RESOLUTION NO. 800

BOROUGH OF MALVERN
CHESTER COUNTY, PENNSYLVANIA

A RESOLUTION OF THE ESTABLISHING FEES CHARGED FOR SERVICES OF THE BUILDING / ZONING / ADMINISTRATION DEPARTMENTS 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. 778 of 2019 and hereby establishes the following fee schedule for 2020.

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

PERMITS	**FEE**
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	$150.00 per dwelling unit
• Final Inspection/Use & Occupancy Fee:	$75.00. Pass or Fail.
• Zoning Permit Required	
Residential (Existing)	
• Alterations – Additions	$14.00 per 100 sq.ft.
• Plan Review Fee	$100.00 per dwelling unit
• 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.****

MECHANICAL, ELECTRICAL, & PLUMBING (MEP) PERMITS

- **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
Minimum Permit Fee	***$100.00***
Commercial	$35.00 first 10,000 Btu's $15.00 each additional 10,000 Btu's
Minimum Permit Fee	***$100.00***

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

- **PLUMBING**

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

MISCELLANEOUS PERMITS

Accessory Structures	$75.00 Zoning Permit
UCC 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.

Demolition (if other than a Historic Resource)	$50.00 first $1,000 of contract $20.00 each add'l. $1,000 of contract
Driveways, Aprons, Curbs & Sidewalks	$75.00 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	$75.00
Deck Permit	
• Zoning Permit	$75.00
• Application Fee	$50.00
• Review Fee	$150.00
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
Shade Tree Removal	$50.00
Signs	$25.00 per side up to 10 s.f./side $75.00 per side over 10 s.f./side ***$50.00 Minimum***
Soil & Erosion Control Permit	$150.00 plus cost of Engineering Inspection
Solar Panels	
• Permit Fee	$75.00
• Building Permit and electrical permit	Building permit fee for residential based on the cost for existing residential
• Requires letter from the structural engineer that the roof is capable of handling the additional weight	
• Two (2) sets of plans	
Special Events	$250.00 per special event
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	$100.00
Temporary Trailers, Tents & Buildings	

(on construction sites)	
Residential Use	$150.00 limited to six months
Commercial Use	$200.00 limited to six months

CERTIFICATES OF OCCUPANCY

Existing Building, Change of Occupant	$50.00 Residential $100.00 Commercial

Includes one (1) re-inspection if required. Subsequent inspections will be billed at the full fee.

Existing Building, Change of Use	$50.00 Residential $150.00 Commercial

Includes one (1) re-inspection if required. Subsequent inspections will be billed at the full fee.

License to Lease or Rent	$75.00 Initial $50.00 Annual Renewal
Safety Inspection – once every five (5) years	$35.00. Pass or Fail
New Construction	$75.00 Residential $200.00 Commercial
Fire Protection/Detection Systems	2% of total cost

ZONING/SUBDIVISION/LAND DEVELOPMENT

Engineering Review ***For projects not covered under the Subdivision/ Land Development Process***	Engineering Costs
• Escrow Deposit Fee	$2,500.00
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
Escrow Deposit Fee	
• Minor Subdivision/Land Development	$2,500.00
• Major Subdivision/Land Development	$7,500.00
Fee-in-lieu of off-street parking	$25,000.00 for each parking space required under the Zoning Ordinance
Inspections	
• Borough Engineer	Prevailing Rate
• Engineer's Inspector	Prevailing Rate
Conditional Use Application	

- Residential Application $750.00
- Non-Residential Application $1,000.00

Zoning Application (Appeals of the determination of the Zoning Officer, Special Exception, Variance)

- Residential Application $750.00
- Non-Residential Application $1,000.00
- Substantive Validity Challenge $5,000.00
- Continued Hearing $400.00 per continuance

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 the necessary escrow fee deposit 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 50% of the original deposited amount, the applicant shall deposit additional monies sufficient to bring the account balance back up to the original amount. 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 $4.50 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 36.***

MISCELLANEOUS

Residential Parking Districts Fees effective January 1 through December 31 (prorated by month)	$36.00 per year
Parking Permit Fees (Municipal Lots) Fees effective January 1 through December 31 (prorated by month)	$36.00 per year Residential $60.00 per year Business
Returned Check/Dishonored Check/ • Insufficient Funds Fee (to be paid in cash or certified check)	$25.00 per check
Sewer Fees • Sewer Rental Fees	$95.60 per EDU per quarter for the first 5,000 gal. $4.00 per each 1,000 gal. over 5,000 gal.
• Sewer Tapping Fee	$2,858.45 per EDU
Real Estate Transfer Tax – Recorder of Deeds, Chester County	1% of money collected
Earned Income Tax – collected by Keystone Collections	1% (Resident/Non-Resident)
Local Services Tax – collected by Keystone Collections	$52.00 per year
Per Capita Tax – collected by Berkheimer Assoc.	$10.00 per year
Certifications: • Real Estate Tax • Sewer	 $20.00/parcel $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 if appropriately stated as copyright protected.

Faxes	$1.00 per page to Pennsylvania $1.50 per page out of state $3.50 per page to a foreign country

Publications:

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

Solicitation Fees

• Application Fee (non-refundable)	$50.00
• License Fee	$120.00 (Paid upon approval of the application and issuance of the license)

All fees associated with Solicitation Permits are on a per person basis. Licenses shall be valid for a period of one (1) year from the date of issuance.

Special Duty Police Officers	$95.00 per hour
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.
Park Reservation Permit	$50.00 per reservation (Non-residents) No fee charged for residents
Fingerprinting	$25.00

HISTORIC RESOURCE FEES

Application Fee - Demolition of a Historic Resource	$100.00 first $1,000 of contract $35.00 each add'l. $1,000 of contract

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 6th day of Jan., 2020.

Amy E. Mettes
President of Borough Council

Approved by the Mayor this 6th day of Jan., 2020.

David B. Burton
David B. Burton, Mayor

Enacted this 6th day of Jan., 2020.

Christopher C. Bashore, Secretary-Manager

APPENDIX TO FEE SCHEDULE

Borough Engineer – Edward B. Walsh & Associates, Inc.

Project Eng./Principal	$118.00/hour
Landscape Architect	$113.00/hour
Project Mgr./Sr. Surveyor	$113.00/hour
Project Mgr./Engineer	$108.00/hour
Professional Land Surveyor	$95.00/hour
Environmental Scientist	$90.00/hour
Designer	$90.00/hour
Draftsperson/CADD	$90.00/hour
Inspector	$80.00/hour
Survey Crew (2-Man)	$135.00/hour

Borough Solicitor – Lentz, Cantor & Massey, Ltd.

Attorneys	$175.00/hour

Conflict Counsel – Riley, Riper, Hollin & Colagreco

Attorneys	$175.00/hour

Borough Traffic Engineer – McMahon Associates, Inc.

Senior Project Manager	$175.00/hour
Project Manager/Survey Chief	$155.00/hour
Senior Project Engineer	$135.00/hour
Project Engineer	$120.00/hour
Staff Engineer/Party Chief	$100.00/hour
Technician/Word Processor/Survey Tech	$80.00/hour
Field Personnel	$50.00/hour

Other Consultants, As Needed:

At the consultant's prevailing rates, not to exceed reasonable prevailing rates for like services or that rate which is charged to the Borough for unreimbursed services.