

**2024**

**Conestoga Township Fee Schedule**

**Contact Information**

**Conestoga Township Office:**

**Hours 9 AM to 3 PM**

**Tuesday thru Friday**

**Closed on Holidays**

**Mailing Address:**

**3959 Main Street**

**Conestoga, PA 17516**

**Phone: 717-872-4301**

**Email:**

**Office@conestogatwp.com**

**Zoning, Building, and Code Enforcement Officials:**

**Kraft Municipal Group**

# **Township Administrative Fees**

## **Filing Fees**

\$20.00 Administrative Fee will be added to all UCC Building permits.

## **Open Records Policy Fees**

Township will charge the following fees:

Duplication of public records requests \$0.25 a page.

In the event Conestoga Township incurs additional costs, over and above those stated here, additional fees will be charged on actual cost. The Township will require prepayment if the total fees are estimated to exceed \$100.00.

## **Reference Materials**

Free of charge by email. Paper copies reimbursement on actual paper costs.

Code of Ordinances

Zoning Ordinance

Zoning Map

Storm Water Management Ordinance

Subdivision & Land Development Ordinance

Comprehensive Plan

Building Code Books

## **Other Township Fees**

Interest may be charged on invoices 30 days past due or more at 1 ½% per month.

Return Check Fee (applies to all services) cost of check plus any fees incurred for returned check.

# Zoning Hearing Board Fees

## Hearing (Zoning) Fees:

Variance - Resident	\$500
Variance - Non-Resident	\$600
Special Exception – Resident	\$500
Special Exception - Non-Resident	\$600
Appeals to the Decision of the Zoning Officer	\$500
Multiple Hearing Application - Same property Resident	\$700
Multiple Hearing Application - Same property Non-Resident	\$800
Procedural Challenge	\$500
Conditional Use	\$650
Rezoning	\$800
Substantial Challenge of a Zoning Ordinance	\$800
Continuance of a Zoning Ordinance:	
with Board of Supervisors or Zoning Hearing Board	\$200
Legal, including Stenographer and Engineering Review Fees	Actual costs incurred

# Subdivision & Land Development Fees

Pre-Application Meeting (MOU)                      Actual costs incurred for legal and engineer review

Waiver from Land Development Ordinance  
(If not submitted as part of Preliminary or Final Plan)      \$100

Rate Schedule for the Subdivision and Land Development Plans	
*This does not include the engineering, legal, and other fees required in Appendix D of the Conestoga Township Subdivision and Land Development Ordinance.	
Plan Type	Administrative Fee
Sketch Plan	No Fee
Preliminary Plan with 1 to 3 lots with no public improvements	\$500
Preliminary Plan with 3 or more lots or Preliminary Plan with public improvements	\$1000, plus \$200 for each additional lot over 3
Centerline Separation / Lot Consolidation / Revised Subdivision / Lot add on	\$400
Final Plan with 1 to 3 lots with no public improvements-with no revisions from Preliminary Plan	\$400
Final Plan with 3 or more lots or Final Plan with public improvements	\$800
Final Plan with 3 or more lots or Final Plan with public improvements-with revisions from Preliminary Plan	\$1000
All other Subdivisions and Land Development Plans	\$700

# Stormwater Management

Small Project (1,001 - 5,000 Square Feet) \$100.00 application fee

Large Project-Major Land Disturbance Activity (greater than 5,001 Square feet) \$250.00 application fee

**plus** Stormwater Management Escrow Fund fees listed below to cover all costs billed to Conestoga Township by the Township's Engineer and other expenses associated with the review:

RESIDENTIAL		NON-RESIDENTIAL	
1 Lot	\$250.00	Less than 1.0 Acre	\$750.00
2-3 Lots	\$500.00	1-4.99 Acres	\$1500.00
4-10 Lots	\$1250.00	5-9.99 Acres	\$2500.00
11-25 Lots	\$1875.00	10-14.99 Acres	\$3000.00
26-50 Lots	\$2500.00	15-24.99 Acres	\$3750.00
51-100 Lots	\$3750.00	25-49.99 Acres	\$5000.00
101-300 Lots	\$6250.00	50+ Acres	\$5100.00
301+ Lots	\$6300.00	+\$10 per Acre over 50	
+\$10 per Lot over 300			

- Administration fee of \$25 that is nonrefundable.
- If the Escrow Fund is at or falls below 50% of the original amount posted by the applicant/developer, the Township shall bill the applicant/developer an amount sufficient to restore the Escrow Fund to the original sum deposited.
- In the event that the balance of the Escrow Fund is insufficient at any time to pay such costs, the Township shall bill the applicant/developer for the actual or anticipated additional costs.
- In the event the Escrow Fund is in excess of the Townships costs, the Township shall refund such excess monies, without interest, to the applicant/developer upon completion for the development of the property.

