

BOROUGH OF MECHANICSBURG  
FEE RESOLUTION 01-2024

**REVISION OF THE FEE RESOLUTION**

A resolution revising the following fees for the filing of applications, permits, inspections and sub-division and land development plan submissions, for the Borough of Mechanicsburg.

WHEREAS, the Borough of Mechanicsburg is required to revise the schedule of fees for the filing of applications, permits, inspections and sub-division and land development plan submissions by resolution; and now

THEREFORE, BE IT RESOLVED, Borough Council establishes to revise the following sections of the fee schedule for the filing of applications, permits, inspections and sub-division and land development plan submissions:

SUBJECT	FEE
BUILDINGS	

A. Building Permit Fees for New Construction and Renovations.

1. The fee for a building permit for the construction or alteration of a building or structure shall be at the rate of \$75 for the first \$1,000 of fair market value of the work and \$15 for each additional \$1,000, or fraction thereof, of fair market value of the work. It shall not be relevant in determining fair market value that no, or less than normal, actual cost may be involved because of the applicant doing the work himself or herself, obtaining materials free or for some other reason. Charges incurred by the Borough for outside assistance in reviewing a permit application or making inspections shall be paid by the applicant. In addition, a surcharge, in the amount currently authorized by the State of Pennsylvania, will now be collected for each UCC building permit issued locally. This money will be remitted quarterly to the Department of Community and Economic Development and will be used to subsidize code official training.

2. Commercial Building Permit Plan Review Fees:

- i. Commercial plan review: \$115/hour  
\*Requests for 'expedited five-day Commercial Plan Review' an additional 50% of the total of the above permit fees will be added to the total permit fees.

3. Residential Building Permit Plan Review Fees (residential plan reviews are included in the total permit fee):

- \*Requests for 'expedited five-day Residential Plan Review' an additional 50% of the total of the above permit fees will be added to the total permit fees.

B. Building Permit Inspections.

- 1. Commercial
  - i. Commercial Building, one inspection visit. \$115
  - ii. All reinspections. \$115

SUBJECT	FEE
2. Residential	
i. Residential Building, one inspection visits	\$90
ii. All reinspection	\$90
C. Issuance of Certificate of Occupancy	
Includes scheduling, filing, recordkeeping, follow-up, and certificate issuance.	\$10 per unit
D. Occupancy Permit	
1. Under 5,000 square feet	\$300
2. Over 5,000 square feet	\$400

#### RESIDENTIAL RENTAL HOUSING INSPECTIONS

- A. Rental registration fee every three years also with tenant change or change of use. \$25 per unit
- B. Inspections.
  - 1. Single-unit structure, one visit \$100
  - 2. Multiple-unit structure, one visit \$80 per unit
  - 3. Second return inspection \$75
  - 4. Third and subsequent inspections \$75
- C. Issuance of Certificate of Compliance.
  - Includes scheduling, filing, recordkeeping, follow-up, and certificate issuance. \$20 per unit
- D. Discount for Early Payment.
  - Ten-percent discount of total residential rental inspection bill provided the bill is paid by January 31 and an inspection date is established to occur before April 1 of said year. To receive the discount, the residential rental inspection bill and inspection date selection must be remitted at the time of the fees are paid.
- E. Penalty for Late Payment
  - Ten-percent penalty of residential rental inspection bills not paid and scheduled by September 1 prior to the cycle end date.
- F. Discount for Housing and Urban Development Participation. \$20 per unit
  - Properties that are inspected by HUD may be issued a Certificate of Compliance once they provide a copy of a passed inspection from the last twelve months and payment of fees.

## HIGHWAY OCCUPANCY PERMITS

### A. Permit issuance fees.

These fees are applied to the administrative costs incurred in reviewing the application and plan(s) and issuing and processing the permit, including the preliminary review of the site location identified in the application, whether a permit is issued and processed or is denied.

Schedule Item No.	Unit Fee
1. Application Fee	
i. Underground utility installation	\$200
ii. Utility pole installation	\$50
iii. Residential driveway, curb and/or sidewalk	\$50
iv. Commercial driveways	\$150
v. Work outside the above categories	\$100
2. Three-month Time Extension Fee	
i. Utility installation	\$100
ii. Residential	\$50
3. Emergency Permit	\$350

### B. General Permit Inspection Fees

General permit inspection fees, these fees are applied to the costs incurred in the preliminary review of the location covered by the permit and/or spot inspection of the permitted work, and/or subsequent inspection after the permitted work has been completed to ensure compliance with Borough specifications and permit provisions. These fees pertain to surface openings up to 30 square feet.

