

Please note: any resident identified as having commenced construction or use activity without acquiring the necessary permits shall be charged DOUBLE the normally-assessed fees.

Zoning, Building, Electrical, Plumbing, Mechanical, HVAC and Miscellaneous Permits

Processing & Retention fee (normally required) shall be paid at the time a permit application is submitted. Applications will *not* be processed until the fee is paid.

The Permit Fee, which is separate and above the cost of the Processing & Retention Fee, will be calculated during the review process and shall be paid in full at the time the permit is picked up. ***Please note that the fees listed assume the submitted permit is complete and will not require additional review time above and beyond what is customary for such a permit application's review. The applicant will assume all additional costs for the review time of deficient permits.***

Please note that the PA Uniform Construction Code (UCC) Labor & Industries Training and Certification fee of \$4.50 is included in each UCC-regulated permit.

Whenever the cost of the permit is based on an estimated project cost, the Applicant is responsible for submitting the estimated total value of all work at the time of application. The estimate shall include the cost for building excavation and all materials and labor for which the permit is being issued, such as general construction, electrical, gas, mechanical, plumbing equipment, and permanent systems. If, in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates which meet the approval of the building official. The final building permit valuation shall be set by the building official.

Whenever the building code official is required to perform additional inspections over what is included in the permit fee, the fee charged for these additional inspections shall be \$95.00 per inspection. The need for additional inspections can usually be avoided by ensuring that the work is ready for inspection before scheduling an appointment and is completed in accordance with all requirements, and by having the owner or another representative present at the scheduled inspection time when required. The fee for additional inspections or re-inspections shall be paid directly to Technicon Enterprises, Inc. II before additional inspections will be performed.

If stormwater controls are required as determined by the Township Engineer, additional fees will be assessed per the Stormwater Controls section of this schedule on page 9.

Zoning Actions & Miscellaneous Use Permits – UCC-Exempt Activities

The following fees are established for actions regulated by the zoning ordinance and exempted from the Uniform Construction Code. *There is no processing & retention fee charged for these permit applications.* All fees are collected at the time a permit is issued. No fee is due if the permit is not approved. Renewal fees will be invoiced by the Township annually.

- a. Rural Occupation use permit per Zoning Code
 - \$350 for the initial permit
 - \$50 annual renewal
 - A sign permit is included at no additional charge only if it is requested on the initial permit application.
- b. Display/sale of agricultural products use permit per Zoning Code
 - \$50 for an initial permit – no renewal required.
 - A sign permit is included at no additional charge only if it is requested on the initial permit application.
- c. No-impact home occupation use permit per Zoning Code
 - \$50 for the initial permit – no renewal required.
- d. Limited Impact home occupation use permit per Zoning Code
 - \$50 for the initial permit after approval by the Zoning Hearing Board
 - \$50 annual renewal
 - A sign permit is included at no additional charge only if it is requested on the initial permit application.
- e. Tent sale use permit per Zoning Code
 - \$50 per calendar year (January 1st – December 31st)
 - A temporary sign permit is included at no additional charge only if it is requested on the initial permit application
- f. Register non-conforming use per Zoning Code
 - \$105 for an initial permit – no renewal required.
- g. Certification of Transferrable Development Rights (TDRs) per Zoning Code and Flood Hazard dispute resolution
 - Actual cost of professional services and associated expenses.

Please note: any resident identified as having commenced construction or use activity without acquiring the necessary permits shall be charged DOUBLE the normally-assessed fees.

Zoning Permits – UCC Exempt Activities

The following fees are established for construction activities that are regulated by Township ordinance but are exempted from the Uniform Construction Code.