## Utility Connections

On-lot System	\$90.00
On-lot Report	\$25.00 plus actual costs for violations
Appeal of Sewer Ordinance	\$150.00

## Kraft Municipal Group

### 2024 BUILDING PERMIT FEE SCHEDULE

*Note: Any permit required work which is started without an approved permit being issued automatically doubles the permit fees (excluding CO and L & I fees).*

*Note: Many permits will require a Zoning Ordinance review fee, as well as a building permit fee in combination with the other fees prescribed in this schedule.*

*Note: All permits applicable to the Pennsylvania Uniform Construction Code will require a Labor & Industry training fee of \$4.50 in combination with the other fees prescribed in this schedule.*

*The following permit costs include the initial plan review and initial inspection. Inspections will be conducted Monday - Friday between 8:00 am and 4:00 pm.*

#### RESIDENTIAL BUILDING PERMIT FEES

Non-refundable application fee	\$100.00
<i>(Note: Application fee is applied to the overall cost of the permit(s) with the balance due at pick up.)</i>	
Returned check fee	\$50.00

#### **Single Family – Attached, Detached, and Townhouse Dwelling Units**

- Review, Permit, and Initial Inspections included \$ 0.88/square foot  
*(Includes only initial inspection for all disciplines as checked off on inspection checklist. Failed inspections will require re-inspection fees)*
  - \$ 95.00 Zoning fee
  - \$ 50.00 Cert of Occupancy
  - \$ 4.50 L&I fee
- Residential Sprinkler fee *(Review, Permit, Rough And Final Inspection)* \$ 275.00
- Failed Inspection/Re-inspection Fee \$ 130.00

**Additions and Alterations to Existing Dwellings** (Ex. Habitable and non-habitable additions; sunrooms; finished basements; habitable attics, attached garages, structural alterations, fire damage repair, bathroom and kitchen alterations requiring a permit, etc.)

- Review/ Process permit...\$275.00 + inspections + \$4.50 L & I fee
- Permit fee is based on the number of required inspections determined by the Building Code Official during the application review stage. Rate is \$80.00 per inspection except for Rough and Final Inspection Groups as noted. Group inspections must all be performed at the same time in order to receive the group discount. Additional Zoning and other permit fees may also apply.
- Failed Inspection/Re-inspection Fee \$ 130.00

Footing	\$ 88.00	Energy	\$ 88.00
Foundation	\$ 88.00	Wallboard Inspection	\$ 88.00
Under Slab	\$ 88.00	Final Plumbing Insp Standalone	\$ 88.00
Rough Plumb	\$ 88.00	Final Mechanical Insp Standalone	\$ 88.00
Rough Mechanical	\$ 88.00	Final Electrical Insp Standalone	\$ 88.00
Rough Electric	\$ 88.00	Final Structural Inspection	\$ 88.00
Rough Structural	\$ 88.00	Final Inspection Group (Building, Plumbing, Mechanical & Electric)	\$220.00
Rough Inspection Group (Building, Plumbing, Mechanical & Electric)	\$220.00	Certificate of Occupancy	\$ 50.00
Electrical Service Inspection	\$ 88.00		

**Manufactured or Industrialized Housing**

- Review, Permit and Initial Inspections *(no basement)* \$ 650.00 Building fee
- Review, Permit and Initial Inspections *(with basement)* \$ 850.00 Building fee
- \$ 95.00 Zoning fee
- \$ 50.00 Cert of Occupancy
- \$ 4.50 L&I fee

**Accessory Structures Requiring a Building Permit**

- Detached Accessory Buildings > 1000 sq ft (Pole Buildings, Garages, etc.)

