \$ 0.25
 - Color copy 8.5 x 11 or 8.5 x 14 \$ 0.50
 - Copy 11.5 x 17 \$ 0.50
- 2. Flash Drive actual cost
- 3. Fax copies (per page) \$ 0.50
- 4. Engineering plan copies (per page)-not copyrighted \$ 7.00
- 5. True and Correct Certification of public record \$ 5.00

** Prepayment required if total fees estimated to exceed \$ 100.00

RIGHT-OF-WAY AND ROADWAY WORK

1. Permit Issuance Fee. This fee is used to defray costs incurred by the Township in reviewing and processing the Application and plan(s), including the preliminary review of the site location identified in the Application, and issuing and processing the Permit.

2.

A. Utility \$ 50.00

B. Driveways

(1) minimum use (e.g., single family dwellings, apartments with five or less units). \$ 25.00

(2) low volume (e.g., office buildings, car washes). \$ 40.00

(3) medium volume (e.g., motels, fast food restaurants, service stations, small shopping plazas). \$ 50.00

(4) high volume (e.g., large shopping centers, multi-building apartment or office complexes). \$ 75.00

C. Other (e.g., bank removal, sidewalk and curb) \$ 25.00

D. Curb, sidewalk and driveway replacement (additional inspection or layout fees as deemed necessary by the Township) \$ 25.00

3. Extension Fee. (each six month time extension) \$ 10.00

4. General Inspection Fees. These are used to defray costs incurred by the Township in spot inspection(s) of permitted work and/or subsequent inspection(s) after the permitted work has been completed to insure compliance with the permit and Township Regulations.

A. Driveways

(1) Each minimum use driveway \$ 75.00

(2) Each low volume driveway \$ 110.00

(3) Each medium volume driveway \$ 150.00

(4) Each high volume driveway \$ 200.00

B. Underground Facilities (e.g., pipe lines, buried cable with pedestals, conduits, manholes, headwall, inlet and gauge). This fee is calculated on the TOTAL linear feet of the facility or facilities being permitted within the right-of-way, regardless of whether the surface is opened.

(1) Physically connected facility or facilities (first 50 feet or fraction thereof) (each section) \$ 75.00

(2) Additional physically connected facilities (each 50 feet or fraction thereof) \$ 50.00

C. Surface Openings (e.g., service connections performed independently of underground facility installation, pipe line repairs) (each opening) \$ 150.00

D. Curb and Sidewalk (plus \$0.75 per linear foot) \$ 75.00

E. Above-ground Facilities (e.g., poles, guys and/or anchors if installed independently of poles)

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|--|----------|
| (1) Up to 10 physically connected above-ground facilities (each continuous group) | \$ 75.00 |
| (2) Additional above-ground physically connected facilities (each pole with appurtenances) | \$ 10.00 |
| F. Seismograph – Vibrioses Method (e.g., prospecting for oil, gas) | |
| (1) First mile | \$ 50.00 |
| (2) Each additional mile or fraction thereof | \$ 5.00 |
| G. Other (e.g., bank removal, misc.) | \$ 20.00 |
5. Inspection Fees. If the Township determines that the permitted work is of sufficient magnitude or importance to warrant assignment of one or more employees to inspect the permitted work on a more than spot inspection basis, the permittee shall be charged for all salary, overhead and expenses incurred by each assigned inspector and the Township.

