

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 33 - 2025

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APRIL 2, 2025

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AN ORDINANCE

Amending Part II General Legislation, Chapter 270 Fees, Article V Community and Economic Development Fees, revising the permitting and plan fees, reducing the permits per project to a single permit that covers all fees and updating language in the code. The intent is to streamline the permit application process and improve both customer service and administrative efficiency by consolidating all required permits into one comprehensive permit, simplifying the application and approval process.

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

SECTION ONE: That Chapter 270 Fees, Article V Community and Economic Development Fees Definitions be amended as follows:

ARTICLE V

**Community and Economic Development Fees**

**[Adopted 8-1-2002 by Ord. No. 14012 (Article 395 of the 1962 Codified Ordinances)]**

**§ 270-24. Purpose. [Amended 12-7-2007 by Ord. No. 14558]**

The purpose of this article is to establish a fee schedule for permits, licenses and inspections.

**§ 270-25. 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.

**§ 270-26 Definitions.**

A. As used in this article, the following terms shall have the meanings indicated:

**BUILDING AREA**

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

**BUILDING VALUATION**

The average construction cost of work for any permitted project is 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, fire alarm and sprinkler systems, and interior finish materials, and labor.~~

## **COMMERCIAL**

Any structure that does not meet the definition of residential, such as, buildings or structures that are used for commercial purposes and/or any building with 3 or more dwelling units and their accessory structures.

## **CORE AND SHELL**

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

## **COST OF WORK**

The total cost of work associated with commercial and residential permits shall include the costs of all labor and materials from all trades. This shall include foundation, structural and nonstructural building components, electric, plumbing, mechanical, fire alarm and sprinkler systems, and interior finish materials and labor.

- ~~(1) 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~~
- ~~(2) 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.~~

## **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.

## **GROSS BUILDING AREA**

The total of all floor areas of a structure.

## **INSPECTION FEES**

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

## **LICENSE FEES**

Rates charged for officially authorizing certain businesses and tradesmen.

## **MODULAR (RELOCATABLE) BUILDING(S)**

Existing relocatable building or construction trailer, 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.

## **PERMIT FEES**

Rates charged for officially authorizing certain activities.

## **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, with a maximum of two (2) dwelling units per structure, excluding townhouses per International Residential Code.

## **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 a permit.

## **TEMPORARY STRUCTURE**

A structure erected for less than 180 days.

B. All other terms in this article remain constant with the definitions in the various City ordinances pertaining to such fees.

### **§270-27. Authorization.**

[Amended 12-20-2007 by Ord. No. 14558; 12-5-2018 by Ord. No. 15502]

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 and Economic 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 Director's 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.

§ 270-28. Zoning fees. [Amended 3-6-2003 by Ord. No. 14067; 3-3-2005 by Ord. No. 14273; 3-16-2006 by Ord. No. 14372; 12-1-2010 by Ord. No. 14845; 12-3-2014 by Ord. No. 15173; 8-3-2016 by Ord. No. 15304; 12-5-2018 by Ord. No. 15503]

- A. Permit application. The Bureau of Planning and Zoning shall charge a permit application fee of \$100 for the review of a zoning permit application.
- B. Appeals. Any appeal to the Zoning Hearing Board, whether for a variance, special exception, nonconforming use or structure, ordinance interpretation or otherwise, shall be subject to a fee of \$500; except, however, that the fee shall be \$150 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.
- C. 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 \$400; except, however, that the fee shall be \$150 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.
- D. 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 \$500.
- E. Temporary signs (10 or more). For 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 \$55.
- F. Zoning certifications. Requests for written certificates as to the zoning compliance of a property shall be accompanied by a fee of \$55.

G. 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 \$1,000 payable to the City of Allentown, to the City Clerk's Office, 435 Hamilton Street. A written petition for a Zoning Ordinance text amendment may be submitted to City Council by a citizen and it must be submitted together with a check in the amount of \$1,000 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 Ordinance text amendment prior to final Council action.

