

ORDINANCE NO. 15502

FILE OF CITY COUNCIL

BILL NO. 84 - 2018

NOVEMBER 14, 2018

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AN ORDINANCE

Amending Article 395, Community and Economic Development Fees, by adding a number of definitions, authorizing the Director of Community and Economic Development or their designee the authority to waive city fees, and increasing a number of fees to better capture the cost of providing the service.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ALLENTOWN:

SECTION ONE: That the Fees portion of Section 395, Allentown Codified Ordinances, be amended as follows:

**ARTICLE 395**

**COMMUNITY AND ECONOMIC DEVELOPMENT FEES**

395.01 Purpose

395.02 Applicability

395.03 Definitions

395.04 Authorization

395.05 Zoning Fees

- 395.06 Land Development and Subdivision Fees
- 395.07 UNIFORM CONSTRUCTION CODE STATE MANDATED FEE
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- 395.09 Electricians License Fee
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- 395.11 Plumbers' License Fees
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- 395.13 Sheet Metal Technician's License Fees
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- 395.15 Corrective Action Administrative Fee
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- 395.23 Health License, Operational, Inspection and Plan Review Fees
- 395.24 Cigarette Vending Machine Fees
- 395.25 Street Vacation Fees
- 395.26 Subordination Fees

#### **395.01 PURPOSE**

The purpose of this section is to establish a fee schedule for permits, licenses and inspections. (14012 §1 8/01/02; 14558 §1 12/7/07)

#### **395.02 APPLICABILITY**

This section shall be applicable to the Department of Community and Economic Development, the Bureau of Planning and Zoning and the Bureau of Building Standards and Safety. (14012 §1 8/01/02)

## 395.03 DEFINITIONS

### 1. Inspection Fees

Rates charged for official examination of private projects by City personnel.

### 2. License Fees

Rates charged for officially authorizing certain businesses and tradesmen.

### 3. Permit Fees

Rates charges for officially authorizing certain activities.

### 4. Core and Shell

A completed structure, with required parking provided, where individual commercial and/or residential tenant units may remain undeveloped.

### 5. Floor Area

The area of a structure measured from outside to outside of the structure wall for each level of a structure which may be legally occupied. This term shall include unfinished basements, closet, hallways, bathrooms, and habitable attics.

### 6. Building Area

The area of a structure measured from outside to outside of a structure at grade level.

### 7. Gross Building Area

The total of all floor areas of a structure.

### 8. Building Valuation

The average construction cost of a structure based upon its square footage, occupancy group, and type of construction as provided by the most current update of the International Code Councils Building Data Valuation. This shall include foundation, structural and nonstructural building components, electric, plumbing, mechanical and interior finish material.

### 9. Cost of Work

#### a. Building alteration permits

The total cost of work associated with the improvement of a structure, which shall include the costs of labor and material for construction of building components and assemblies.

#### b. Electrical, Plumbing, Mechanical, Fire permits

The total cost of work associated with the improvement of a structure, which shall include the costs of labor and material associated applicable permit application.

### 10. Modular (Relocatable) Building(s)

Existing relocatable building which is a partially or completely assembled building, constructed and designed prior to the date of adoption of the appropriate code or one for which a legal building permit has been issued, to be reused multiple times and transported to different building sites

#### 11. Temporary Structure

A structure erected for less than One-Hundred-Eighty (180) days

#### 12. Residential:

One- and two-family dwellings and townhouses not more than three stories above grade plane in height with a separate means of egress and their accessory structures.

#### 13. Commercial:

Any structure that does not meet the definition of residential

All other terms in this Regulation remain constant with the definitions in the various City Ordinances pertaining to such fees. (14012 §1 8/01/02)

### **395.04 AUTHORIZATION**

The Director of the Department of Community and Economic Development and the Director of Finance of the City of Allentown shall recommend to City Council reasonable fees from time-to-time as required for the operations of the Community Development Department. Fees for permits and the requiring of licenses shall be sufficient to reimburse the City for costs involved in issuing permits, licenses and the inspections and administration thereof. All fees, license payments and other monies received shall be paid over to Finance as directed or required by the Director of the Department of Finance. The authority to waive fees shall be vested in the Director of Community and Economic Development, or the Directors designee(s). This authority shall not extend to State fees required to be collected by the City of Allentown. The Director shall provide policies and procedures to waive facility fees, departmental service charges, fee schedules and other related Community and Economic Development fees established by the City of Allentown for use of City-owned and operated properties or projects. (14012 §1 8/01/02; 14558 §1 12/20/07; 15503 §1) 12/05/18)

### **395.05 ZONING FEES**

#### **Zoning:**

1. Permit Application. The Bureau of Planning and Zoning shall charge a permit application fee of Fifty (\$55) Dollars for the review of a zoning permit application. (14372 §1 3/16/06; 15304 §1 08/3/16)

2. Appeals. Any appeal to the Zoning Hearing Board, whether for a variance, special exception, non-conforming use or structure, ordinance interpretation or otherwise shall be subject to a fee Five Hundred (\$500) Dollars except, however, that the fee shall be One Hundred Fifty (\$150) Dollars for an appeal related to premises used solely as a single family dwelling unit and occupied or to be occupied solely by the legal or equitable owner thereof and members of the owner's household. (14067 §1 3/6/03; 14372 §1 3/16/06; 15304 §1 08/3/16)

3. Continuances. An applicant and/or interested party who requests a continuance of an appeal before the Zoning Hearing Board, after said appeal was duly advertised, shall be subject to a fee of Four Hundred (\$400) Dollars, except, however, that the fee shall be One Hundred Fifty (\$150) Dollars for a continuance related to premises used solely as a single family dwelling unit and occupied or to be occupied solely by the legal or equitable owner thereof and members of the owner's household. (14067 §1 3/6/03; 14372 §1 3/16/06; 15304 §1 08/3/16)