1. Commercial Inspection Fees	
i. Underground utility installation	\$60
ii. Utility pole installation	\$30
iii. Commercial driveways	\$60
iv. Work outside the above categories	\$60
2. Residential driveway curb and/or sidewalk	\$30
3. Emergency inspection (or inspection not scheduled 24 hours in advance)	\$100

Inspection fees for surface openings over 30 square feet shall be calculated with the appropriate base rate in paragraph B and the amount per additional square foot.

### C. Required Financial Security

Financial security in the form of cash escrow deposit, irrevocable letter of credit backed by a federally chartered financial institution or a bond issued by a corporate surety authorized by the Pennsylvania Insurance Commission is required for all projects. Upon written request to the Borough after 12 months from the date of completion, these fees will be released to the applicant after the permitted work has been inspected to ensure compliance with Borough specifications and permit provisions.

#### 1. Utility Pavement Cuts

- i. Up to 30 square feet \$500  
 \*Bonding in the total amount of paving restoration is required for openings over 30 square feet or multiple cuts over a combined total of 30 square feet.
- 2. Residential Driveway, Sidewalk and/or Curb \$500
- 3. Horizontal Directional Drilling or Boring
  - i. Base fee per boring \$250
  - ii. Per linear foot up to 50 linear feet \$10  
 \*Where the proposed work exceeds the 30 square feet (D.1.b) or the applicant has provided a single form of financial security for multiple permits, the applicant shall be required to submit an estimate of cost for the work in its entirety, all for the purpose of establishing a basis for the determination of the financial security amount. Borough staff will review the cost estimate and confirm the required financial security amount or require revisions, and the applicant shall post the same.

**D. Exemptions**

Permit issuance fees and general permit inspection fees are not payable by any of the following:

- 1. The commonwealth.
- 2. Political subdivisions of the commonwealth, except when placing a facility longitudinally within more than 100 total linear feet of pavement. In that case, the application and inspection fees for pavement openings will be charged.
- 3. Governmental authorities organized under the laws of the commonwealth.
- 4. The federal government.
- 5. Utility facility owners for:
  - i. The installation of streetlights at the request of PennDOT or the political subdivision.
  - ii. The replacement or renewal of their facilities prior to a Borough resurfacing project after notice from the Borough.
  - iii. The removal of poles and attached appurtenances.
  - iv. Facilities moved at the request of PennDOT or the political subdivision.
  - v. The reconstruction or maintenance of their facilities that occupy the right-of-way under private status.

**E. Additional Inspection Fees**

If the Borough determines that the permitted work is of sufficient magnitude or importance to warrant assignment of one or more persons to inspect the permitted work on a more than spot inspection basis, the permit will so indicate, and the permittee shall be charged for additional salary, overhead and expenses incurred by each assigned inspector and the Borough.

**MOTOR VEHICLES AND TRAFFIC**

Fees for the administration of Chapter 15 of the Code of Ordinances are imposed as follows, until amended or revoked by the further resolution of the Borough Council:

- |                                                                                                                                          |                                             |
|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| A. Application fee referenced in Chapter 15 for a reserved on-street handicapped parking permit. Said fee shall be nonrefundable.        | \$50                                        |
| B. Renewal fee for a previously approved on-street handicapped parking permit                                                            | \$25                                        |
| C. Signage fee referenced in Chapter 15, § 15-306E(3), for the purchase and installation of all required signage, paid by the applicant. | As invoiced by the Borough of Mechanicsburg |

### SHADE TREES

The following fees shall be paid for permits:

- |                                                                                                                           |                                                                        |
|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| A. Planting, pruning or removal of each tree.                                                                             | No charge                                                              |
| B. Formal hearing before Shade Tree Commission<br>(may be waived whole or in part by Borough Council at their discretion) | \$100                                                                  |
| C. Fee in lieu of replanting.                                                                                             | The lowest of 3 competitive quotes obtained by Borough Staff, plus 15% |