**§270-29. Land development and subdivision fees.**

[Amended 3-6-2003 by Ord. No. 14067; 12-1-2010 by Ord. No. 14845; 12-5-2018 by Ord. No. 15503]

A. Major subdivisions.

- (1) Sketch plan. The application fee for review of a sketch plan for major subdivisions shall be \$100.
- (2) Preliminary plan. The application fee for review of a preliminary plan shall be \$500 plus \$50 for each lot.
- (3) Final plan. The application fee for review of a final plan for major subdivisions shall be 1/2 of preliminary plan.

B. Minor subdivisions. The application fee for review of final plans for a minor subdivision shall be \$140 plus \$40 per lot.

C. Major land developments.

- (1) Sketch plan. The application fee for review of a sketch plan for major land developments shall be \$250.
- (2) Preliminary plan. The application fee for review of a preliminary plan shall be \$1,000 plus \$1,000 per acre or partial acre plus:
  - (a) Office: \$35 per 1,000 square feet of floor area.
  - (b) Retail: \$25 per 1,000 square feet of floor area.
  - (c) Warehouse: \$20 per 1,000 square feet of floor area.
  - (d) Other: \$10 per 1,000 square feet of floor area.
- (3) Final plan. The application fee for review of a final plan for major land development plans shall be one-half of preliminary plan.

D. Minor land development. The application fee for review of final plans for minor land development shall be \$315.

**§270-30. Uniform Construction Code state-mandated fee.**

[Amended 8-3-2016 by Ord. No. 15304; 12-20-2017 by Ord. No. 15423; 12-5-2018 by Ord. No. 15502]

The State Mandated Uniform Construction Code Permit Fee authorized under the Pennsylvania Construction Code Act shall be \$4.50 and shall be assessed on all Pennsylvania Uniform Construction Code required permits.

**270-31. Building fees.**

[Amended 12-20-2007 by Ord. No. 14558; 12-18-2008 by Ord. No. 14678; 4-1-2009 by Ord. No. 14714; 12-

1-2010 by Ord. No. 14844; 8-3-2016 by Ord. No.15304; 12-5-2018 by Ord. No. 15502; 6-5-2024 by Ord. No. 16020]

~~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. The Building Code Official shall have the right to verify or correct the estimated value of any proposed permit valuations.~~

~~A. Application fee. A nonrefundable application fee shall be payable upon submission of all permits as follows:~~

~~(1) Residential: \$50.~~

~~(2) Commercial: \$100.~~

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

~~B. New construction. For the inspection of each newly erected structure(s), to include core and shell structures, additions, and decks the fee shall be \$55 for the first 500 square feet or less of floor area, plus \$15 for each additional 100 square feet or less of floor area.~~

~~C. 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 \$15 for each \$1,000 or fraction thereof rounded to the next whole \$1,000 cost of work with a minimum fee of \$50. A copy of the contract is required.~~

~~D. Trade permits. Associated electrical, mechanical, and plumbing fees shall be applied in accordance with the respective fee schedule.~~

~~E. (Reserved)~~

~~F. Swimming pools.~~

~~(1) Residential.~~

~~(a) Storable pools: \$50.~~

~~(b) Aboveground pools: \$75.~~

~~(c) In-ground pools shall be \$250.~~

~~(2) Commercial. In-ground pools shall be \$500.~~

~~G. Modular buildings and construction trailers. 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.~~

~~H. Demolition. The permit fee for all buildings or structures shall be \$75 for the first 1,000 square feet of floor area, including basement, plus \$45 for each additional 1,000 square feet or fraction thereof.~~

~~I. Plan review fee. The fee for plan review shall apply to all commercial, residential and trade reviews as follows. All fees for plan review are due at time of application submittal.~~

~~\* Note: Fees for plan reviews are nonrefundable.~~

~~\*\* The Building Code Official reserves the right to reject any plans that do not show in detail that the work will conform to the Uniform Construction Code.~~

- ~~(1) Commercial plans reviewed, stamped, and submitted by a third party shall be charged a \$100 fee for City ordinance review only, per each submission and resubmission.~~
- ~~(2) Residential plans reviewed, stamped, and submitted by a third party shall be charged a \$50 fee for City ordinance review only, per each submission and resubmission.~~
- ~~(3) Plans submitted to the City for initial review shall be charged based by use category as follows:~~