Review, Permit and Initial Inspections <i>(elec, plumb, and mech fees are separate based on inspections as shown on additions and alterations)</i>	\$ 385.00 Building fee
	\$ 95.00 Zoning fee
	\$ 50.00 Occ Cert
	\$ 4.50 L & I fee

- Decks > 30 Inches Above Final Grade and/or attached Roof over Decks, Porches and Patios

Review, Permit and Initial Inspections <i>(elec, plumb, and mech fees are separate based on inspections as shown on additions and alterations)</i>	\$ 275.00 Building fee
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- Pool Fence Replacement \$ 135.00

- Swimming Pools **(Bldg/Elec Fee + Zoning Fee + L & I Fee)**
  - In-ground pool (water depth 24-inches or greater)  
(includes review, permit and initial inspections) \$ 440.00 + \$95.00 + \$4.50 L & I
  - Above-ground pool (water depth 24-inches or greater)  
(includes review, permit and initial inspections) \$ 330.00 + \$95.00 + \$4.50 L & I
  - Spas, saunas, hot tubs  
(includes review, permit and initial inspections) \$ 165.00 + \$95.00 + \$4.50 L & I

### Electric Permits

- Solar Electric Systems \$ 330.00 + \$ 165.00 structural permit when applicable + \$4.50 L & I
- Electrical Alterations Fee based on # of inspections determined during plan review \$ 88.00 per insp + \$4.50 L & I
- Residential generators \$ 165.00 + \$95.00 Zoning + \$4.50 L&I
- Service/Panel upgrades and/or Service Re-connection \$ 165.00 + \$4.50 L & I
- Failed Inspection/Re-inspection Fee \$ 130.00

### Plumbing Permits

- Sewer Lateral (connect to existing lateral or septic tank Repair or replacement) \$ 165.00 + \$4.50 L & I
- Water Service Connection \$ 165.00 + \$4.50 L & I
- Residential Sprinkler Fee (Review & Inspection) \$ 275.00 + \$4.50 L & I
- Failed Inspection/Re-inspection Fee \$ 130.00

### Mechanical Permits (Ex. New heaters, furnaces, boilers, H2O heaters, fuel burning appliances, a/c units, exhaust systems, and geothermal/solar-thermal mechanical systems)

- Mechanical Fee \$ 165.00 + \$4.50 L & I
- Failed Inspection/Re-inspection Fee \$ 130.00

### Demolition

- Demolition \$ 165.00 + \$4.50 L & I

### Miscellaneous Fees

- Certificate of Occupancy \$ 50.00
- Partial Certificate of Occupancy \$ 100.00
- Bldg Permit Renewal/Transfer \$ 75.00
- Active Permit Design Revision \$ 88.00/hour
- Failed Inspection/Re-inspection Fee \$ 130.00
- Miscellaneous Plan Review/Processing/Permit Prep \$ 88.00/hour
- Returned Check Fee \$ 50.00



## NON-RESIDENTIAL BUILDING PERMIT FEES

Non-refundable application fee	\$250.00
<i>(Note: Application fee is applied to the overall cost of the permit(s) with the balance due at pick up.)</i>	
Returned check fee	\$50.00

### **New Building and Additions**

• Building Fee – Occupiable Space (See IBC 2018 definition)	\$ 0.50/sq ft (\$385 min)
• Building Fee – Un-occupiable Spaces	\$ 0.25/sq ft (\$385 min)
• Electrical	\$ 0.05/sq ft (\$385 min)
• Plumbing	\$ 0.05/sq ft (\$385 min)
• Mechanical	\$ 0.05/sq ft (\$385 min)
• Accessibility	\$ 0.05/sq ft (\$385 min)
• Sprinkler System	\$ 300.00 + \$5/head
• Warehouse/Industrial Bldg shell in excess of 100,000 s.f.	\$ 0.175/sq ft
• Certificate of Occupancy	\$ 75.00
• PA Dept of Labor & Industry Fee	\$ 4.50

### **Alterations/Renovations/Repairs**

• Building Fee is based on cost of construction as stated by contract or fair market value*. \$ 150.00 fee minimum for the 1 <sup>st</sup> thousand dollars + \$10.00 for each extra \$1000 or fraction thereof.	
• Accessibility Review and Inspection (if applicable)	\$ 330.00
• Fire Protection Systems and/or Sprinkler Insp (if applicable)	\$ 300.00 + \$5/head
• Certificate of Occupancy	\$ 75.00
• PA Dept of Labor & Industry Fee	\$ 4.50

### **Accessory Building (shed, garage, swimming pool or similar structure)**

• Building Fee	\$ 0.25/sq ft (\$330 min)
• Electrical Fee (if applicable)	\$ 0.05/sq ft (\$385 min)
• Plumbing Fee (if applicable)	\$ 0.05/sq ft (\$385 min)
• Mechanical Fee (if applicable)	\$ 0.05/sq ft (\$385 min)
• Sprinkler Fee (if applicable)	\$ 300.00 + \$5/head
• Accessibility Review and Inspection(if applicable)	\$ 330.00
• Certificate of Occupancy	\$ 75.00
• PA Dept of Labor & Industry Fee	\$ 4.50