There is a **\$50.00 processing & retention fee** charged at the time a Zoning Permit Application is submitted. The cost for permits will be calculated during the application review process and shall be paid in full at the time the permit is picked up. Below are the zoning permit fees that will be charged for the listed UCC Exempt activities. Note: The below-listed permit costs do not include charges for electrical, plumbing, mechanical, HVAC, Stormwater, or other miscellaneous permit fees that may also be required. These additional fees will be added to the Zoning Permit fee according to the amounts approved in this schedule when applicable. ***Additionally, please note that the fees listed assume the submitted permit is complete and will not require additional review time above and beyond what is customary for such a permit application’s review. The applicant will assume all additional costs for the review time of deficient permits.***

Please note: any resident identified as having commenced construction activity without acquiring the necessary permits shall be charged DOUBLE the normally-assessed fees.

a. The following structures, if the structure has a building area less than 500 square feet, and is accessory to a detached one or two-family dwelling, and multi-family dwelling units:

- Detached Carport \$100.00
- Detached private garage \$100.00
- Greenhouse \$100.00
- Sheds and gazebos
 - Less than 150 sq. ft. \$70.00
 - From 150 sq. ft. but less than 500 sq. ft. \$100.00
- All Agricultural Building(s), irrespective of size, as defined by Act 45 \$100.00
- Uncovered decks and patios, with a floor height of 30 inches or less above finished grade \$100.00

b. Issuance of a Use and Occupancy Permit for a change of use of an existing building to a similar type of use, with *no structural alterations** \$140.00

*Alterations require additional permit(s)

c. Forestry (Timber Harvesting) Permit**

- \$120.00 permit fee, **plus** the actual cost for plan review and site inspections as required by the Township.

****Note:** The Township reserves the right to require financial security to ensure that Timber Harvest projects comply with all regulations.

d. Sign for a business use per Zoning Code	
• New sign	\$200.00
• Replacement of existing sign	\$ 100.00
e. Sign for nursery agricultural products sales per Zoning Code	
• Included in use permit	No charge
• If not included in the initial application	\$60.00
f. Sign for a rural occupation per Zoning Code	
• Included in use permit	No charge
• If not included in the initial application	\$60.00
g. Sign for a home occupation per Zoning Code.	
• Included in use permit	No charge
• If not included in the initial application	\$70.00
h. Sign used to identify noncommercial use per Zoning Code.	\$60.00
i. Sign, off-premises directional for special events per Zoning Code	\$60.00
j. Sign, on-premises for special events per Zoning Code	\$60.00
k. Temporary Sign – Public Service Organization	No Fee/Charge

Residential and Commercial Building Permit Fees

The following fees are established for construction activities that are regulated by Township ordinance and the Uniform Construction Code.

There is a **\$50.00 processing & retention fee** charged at the time a Building Permit Application is submitted. The cost for permits will be calculated during the application review process and shall be paid in full at the time the permit is picked up. Below are the Residential and Commercial Building Permit fees that will be charged for the listed UCC-regulated activities.

Note: The below-listed building permit costs do not include charges for electrical, plumbing, mechanical, HVAC, Stormwater, or other miscellaneous permit fees that may also be required. These additional fees will be added to the Building Permit fee according to the amounts approved in this schedule when applicable. ***Additionally, please note that the fees listed assume the submitted permit is complete and will not require additional review time above and beyond what is customary for such a permit application’s review. The applicant will assume all additional costs for the review time of deficient permits.***

Please note: any resident identified as having commenced construction or use activity without acquiring the necessary permits shall be charged DOUBLE the normally-assessed fees.

If stormwater controls are required as determined by the Township Engineer, additional fees will be assessed per the Stormwater Controls section on page 9.

Residential Building Permit Fees

- a. Residential: New one and two-family dwelling unit, multiple family dwelling unit, or similar residential structure. The Building Permit fee shall be computed on a square foot basis as measured out-to-out of the structure, and shall include basements, bays, hallways, stairways, utility rooms, storage rooms, lobbies, attached garages, foyers and attics that have a minimum of 6-foot headroom.
 - The permit fee is \$100.00 plus \$0.42 per square foot of floor area.
- b. Residential: Additions, attached and detached structures accessory to residential dwellings to include roofed porches.
 - The permit fee is \$100.00 plus \$0.42 per square foot of floor area. The minimum fee is \$395.00.
- c. Manufactured Housing Units: Inspection of basements, piers, footers, and a final inspection is required.
 - The permit fee is \$395.00 plus the cost of electrical inspection fees computed at \$95.00 per inspection as required by the code official.
- d. Alterations, renovations, or modifications of existing Residential buildings or structures to include, but are not limited to: uncovered decks and patios with a floor height greater than 30 inches above finished grade.
 - The permit fee is \$100.00 plus \$0.42 per square foot of floor area. The minimum fee is \$285.00.
- e. Miscellaneous Residential Structures: include but are not limited to communication towers or antennas, retaining walls (over 4' in height), alternative energy systems, etc.
 - The permit fee is \$125.00 **plus** the cost of plan review / re-review computed at \$87.50 per hour, **plus** the required number of inspections required by the code official at \$95.00 per inspection.