SIGN PERMIT ---LARGE SIGNS (13, Section 505)

- | | |
|---|----------|
| 1. For Signs over 400 Sq. Ft. (for every 50 sq. ft. or fraction thereof) | \$ 15.00 |
| In the case of a double-faced sign, the permit fee is calculated on the square footage of the largest sign. | |

SIGN PERMITS

- | | |
|--|---|
| Commercial Sign Permits (16 s.f. or less) | \$ 50.00 |
| Commercial Sign Permit (over 16 s.f) | 100.00 |
| | Plus \$ 1.00 per s.f of sign display area |

TEMPORARY SIGNS

- **Fee Waived by Manager for Public Safety Event(s)**

\$ 50.00

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|--|---------|
| SOLICITING / CANVASSING LICENSE (13, Section 104) | \$ 5.00 |
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SUBDIVISION AND LAND DEVELOPMENT

- | | FILING | ESCROW |
|--|---------------|---------------|
| Preliminary meeting with staff | \$ 150.00 | \$ 2,000.00 |
| 1. <u>SKETCH OR PRE-DEVELOPMENT PLANS</u> | | |
| A. Residential | \$ 100.00 | \$ 2,500.00 |
| B. Commercial or Industrial | \$ 250.00 | \$ 4,000.00 |
| 2. <u>PRELIMINARY PLANS</u> | | |
| A. Residential | \$ 300.00 + | \$ 4,000.00 + |
| | \$ 10.00/unit | \$ 50.00/unit |
| B. Revision Fee: ½ Filing fee | | |
| C. Commercial or Industrial | | |

(1) Single Commercial or Industrial Dev.	\$ 400.00 + \$ 10.00/1,000sf	\$ 5,000.00 + \$ 20.00/1,000sf
(2) Revision Fee: ½ Filing fee		
3. <u>FINAL PLANS</u>		
A. Residential	\$ 300.00 + \$ 10/unit	(replenish escrow)
B. Revision Fee: ½ Filing fee		(replenish escrow)
C. Commercial or Industrial	\$ 400.00 + \$ 10/1,000sf	(replenish escrow)
4. <u>AIRPORT LEASE HOLDS</u> (See preliminary and final)		
A. Each	\$ 400.00 + \$ 10/1,000sf	\$ 5,000.00 + \$ 20/1,000sf

SUBSTITUTE/DUPLICATE TAX BILL-THIRD PARTY

(Person Entitled To Duplicate Bill Other Than The Taxpayer) \$ 5.00

TAX CERTIFICATION \$ 15.00

TEMPORARY UTILITY TRAILERS/ STORAGE CONTAINERS/OFFICE PERMIT

Site plan required

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|--|----------|
| 1. Temporary Utility Trailer/Storage Container (per) | \$ 75.00 |
| 2. Job site Construction Office/Trailer (per) | \$ 75.00 |
| 3. Job site Sales Office Trailer (per) | \$ 75.00 |

TEMPORARY UTILITY/STORAGE CONTAINERS OFFICE PERMIT

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|--|----------|
| 4. Seasonal Extension | \$ 25.00 |
| 5. Seasonal Extension (Residential Properties/Household Items) | \$ 10.00 |

SEWERS

Connection Fee (18, Section 302). The sewer connection fee shall be \$1,000 for each dwelling unit or, if not a residential use, \$1,000 for each equivalent dwelling unit (“EDU”), or part thereof, of sewage discharge. An EDU is 262.5 gallons per day of sewage effluent.

Uncover sewer line permit (18, Section 210) \$ 50.00

** Reservation of Sewer Allocation Fee (Catasauqua System)

(See Res. 1988-22)

SEWAGE ENFORCEMENT SERVICES

Fees as provided in Schedule of Keystone Consulting Engineers, Inc., for current year charges. Said Schedule available for review upon request at the Township Municipal Building.

1. Industrial discharge	
A. Permits	\$ 50.00
B. Appeals, filing	\$ 200.00
C. Monitoring and Inspection	(at cost)

2. FATS, OILS AND GREASE

A. FSE Trap/Interceptor Permit/Application Fee	\$ 150.00
B. FSE Annual Inspection Fee	\$ 275.00
C. FSE Re-Inspection Fee (per Violation)	\$ 150.00
D. Initial Inspection Fee	\$ 250.00