4. Preliminary Opinion. An applicant and/or interested party who requests a Preliminary Opinion of the Zoning Officer shall be subject to a fee in the amount of Five Hundred (\$500) Dollars. (14845 § 1 12/1/10; 15304 §1 08/3/16)

5. Temporary Signs (ten or more). For ten (10) or more signs to be posted, a permit must be obtained in the Zoning Office stating the name, address, telephone number and purpose of the sign and must be accompanied by a fee of Fifty-five (\$55) Dollars. (14067 §1 3/6/03; 14372 §1 3/16/06; 15304 §1 08/3/16)

6. Zoning Certifications. Requests for written certificates as to the zoning compliance of a property shall be accompanied by a fee of Fifty-five (\$55) Dollars. (14012 §1 8/01/02; 14067 §1 3/6/03; 14372 §1 3/16/06; 14845 12/3/2010; 15304 §1 08/3/16)

7. Zoning Map and Zoning Amendments. Petitions for zoning map and zoning amendments can be found on the City website or by contacting the City Clerk's Office. A written Petition for a Zoning Map Amendment (Rezoning) may be submitted to City Council by a citizen. It must be notarized and signed by the owners of 50% or more of the land proposed to be rezoned, and it must be submitted together with a check in the amount of \$300.00 payable to the City of Allentown, to the City Clerk's Office, 435 Hamilton Street. A written petition for a Zoning Amendment may be submitted to City Council by a Citizen and it must be submitted together with a check in the amount of \$300.00 payable to the City of Allentown, to the City Clerk's Office, 435 Hamilton Street. In addition, the petitioner must pay in full all costs incurred by the City in publishing the legally required advertising for the Map or Zoning Code Amendment prior to final Council Action. (14273 §1 3/3/05; 15173 §1 12/3/14; 15304 §1 08/3/16)

## **395.06 LAND DEVELOPMENT AND SUBDIVISION FEES**

### **Major Subdivisions:**

1. Sketch Plan. The application fee for review of a sketch plan for major subdivisions shall be One Hundred (\$100) Dollars. (14067 §1 3/6/03)

2. Preliminary Plan. The application fee for review of a preliminary plan shall be Two Hundred Ninety (\$290) Dollars plus Forty (\$40) Dollars for each lot. (14067 §1 3/6/03)

3. Final Plan. The application fee for review of a final plan for major subdivisions shall be one-half of preliminary plan. (14067 §1 3/6/03; 14845 § 1 12/1/10)

**Minor Subdivisions:**

The application fee for review of final plans for a minor subdivision shall be One Hundred Forty (\$140) Dollars plus Forty (\$40) Dollars per lot. (14067 §1 3/6/03; 14845 § 1 12/1/10)

**Major Land Developments:**

1. Sketch Plan. The application fee for review of a sketch plan for major land developments shall be One Hundred (\$100) Dollars. (14067 §1 3/6/03; 14845 § 1 12/1/10)

2. Preliminary Plan. The application fee for review of a preliminary plan shall be Three Hundred Fifty (\$350) Dollars plus One Hundred Fifteen (\$115) Dollars per acre or partial acre. (14067 §1 3/6/03; 14845 § 1 12/1/10)

3. Final Plan. The application fee for review of a final plan for major land development plans shall be one-half of preliminary plan. (14067 §1 3/6/03; 14845 § 1 12/1/10)

**Minor Land Developments:**

The application fee for review of final plans for minor land development shall be Three Hundred Fifteen (\$315) Dollars. (14845 12/3/2010)

**395.07 UNIFORM CONSTRUCTION CODE STATE MANDATED FEE**

The State Mandated Uniform Construction Code Permit Fee authorized under the Pennsylvania Construction Code Act shall be ~~f~~Four dollars Dollars and ~~f~~Fifty Cents (\$4.50) Dollars, and shall be assessed on all Pennsylvania Uniform Construction Code required permits. (15304 §1 08/3/16; 15423 §1 12/20/17).

### 395.08 BUILDING FEES

Building fees shall apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures.

All fees are payable upon examination of plans and permit routing, regardless of timing of construction.

1. Application fee: A non-refundable application fee shall be payable upon submission of all permits as follows:

Residential: Fifty (\$50) dollars

Commercial: One-hundred (\$100) dollars

\* Applications approved for issuance are not valid permits until the required permit fee has been remitted. Approved applications shall be valid not more than one hundred eighty (180) days after approval, after which time the permit application will be voided.

2. 1. New Construction: For the inspection of each newly erected structure(s), to include core and shell structures building, additions, and decks the fee shall be ~~f~~Fifty-five (\$55) ~~d~~Dollars for the first five hundred (500) square feet or less of floor area, plus fifteen (\$15) dollars for each additional one hundred (100) square feet or less of floor area.

expect for storable pools where the flat fee shall be ~~Twenty (\$20) Dollars.~~ (15304 §1 08/3/16)

2. ~~Certificate of Occupancy (C.O.) Inspection Fee: The fee shall be charged per inspection passed or failed in the amount of Fifty (\$50) Dollars for each Residential Unit and One Hundred (\$100) Dollars for commercial buildings passed or failed, except for storable pools where there is a Ten (\$10) Dollar C.O. Inspection Fee. This fee shall be payable at the time the Building Permit is issued. Additional C.O. Inspections shall be paid for prior to each additional inspection as required. (15304 §1 08/3/16)~~

3. 3. Alterations and Repairs: For the inspection of a building for alterations or repairs to existing structures, including signs, and pools, and fit outs of core and shells, the fee shall be ~~f~~Fifteen (\$15) ~~d~~Dollars for each ~~o~~One ~~t~~Thousand (\$1,000) ~~d~~Dollars or fraction there of rounded to the next whole \$1,000 cost of work with a minimum fee of ~~f~~Fifty (\$50) ~~d~~Dollars, ~~except for storable pools where the flat fee shall be ~~Twenty (\$20) Dollars.~~~~ A copy of the contract is required. The Inspections Division shall have the right to verify or correct the estimated value of any proposed building structure addition or alteration; additions include permanent encroachments, patios, car ports, etc. (14558 §1 12/20/07; 14678 §1 12/18/08; 15304 §1 08/3/16)

4. Change of Use/Occupancy: Changes in use or occupancy in which no alterations are required to be made to a structure in order to meet code compliance shall be one-hundred-fifty (\$150) dollars

\* Changes in use or occupancy that require alterations in order to meet the code shall have the permits fee's applied in accordance with the building alterations fee.