### SUBDIVISION AND LAND DEVELOPMENT

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A. Plan Fees per Type (see Chapter 22, Subdivision and Land Development, for definition of the following types):                                                                                                                      |                                                                                                                                                                                                      |
| 1. Simple Subdivision Plan                                                                                                                                                                                                            | A \$300 application fee shall be included with the plan submission.                                                                                                                                  |
| 2. Minor Subdivision/Land Development Plan                                                                                                                                                                                            | A \$800 application fee and \$30 fee per lot or per dwelling unit in a multiple-dwelling building, or per nonresidential use in a commercial building, shall be included with the plan submission.   |
| 3. Major Subdivision/Land Development Plan                                                                                                                                                                                            | A \$1,250 application fee and \$30 fee per lot or per dwelling unit in a multiple-dwelling building, or per nonresidential use in a commercial building, shall be included with the plan submission. |
| B. Construction Plan Fees.                                                                                                                                                                                                            | A fee of \$75 to accompany the application.                                                                                                                                                          |
| C. Inspections.                                                                                                                                                                                                                       |                                                                                                                                                                                                      |
| 1. A minimum of \$80 per hour or portion thereof for inspection services performed by the Borough Inspector on the subdivision and/or land development construction site. (A Borough Inspector is any Borough staff member authorized |                                                                                                                                                                                                      |

by the Borough Manager to perform inspections of the construction or public improvements related to any plan submitted under Chapter 22 of the Mechanicsburg Borough Code.)

2. Professional consultant inspection fees will be billed to the applicant pursuant to § 22-706 of the Mechanicsburg Code and Section 510(g) of the Pennsylvania Municipalities Planning Code.
- D. Review Fees. Professional consultant review fees, as established pursuant to §22-705D of the Mechanicsburg Code, will be billed to the applicant.
- E. Other Fees.
1. The applicant will reimburse the Borough for the cost of any advertising associated with the plan.
  2. Escrow deposit for preliminary or final plan review in the amount of \$3,500. Any costs incurred by the Borough in excess of the amount held in escrow shall be fully reimbursed by the applicant upon receipt of an itemized in-vvoice including the date, time and service performed.
  3. A request to amend any portion of Chapter 22 of the Mechanicsburg Borough Code shall constitute an amendment request and require a fee of \$1,000.

#### STORMWATER MANAGEMENT

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|----------------------------------------------------------------|---------|
| A. Minor land disturbance, as outlined in § 26-131C(1)         | \$500   |
| B. Major land disturbance, as outlined in § 26-131C(2), Zoning | \$1,000 |

#### ZONING

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| A. Application fee for a zoning permit for the construction, placement, exterior alteration or exterior modification of a structure (as that term is defined in the Pennsylvania Municipalities Planning Code).                                                                                                                   | \$75  |
| B. Application fee for the establishment, alteration, modification or change of use of land or structure.                                                                                                                                                                                                                         | \$75  |
| C. Application fee for the establishment of a sidewalk café.                                                                                                                                                                                                                                                                      | \$75  |
| D. Application fee for the renewal of a sidewalk café permit.                                                                                                                                                                                                                                                                     | \$30  |
| E. Application fee for conditional use.                                                                                                                                                                                                                                                                                           | \$900 |
| F. Application fee for an appeal from a determination of the Zoning Officer, including but not limited to the granting or denial of any permit, or failure to act on an application for a permit, the issuance of any cease-and-desist order or the registration or refusal to register any nonconforming use, structure, or lot. | \$900 |
| G. Application for a fee for an appeal from the determination by the Borough Engineer or Zoning Officer with reference to the administration of floodplain or flood hazard provisions or for a variance therefrom.                                                                                                                | \$900 |
| H. Application fee for a curative amendment.                                                                                                                                                                                                                                                                                      | \$900 |

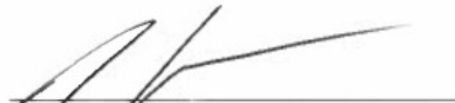
- I. Application fee for a substantive challenge to Chapter 27 Zoning, in whole or in part. \$900
- J. Application fee for any other matter filed with the Zoning Hearing Board of the Borough of Mechanicsburg. \$900
- K. Application fee for a Zoning Map change request. \$900
- L. Application fee for a zoning text change request. \$900
- M. Application fee for any other matter requiring the issuance of a zoning permit under the provisions of Chapter 27. \$75


OPEN RECORDS FEES, see §1-1201

DULY ADOPTED on this 6<sup>th</sup> day of February 2024 by the Mechanicsburg Borough Council.


ATTEST

BOROUGH OF MECHANICSBURG

  
\_\_\_\_\_  
D. Layne Thompson, Secretary

  
\_\_\_\_\_  
Kyle Miller, President of Council

EXAMINED AND APPROVED on this 6<sup>th</sup> day of February 2024.

  
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Jack Ritter, Mayor