Use Type	Fee (per square foot)	Minimum Fee
S 2, U, F 1, F 2, H 1, H 2, H 3, H 4, H 5	\$0.10	\$150
A 2, A 3, B, S 1, M, R 2	\$0.15	\$150
R 3 (typical residential)	\$0.15	\$75
A 1, A 4, A 5, E, I 1, I 3, I 4, R 1, R 4	\$0.20	\$150
I 2	\$0.25	\$150
Expedited review (10 working days)	Add \$0.05 per square foot	

~~J. Roof replacement. The permit fee shall be:~~

- ~~(1) Residential: \$50.~~
- ~~(2) Nonresidential: \$200.~~

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

~~K. Parking lots. For the inspection of parking lots, the fee shall be \$15 for each \$1,000 or fraction thereof rounded to the next whole \$1,000 cost of work with a maximum fee of \$150. The Bureau shall have the right to verify or correct the estimated value of any proposed parking lot.~~

~~L. Archives. An archive fee of \$10 or 0.02% of the cost of work, whichever is greater, shall be added to all permit application fees.~~

~~M. Certificates of occupancy. A certificate of occupancy fee shall be applied to all permits as follows.~~

- ~~(1) Residential, one and two family dwellings: \$50.~~
- ~~(2) Commercial:~~
  - ~~(a) 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 \$150.~~
  - ~~(b) Certificate of occupancy: \$100.~~
  - ~~(c) Commercial: temporary certificate of occupancy (TCO): \$350.~~

- ~~\* Note: A TCO may only be issued by the Building Code Official (BCO) when~~  
~~—all fire alarm, suppression systems, fire-rated assemblies and other life and safety components~~  
~~—have been completed and approved.~~

~~N. Permit reinstatement. All permits are valid for one year from issuance date (see Chapter 225, Construction Codes, Uniform, Attachment 1, Building Code Amendments, Section 105.5, Time Limitation on Permits). Permits that have exceeded this time limit are considered expired. Expired permits where work has commenced and is ongoing is required to be reinstated by the applicant. Reinstatement fees shall apply to building, electrical, mechanical, plumbing, and fire fees and charged as follows:~~

~~(1) Reinstatement: \$100.~~

~~\* Expired permits that have not been reinstated within 180 days 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 one time.~~

~~O. Appeals. Housing Appeals Board Fees shall be \$100 per application for one and two family residential, and \$200 for all others. Building Appeals Board fees shall be \$100 for one and two family residential, and \$200 for all others. Disruptive Conduct Board of Appeals shall be \$100 per application.~~

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, and any electrical, mechanical, plumbing, fire suppression & alarm systems, signs, or tanks connected or attached to, or detached from, such buildings, structures, or parcels. The Building Code Official shall have the right to verify or correct the estimated value of any proposed permit valuations.

A. Building Permit Fees. The fees that will be applied to all residential and commercial permit applications.

(1) Application Fee: A nonrefundable application fee shall be payable upon submission of all permits as follows:

- a. Residential: \$50.
- b. Commercial: \$100.

(2) State Mandated Uniform Construction Code (UCC) Permit Fee: A fee of \$4.50, or as determined by, the State of Pennsylvania, will be included on all permit applications.

(3) Commercial. For the plan review and inspection of all commercial construction projects including new construction, additions, alterations, repairs, demolition, pools, fences, retaining walls, signs, solar panels, tanks, electrical, mechanical, plumbing, fire systems and accessory structures. The fee shall be the greater of \$75.00 or 1.5% of the total cost of work including materials and labor of all trades.

(4) Residential. For the plan review and inspection of all residential construction projects including new construction, additions, alterations, repairs, demolition, pools, fences, retaining walls, signs, solar panels, tanks, electrical, mechanical, plumbing, fire systems and accessory structures. The fee shall be the greater of \$50 or 1% of the total cost of work including materials and labor of all trades.

(5) Expedited Plan review fee (10 Working Days). An additional \$0.05 per square foot.

\* The Bureau of Building Standards and Safety reserves the right to verify or correct the estimated value of any proposed project costs based on the International Code Councils Building Data Valuation or other

means.

\*\* The Building Code Official reserves the right to reject any plans that do not show in detail that the work will conform to the Uniform Construction Code.