## Signage

### Permanent Signs

- Building Fee is based on cost of construction as stated by contract or fair market value\*. \$165.00 fee minimum for the 1<sup>st</sup> thousand dollars + 10.00 for each additional thousand or fraction thereof.
- Zoning Fee See Zoning Fee Schedule
- PA Dept of Labor & Industry Fee \$ 4.50

### Temporary Signs

- Temporary Sign Fee \$ 80.00/permit issuance

### Miscellaneous Permits & Fees

- Fire Suppression/Sprinkler review and inspection \$ 300.00 + \$5/head
- Demolition Fee \$ 300.00 + \$4.50 L & I
- Certificate of Occupancy \$ 75.00
- Building Permit Transfer Fee \$ 100.00
- Building Permit Design Change/Revision \$ 100.00 /review hour
- Failed Inspection/Re-inspection fee (per inspection) \$ 150.00
- PA Dept of Labor & Industry Training Fee added to bldg. permit \$ 4.50

\*Fair Market Value – a cost determined by the Township Building Code Official when a contracted cost is not available. This cost may be established before or after construction is completed.

## **GENERAL BUILDING PERMIT NOTES**

1. Residential Building Permit review may take up to **15 business days** upon receipt of a complete application pursuant to the PA Uniform Construction Code.
2. Commercial Building Permit review may take up to **30 business days** upon receipt of a complete application pursuant to the PA Uniform Construction Code.
3. Permit application fees are due at the time of the application. Permits will not be reviewed until the appropriate fees have been paid.
4. All additional fees must be satisfied prior to release of permit(s).
5. Generally, stamped and/or sealed plans prepared by a design professional licensed in the Commonwealth of Pennsylvania are not required for residential building permits. However, under certain circumstances, the municipality's Third-Party Inspection Agency may require building plans and specifications to be stamped and/or sealed by a design professional licensed in the Commonwealth of Pennsylvania. This would typically apply to non-conventional type construction or structures.
6. Square footage will be verified, adjustments noted, and cost adjusted accordingly during plan review. Square footage is calculated on the industry standard square footage basis measured outside-to-outside dimensions of all levels of the structure, and shall include basements, bays, hallways, stairways, utility/mechanical rooms, storage rooms, lobbies, attached garages, foyers, elevators, decks, covered patios, porches, and attics that have a minimum headroom height of six feet.
7. Consultation, site visits and/or attendance at meetings with applicants, municipality officials or Staff shall be billed at the plan review hourly rate with a 1 hour minimum.
8. Fees for apartment building or greater than 2-family dwellings shall be calculated using the Commercial Building Permit Fee Schedule.



**Kraft Municipal Group**  
**2024 ZONING PERMIT FEE SCHEDULE**

The following permit costs include the initial plan review and initial inspection. Inspections will be conducted Monday - Friday between 8:00 am and 4:00 pm.

**Residential**

Non-refundable application fee (applied to overall cost of permit)	\$50.00
New Construction & Additions	\$95.00
Accessory Structures and Structures not regulated by the UCC (Sheds, Fences, Decks less than 30" above grade, etc.)	\$95.00
Home Occupation/Home Based Business Use Permit	\$125.00
Sign	\$95.00
Driveway and/or sidewalk	
- New Driveway	\$160.00
- Pave Existing Driveway or Modifications	\$120.00
- Curb, sidewalk or driveway apron repair/ replacement	\$160.00
Permit Renewal Fee	\$50.00
Misc. Review / Re-inspection Fee	\$80.00

**Non-Residential**

Non-refundable application fee (applied to overall cost of permit)	\$150.00
Land Use or New Construction & Additions including accessory structures	\$225.00
Sign Permit	
- New	\$180.00
- Replacement (in same location)	\$150.00
- Temporary	\$150.00
Cell and Radio Towers	\$5.00/ft
Driveway and/or sidewalk	
- New Driveway	\$275.00
- Pave Existing Driveway or Modifications	\$180.00
- Curb, sidewalk or driveway apron repair/ replacement	\$180.00
Temporary Use (tents, trailers, construction trailers, etc.)	\$180.00
Misc. Review / Re-inspection Fee	\$90.00