5. C.O. only: C.O. building permits shall be applied to the following:

Newly constructed multiple family residential units shall be fifty (\$50) dollars per dwelling unit.

\* a building, electrical, mechanical, and plumbing application is required for each individual dwelling unit. Associated electrical, mechanical, and plumbing fees shall be applied in accordance with respective fee schedule.

Structures for with valid existing C.O. which requires an update of ownership or address shall be fifty (\$50) dollars

6. Swimming pools:

Residential:

Storable pools fifty (\$50) dollars

Above ground pools seventy-five (\$75) dollars

In-ground pools shall be two-hundred-fifty (\$250) dollars

Commercial:

In-ground pools shall be five-hundred (\$500) dollars

7. 4. Modular Moving Buildings: A permit shall be granted for the moving of a building upon payment of a fee of One Hundred (\$100) Dollars for a dwelling or larger building and a fee of Fifty five (\$55) Dollars shall be added for each day a street, road, alley or lane is occupied by a building or moving equipment. In addition, thereto, a A permit shall be secured for the placement of a prefabricated structure at the new location in accordance with the permit fee schedule established for new construction. (15304 §1 08/3/16)

8. 5. Demolition: The permit fee for all buildings or structures shall be sSeventy-five (\$75) dDollars for the first one thousand (1,000) square feet of floor area including basement plus fForty-five (\$45) dDollars for each additional one thousand (1,000) square feet or fraction thereof. (15304 §1 08/3/16)

9. 6. Plans Examination: The following shall be charged upon submission of all for plans requiring required drawings or preliminary plans for plans examination. (15304 §1 08/3/16)

Residential:

Additions and Decks-



\$75 up to 500 Square feet

\$100 501-1,000 Square feet

\$150 over 1,000 square feet

~~1 & 2 Family Additions \$50 for 1,000 square feet or fraction thereof (14844 §1 12/1/10)~~

~~1 & 2 Family Homes \$150 for 1,500 square feet or less \$250 for more than 1,500 feet (15304 §1 08/3/16)~~

\*New one and two family residential dwellings are require to go to 3<sup>rd</sup> party review.

Commercial: Must go to a 3<sup>rd</sup> Party Review

\*Exception: unless the plans Projects that are less than \$2,000 in valuation and do not include an electrical for or plumbing review, then they can may be reviewed by the City. (14558 §1 12/20/07; 14678 §1 12/18/08; 14844 12/1/2010; (15304 §1 08/3/16)

A City Review Fee shall be assessed to commercial plans meeting review exception and for all 3<sup>rd</sup> Party Plans in which cost of work greater than \$50,000 to be processed by the City as follows: (14844 12/1/2010); (15304 §1 08/3/16) Fifty (\$50) dollars

Fifty (\$50) dollars

~~10. 7-Roof Covering or Replacement: The permit fee shall be one and one tenth (1.15) of the total cost of the project but no less than Sixty five (\$65) Dollars for non-residential structure. Plans are required for roof rafters, roof supports or sheathing changes. (15304 §1 08/3/16)~~

Residential: Fifty dollars (\$50)

Non Residential: Two hundred (200)

\*Structures that require repair/replacement of structural elements of a roof (i.e. sheathing, rafters, beams, etc.) shall have the permit fee's applied in accordance with the building alterations fee.

~~The fee for residential structures shall be Fifty (\$50) Dollars. An additional Fifteen (\$15) Dollar fee for replacement of roof rafters, roof supports or sheathing on non-residential and residential structures shall be charged. Plans are required for roof rafters, roof supports or sheathing changes. (15304 §1 08/3/16)~~

118. Parking Lots: for the inspection of parking lots, the fee shall be Fifteen fifteen (\$15) dDollars for each oOne tThousand (\$1,000) Dollars or fraction there of rounded to the next whole \$1,000 Cost of work with a maximum fee of oOne hHundred fFifty (\$150) dDollars. The Bureau shall have the right to verify or correct the estimated value of any proposed parking lot. (14678 §1 12/18/08; (15304 §1 08/3/16)

129. Archives: An Archive Fee of tTen (\$10) dDollars per permit shall or .02% of the cost of work, whichever is greater shall be added to all permit application fees. (14558 §1 12/20/07; (15304 §1 08/3/16)

13. Certificates of Occupancy: A Certificate of Occupancy Fee shall be applied to all permits as follows.

Residential:

1&2 family dwellings fifty (\$50) dollars

Commercial:

Dwelling units (C.O. only permits) fifty (\$50) dollars

All other commercial permits one-hundred (\$100) dollars

14. Permit reinstatement: All permits are valid for one (1) year from issuance date (Part 17, Title One, 105.5 Codified Ordinance). Permits that have exceeded this time limit are considered expired. Expired permits where work has commenced and is ongoing is required to be re-instated by the applicant. Reinstatement fees shall apply to building, electrical, mechanical, plumbing, and fire fee's and charged as follows

Reinstatement- One hundred (\$100) dollars

\*Expired permits that have not been re-instated within one-hundred-eighty (180) of permit expiration shall not be eligible for permit reinstatement and shall reapply for a new permit which is subject to the full fees associated with a new permit application.

