

RESOLUTION NO. 617

BOROUGH OF MALVERN  
CHESTER COUNTY, PENNSYLVANIA

A RESOLUTION ESTABLISHING FEES CHARGED FOR SERVICES  
OF THE BUILDING / ZONING DEPARTMENT OF THE BOROUGH OF MALVERN

WHEREAS, the Borough Council of the Borough of Malvern does hereby adopt the following fees charged for services for the following listed items within the Borough of Malvern, Chester County, PA; and,

WHEREAS, the Borough Council rescinds Resolution No. 546 of 2006 and hereby establishes the following fee schedule for 2010.

**NON-RESIDENTIAL CONTRACTORS' REGISTRATION – ALL TRADES - \$50.00 Annually**

**PERMITS** **FEE**

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**BUILDING**

Residential (New)

- Basements, garages, porches & decks \$0.08 per sq.ft.
- Living space including finished basements \$0.14 per sq.ft.
- Accessory Structures \$0.14 per sq.ft. or \$50.00, whichever is greater
- Plan Review Fee \$100.00 per dwelling unit

***\$75.00 Minimum***

- Final Inspection/Use & Occupancy Fee: \$50.00. Pass or Fail.
- Zoning Permit Required

Residential (Existing)

- Alterations – Additions \$14.00 per 100 sq.ft.
- Plan Review Fee \$100.00 per dwelling unit

***\$75.00 Minimum***

- Final Inspection/Use & Occupancy Fee \$50.00. Pass or Fail.
- Zoning Permit Required

Non-Residential (New or Existing) \*\*

\$0.30 per sq.ft.to 5,000 sq.ft.  
\$20.00 each add'l 100 sq.ft.to 10,000 sq.ft.  
\$15.00 each add'l 100 sq.ft. over 10,000 sq.ft.

- Application Fee \$100.00
- Plan Review Fee \$200.00
- Final Inspection/Use & Occupancy Fee \$100.00. Pass or Fail.

**\*\*Required third party plan reviews, along with required inspections, and the fees for these services, will be charged to the applicant and payable within thirty (30) days of invoice.\*\***

## ELECTRICAL

Residential (New or Existing)	\$25.00 – to \$1,000 of contract value \$10.00 – over each \$1,000 or fraction thereof
Commercial (New or Existing)	\$50.00 – to \$1,000 of contract value \$25.00 – over each \$1,000 or fraction thereof

**\*\*Approved Third Party Inspection Required\*\***

## HEATING, VENTILATION and AIR-CONDITIONING

Residential	\$25.00 first 10,000 Btu's \$10.00 each additional 10,000 Btu's <b>\$100.00</b>
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**Minimum Permit Fee**

Commercial	\$35.00 first 10,000 Btu's \$15.00 each additional 10,000 Btu's <b>\$100.00</b>
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**Minimum Permit Fee**

**1 Btu = 0.2931W, 1BHp = 33,475 Btu/hr.**

## MISCELLANEOUS PERMITS

Accessory Structures	\$75.00 Zoning Permit
Board of Appeals Application (Building Code)	
• Residential Filing Fee	\$500.00
• Commercial Filing Fee	\$1,000.00

The filing fee is a deposit to defray the cost of the following:

- Preparation and mailing of the list and/or labels bearing the names of property owners to be notified
- Publications of "Notice of Public Hearing"
- Posting of the property by the Building Official
- One-half (1/2) of the appearance fee of the court reporter
- Other miscellaneous administration charges (envelopes, postage, etc.)
- The cost for a copy of the transcript if required by the applicant
- Actual costs of architectural/engineering consultants

If the money paid by the applicant pursuant to this filing fee is insufficient to ensure payment of all costs incurred in the disposition of the application, the Borough shall require additional deposits in increments of one hundred dollars (\$100.00). The failure of the Borough to demand additional deposits from time to time shall not relieve the applicant from liability for all costs, charges, fees, and expenses in excess of deposits.