\*\*\* Applications approved for issuance are not valid permits until the required permit fee has been remitted. A permit becomes invalid unless the authorized construction work begins within 180 days after the permit's issuance. A permit shall also become invalid if the authorized construction work permit is suspended or abandoned for 180 days after the work has commenced. A permit holder may submit a written request for an extension of time to commence construction for just cause. The building code official may grant extensions of time to commence construction in writing. A permit may be valid for no more than 5 years from its issue date.

#### B. Certificate of Occupancy (CO)

- (1) Commercial- A building, structure or facility may not be used or occupied without a certificate of occupancy issued by a building code official. The fees for commercial certificate of occupancy are calculated within the cost of the building permit.
- (2) Residential- A residential building may not be used or occupied without a certificate of occupancy issued by a building code official. The fees for residential certificate of occupancy are calculated within the cost of the building permit.
- (3) Change of use/occupancy (ONLY)- Changes in use or occupancy including a change of ownership or address wherein **no alterations** are required to meet code compliance will be charged the minimum standard building permit fees.
- (4) Temporary Certificate of Occupancy (TCO): A TCO may only be issued by the Building Code Official (BCO) when all fire alarm, suppression systems, fire rated assemblies and other life and safety components have been completed and approved.
  1. Commercial TCO: \$350.
  2. Residential TCO: \$200

#### C. Modular buildings and construction trailers. A building permit shall be secured for the placement of a prefabricated structure at the new location in accordance with the permit fee schedule established in this ordinance.

#### D. Appeals.

- (1) Housing Appeals Board Fees shall be \$100 per application for one- and two-family residential, and \$200-for all others.
- (2) Building Appeals Board fees shall be \$250 for one- and two-family residential, and \$500 for all others.
- (3) Disruptive Conduct Board of Appeals shall be \$100 per application.
- (4) Nuisance Abatement Board of Appeals shall be \$250 per application.

#### **270-32 Electrician's license fees.**

##### **A. Licensing application fee: \$50.**



B. The yearly electrician's license fees, renewable January 1 through January 31 each year, shall be:

Master electrician license	\$90
Residential electrician license	\$80
Journeyman electrician license	\$60
Special electrician license	\$50
Electrical appliance installer license	\$50
Telecommunications installer (no test required)	\$50

C. When an applicant fails to renew the license before January 31, a surcharge shall be attached to the license fee as follows:

Master electrician license	\$45
Residential electrician license	\$40
Journeyman electrician license	\$30
Special electrician license	\$25
Electrical appliance installer license	\$25

D. There will be a fee of \$10 for a ~~replacement license~~ printing of licenses.

**§270-33 ~~Electrical permit fees.~~ (RESERVED)**

~~If the work is to be performed by a contractor or subcontractor, that information shall be provided on the application for permit.~~

~~A. Application fee. A nonrefundable application fee shall be payable upon submission of all permits as follows:~~

- ~~(1) Residential: \$50.~~
- ~~(2) Commercial: \$100.~~

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

~~B. Residential and commercial projects less than or equal to \$30,000 shall be \$20 per each \$1,000 or fraction thereof rounded to the next whole \$1,000 cost of work with a minimum fee of \$50.~~

~~C. Residential and commercial projects greater than \$30,000 shall be \$15 per each \$1,000 or fraction thereof rounded to the next whole \$1,000 cost of work with a minimum fee of \$50. A copy of the contract is required.~~

~~D. Swimming pool fees are as follows:~~

~~(1) Residential.~~

- ~~(a) Storable pools: \$50.~~
- ~~(b) Aboveground pools: \$75.~~
- ~~(c) In-ground pools shall be \$250.~~

~~(2) Commercial.~~

~~(a) In-ground pools: \$250.~~

~~(b) Public pool recertification shall be \$150.~~

~~E. Commercial emergency alarm device fees are as follows: a fee of \$4 per device with a \$50 minimum.~~

~~F. Annual electrical permits: \$270 per structure for industrial, commercial and institutional facilities only.~~

#### **§270-34 Plumber's license fees.**

A. The yearly plumber's license fee, due and payable January 1 and renewable through January 31, shall be:

Master plumber	\$90
Journeyman plumber	\$60

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

Master plumber	\$45
Journeyman plumber	\$30

C. Plumber's license test fees:

Master license	\$85
Journeyman license	\$60

D. There will be a fee of \$10 for a ~~replacement license~~ printing of licenses.

#### **§270-35 Plumbing and sewer fees. (RESERVED)**

~~A. 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.~~

~~B. If the work is to be performed by a contractor or subcontractor, that information shall be provided on the application for permit~~