\*\* A permit may be reinstated no more than 1 time.

15 10. Appeals; Housing Appeals Board Fees shall be One Hundred (\$100) Dollars per application for 1 and 2 Family residential, and tTwo hHundred (\$200) dDollars for all others. Building Appeals Board fees shall be oOne hHundred (\$100) dDollars for 1 and 2 Family residential, and tTwo hHundred (\$200) dDollars for all others. Disruptive Conduct Board of Appeals shall be oOne hHundred (\$100) dDollars per application. (14558 §1 12/20/07; (14714 §1 04/01/09; (15304 §1 08/3/16)

### **395.09 ELECTRICIANS LICENSE FEES (15304 §1 08/3/16)**

Licensing Application Fees:

Fifty (\$50) dollars. (14844 12/1/2010; (15304 §1 08/3/16)

The yearly electrician's license fees, renewable January 1 through January 31 each year, shall be: (15304 §1 08/3/16)

- \$90 Master Electrician License;
- \$80 Residential Electrician License;
- \$60 Journeyman Electrician License;
- \$50 Special Electrician License;
- \$50 Electrical Appliance Installer License

\$50 Telecommunications Installer (no test required) (14558 §1 12/20/07)

When an applicant fails to renew the license before January 31<sup>st</sup>, a surcharge shall be attached to the license fee as follows:

\$90	Master Electrician	Surcharge	\$45
\$80	Residential Electrician	Surcharge	40
\$60	Journeyman	Surcharge	30
\$50	Special Electrician	Surcharge	25
\$50	Electrical Appliance/Installer	Surcharge	25

(14012 §1 8/01/02; 14558 §1 12/20/07; 14844 12/3/2010)

There will be a fee of Ten (\$10) Dollars for a replacement license.

### 395.10 ELECTRICAL PERMIT FEES

If the work is to be performed by a contractor or subcontractor, that information shall be provided on the application for permit. (14424 §2 10/6/06; (15304 §1 08/3/16)

1. Application fee: A non-refundable application fee shall be payable upon submission of all permits as follows:

Residential: Fifty (\$50) dollars

Commercial: One hundred (\$100) dollars

\* Applications approved for issuance are not valid permits until the required permit fee has been remitted. Approved applications shall be valid not more than one hundred eighty (180) days after approval, after which time the permit application will be voided.

2. Residential and Commercial projects less than or equal to \$30,000 shall be twenty (\$20) dollars per each thousand (\$1,000) dollars or fraction there of rounded to the next whole \$1,000 spent on the project cost of work with a minimum fee of fifty (\$50) dollars. A copy of the contract is required. (15304 §1 08/3/16)

3. Residential and Commercial projects greater than \$30,000 shall be fifteen (\$15) dollars per each thousand (\$1,000) dollars or fraction there of rounded to the next whole \$1,000 cost of work

~~spent cost of the project with a minimum fee of Fifty (\$50) Dollars. A copy of the contract is required. (15304 §1 08/3/16)~~

~~4.3. Swimming pool fees are as follows: (15304 §1 08/3/16)~~

~~In-ground/permanent~~

~~\_\_\_\_\_ \$45 \_\_\_\_\_ Private Single Family Dwelling~~

~~\_\_\_\_\_ \$110 \_\_\_\_\_ Public – New Construction and Recertification~~

~~Residential:~~

~~\_\_\_\_\_ Storable pools fifty (\$50) dollars~~

~~\_\_\_\_\_ Above ground pools seventy-five (\$75) dollars~~

~~\_\_\_\_\_ In-ground pools shall be two hundred fifty (\$250) dollars~~

~~Commercial:~~

~~\_\_\_\_\_ In-ground pools two hundred fifty (\$250) dollars~~

~~\_\_\_\_\_ Public pool recertification shall be one hundred fifty (\$150) dollars~~

~~Temporary/Storable/Removable/Seasonal~~

~~\$20 \_\_\_\_\_ Private Single Family Dwelling~~

~~5.4. Commercial Emergency alarm device fees for Fire Department inspections are as follows: (15304 §1 08/3/16)~~

~~A fee of Four four (\$4) Dollars per device with a Fifty fifty (\$50) Dollar Minimum:~~

~~5-6. Annual Yearly-Electrical Permits: (15304 §1 08/3/16)~~

~~\$270 per Structure for Industrial, Commercial and Institutional Facilities Only~~

~~(14012 §1 8/01/02)~~

~~6. If the work is to be performed by a contractor or subcontractor, that information should be provided on the application for permit. (14424 §2 10/6/06; (15304 §1 08/3/16)~~

~~7. Licensing Application Fees: Shall be Fifty (\$50) Dollars. (14844 12/1/2010; (15304 §1 08/3/16)~~

## 395.11 PLUMBERS' LICENSE FEES

4- The yearly plumbers license fee, due and payable January 1 and renewable through January 31, shall be:

\$90 Master Plumber  
\$60 Journeyman Plumber

2- When a plumber fails to renew the license before January 31, a surcharge shall be attached to the licensing fee as follows:

\$45 Master Plumber  
\$30 Journeyman Plumber (14012 §1 8/01/02)

3- Plumber's License Test Fees:

\$85 Master License  
\$60 Journeyman License (15304 §1 08/3/16)

4- There will be a fee of Ten (\$10) Dollars for a replacement license. (14558 §1 12/20/07)

### 395.12 PLUMBING AND SEWER FEES

Plumbing Fees shall apply to the erection, installation, alteration, repairs, relocation, replacement, addition to, use or maintenance of plumbing systems within this jurisdiction. This shall also regulate nonflammable medical gas, inhalation anesthetic, vacuum piping, nonmedical oxygen systems and sanitary and condensate vacuum collection systems. The installation of fuel gas distribution piping and equipment, fuel-gas-fired water heaters and water heater venting systems shall be regulated by the **International Fuel Gas Code**.