WATER

1. Water Capacity Reservation Fee (requested for the Year 2000, with an increase of 2 cents gpd per annum.)	\$ 1.70gpd
2. Water Loop Allocation Fee (Res. 1992-33) (requested) Developer's Reimbursement (Res. 1992-34)	\$ 1.69 gpd
3. Connection Fee (26, Section 121)	\$ 1,000.00
4. Cut-off and Turn on Charge (26, Section 123)(each)	\$ 100.00

ZONING

1. Appeals to Zoning Hearing Board	
A. Industrial, Business or Commercial	\$ 1,200.00
B. Single-family residential property	\$ 50.00
C. More than one(1) single family dwelling unit	\$ 300.00
D. Special Exception	\$ 1,200.00
2. Conditional Use	
(1) Application fee	\$ 1,200.00
(2) Escrow	\$ 2,500.00
3. Permit Issuance Fee	\$ 10.00
4. Request to Council Escrow \$ 2,500.00 Application. Fee	\$ 200.00
5. Zoning Verification Letter- per property	\$ 50.00

USE PERMIT

1. Residential no Impact Home Occupation	\$ 25.00
2. Residential Impact Home Occupation	\$ 50.00
3. Commercial/Industrial/All others	\$ 200.00

REINSPECTION OF EXISTING PROPERTIES

Reinspection of existing properties shall be based upon the square feet of all floors including the basement \$150.00 for the first 1,000 square feet plus \$5.00 for each additional five hundred square feet thereafter or fraction thereof provided there shall be a minimum charge of at least \$175.00 if no violations are found, and at least \$275.00 (including two inspections) if violations are present. The maximum initial fee shall be \$1,000.00, except in no case shall the fee be less than \$175.00 or \$275.00 per tenant. Any time that is spent on inspections made over and above time and inspections included in the initial fee shall be invoiced at a rate of \$65.00 per hour.

**THIRD PARTY PLAN REVIEW AND BUILDING INSPECTIONS PA UCC
(BASE ENGINEERING)**

RESIDENTIAL PACKAGE FOR NEW S.F.D., AND LARGE ADDITIONS*

CONVENTIONAL FRAME.....\$900.00

Includes plan review and inspections noted below:

- (1) Footing (before pouring concrete)
- (2) Foundation (before backfill)
- (3) Frame includes:
 - HVAC (rough in)
 - Plumbing (rough in)
 - Electric (rough in)
- (4) Insulation/Draft stop/Fire caulk
- (5) Wallboard
- (6) Final Building and Electric
- Any appurtenances that are not included on the originally submitted plans must be permitted separately, i.e. decks, garages, etc.
- Any Reinspections required due to failure will be invoiced at \$80.00
- See ‘General Notes’ on page 20

MODULAR/MANUFACTURED HOUSING, NEW S.F.D.*\$485.00

Includes plan review and approval, and inspections noted below:

- (1) Footing (before pouring concrete)
- (2) Foundation (before backfill)
- (3) Electric service
- (4) Final
- Any appurtenances that are not included on the originally submitted plans must be permitted separately, i.e. decks, garages, etc.
- Any Reinspections required due to failure will be invoiced at \$80.00
- See ‘General Notes’

RESIDENTIAL CONSTRUCTION *

Addition with full foundation or alteration (Includes 5 Inspections)\$750.00
(Footing, Foundation, Framing with rough mechanicals, Insulation, and Final)

Addition on slab or small addition on crawl space\$575.00
(Includes up to 4 Inspections – Footing, Framing, Insulation and Final)

Sunrooms on existing slab or deck\$375.00

* The above rates are subject to change after plans are submitted. Please call for a quote on unusual or complicated projects.