~~(1) Application fee. A nonrefundable application fee shall be payable upon submission of all permits as follows:~~

~~(a) Residential: \$50.~~

~~(b) Commercial: \$100.~~

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

~~(2) New installations and replacements. For projects less than or equal to \$30,000, the fee for residential plumbing installation up to and including three stories for the first three fixtures shall be \$50 with a fee of \$15 for each additional fixture in excess. For residential projects greater than \$30,000 and nonresidential projects, the fee for plumbing installation shall be \$15 per each \$1,000 spent on the project with a minimum fee of \$50. A copy of the contract is required.~~

~~(3) Water line. The fee for installation for new water lines or the repair of water lines from the curb box~~

~~shall be \$50.~~

~~(4) Sanitary sewer. The fee for a new sanitary sewer hookup or repair or replacement shall be \$50 for each lateral from the building.~~

~~(5) Storm sewer. The fee for new storm sewer hookup or repair or replacement shall be \$50.~~

~~(6) Appliance permits. The fee for each water softener and electric water heaters shall be \$50.~~

~~(7) Nonflammable gas piping. The fee shall be \$15 for each \$1,000 cost of work with a minimum fee of \$50.~~

**§ 270-36 Sheet metal technician's license fees.**

[Amended 5-17-2009 by Ord. No. 14711; 8-3-2016 by Ord. No. 15304]

A. The sheet metal technician's exam fee and license fee, due and payable January 1 and renewable through January 31, every other year, shall be:

~~(1) Sheet metal technician: \$180.~~

~~(2) Sheet metal apprentice: \$90~~

(1) Sheet metal technician exam: \$180

(2) Sheet metal technician license after passing exam: \$180

(3) Sheet metal apprentice, with proof of approved apprentice program: \$90

B. Late fee: When an applicant fails to renew the license before January 31 of the appropriate year, a surcharge shall be attached to the license fee as follows:

(1) Sheet Metal Technician: \$90.

(2) Sheet Metal Apprentice: \$45.

C. There will be a fee of ~~\$20 for a replacement license~~ \$10 for printing of licenses.

**§ 270-37 Penalty fees.**

A. 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 proceeded without permits.~~

B. 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 footer/foundation and two rough:~~

~~(1) Third inspection: \$50 for every permit reinspection.~~

~~(2) Fourth inspection: \$75 for every permit reinspection.~~

~~(3) Fifth inspection or more: \$100 for every permit reinspection~~

(1) Second Reinspection:

Commercial - \$100

Residential - \$50

(2) Third Reinspection:

Commercial -\$125

Residential - \$75

(3) Fourth Reinspection and all subsequent reinspections:

Commercial - \$150.

Residential - \$100.

**§ 270-38 Corrective action administrative fee.**

The City will add an administrative fee of \$300 or 15% of the cost of abatement to each bill incurred, whichever is greater, as a result of noncompliance with a public nuisance order. (Amends § 455-14E, regarding corrective actions.)

**§ 270-39 ~~Housing rehabilitation financial application fee.~~ (RESERVED)**

~~An application fee of \$150 per project shall be paid at the time the Housing Rehabilitation Financing Application is approved.~~

**§ 270-40 Signs: (RESERVED)**

~~A. The sign erector fee shall be applied to all sign permits as follows: \$90.~~

~~B. Sign permit. Installation or alteration to a sign regulated by the International Building Code shall be as follows: \$50 minimum for signs with cost of work up to \$5,000 plus \$5 per \$1,000 cost of work over \$5,000.~~

**§ 270-41 Mechanical fees: (RESERVED)**

~~A. 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 fees 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.~~

~~B. If the work is to be performed by a contractor or subcontractor, that information shall be provided on the application for permit. If the installation of an appliance requires a new branch circuit, an electrical permit is also required~~

~~(1) Application fee. A nonrefundable application fee shall be payable upon submission of all permits as follows:~~