If the work is to be performed by a contractor or subcontractor, that information shall be provided on the application for permit. (14424 §3 10/6/06; (15304 §1 08/3/16)

1. Application fee: A non-refundable application fee shall be payable upon submission of all permits as follows:

\_\_\_\_\_ Residential: fifty (\$50) dollars  
\_\_\_\_\_ Commercial: one hundred (\$100) dollars

\* Applications approved for issuance are not valid permits until the required permit fee has been remitted. Approved applications shall be valid not more than one hundred eighty (180) days after approval, after which time the permit application will be voided.

24. New Installations and Replacements: For projects less than or equal to \$30,000, ~~the~~ fee for residential plumbing installation up to and including three (3) stories for the first three (3) fixtures shall be ~~fifty~~ (\$50) dollars with a fee of Fifteen (\$15) Dollars for each additional fixture in excess. For residential projects greater than \$30,000 and non-residential projects, the fee for plumbing installation shall be ~~fifteen~~ (\$15) ~~d~~Dollars per each ~~t~~Thousand (\$1,000) ~~d~~Dollars spent on the project with a minimum fee of ~~fifty~~ (\$50) ~~d~~Dollars. A copy of the contract is required. (15304 §1 08/3/16)

3 2. Water Line Replacements: The fee for installation for new water lines or the repair of water lines from the curb box shall be ~~fifty~~ (\$50) ~~d~~Dollars. (15304 §1 08/3/16)

4 3. Sanitary Sewer: The fee for a new sanitary sewer ~~hook-up~~ hookup or repair or replacement shall be ~~fifty~~ (\$50) ~~d~~Dollars for each lateral from the building. (15304 §1 08/3/16)

5 4. Storm Sewer: The fee for new storm sewer ~~hook-up~~ hookup or repair or replacement shall be fifty (\$50) ~~d~~Dollars. (15304 §1 08/3/16)

6 5. Appliance Permits: The fee for each water softener and electric water heaters shall be ~~fifty~~ (\$50) ~~d~~Dollars. (14012 §1 8/01/02; (15304 §1 08/3/16)

6. If the work is to be performed by a contractor or subcontractor, that information should be provided on the application for permit. (14424 §3 10/6/06; (15304 §1 08/3/16)

7. Non-flammable gas piping: The fee shall be fifteen (\$15) dollars for each one thousand (\$1,000) dollars cost of work with a minimum fee of fifty (\$50) dollars

### **395.13 SHEET METAL TECHNICIAN'S LICENSE FEES**

The Sheet Metal Technicians License Fee, due and payable January 1<sup>st</sup> and renewable through January 31<sup>st</sup>, every other year, shall be:

Sheet Metal Technician	\$180
Sheet Metal Apprentice	\$ 90 (15304 §1 08/3/16)

When an applicant fails to renew the license before January 31<sup>st</sup> of the appropriate year, a surcharge shall be attached to the License Fee as follows:

Sheet Metal Technician	\$90
Sheet Metal Apprentice	\$45 (15304 §1 08/3/16)

There will be a fee of twenty (\$20) dollars for a replacement license. (14711§1 5/17/2009)

### 395.14 PENALTY FEES

1. ~~Work without required permits. In addition to the Permit Fees set by this Schedule, failure to secure a permit prior to the commencement of work for which a permit is required shall result in the permit fee being DOUBLED for each permit type in which work proceed without permits a fee of One Hundred (\$100) Dollars per permit shall be charged for work in progress or completed without required permits for residential properties with four units or less. A fee of Five Hundred (\$500) Dollars per permit shall be charged for work in progress or completed without required permits for residential structures with more than four units and for commercial properties. (15304 §1 08/3/16)~~

2. Excessive inspections on the same issue. In addition to the Permit Fee set by this Schedule, the following fees will apply for inspections requested and required above and beyond two (2) footer/foundation and two (2) rough:

Third Inspection	\$50 for every permit re-inspection
Fourth Inspection	\$75 for every permit re-inspection
Fifth Inspection or more	\$100 for every permit re-inspection (14678 §1 12/18/08)

### 395.15 CORRECTIVE ACTION ADMINISTRATIVE FEE

(AMENDS 1741.15e)

The City will add an Administrative Fee of ~~t~~Three ~~h~~Hundred (\$300) ~~d~~Dollars or 15% of the cost of abatement to each bill incurred, whichever is greater, as a result of non-compliance with a Public Nuisance Order. (14558 §1 12/20/07)

### 395.16 HOUSING REHABILITATION FINANCIAL APPLICATION FEE

An application fee of One Hundred Fifty (\$150) Dollars per project shall be paid at the time the Housing Rehabilitation Financing Application is approved. (14558 §1 12/20/07)

### 395.17 SIGNS

1. The Sign Erector fee shall be applied to all sign permits as follows:

Ninety (\$90) dDollars.

2. 4 Sign Permit: Installation or alteration to a sign regulated by the International Build Code shall be as follows:

Fifty (\$50) dollars minimum for signs with cost of work up to \$5,000 plus five (\$5) per \$1,000 cost of work over \$5,000.

an inspection of a sign, the fee shall be Fifteen (\$15) Dollars for each One Thousand (\$1,000) Dollars with a minimum fee of Fifty (\$50) Dollars. Illuminated signs may require an electrical permit. (15304 §1 08/3/16)

### 395.18 MECHANICAL FEES (15304 §1 08/3/16)

All fees are payable upon examination of plans and permit routing regardless of the time of construction or remodeling.