RESIDENTIAL DECK PACKAGE..... \$250.00
Includes plan review and 2 inspections, as noted below:

- Footing (before pouring concrete)
- Final
- See ‘General Notes’

RESIDENTIAL POLE BUILDING OR DETACHED GARAGE (no electric)\$300.00
FOR ABOVE WITH ELECTRIC ADD.....\$100.00
(Storage only – no occupiable space)

- See ‘General Notes’

RESIDENTIAL SWIMMING POOL PACKAGE

• Above Ground Pool: Includes Plan Review, electrical and final inspection
(2 inspections included)\$250.00

• In-Ground Pool: Includes Plan Review, rough and final electric, rough and final
inspection (3 inspections included).....\$375.00

GENERAL NOTES:

- Residential Package plans are quoted based on hourly maximums and/or fixed inspection numbers. Failures, locked premises, violation reinspections will be backcharged if in excess of allotted inspections.
- Residential accounts at contract price will be subject to backcharges for failures, locked premises, violation visits in excess of contract quotes.
- All non-fixed rate inspections will be billed at hourly rate of:

Plan Review	\$65.00/hr.
Building	\$65.00/hr.
Electrical	\$65.00/hr.
Clerical	\$32.00/hr.

COMMERCIAL RATE SCHEDULE

Includes Plan Review and Inspections for Shell and Core or Single Occupant Buildings

- * • New Buildings, Additions
 - Use Groups B, M, S, F.....0.24 per square ft.
 - Use Group A, R.....0.25 per square ft.
 - Use Groups H, I, E..... 0.27 per square ft.
- ** • Alterations, Renovations
 - Modification, Fitouts, Individual Trade Permits
 - Use Groups B, M, S, F
 - \$ 1,000-150,000 \$ 22.00 per \$1,000 value
 - \$ 151,000-300,000..... \$ 18.00 per \$1,000 value
 - \$ 301,000-500,000..... .\$ 15.00 per \$1,000 value
 - Use Group A, R
 - \$ 1,000-150,000 \$ 24.00 per \$1,000 value
 - \$ 151,000-300,000..... \$ 20.00 per \$1,000 value
 - \$ 301,000-500,000..... ..\$ 17.00 per \$1,000 value
 - Use Groups H, I, E
 - \$ 1,000-150,000\$ 26.00 per \$1,000 value
 - \$ 151,000-300,000..... ..\$ 22.00 per \$1,000 value
 - \$ 301,000-500,000..... ..\$ 19.00 per \$1,000 value
- * Minimum (New Construction)..... \$ 1,725.00
- ** Minimum (Alterations & Miscellaneous Fitout) \$ 600.00
 - * See also minimum fees – page 4

Commercial Plan Review Only

- New construction and Alterations
 - Use Groups B, M, S, up to 10,000 S.F.....0.10 per foot
 - Use Group A, up to 10,000 S.F.....0.15 per foot
 - Use Groups H, I, E, up to 10,000 S.F. 0.15 per foot
 - Use Group R, up to 10,000 S.F.0.15 per foot
- Minimum account required - \$ 300.00 - (3) Disciplines
- An additional \$ 125.00 will be charges for over (3) disciplines

GENERAL NOTES:

- Commercial Package plans are quoted based on hourly maximums and/or fixed inspection numbers. Failures, locked premises, violation reinspections will be backcharged if in excess of allotted inspections.
- Commercial accounts at contract price will be subject to backcharges for failures, locked premises, violation visits in excess of contract quotes.

- All non-fixed rate inspections will be billed at hourly rate of:

Plan Review	\$65.00/hr.
Building	\$65.00/hr.
Electrical	\$65.00/hr.
Clerical	\$32.00/hr.

PRE-APPLICATION CONSULTATION:

If a consultation is required or requested prior to application and/or review of plans, the charge will be \$ 65.00/hr. If the consultation involves the services of our Professional Engineer, the charge will be \$ 95.00/hr.

MINIMUM INSPECTION FEES:

Residential:	Required Inspection(s) under Act 45	
Electrical		\$125.00
Plumbing		\$125.00
Commercial:		
Electrical/No plans		\$150.00
Building/No plans		\$150.00
Mechanical/No plans		\$150.00
Plumbing/no plans		\$150.00