1155 Red Fox Road | East Stroudsburg | Pennsylvania 18301
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Fee Schedule

I. Zoning Fees

Standard Zoning Permit Application (under 499 sq. ft)	$75.00
Standard Zoning Permit Application (over 499 sq. ft)	$75.00 + $.25/sq ft
Transient Retail Permit (annually)	$150.00
Soliciting/Hawking (30 consecutive day maximum)	$75.00 maximum
Home Occupation	$75.00
Certificate of Occupancy	$75.00
Conditional Use Application	$300.00 fee and $3,000.00 escrow, replenishment at $500
Zoning Hearing Board Application or other Public Hearing	$1,500.00
Sign Permit – Temporary	$75 permit fee & $100 deposit
Sign Permit – Permanent (non-electric)	$125.00
Sign Permit – Permanent (electric)	$125.00 + Building Dept. Fee
Special Event Permit	$0.00
Well Drilling Permit	$75.00
Wood-fired Burner Permit (yearly)	$75.00
Wood-fired Burner Permit (new)	$125.00
Yard Sale Permit	$10.00
Driveway Permit	$75.00

Fire, Life, & Safety Permit	$150.00 to Zoning Dept. $250.00 to Building Dept.
Road Occupancy Permit	$75.00 + $600.00 refundable deposit + $10.00/sq. ft. right-of-way disturbance
911 Reflective Address Sign	$10.00

II. Building Fees

RESIDENTIAL PACKAGE FOR NEW S.F.D., *
CONVENTIONAL FRAME.....$900.00
Building Code Official Fee……$ 75.00
$975.00

Includes plan review and approval, and inspections noted below:

- Footing (before pouring concrete)
- Foundation (before backfill)
- Frame includes: HVAC (rough in)
  Plumbing (rough in)
  Electric (rough in)
- Insulation/Draftstop/Firecaulk
- Wallboard
- Final Electric
- Final

MODULAR/MANUFACTURED HOUSING, NEW S.F.D.* $485.00
Building Code Official Fee……$ 38.00

Includes plan review and approval, and inspections noted below:

- Footing (before pouring concrete)
- Foundation (before backfill)
- Electric service
- Final electric
- Final
- See 'General Notes'

RESIDENTIAL CONSTRUCTION *

Alterations or change of use ……$750.00
Building Code Official Fee $ 60.00

Addition with full foundation $650.00

Building Code Official Fee $ 52.00

Addition without foundation…… $575.00
Building Code Official Fee $ 46.00

* 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) $250.00
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) $200.00
  Building Code Official Fee $ 15.00

- In-Ground Pool: Includes Plan Review, rough and final electric, rough and final inspection (4 inspections included) $375.00
  Building Code Official Fee $ 30.00

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.

- Commercial accounts as 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	$35.00/hr.

* Fees are at the discretion of the BCO depending on the job significance.

COMMERCIAL RATE SCHEDULE

Includes Plan Review and Inspections for Shell and Core
(The highest calculated fee will prevail)

* • 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……. 0.25 per square ft

*** <u>Please Note</u>: Fees for large projects, including warehousing and distribution centers will be determined on a case by case basis factoring in actual number of inspections that will be required rather than a set fee. Please feel free to contact us at 610-437-0978 if you would like to discuss a project or get an estimated cost. All fees for large projects include Plan reviews and number of inspections required to complete.**

- Alterations, Renovations
  Modification, Fitouts, Individual Trade Permits
  Use Groups B, M, S, F
  $1,000-150,000 ……$20.00 per $1,000 value
  $151,000-300,000……..$18.00 per $1,000 value
  $301,000-500,000……..$15.00 per $1,000 value
  $500,000 and above……$10.00 per $1,000 value

  Use Group A, R
  $1,000-150,000 ……$20.00 per $1,000 value
  $151,000-300,000……..$18.00 per $1,000 value
  $301,000-500,000……..$15.00 per $1,000 value
  $500,000 and above……$10.00 per $1,000 value

  Use Groups H, I, E
  $1,000-150,000 ……$20.00 per $1,000 value
  $151,000-300,000……..$18.00 per $1,000 value
  $301,000-500,000……..$15.00 per $1,000 value
  $500,000 and above……$10.00 per $1,000 value

* Minimum (New Construction)…….…… ….. $1,500.00

** Minimum (Alterations & Miscellaneous Fitout) ..…… $325.00

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 charged for over (3) disciplines

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.