Please note: any resident identified as having commenced construction or use activity without acquiring the necessary permits shall be charged DOUBLE the normally-assessed fees.

Commercial, Industrial and Institutional Building Permit Fees

- a. Commercial, Industrial, and Institutional Buildings, including buildings on agricultural uses, rural occupations, and others not categorized: permit fees are for new construction as well as additions, alterations, renovations, or modification of existing buildings or structures as follows---
 - \$120.00 for the first \$1,000.00 of project cost plus \$9.75 for each additional \$1,000.00 of project cost or part thereof. The minimum fee is \$405.00 for this calculation.
 - Accessibility inspection fee for a flat fee of \$265.00.
 - The expense of Plan review and accessibility review is billed at \$87.50 per hour.
- b. Special Structures, which include, but are not limited to, towers, storage tanks, telecommunication / cell towers, retaining walls (over 4' in height) and commercial signs:
 - \$125.00 **plus** review **and** inspection fees:
 - Plan review is billed at \$87.50 per hour, and

- Inspections as deemed necessary by the building official at \$95.00 each.
- c. Special Non-Tower Wireless Cell Facilities (WCFs) in Township Right of Ways (ROWs):
- Application Fee of \$500 for up to five non-tower WCFs, with an additional \$100 for each non-tower WCF beyond five, or \$1,000 for non-recurring fees for a new pole (i.e., not a collocation) intended to support one or more non-tower WCFs; and
 - \$270 per non-tower WCF per year for all recurring fees, including any possible ROW access fee or fee for attachment to municipally-owned structures in the ROW.
- d. Review of revisions to previously approved plans:
- The expense of Plan review is billed at \$87.50 per hour.

Please note: any resident identified as having commenced construction or use activity without acquiring the necessary permits shall be charged DOUBLE the normally-assessed fees.

Electrical Permits

a. Residential Electrical Permits

- Those that *are not* part of a building ~~or zoning~~ permit shall require a separate permit
 - Processing & Retention Fee of \$50.00
 - \$4.50 UCC Fee (if applicable)
 - Number of inspections at \$95.00 each as deemed necessary by the code official, **plus**
 - Plan review and revisions billed at \$65.00/hr.
 - Any inspection or re-inspection over three (3) inspections shall be charged at \$95.00 each paid directly to Technicon.

- Or -

- Those that *are* part of a building permit
 - Number of inspections at \$95.00 each as deemed necessary by the code official.
 - Any inspection or re-inspection over three (3) inspections shall be charged at \$95.00 each paid directly to Technicon.

b. Commercial Electrical Permits – included in Building Permit fee.

Please note: any resident identified as having commenced construction or use activity without acquiring the necessary permits shall be charged DOUBLE the normally-assessed fees.

Plumbing, Mechanical and HVAC Permits

a. Residential Plumbing, Mechanical, and HVAC Permits

- Those that *are not* part of a building ~~or zoning~~ permit shall require a separate permit:
 - Processing & Retention Fee of \$50.00 at the time of application,
 - \$4.50 UCC Fee (if applicable),
 - Number of Inspections at \$95.00 each as deemed necessary by the code official, **plus**
 - Plan review and revisions billed at \$65.00/hr.
 - Re-inspections shall be charged at \$95.00 each paid directly to Technicon.

- Or -

- Those that *are* part of a building ~~or zoning~~ permit
 - Number of Inspections at \$95.00 each as deemed necessary by the code official
 - Re-inspections shall be charged at \$95.00 each paid directly to Technicon.