~~(a) Residential: \$50.~~

~~(b) Commercial: \$100.~~

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

~~(2) The fee for mechanical installations shall be as follows:~~

~~(a) Commercial: \$10 per \$1,000 cost of work up to \$50,000, plus \$5 per \$1,000 cost of work over \$50,000. Minimum fee of \$50.~~

- ~~(b) Residential. 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, shall be \$50 per unit.~~

**§270-42 Fire-suppression systems. (RESERVED)**

~~[Amended 10-6-2006 by Ord. No. 14424; 12-20-2007 by Ord. No. 14558; 8-3-2016 by Ord. No. 15304; 12-5-2018 by Ord. No. 15502]~~

~~A. Application fee. A nonrefundable application fee shall be payable upon submission of all permits as follows:~~

- ~~(1) Residential: \$50.~~
- ~~(2) Commercial: \$100.~~

~~B. Sprinkler systems. The fee for a sprinkler system for other than one and two family structures shall be based on the number of sprinkler heads; from one to 20 heads shall be \$100; 21 to 200 heads shall be \$250; and 201 plus heads shall be \$400.~~

- ~~(1) The sprinkler system fee for a one and two family structure shall be 1% of the total cost of the construction but no less than \$50.~~
- ~~(2) For pipe and hydraulic calculated, the fee shall be \$360.~~
- ~~(3) Alterations to existing systems shall be charged \$15 for each \$1,000 with a minimum fee of \$50 per § 270-31C, Alterations and repairs.~~

~~C. Standpipe systems. For the inspection of a standpipe system, the fee shall be \$45 per floor.~~

~~D. Suppression systems. For commercial cooking and frying systems, the fee shall be \$45.~~

**§270-43 Tanks. (RESERVED)**

~~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 \$100 per tank for commercial property; \$40 per tank for residential property~~

**§ 270-44 Encroachments.**

Fees for approved encroachments shall be:

- A. Temporary encroachments. Every approved temporary encroachment other than dumpsters, soda and/or other vending machines shall have a fee of \$20 per year, plus a monthly fee of \$0.25 per square foot.
- B. Dumpsters. The fee for approved dumpsters placed within the public right-of-way, 20 cubic yards or less shall be \$35 per month. For dumpsters more than 20 cubic yards, the fee shall be \$55 per month.
- C. Permanent encroachments. The fee for approved permanent encroachments shall be \$40. This fee is in addition to any construction or other permit fees the permanent encroachment is charged.
- D. Sidewalk cafes. The fee for approved sidewalk cafes shall be \$40 per year.

**§ 270-45 Health license, operational, inspection and plan review fees.**

~~[Amended 6-4-2004 by Ord. No. 14188; 12-1-2010 by Ord. No. 14842; 5-6-2015 by Ord. No. 15205; 12-5-2018 by Ord. No. 15502]~~

- A. Child-care facility operational certificate fees.

- (1) An annual operational fee shall be charged to defray the costs of inspections, consultations and servicing child-care facilities.
- (2) 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

Type of Facility	Number of Children	Operational Fee
Child-care centers*	7 to 49	\$100
Child-care centers*	50 to 99	\$125
Child-care centers*	100 or more	\$150
Family child-care home	4 to 6	\$50
Group child-care home	7 to 11	\$75
Other child-care programs	N/A	\$50

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

- (3) 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 60 days so that the facility's operation may continue until compliance is achieved. A fee of \$50 shall be charged to defray the Conditional Certificate's associated administrative costs.
- (4) Reinspection 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 Chapter 213, Child Care Facilities, as follows:
  - (a) For the year 2015 and each subsequent year thereafter:
    - [1] Child-care centers (all sizes): \$50 for each reinspection;
    - [2] Family, group, and other facility types: \$25 for each reinspection.
- (5) Late fees. A late fee of \$30 per month shall be charged for overdue operational certificate renewals of all child-care facility types, as determined by the Bureau of Health.
- (6) Plan review fees. Child-care centers shall be charged a plan review fee of \$75 whenever a plan review is required in accordance with Chapter 213, Child Care Facilities, Article II, Child Care Centers.