- Commercial accounts as 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	$65.00hr.
Clerical	$35.00/hr.

- Building Code Official charge of 8% will be added to all hourly contracts.

* Fees are at the discretion of the BCO depending on the job significance.

MINIMUM INSPECTION FEES:

Residential: Required Inspection(s) under Act 45 or SB 1139

Electrical	$90.00
Plumbing	$90.00

Commercial:

Electrical	$125.00
Building, etc.	$250.00

Building Code Official fee of 8% added to Plan Review/Inspection amount for total fee.

NOTE: BEI reserves the right to alter the above quoted rates + or – to reflect the actual costs of any construction not specifically addressed in this rate schedule.

Please feel free to call Base Engineering Inc at 610-437-0978 if you have any questions or need further information before quoting fees.

III. Subdivision & Land Development (SALDO) Fees

All Subdivision/Land Development Applications shall require the following:

- An executed contract for Professional Services establishing the Professional Escrow Account.
- A Professional Escrow Account shall be established with the Township at the time of the Initial Plan Application. Escrow accounts for professional fees include the Township's reasonable and necessary expenses incurred in providing legal, administrative, and engineering reviews regarding a plan submission. Reimbursable legal and engineer fees are billed at the rates set forth in the respective professional's published schedule approved by the Board of Supervisors at their annual reorganization meeting.
- When the balance of a Professional Escrow Account falls below $500 (or another amount as directed by the Board of Supervisors/developer's agreement), the applicant must replenish the account back to the original Escrow amount, and in default thereof, a stop work order will be issued on the project.

1. Formal Sketch Plan Review (Not Required)
    a. Lot Line Adjustment/Minor Subdivision (5 or less lots)
        i. Application Fee $300.00
        ii. Professional Escrow Account $2,000.00
    b. Major Subdivision/Land Development Plan (>5 lots)
        i. Application Fee $500.00
        ii. Professional Escrow Account $2,000.00

2. Preliminary/Final Plan Submission (Required)
    a. Lot Line Adjustment
        i. Application Fee $300.00

ii. Professional Escrow Account $1,500.00

b. Residential Land Development/Minor Subdivision (5 or less lots)
   i. Application Fee $300.00
   ii. Professional Escrow Account $1,500.00

c. Residential Major Subdivision/Land Development (Preliminary or Final)

Lot Size	Application Fee	Escrow Amount
6 - 10 Lots/Units	$600.00	$4,000.00
11 - 30 Lots/Units	$600.00	$5,000.00
31 - 99 Lots/Units	$600.00	$6,000.00
>99 Lots/Units	$600.00	$8,000.00

d. Non-Residential or Mixed-Use Land Development (Preliminary or Final)

Lot Size	Application Fee	Escrow Amount
1 Acre or Less	$1,000.00	$4,000.00
>1 - 10 Acres	$1,000.00	$5,000.00
>10 - 50 Acres	$1,000.00	$6,000.00
>50 - 100 Acres	$1,000.00	$7,000.00
>100 Acres	$1,000.00	$10,000.00

3. Fees in Lieu of Open Space
   a. Residential subdivisions and land developments: $1,000.00 per new lot or dwelling unit, with credit for fees previously paid for the same lot.
   b. Nonresidential land developments:
      i. Up to and including the first 2,500 square feet of new gross floor area: $1,500.00.
      ii. Each additional square foot of new gross floor area: $0.25.
   c. Mixed-use developments: Residential fees apply per dwelling unit; nonresidential fees apply to nonresidential gross floor area.
   d. Gross floor area includes all floors.