Mechanical fees are for the installation, maintenance, alteration and inspection of mechanical systems that are permanently installed and utilized to provide control of environmental conditions and related processes within buildings. This shall also pertain those mechanical systems, system components, equipment and appliances specifically addressed in currently adopted edition of the International Mechanical Code. These fee shall also pertain to the installation of fuel gas distribution piping and equipment, fuel gas-fired appliances and fuel gas-fired appliance venting systems as regulated by the currently adopted edition of the **International Fuel Gas Code**. Heating, ventilation and air conditioning and other systems for Residential and Non-residential uses.

If the work is to be performed by a contractor or subcontractor, that information shall be provided on the application for permit. (14424 §3 10/6/06) If the installation of an appliance requires a new branch circuit, an Electrical Permit is also required. (15304 §1 08/3/16)

1. Application fee: A non-refundable application fee shall be payable upon submission of all permits as follows:

Residential: Fifty (\$50) dollars

Commercial: One hundred (\$100) dollars

\* Applications approved for issuance are not valid permits until the required permit fee has been remitted. Approved applications shall be valid not more than one hundred eighty (180) days after approval, after which time the permit application will be voided.



2.4. Residential Properties with three (3) or more units and Non-residential or Mixed use Properties: The fee for mechanical installations shall be as follows:

Commercial:

Ten (\$10) Dollars per one-thousand (\$1,000) dollars cost of work up to fifty-thousand dollars plus five (\$5) dollars per one-thousand (\$1,000) dollars cost of work over fifty-thousand (\$50,000) dollars. Minimum fee of fifty (\$50) dollars.

~~HVAC/Appliances: The fee for appliances utilizing gas, liquid or solid fuel, such as, but not limited to water heaters, boilers, furnaces; and, for chimneys, vents and mechanical refrigeration shall be Fifty (\$50) Dollars per unit. (14558 §1 12/20/07)~~

~~Duct work and/or Connecting Piping: The fee shall be One Dollar and Fifty Cents (\$1.50) per One Thousand (\$1,000) Dollars of the total cost of construction with a minimum fee of Fifty (\$50) Dollars. (14558 §1 12/20/07)~~

~~2. Residential: Properties with two (2) or Less Units:~~

~~The fee for installation of new or replacement of existing centralized heating, ventilation and air conditioning systems as well as, appliances such as, but not limited to, water heaters, boilers, furnaces; and, for duct work and/or connecting piping complete, shall be ~~Forty (\$40) Fifty (\$50) dollars~~ per unit. (14558 §1 12/20/07)~~

~~The fee for replacement of HVAC appliances connected to existing duct work or piping shall be Thirty (\$30) Dollars per appliance. (14558 §1 12/20/07)~~

~~3. If the work is to be performed by a contractor or subcontractor, that information needs to be provided on the application for permit. (14424 §3 10/6/06). If the installation of a water heater requires a new branch circuit, an Electrical Permit is also required. (15304 §1 08/3/16)~~

### **395.19 FIRE SUPPRESSION SYSTEMS**

If the work is to be performed by a contractor or subcontractor, that information shall be provided on the application for permit. (14424 §5 10/6/06; 15304 §1 08/3/16)

1. Application fee: A non-refundable application fee shall be payable upon submission of all permits as follows:

Residential: Fifty (\$50) dollars

Commercial: One hundred (\$100) dollars

24. Sprinkler Systems: The fee for a sprinkler system for other than one (1) and two (2) family structures shall be based on the number of sprinkler heads; from 1 to 20 heads shall be One Hundred (\$100) Dollars; 21-200 heads shall be Two Hundred Fifty (\$250) Dollars; and 201 plus heads shall be Four Hundred (\$400) Dollars. (14558 §1 12/20/07; 15304 §1 08/3/16)

- The sprinkler system fee for a one (1) and two (2) family structure shall be one (1%) percent of the total cost of the construction but no less than Fifty (\$50) Dollars.
- For pipe and hydraulic calculated, the fee shall be Three Hundred Sixty (\$360) Dollars.
- Alterations to existing systems shall be charged Fifteen (\$15) Dollars for each One Thousand (\$1,000) Dollars with a minimum fee of Fifty (\$50) Dollars per 395.08 #3 – Alterations and Repairs. (15304 §1 08/3/16)

32. Standpipe Systems: For the inspection of a standpipe system, the fee shall be Forty-five (\$45) Dollars per floor.

34. Suppression Systems: For commercial cooking and frying systems, the fee shall be Forty-five (\$45) Dollars. (14012 §1 8/01/02; (14558 §1 12/20/07)

~~4. If the work is to be performed by a contractor or subcontractor, that information shall be provided on the application for permit. (14424 §5 10/6/06; 15304 §1 08/3/16)~~

### **395.20 TANKS**

All tanks installed, abandoned or removed for the use of volatile flammables, liquefied petroleum gas, fuel oil and other gases or liquids shall require permit fees for the installation of new tanks; as well as abandonment of tanks (temporary or permanent) and the removal of tanks shall be One Hundred (\$100) Dollars per tank for commercial property; Forty (\$40) Dollars per tank for residential property. (14012 §1 8/01/02)

### **395.21 ENCROACHMENTS**

Fees for approved encroachments shall be:

1. Temporary Encroachments: Every approved temporary encroachment other than dumpsters, soda and/or other vending machines shall have a fee of Twenty (\$20) Dollars per year, plus a monthly fee of Twenty-five (\$.25) Cents per square foot.

2. Dumpsters: The fee for approved dumpsters placed within the public right-of-way, twenty (20) cubic yards or less shall be Thirty-five (\$35) Dollars per month. For dumpsters more than twenty (20) cubic yards, the fee shall be Fifty-five (\$55) Dollars per month.

3. Permanent Encroachments: The fee for approved permanent encroachments shall be Forty (\$40) Dollars. This fee is in addition to any construction or other permit fees the permanent encroachment is charged.