**B. Food facility licensing, operational, inspection and plan review fees.**

- (1) 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.
- (2) 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:
  - (a) 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>License Fee</b>	<b>Operational Fee</b>
Retail food facility 5,000 square feet or less	\$1	\$274 + plan review fee
Retail food facility more than 5,000 square feet and less than 20,000 square feet with NO on-site food preparation	\$1	\$349 + plan review fee
Retail food facility more than 5,000 square feet and less than 20,000 square feet with on-site food preparation	\$1	\$449 + plan review fee
Retail food facility greater than 20,000 square feet with NO on-site food preparation	\$1	\$499 + plan review fee
Retail food facility greater than 20,000 square feet with on-site food preparation	\$1	\$649 + plan review fee

(b) Renewals, retail food facilities (public eating and drinking places, retail food establishments)

<b>Facility Type</b>	<b>License Fee</b>	<b>Operational Fee</b>
Public eating and drinking places, 75 seats or less	\$1	\$274
Public eating and drinking places, more than 75 seats	\$1	\$399
Retail food establishments, 5,000 square feet or less	\$1	\$224
Retail food establishments, more than 5,000 square feet and less than 20,000 square feet with on-site food preparation	\$1	\$299
Retail food establishments, more than 5,000 square feet and less than 20,000 square feet with on-site food preparation	\$1	\$399
Retail food establishment, more than 20,000 square feet with NO on-site food preparation	\$1	\$449
Retail food establishment, more than 20,000 square feet with on-site food preparation	\$1	\$599

(c) Other fees.

[Amended 12-17-2019 by Ord. No. 15586]

<b>Facility Type</b>	<b>License Fee</b>	<b>Operational Fee</b>
New or renewal, nonprofit permanent food facility	\$1	\$74
Mobile food unit, new	\$1	\$274
Mobile food unit, renewal	\$1	\$249
Vending machine, each	\$1	\$49
Temporary food facility, for profit One- and two-day events	\$1	\$39
Temporary food facility, nonprofit One- and two-day events	\$1	\$19
Temporary food facility, for profit Events held on more than 2 days; 14 consecutive days maximum	\$1	\$74
Temporary food facility, nonprofit Events held on more than 2 days; 14 consecutive days maximum	\$1	\$44
Seasonal temporary food facility Temporary food facility operated at a once per week seasonal event over 3-month license period in a single location	\$1	\$74
Temporary food distribution, nonprofit Food distribution by nonprofit in a single location, once per week over six-month license period, no food preparation on-site	\$1	\$44
Pop-up food facility Temporary food facility in an indoor commercial store front, single location, three-month license period, maximum 2 licenses annually	\$1	\$74
Extension of one-month period for pop-up shop and individual food vending license		\$15

- (3) Conditional licenses. The Bureau of Health may, at its discretion, issue a conditional license valid for up to 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 Chapter 303, Food Service and Sanitation, of the Code of the City of Allentown, [and/or] any other applicable City ordinances or applicable state statutes and regulations. A fee of \$50 shall be charged to defray the associated administrative costs.
- (4) Late fees.
  - (a) A late fee of \$35 per month shall be charged for overdue license renewals of [permanent] retail food facilities, as determined by the Bureau of Health.
  - (b) A late fee of \$15 shall be charged for temporary food facility licenses that are applied for less than five days prior to the start of the event, as determined by the Bureau of Health.
- (5) Facilities exempt from licensing and inspection fees.



- (a) 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.
  - (b) Permanent, temporary or mobile food facilities or vending machines that sell only fresh whole fruits and vegetables and/or only non-potentially hazardous prepackaged food, as determined by the Bureau of Health, shall be exempt from the licenses and operational fees.
- (6) Reinspection fees. Food facilities shall be charged a reinspection fee for each re-inspection that is required to verify the facility is in substantial compliance with Chapter 303, Food Service and Sanitation, as follows:
- (a) For the year 2013 and each subsequent year thereafter: \$100 for each reinspection.
- (7) Plan review fees. Food facilities shall be charged a plan review fee whenever a plan review is required in accordance with Chapter 303, Food Service and Sanitation, as follows:
- (a) 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: \$125.
  - (b) 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):
    - [1] Facilities less than 5,000 square feet: \$200.
    - [2] Facilities greater than 5,000 square feet up to 20,000 square feet: \$300.
    - [3] Facilities greater than 20,000 square feet: \$400.
- [1]Editor's Note: Original Sec. 395.24, Cigarette vending machine fees, as amended 10-21- 2004 by Ord. No. 14225 and 8-2-2007 by Ord. No. 14513, which immediately followed this section, was repealed 5-5-2021 by Ord. No. 15707.
- [2]Editor's Note: Original Sec. 395.25, Street vacation fees, as amended 3-3-2005 by Ord. No. 14273 and 12-2-2014 by Ord. No. 15173, which immediately followed this section, was moved to Art. II of this chapter at time of adoption of Code (see Ch. 1, General Provisions, Art. I). See § 270-11.