4. Miscellaneous Plan Fees
   a. Preapplication Meeting (not required) $1,000.00 per meeting
   b. Plan Resubmission Fee 50% of initial fee
   c. Planning Module Exemption Review & Processing $150.00
   d. Joinder Deed (Lot Consolidation) $375.00
   e. Drainage Plan Application
      i. Application Fee $200.00
      ii. Professional Escrow Account $2,000.00

IV. Sewage Fees

Individual Onlot Sewage Disposal System Permits for New Systems (Includes Individual Residential Spray Irrigation Systems)	$1,250.00 escrow
Inspections Only	$550.00 escrow

NOTE: Total fees due shall be equal to all costs of the Sewage Enforcement Officer (SEO) activities associated with the issuance of the permit and inspections of the system installation. Applicant is responsible to reimburse Smithfield Township any additional costs that may exceed the above escrow amounts. In the event the SEO activity expenses exceed the escrow amount, the applicant will be billed at the hourly rate established by the most current Professional Fee Schedule. No further activity will be taken by the SEO until such time as the account is paid in full.

Individual Onlot Sewage Disposal System Permits for Repair/Modification	
Replacement of Absorption Area Required	$1,250.00 escrow
Repair or Modification Not Involving Installation or Enlargement of an Absorption Area (Ex: replace broken pipe/tank baffle, install manhole riser)	$300.00 escrow

NOTE: Total fees due shall be equal to all costs of the Sewage Enforcement Officer (SEO) activities associated with the issuance of the permit and inspections of the system installation, repairs or modifications, Applicant is responsible to reimburse Smithfield Township any additional costs that may exceed the above escrow amounts. In the event the SEO activity expenses exceed the escrow amount, the applicant will be billed at the hourly rate established by the most current Professional Fee Schedule. No further activity will be taken by the SEO until such time as the account is paid in full.

Holding Tank Permits	
Initial Site Visit, Review of Application, and Issuance of Permit	$1,250.00 escrow
Annual Holding Tank Inspection Fee	Hourly Rate of Twp. SEO
Miscellaneous Sewage Enforcement Officer Services (Includes requests for well isolation distance exemption, correspondence not related to permit issuance)	$250.00 escrow
Subdivision and Land Development	$300.00 escrow per lot/equivalent unit, or $1,500.00 escrow minimum

NOTE: The Developer and/or Subdivider is hereby obligated to reimburse the Township for any soil investigation costs or costs of Planning Module review incurred by the Township Sewage Enforcement Officer during the evaluation of soils and review and processing of Subdivision or Land Development Planning Modules.

Upon request of the Township, the Developer shall provide additional deposits to the escrow account as work proceeds, if it is anticipated by the Township that the initial escrow deposit will not be sufficient to cover the cost of continued soil evaluations, testing, or Module reviews.

All such reimbursement of costs shall be completed prior to Preliminary Plan approval of the Subdivision and/or Land Development.

Community/Nonresidential Onlot Sewage System Permits (for New Systems or System Repairs)	$300.00 escrow per lot/equivalent unit, or $1,500.00 escrow minimum

NOTE: The Applicant is hereby obligated to reimburse the Township for any soil investigation costs or costs of permit review and/or permit processing and inspection incurred by the Township Sewage Enforcement Officer during the evaluations of soils, review, and processing of the permit and/or inspection of the system installation or repair.

For the purposes of this Fee Schedule, an equivalent dwelling unit is mathematically calculated to be 400 gallons per day of wastewater generated.

V. Facilities Use Fees

Waterfront Park Pavilion 1 (residents)	$25.00 + $100.00 deposit
Waterfront Park Pavilion 1 (non-residents)	$100.00 + $100.00 deposit
Waterfront Park Pavilion 1 (501(c)3) IRS tax exempt letter required	$100.00 deposit
Waterfront Park Pavilion 2 (residents)	$25.00 + $100.00 deposit
Waterfront Park Pavilion 2 (non-residents)	$100.00 + $100.00 deposit
Waterfront Park Pavilion 2 (501(c)3) IRS tax exempt letter required	$100.00 deposit
Marshalls Falls Park* (Small Ceremony)	$250.00 + $100.00 deposit
Fields***	
1 to 25 uses per field	$10 per field per day + $100.00 deposit
Each additional use after 25 uses per field	$50 per field per day + $100.00 deposit
Beekeeping Fee (Waterfront Park Community Garden)	$20.00 + $20.00 deposit

*Certificate of Insurance naming the Township as an additional insured required. 30 guests or less.