4. Sidewalk Cafes: The fee for approved sidewalk cafes shall be Forty (\$40) per year.  
(14012 §1 8/01/02)

### **395.23 HEALTH LICENSE, OPERATIONAL, INSPECTION AND PLAN REVIEW FEES**

#### **(A) CHILD CARE FACILITY OPERATIONAL CERTIFICATE FEES**

An annual operational fee shall be charged to defray the costs of inspections, consultations and servicing child care facilities.

The annual operational fee for child care facilities shall be based upon the number of children in care and the type of facility as follows:

<b>Type of Facility</b>	<b>Number of Children</b>	<b>Operational Fee</b>
Child Care Centers*	7 to 49	\$100.00 (15205 §1 5/6/15)
Child Care Centers*	50 to 99	125.00
Child Care Centers*	100 or more	150.00
Family Child Care Home	4 to 6	50.00
Group Child Care Home	7 to 11	75.00
Other Child Care Programs	N/A	50.00

\*Includes night care, drop-in care and extended child care programs.

#### **Conditional Fees**

The Bureau of Health may withhold issuing a Child Care Facility Operational Certificate if the facility is not in compliance with all City Ordinances. Examples include, but are not limited to, Fire Code and Building Code violations and tax or fee delinquencies. In this instance, the Bureau may issue a Conditional Certificate valid for up to sixty (60) days so that the facility's operation may continue until compliance is achieved. A fee of Fifty dollars (\$50) shall be charged to defray the Conditional Certificate's associated administrative costs. (14188 §1 6/4/04; 14842 § 1 12/1/10; 15205 §1 5/6/15 )

#### **Re-inspection Fees**

Child care facilities shall be charged a reinspection fee for each reinspection that is required to verify that the facility has been brought into substantial compliance with the Child Care Ordinance as follows:

For the year 2015 and each subsequent year thereafter:

Child Care Centers (all sizes) Fifty Dollars (\$50) for each reinspection;

Family, Group, and Other facility types Twenty-five Dollars (\$25) for each reinspection.

#### Late Fees

A late fee of thirty dollars (\$30) per month shall be charged for overdue operational certificate renewals of all child care facility types, as determined by the Bureau of Health.

#### Plan Review Fees

Child Care Centers shall be charged a plan review fee of seventy-five dollars (\$75) whenever a plan review is required in accordance with Article 1143 of the Child Care Facility Ordinance.

### (B) FOOD FACILITY LICENSING, OPERATIONAL, INSPECTION AND PLAN REVIEW FEES

The terms "retail food facility", "public eating and drinking place", and "retail food establishment" as used herein are defined in the Retail Food Facility Safety Act of November 23, 2010, P.L. 1039, No. 106, 3 PA C.S.A. § 5701 et. seq. ("Act 106 of 2010") which governs licensing, inspection and regulation of public eating and drinking places and retail food establishments.

Fees for licensing, operational inspection and plan review of retail food facilities shall be charged annually to defray the costs of inspections, plan reviews and services as follows:

#### I. New or Change of Ownership, Retail Food Facilities (Public Eating and Drinking Places, Retail Food Establishments)

All area measurements to include outdoor service and food storage areas.

<b>Facility Type</b>	<b>Number of Children</b>	<b>Operational Fee</b>
1. Retail Food Facility 5000 sq. ft. or less -	\$1.00	\$274 + Plan Review Fee
2. Retail Food Facility more than 5000 sq. ft. and less than 20,000 sq. ft with NO on-site food preparation	\$1.00	\$349 + Plan Review Fee
3. Retail Food Facility more than 5000 sq. ft. and less than 20,000 sq. ft. with on-site food preparation	\$1.00	\$449 + Plan Review Fee
4. Retail Food Facility greater than 20,000 sq. ft. with NO on-site food preparation	\$1.00	\$499 + Plan Review Fee
5. Retail Food Facility greater than 20,000 sq. ft. with on-site food preparation	\$1.00	\$649 + Plan Review Fee

**II. Renewals, Retail Food Facilities (Public Eating and Drinking Places, Retail Food Establishments)**

<b>Facility Type</b>	<b>License Fee</b>	<b>Operational Fee</b>
1. Public Eating and Drinking Places, 75 seats or less	\$1.00	\$274
2. Public Eating and Drinking Places, more than 75 seats	\$1.00	\$399
3. Retail Food Establishments, 5000 sq. ft. or less	\$1.00	\$224
4. Retail Food Establishments, more than 5000 sq. ft. and less than 20,000 sq. ft. with NO on-site food preparation	\$1.00	\$299

5. Retail Food Establishments, more than 5000 sq. ft. and less than 20,000 sq. ft. with on-site food preparation	\$1.00	\$399
6. Retail Food Establishment, more than 20,000 sq.ft. with NO on-site food preparation	\$1.00	\$449
7. Retail Food Establishment, more than 20,000 sq. ft. with on-site food preparation	\$1.00	\$599

### III. Other Fees

1. New or Renewal – Non-Profit Permanent Food Facility	\$1.00	\$74
2. Mobile Food Unit, New	\$1.00	\$274
3. Mobile Food Unit, Renewal	\$1.00	\$249
4. Vending Machine, each	\$1.00	\$49
5. Temporary Food Facility, For Profit 1 and 2 day events	\$1.00	\$39
6. Temporary Food Facility, Non-Profit 1 and 2 day events	\$1.00	\$19
7. Temporary Food Facility, For Profit Events held on more than 2 days; 14 days maximum	\$1.00	\$74
8. Temporary Food Facility, Non-profit Events held on more than 2 days; 14 days maximum	\$1.00	\$44

## Conditional Licenses

The Bureau of Health may at its discretion issue a Conditional License valid for up to sixty (60) days where the operation of the facility constitutes a possible hazard to public health, or where an applicant requires additional time to comply with the City's Food Service Ordinance, [and/or] any other applicable City ordinances or applicable state statutes and regulations. A fee of Fifty dollars (\$50) shall be charged to defray the associated administrative costs.