Monies paid which are in excess of the actual costs shall be refunded to the applicant.

If the total costs exceed the monies paid by less than \$10,00, there will be no additional charge and conversely, there will be no refunds given for amounts under \$10.00.

## Miscellaneous Permits (Cont'd)

Demolition	\$50.00 first \$1,000 of contract \$20.00 each add'l. \$1,000 of contract
Driveways, Aprons, Curbs & Sidewalks	\$50.00 plus Engineering Inspection Costs
Dumpster(s)/Storage Containers(s)/POD's on Public Streets	\$35.00/ten day period \$15.00/day after initial ten day period
Microwave Antenna, Satellite Dish, Ham Radio Antenna	\$50.00
Deck Permit	
• Application Fee	\$150.00
• Review Fee	\$55.00
Roofing/Re-Roofing/Siding (Existing)	
• Residential (Single, Duplex/Semi-Detached)	\$100.00 per dwelling unit
• Townhouses/Condominiums/Apartments/Motels	\$100.00 per unit
• Commercial/Industrial/Institutional	\$100.00 per 1,000 square feet
Signs	\$25.00 per side up to 10 s.f./side \$75.00 per side over 10 s.f./side  <b>\$50.00 Minimum</b>
Soil & Erosion Control Permit	\$150.00 plus cost of Engineering Inspection
Street Opening (See Ordinance 2006-7)	\$100.00 Application Fee; plus \$75.00 surface opening greater than 20 square feet; \$50.00 surface opening less than 20 square feet; plus, Engineering Inspection Costs
Swimming Pools (over two feet)/Jacuzzi/Hot Tubs	\$75.00 above-ground \$225.00 in-ground
• Jacuzzi or Hot Tub	\$75.00
Review Fee	\$55.00
Temporary Trailers, Tents & Buildings (on construction sites)	
Residential Use	\$150.00 limited to six months
Commercial Use	\$200.00 limited to six months

## **PLUMBING**

Residential (New or Existing)	\$50.00 plus \$10.00 per fixture
Commercial (New or Existing)	\$75.00 plus \$15.00 per fixture

## CERTIFICATES OF OCCUPANCY

Existing Building, Change of Occupant	\$50.00 Residential \$100.00 Commercial
Existing Building, Change of Use	\$50.00 Residential \$150.00 Commercial
License to Lease or Rent	\$75.00 Initial \$50.00 Annual Renewal
New Construction	\$75.00 Residential \$200.00 Commercial

## ZONING/SUBDIVISION/LAND DEVELOPMENT

Engineering Review	Engineering Costs Plus 1.5% of bill to Borough  <b>\$2,000.00 Minimum</b>
Subdivision/Land Development Applications	\$200.00 per Plan – 2 lots \$250.00 per Plan – 3 or more lots on existing streets \$400.00 per Plan – 3 or more lots requiring new streets \$25.00 per Lot/Unit
Inspections	
• Borough Engineer	Prevailing Rate
• Engineer's Inspector	Prevailing Rate
• Borough Codes Inspector	Prevailing Rate
Zoning Application (Conditional Use, Special • Exception, Variance)	\$750.00
Zoning Permit – Application Fee	\$75.00
Zoning Ordinance and/or Zoning Map Amendments	Applicant Pays Professional Consultant Fees, Advertising & Posting Fees

\*\*\*The applicant shall pay the review fees of the professional consultants utilized by the Borough during its review of the subdivision or land development application. The applicant shall submit \$2,000 to the Borough at the time of the submission of the subdivision or land development application. This money shall be placed in an interest bearing account held by the Borough and monies shall be disbursed from this account to pay the actual costs of the professional consultants. The Borough shall provide the applicant with a breakdown of all monies disbursed from the account. If the account balance goes below \$500 the applicant shall deposit additional monies sufficient to bring the account balance back up to \$2,000. Upon approval or denial of the land development or subdivision application and payment of the final invoices from the professional consultants the balance of funds in the account plus any interest shall be returned to the applicant.