- b. Commercial Plumbing, Mechanical, and HVAC Permits – included in Commercial Building Permit.
 - Re-inspections shall be charged at \$95.00 each paid directly to Technicon.

Please note: any resident identified as having commenced construction or use activity without acquiring the necessary permits shall be charged DOUBLE the normally-assessed fees.

Miscellaneous Permits

There is a **\$50.00 Processing & Retention Fee** charged at the time an Application is submitted for items a & b only.

- a. Demolition Permit: \$35.00 review fee, **plus** one of the following--
 - Residential and detached accessory structure \$125.00
 - Commercial, Industrial, Institutional, and detached accessory structures \$190.00

- b. Swimming Pools and Spas:
 - Review fee of \$35.00, **plus**
 - Spas and above-ground pools capable of holding 24 inches or more of water: includes (1) electrical inspection and a final, **or** \$275.00
 - In-ground pool: includes (2) electrical inspections and a final. \$495.00
 - Additional Inspections, if required, at \$95.00 each, paid directly to Technicon.

- c. Driveway Permit (onto Township Roads***)
 - \$75.00 permit fee, and
 - Escrow in the amount of \$1,000.00 (per Resolution 2022-8) **(separate checks required)**

- ***Note: Contact PennDOT for Highway Occupancy Permit (HOP) for driveways onto State-owned roads.

- d. Road Encroachment Fees (onto Township Roads)
 - Fees charged according to the PennDOT formula

- e. Building Permit Renewal Fee for a six (6) month period \$60.00

- f. Accessory Dwelling Unit Use & Occupancy Permit (after approval) \$105.00

- g. Mobile/Manufactured Home Removal Permit \$10.00/unit **plus** the cost of Tax Certification(s)

(\$35.00 for County, \$25.00 for TVSD as of 11/30/2022, subject to increases)

A separate Northwestern Chester County Municipal Authority (NCCMA) inspection is also required.

- h. Miscellaneous permits to address miscellaneous minor regulated activities that are not described in this schedule, including review and issuing fees: \$25.00

- i. Yard Sale (limit of three two-day sales per calendar year) no charge

- j. Kennel Use and Occupancy Permit
 - Initial Permit Application, whether approved or not \$175.00
 - Annual Renewal Permit \$75.00

- k. ECHO Use and Occupancy Permit
 - Initial U & O Permit Fee is included in the Building Permit Fee
 - Annual Renewal \$25.00
 - Escrow Fee to ensure ECHO removal \$2,500.00

Stormwater Control Fees

When stormwater controls are required for a project, the Applicant shall post the below listed escrow with the Township prior to the issuance of any building, zoning or other permits. This escrow shall be used to reimburse the Township for expenses associated with stormwater plan review. Unused escrow funds shall be returned to the Applicant following project completion. In the event that the escrow was not sufficient to reimburse the Township for all expenses, the Township will invoice the Applicant to recover the monies due. All monies due to the Township shall be paid prior to any future inspections or Use and Occupancy approval.

Please note: any resident identified as having commenced construction or use activity without acquiring the necessary permits shall be charged DOUBLE the normally-assessed fees.

- a. Projects Exempt from Stormwater Requirement No Escrow

- b. Projects Reviewed as:
 - Simplified Approach for Small Projects per Stormwater Management Code
 - \$750 escrow, additional review and inspections at effective hourly professional services rate invoiced to applicant.

 - Simplified Approach for Agricultural Projects per Stormwater Management Code
 - \$750 escrow, additional review and inspections at effective hourly professional services rate invoiced to applicant.

- c. Full Stormwater Plan (Does not qualify for exemption or simplified approach)
 - \$1,250 escrow, additional review and inspections at effective hourly professional services rate invoiced to applicant.

- d. Note: there is no additional fee for stormwater projects submitted as part of a Subdivision and Land Development (SALDO) application (see page 10 below)

Annual License Fees

- a. Junkyard License
 - \$350/year (July 1st- June 30th)
- b. Mobile Home Park license
 - \$5.00 per lot/year (January 1st – December 31st)

Subdivision and Land Development (SALDO) Applications

Listed below are the subdivision and land development application fees and the review escrow deposit that will be used to reimburse the Township for outsourced professional expenses including legal, planning & engineering services incurred for plan review and reporting. The application and review escrow deposit shall be paid prior to or at the time of submission.