## Late Fees

A late fee of thirty-five dollars (\$35) per month shall be charged for overdue license renewals of [permanent] retail food facilities, as determined by the Bureau of Health.

A late fee of fifteen dollars (\$15) shall be charged for temporary food facility licenses that are applied for less than five (5) days prior to the start of the event, as determined by the Bureau of Health.

## Facilities Exempt from Licensing and Inspection Fees

Food facilities licensed by the Pennsylvania Department of Health, Department of Education, Department of Welfare or any other State, County or Municipal agency shall not be charged a food facility license or operational fee provided they are owned and operated by the licensee.

Permanent, temporary or mobile food facilities or vending machines that sell only fresh whole fruits and vegetables and/or only non-potentially hazardous pre-packaged food, as determined by the Bureau of Health shall be exempt from the licenses and operational fees.

## Re-inspection Fees

Food facilities shall be charged a re-inspection fee for each re-inspection that is required to verify the facility is in substantial compliance with the Food Service Ordinance as follows:

For the year 2013 and each subsequent year thereafter – One hundred dollars (\$100.00) for each reinspection.

## Plan Review Fees

Food facilities shall be charged a plan review fee whenever a plan review is required in accordance with Article 1123 of the Food Service Sanitation Ordinance as follows:

For plan review services as a result of a change of ownership where no alterations other than cosmetic changes to an existing retail food facility take place, any size – One hundred twenty-five dollars (\$125.00).

For plan review services as a result of new construction, conversion, remodeling or alterations involving work other than cosmetic changes, (all area measurements to include outdoor service and storage areas) –

Facilities less than 5,000 sq. ft.-	\$200
Facilities greater than 5000 sq. ft. up to 20,000 sq. ft. -	\$300
Facilities greater than 20,000 sq. ft. -	\$400

### **395.24 CIGARETTE VENDING MACHINE FEES**

The annual license fee for a license to operate one cigarette vending machine in compliance with Article 1160,

Licensing and Regulation of Cigarette Vending Machines, shall be One Hundred (\$100) Dollars. (14225 §1 10/21/04; 14513 §1 8/2/07)

### **395.25 STREET VACATION FEES**

Street Vacations: Petitions for street vacations can be found on the City website or by contacting the City Clerk's Office. A written Petition for a street vacation may be submitted to City Council by a citizen. The petition must be submitted together with a check in the amount of \$300.00 payable to the City of Allentown, to the City Clerk's Office, 435 Hamilton Street. Requests for Street Vacations shall be subject to a Three Hundred (\$300) Dollar fee. In addition, the petitioner must pay in full all costs incurred by the City in publishing the legally required advertising for the vacation prior to the final Council action. (14273 §1 3/3/05; 15173 §1 12/2/14 )

### **395.26 SUBORDINATION FEES**

The fee for all approved subordination agreements shall be Fifty (\$50) Dollars. (14255 §1 1/20/05)

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## LEGISLATIVE TEMPLATE

- **What Department or bureau is Bill originating from? Where did the initiative for the bill originate?**

Bureau of Building Standards and Safety

- **Summary and Facts of the Bill**

An amendment to Article 395, Community and Economic Development fees Articles 395.08-395.18

- **Purpose – Please include the following in your explanation:**
  - **What does the Bill do – what are the specific goals/tasks the bill seek to accomplish**
  - **What are the Benefits of doing this/Down-side of doing this**
  - **How does this Bill related to the City’s Vision/Mission/Priorities**

Balance revenue with operating expenses of the program

Adjust specific permit fees to align with cost of providing service

Capture cost associated with labor expenditures currently unreimbursed

Moderately increase revenue for planned technology expenditures to enhance customer service, increase productivity and efficiency.

Increase in cost to most applicants

- **Financial Impact – Please include the following in your explanation:**
  - **Cost (Initial and ongoing)**
  - **Benefits (initial and ongoing)**

No cost to City in implementation

Continued coverage of program costs

**Funding Sources – Please include the following in your explanation:**

- **If transferring funds, please make sure bill gives specific accounts; if appropriating funds from a grant list the agency awarding the grant.**

None.

- **Priority status/Deadlines, if any**

Implementation for the beginning of 2018

- **Why should Council unanimously support this bill?**


The increase requested is intended to cover the cost of the program without increase to the public as a whole. Only those seeking permits for development and private property improvements will bear the cost for the services that are statutorily required to be provided by a municipality enforcing the PA Uniform Construction Code.

Intended technology upgrades will increase productivity and department efficiency, this will mitigate the frequency and scale of future fee revisions.

**AMENDMENT TO ADD THE DIRECTOR SHALL PROVIDE POLICIES AND PROCEDURES TO WAIVE FACILITY FEES, DEPARTMENTAL SERVICE CHARGES, FEE SCHEDULES AND OTHER RELATED COMMUNITY AND ECONOMIC DEVELOPMENT FEES ESTABLISHED BY THE CITY OF ALLENTOWN FOR USE OF CITY-OWNED AND OPERATED PROPERTIES OR PROJECTS, PASSED 7 – 0**

	Yea	Nay
Candida Affa, VP	X	
Julio A. Guridy	X	
Daryl Hendricks	X	
Cynthia Y. Mota	X	
Courtney Robinson	X	
Ed Zucal	X	
Roger MacLean, Pres.	X	
TOTAL	7	0

**I hereby certify that the foregoing Ordinance was passed by City Council on December 5, 2018 and signed by the Mayor on December 7, 2018.**



CITY CLERK