\*\*\*The applicant shall reimburse the Borough for the actual cost of all legal, engineering, inspections and materials tests, incurred during construction and up to acceptance, by the Borough, of the improvements.

\*\*\*The applicants shall pay all Chester County Planning Commission, Chester County Health Department, Department of Environmental Protection, and Chester County Soil Conservation District review fees, and all recording costs, associated with the above.

**PLAN REVIEW – CONSTRUCTION**

Residential Building – plus each MEP discipline	\$125.00
Commercial Building – plus each MEP discipline	\$250.00

**CONTRACTOR’S REGISTRATION**

Building Contractor	\$50.00
Plumbing Contractor	\$50.00
Mechanical Contractor	\$50.00
Electrical Contractor	\$50.00
Fire Protection Contractor	\$50.00
Insulation Contractor	\$50.00

**FEE FOR FAILURE TO OBTAIN A PERMIT**

Any person who commences work on a building, structure, electrical, gas, mechanical, or plumbing system prior to obtaining the necessary permits shall be subject to two times the payment of the permit fee, excluding emergency repairs. The Borough may, in its sole discretion, elect to issue a citation for violation of the applicable building code.

**\*\*\*\*The State UCC fee of \$4.00 applies to all building permits that are issued in the State of Pennsylvania and is subject to revisions at any time per PA Labor & Industry per PA Act 157.**

**MISCELLANEOUS**

Returned Check/Dishonored Check/	
• Insufficient Funds Fee	\$25.00 per check
(to be paid in cash or certified check)	
Real Estate Transfer Tax – Recorder of Deeds, Chester County	1% of money collected
Earned Income Tax – collected by Berkheimer Assoc.	1% (Resident)
Local Services Tax – collected by Berkheimer Assoc.	\$52.00 per year
Certifications:	
• Real Estate Tax	\$20.00/parcel
• Sewer	\$20.00/parcel
Duplicate Real Estate Tax Bill - Fee	\$5.00/bill
Photocopies:	
• Black and White – 8 ½” x 11”	\$0.25 per page
• Black and White - 8 ½” x 14”	\$0.35 per page
• Black & White or Color - Plans, Maps or other large items requiring copying, applicant will be charged for all costs incurred plus 20% administrative fee	

- Certification of a Record \$5.00 per certification

*No original records may be removed from the Borough Building by a requester.*

*No sealed architectural or engineering drawings may be copied without the prior consent, in writing, of the architect or engineer who sealed the drawings*

Publications:

- Zoning Ordinance
  - Zoning Maps
  - Subdivision & Land Development Ordinance
  - Comprehensive Plan
  - Revitalization Plan
  - Stormwater Management Ordinance
  - Postage
- Copies of all Publications are available on the website at [www.malvern.org](http://www.malvern.org). Hard copies are available at the same cost paid by the Borough for duplication  
Cost of Stamps

Solicitation Fees

- License Fee (all applicants) \$10.00
- PA State Police Background Check Fee (all applicants) \$10.00

Use of Borough Hall (non-residents) \$100.00 – non-refundable  
(residents) \$100.00 – refundable if returned in condition found and if used when the building is open. Not refundable if used on weekends or holidays/times when Library is closed.

**NOTE:** Any fee not covered by the fee schedule shall be determined on a case by case basis by the Borough Council of Malvern Borough. All fees are non-refundable unless determined on a case by case basis by the Borough Council of Malvern Borough.

This Schedule shall go into effect immediately upon enactment and shall continue in effect from year to year unless revoked or amended by Resolution or Ordinance.

Resolved by Borough Council this 16th day of March, 2010.

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Woody Van Sciver  
President, Borough Council

Approved by the Mayor this 16th day of March, 2010.

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Gerard J. McGlone, Jr., Mayor

Enacted this 16th day of March, 2010.

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Sandra L. Kelley, Secretary-Manager