For applications that require both Preliminary and Final Plan approvals, the Applicant shall pay the below listed application fee plus the review escrow deposit at time of Preliminary Plan submission. At Final Plan submission for the same project, the Applicant shall replenish the review escrow deposit to the original amount.

When applications only require Final Plan approval, the Applicant shall pay the below listed application fee and review escrow deposit prior to or at the time of submission.

Professional service expenses incurred by the Township shall be deducted from the review escrow deposit at the time the Township receives an invoice for such service. In the event that a deposit is exhausted, the Township will invoice the Applicant periodically for expenses incurred in excess of the deposit. As the deposit is expended, the applicant shall replenish the deposits upon notice from the Township.

After the Plan review process is complete, any remaining monies on deposit shall be returned to the Applicant, exclusive of convenience fees if paid by credit card. In the event that the deposited funds are not sufficient to reimburse the Township for all expenses the Applicant will be invoiced for the remaining amount due. All monies due from the Applicant shall be paid in full prior to the Township releasing the Final Plan for recording.

Formal Sketch Plan

- \$1,000.00 review escrow deposit

Minor Plan (lot line adjustment/simple conveyance per Section 402.1.C of Township SALDO

- \$150.00 application fee, and
- \$500.00 review escrow deposit (separate checks required)

Minor subdivision or land development per Section 402.1.B or 402.3 of Township SALDO

- \$300.00 application fee, and
- \$1,250.00 review escrow deposit (separate checks required)

Major Applications - Preliminary and/or Final Plan Subdivision and/or Land Development submissions per Section 402.1.A of Township SALDO

1. Subdivision of 3-5 lots or land development of <5 acres
 - \$300.00 application fee, and
 - \$1,500.00 review escrow deposit (separate checks required)
2. Subdivision of 6-10 lots or land development of 5-10 acres
 - \$300.00 application fee, and
 - \$2,000.00 review escrow deposit (separate checks required)
3. Subdivision of greater than 10 lots or land development of greater than 10 acres
 - \$300.00 application fee, and
 - \$3,000.00 review escrow deposit (separate checks required)

Subdivision and Land Development (SALDO) Inspection Escrow Fees

For all subdivision or land development plans submitted to the Township pursuant to the SALDO, Honey Brook Township shall require as a condition of final plan approval and recording, that the applicant deposit with the Township cash or other immediately available funds, to be held as a prepayment escrow by the Township to cover the costs of the Township's consulting engineer's inspection and related professional/administrative costs, materials or site testing, and maintenance costs, prior to the acceptance of improvements by the Township, according to the following schedule:

1. The Applicant shall initially deposit the *lesser* of either:
 - a. Twenty thousand dollars (\$20,000.00), or
 - b. Six percent (6%) of the total costs of all improvements, as established and approved by the Township Engineer for purposes of the required financial security guaranteeing initial construction of such improvements.
2. At any time prior to completion and approval of the improvements, including any materials or site testing or required maintenance, should the balance of the said escrow be reduced to one percent (1%) of the total cost of all improvements as described above, then within ten (10) days of written notice from the Township requiring the same, the Applicant shall deposit with the Township funds in an amount as necessary to restore the balance of said escrow to the original deposit amount.
3. No change or alteration in the amount of escrow herein required shall be authorized or valid unless and until approved by the Township Board of Supervisors in writing.
4. Pursuant to Section 509(g) of the MPC, the Township shall provide the applicant with a detailed written accounting of all reasonable and necessary expenses charged against the escrow with a copy of the actual invoices in reasonable detail supporting the charged inspection and/or professional services.
5. All monies remaining in the escrow at the completion of construction of the improvements shall be returned to the applicant within sixty (60) days of completion of construction of the

improvements and inspection and approval thereof by the Township, with the exception of any convenience fee(s) incurred by the applicant for using a credit card for posting of any securities or escrows.