#### **§270-46 Subordination fees.**

[Amended 1-20-2005 by Ord. No. 14255]

The fee for all approved subordination agreements shall be \$50.

#### **§270-47 Historical Architectural Review Board fees.**

[Amended 12-5-2018 by Ord. No. 15503]

The fee for City staff review and approval of renovation plans shall be \$25. For plans reviewed by the Historical Architectural Review Board (HARB), the fee shall be \$25. Any HARB violation review shall be \$300.

## Legislative Template

- What department or bureau is this bill originating from? Where did the initiative for the bill originate?
  - CED/Bureau of Building Standards & Safety. The bill will revise the permitting fees and reduce the permits per project to a single permit that covers all fees.
- Summary and facts of the bill.
  - The purpose of this ordinance is to streamline the permit application process and improve both customer service and administrative efficiency. Under the current system, individuals and businesses are required to submit separate permits for each trade and for each unit, leading to an inefficient and burdensome process for both applicants and staff. This ordinance proposes to consolidate all required permits into one comprehensive permit, simplifying the application and approval process.
- Purpose – Please include the following in your explanation:
  - a. What does the bill do? What are the specific goals or tasks the bill seeks to accomplish?
    - Consolidation of Permits:  
The new structure will eliminate the need for multiple permits per trade and unit. A single permit that encompasses all necessary work.
    - Incorporation of Plan Review:  
This fee change will include plan review in the cost of the permit regardless of 3<sup>rd</sup> party reviews. The inclusion of plan review will ensure that all work complies with applicable building codes.
    - Improved Customer Service:  
The simplified process will reduce delays and confusion for applicants, providing a more efficient experience for those seeking permits. By requiring only one permit, applicants will experience quicker processing times.
    - Enhanced Administrative Tracking:  
By consolidating permits, staff will have a clearer, more efficient system for tracking permits and ensuring that all work complies with regulations. This change will allow staff to better manage workloads, improve the accuracy of permit tracking, and minimize the chances of oversight or duplication.
  - b. What are the benefits of doing this?
    - Efficiency: Streamlined processes will allow for quicker permit issuance.
    - Clarity: Simplifies the permit process for applicants, reducing confusion and the likelihood of errors in submission.
    - Better Tracking: Enables better data tracking and management for staff, improving oversight and reducing administrative burdens.
    - Improved Compliance: With the inclusion of plan reviews, this change will help ensure that construction projects meet required safety and code standards from the outset.

- Customer Satisfaction: Reduces the complexity of navigating multiple permit requirements, enhancing the overall customer experience.
- c. How does this bill relate to the City's vision/mission/priorities?
  - This ordinance aligns with the city's mission by enhancing public service, promoting safety and compliance, fostering transparency, supporting community growth, and driving operational efficiency. By making the permit process more straightforward and effective, this change helps build a stronger, safer, and more resilient community for the future.
- Financial Impact – Please include the following in your explanation:
  - a. Cost (initial and ongoing)
    - There will be no changes to the current budget.
  - b. Benefits (initial and ongoing)
    - Provide a more efficient and transparent process which will reduce the potential for disputes between the city and permit applicants.
    - It also increases the potential for enhanced revenue generation through more streamlined fee collection and better compliance monitoring.
- Funding Sources – Please include the following in your explanation:
  - a. If transferring funds, please make sure to give specific account names and numbers. If appropriating funds from a grant, please list the agency awarding the grant.

Revenue Acct # 115-2916

- Priority status – Are there any deadlines to be aware of?

There are no deadlines for this ordinance.

- Why should Council unanimously support this bill?

We anticipate strong public support for the bill, passing it reflects the City's responsiveness to the needs and preferences of the citizens.