***Certificate of Insurance with a minimum of $1,000,000 liability coverage per each occurrence, and a minimum of $3,000,000 coverage in aggregate, naming Smithfield Township as additionally insured must be provided at time of field rental.

VI. Parks Admission Fees

Minisink Park (non-county residents)	$10 per person per day
Marshalls Falls Park (non-county residents)	$10 per person per day
River's Edge Bike Park (non-county residents)	$10 per person per day

VII. Other Fees

False/Nuisance Alarm Fees

Residential False Alarms

The third false alarm in a calendar month shall be subject to a use fee of Fifty ($50) Dollars.

For each false alarm after the third in a calendar month, an additional Fifty ($50) Dollars per false alarm will be assessed.

Commercial/Industrial/School False Alarms:

Third false alarm in a calendar month shall be subject to a use fee of Three Hundred ($300) Dollars.

For each false alarm after the third in a calendar month, an additional One Hundred ($100) Dollars per false alarm will be assessed.

Noise/Nuisance Violation Fees

Noise/Nuisance Ordinance Violations

First Violation in a calendar year – $50

Second Violation in a calendar year – $250

Third and Subsequent Violations in a calendar year – $500

Sign Impoundment Recovery Fee

Impoundment Recovery Fee, per Sign - $20.00

VIII. Administrative & Open Records Fees

Administrative Fees

Service Fee on Returned Checks	$50.00
Developer's Ordinance Book	$50.00

Photocopies – single- or double- sided. Note: copies larger than 11x17 cannot be double-sided

Paper Size	Cost Per Page, B&W Copy	Cost Per Page, Color Copy
8.5" x 11"	$.25	$.50
11" x 14"	$.25	$.50
11" x 17"	$.50	$1.00
18" x 24"	$1.00	$2.00
24" x 36"	$2.00	$4.00
30" x 42"	$4.25	$8.50
36" x 48"	$4.75	$9.50
Outsized Prints	$1.25 per foot of printer paper	$2.50 per foot of printer paper

Open Records Fees (set by Pennsylvania Office of Open Records)

Black & White Copies (first 1,000)	$.25 per copy
Black & White Copies (beyond 1,000)	$.25 per copy [1]
Color Copies	$.50 per copy [2]
Specialized Documents[3]	Up to actual cost
Records Delivered via Email	No additional fee[4]
CD/DVD	Up to actual cost, $1.00 per disc
Flash Drive	Up to actual cost
Facsimile (FAX)	Up to actual cost[5]
Other Media	Up to actual cost
Redaction	No additional fee[6]
Conversion to Paper	$.25 per page[7]
Photographing a Record	No additional fee[8]
Postage	Up to actual cost of USPS 1st Class Postage
Certification of a Record	$5.00 per record[9]

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1 A "copy" is either a single-sided copy, or one side of a double-sided copy, on 8.5"x11" or 8.5"x14" paper.

2 A "copy" is either a single-sided copy, or one side of a double-sided copy, on 8.5"x11" or 8.5"x14" paper. Note that a requester may ask for black and white copies even if the original is in color and color copies are available.

3 Including, but not necessarily limited to, non-standard sized documents and blueprints.

4 If a requester asks to receive records which require redactions in electronic format and the agency is unable to securely redact the records by electronic means, an agency may print the records to provide for secure redaction, then scan them in for delivery by email. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.

5 If an agency must print records to send them by facsimile, the agency may charge the fees noted above for B&W copies.

6 If a requester seeks records requiring redaction and the agency is unable to securely redact the records by electronic means, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.

7 If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media, unless the requester specifically requests for the record to be duplicated in the more expensive medium. *See § 1307(d).*

8 This assumes the requester is using his or her own camera, such as a cellphone camera, to photograph the records. *See Muenz v. Township of Reserve, OOR Dkt. AP 2015-1021, 2015 PA O.O.R.D. LEXIS 1176*. If redaction is required prior to the requester being granted access to photograph records and the agency is unable to securely redact the records by electronic means, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.

[9] Under the RTKL, an agency may impose "reasonable fees for official certification of copies if the certification is at the behest of the requester and for the purpose of legally verifying the public record." The OOR recommends no more than $5 per record to certify a public record. Certification fees do not include notarization fees.