6. Any disputes relating to the use and return of the inspection escrow shall be resolved by following the procedures set forth in Section 509(g) of the MPC.

Approved Annexation and Consolidation Plans

Prior to the recording of any annexation lot consolidation plan the applicant shall post financial security with the Township to ensure that the annexation and/or consolidation deeds have been recorded. The financial security will be returned following the Township’s receipt of confirmation the deed(s) were recorded.

Financial Security \$750.00 **This escrow will be returned after proof is submitted to the Township that a new deed was recorded.**

Personnel Rates

Township Engineer	
a. Senior Engineer	\$107.00/hour
b. Engineer II	\$87.00/hour
c. Engineer I	\$76.50/hour
d. Zoning Officer	\$60.00/hour
e. Building Inspector – Residential BI	\$65.00/hour
f. Building Inspector – Commercial BI	\$87.50/hour
g. Clerical	\$44.00/hour

Attorney and other Legal Fees Actual Cost

Other Professional Consultants Actual Cost

Township Personnel Rates

Total of employee’s hourly rate (per hour or per overtime hour), times multiplier of 1.28 to cover costs of Social Security, Medicare, Workers Compensation Insurance, Health Care, Pension, State Unemployment Compensation Tax, Life Insurance, Depreciation of Plant and Equipment and Support Staff.

Mileage The current IRS rate

All Associated Expenses Billed at the actual cost.

Hearing Fees

- a. Zoning Hearing Board (non-refundable application fee)
 - Validity of Zoning Ordinance or Map \$2,000.00
 - Special Exception \$1,000.00

- Variance \$1,000.00
 - Appeals of Zoning Officer Actions \$1,000.00 (refunded if action is reversed)
 - Other Miscellaneous Hearings \$1,000.00
- b. Hearings before the Board of Supervisors (non-refundable application fee)
- Conditional Use \$1,000.00
 - Liquor License Transfer \$1,000.00
 - Petition for Zoning Ordinance Amendment \$3,000.00
 - Curative Amendment \$3,000.00
 - Other Miscellaneous Hearings \$1,000.00
- c. UCC Appeals Fees as established by the UCC Appeals Board.

Administrative Fees

Duplicating (letter or legal size)	\$0.25 per side (first 1,000 sides)
Duplicating (letter or legal size)	\$0.20 per side (beyond 1,000 sides)
Duplicating (letter or legal size color)	\$0.50 per side
Duplicating (11 x 17)	\$0.50 per side
Duplicating (11x17 color)	\$1.00 per side
Duplicating to CD	\$1.00 per CD
Copying of Specialized Documents (e.g. publications, blue prints, color copy, non-standard size, etc. <i>Note: Some publications are available on the Township's website at no charge</i>)	Actual Cost
Email Fee	No Charge
Mailing Fee	Actual cost of postage
Certification of Public Records	\$ 2.00 per Record
NEW! Convenience Fee for Credit Card payment	\$2.00 minimum; 4% for amounts over \$50.00 (collected by GovernmentWindow, LLC as a separate charge)
Returned Checks for Non-Sufficient Funds	\$30.00 per check
Late Fee on invoices	1.5% per month

Parks and Recreation Fees

- a. Park Pavilion Reservation \$100.00 refundable deposit*
*The deposit will be refunded less any expense to repair, replace or clean up any portion of the park, its equipment and facilities.

- b. Recreation Program Fees Established by the Recreation and Parks Board

- c. Township Administration Meeting Room
 - 1) Rental Fee \$50.00
 - 2) Deposit (for off-hours meetings) \$500.00 refundable**
**The deposit will be refunded less any expense to repair, replace, or clean up any portion of the meeting room, lobby, or restrooms upon inspection the day after the meeting.

- 3) Fee-in-lieu of Land Dedication per SALDO
 - 2 to 4 lot subdivision \$ 750 per lot
 - 5 to 10 lot subdivision \$1,000 per lot
 - 11 to 20 lot subdivision \$2,000 per lot
 - Greater than a 20 lot subdivision \$3,000 per lot