

**RESOLUTION NO. 01-2024-1811**

**BY THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF SALISBURY,  
LEHIGH COUNTY, PENNSYLVANIA, SETTING AND FIXING FEES FOR THE  
TOWNSHIP FOR CALENDAR YEAR 2024**

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania that all fees are hereby fixed for calendar year 2024 as follows:

**CHAPTER 1**

Administration and Government

Part 12

**SCHEDULE OF FEES**

§ 1-1201 Schedule of Fees.

**ALARMS, FALSE (§ 13-306)**

Fourth and each subsequent false alarm per calendar year \$25

**FINANCE DEPARTMENT**

Certifications (Water/Sewer/Trash/Municipal Liens/Fines/ Assessments) \$20 per property

Lien Administrative Fee \$325 per lien filed

**FIRE SAFETY INSPECTION**

The fee for a fire safety inspection is based upon a fee schedule that takes into consideration the type of occupancy, the usage, and the square footage of the facility.

Commercial Properties/Multi-Residential Buildings:

0 to 2,999 square feet	\$80
3,000 to 5,999 square feet	\$120
6,000 to 9,999 square feet	\$180
10,000 to 24,999 square feet	\$300

25,000 to 49,999 square feet	\$450
50,000 to 99,999 square feet	\$550
100,000 to 499,999 square feet	\$700
>500,000 square feet	\$800

Based on the square footage for the occupancy, multiple buildings in the same complex constitute a separate fire inspection.

**Educational/Assembly Properties:**

0 to 500,000 square feet	\$120
>500,000 square feet	\$150

Reinspection Fee (2 or more reinspections): \$60 per reinspection

Failure to Comply Fee \$60

Certificate of Operation/Initial Inspection Fee (New Business) Fire Code Inspection Fee \$60

**GREASE TRAPS**

Industrial Waste Discharge Permit	\$300
Industrial Waste Permit Transfer Fee	\$300
Grease Trap Installation/Repair	\$50 plus State Surcharge for Permits

**HOUSING (§ 11-105)**

Moving permit \$10

Rental property registration fee

- a.) For properties with 1 – 20 units = \$20 per unit
- b.) For properties with 21 – 50 units = \$500 flat fee
- c.) For properties with 51 or more units = \$750 flat fee

Rental Inspection Fee \$50 flat fee

Rental Reinspection or non-compliance fee \$25 per reinspection

**MOTOR VEHICLES (§ 15-506)**

Pushcart fees

1 year	\$100
6 months	\$50
3 months	\$25
Reclamation cost	\$25

**ON-LOT SEWER SYSTEMS**

A. Soil Testing Fees

Evaluate soil probes, maximum 3 per lot	\$350
Additional soil probes beyond 3	\$50 per probe
Perform 6-hole percolation test	\$600
Percolation testing observed by Sewage Enforcement Officer (maximum four simultaneous tests)	\$250

B. Permit and Inspection Fees

Permit application and close out, complete system*	\$200
Permit application and close out, new tank or tank repair*	\$100
Design review, issue permit, complete system	\$150
Design review, issue permit, new tanks or tank repairs	\$50
Design review spray and drip systems	\$200
1 inspection, in-ground systems and tanks	\$200
2 inspections, mound systems	\$400
Each additional inspection required	\$200

C. Other Fees

Site consultation (responsibility of applicant)	\$80 per hour
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Verify prior soil testing (responsibility of applicant)	\$150 per test
Other duties including meetings and planning module review	\$80 per hour
Well isolation distance exemption request review waiver (responsibility of applicant)	\$80 per hour
Complaint investigation and enforcement actions (responsibility of Township)	\$80 per hour

D. \*Administration fee of \$50 applied when applicable

1. The Sewage Enforcement Officer is authorized to perform soil testing for sewage planning modules and to sign the false swearing statement in the module.
2. The Sewage Enforcement Officer shall provide the Township with a project summary upon completion.
3. The fee schedule applies to new and repaired septic systems.
4. All fees incurred which involve land development, require the assistance of the Township Engineer, or require additional services from the Sewage Enforcement Officer related to all on-lot sewage disposal system activities shall be reimbursed 100% by the applicant or owner of the property.

**PEDDLERS (§ 13-402)**

License fee	\$50
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**POLE PERMIT**

\$15 plus \$10 per pole

**POLICE DEPARTMENT**

Accident report	\$15
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Police report	\$0.25 per page
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**SEWER**

Sewer services – Residential	\$332 per annum (\$83 per quarter)
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Sewer services – Non-residential	\$365.20 per annum (\$91.30 per quarter)
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Sewer line repair/replacement \$150

**SHADE TREES/STREET TREES**

Application for removal \$30

Appeals \$250

**SOLID WASTE**

Recycling cart \$85 Lease fee per cart

Refuse collector's license (§ 20-104) \$10

MSW services (§ 20-302) \$432 per annum (\$108 per quarter)

**STREETS AND SIDEWALKS**

Street vacations \$1,500 plus \$4,500.00 Escrow

Setting line and grade \$50 per linear foot, \$1000 escrow

**ROAD DEGRADATION**

If the applicant seeks to excavate upon a street within seven years after the completion of paving the street, the applicant shall pay a Road Degradation Fee to the Township based on the following:

Paving Completion Time Frame	Cost Per Square Foot	Minimum Charge
Greater than seven (7) years	\$ 0.00 / square foot	\$ 0.00

Greater than six (6) but less than seven (7) years	\$ 2.00 / square foot	\$ 1,000.00
Greater than five (5) but less than six (6) years	\$ 4.00 / square foot	\$ 2,000.00
Greater than four (4) but less than five (5) years	\$ 8.00 / square foot	\$ 4,000.00
Greater than three (3) but less than four (4) years	\$12.50 / square foot	\$ 6,250.00
Greater than two (2) but less than three (3) years	\$15.00 / square foot	\$ 7,500.00
Greater than one (1) but less than two (2) years	\$18.00 / square foot	\$ 9,000.00
Less than one (1) year	\$20.00 / square foot	\$ 10,000.00

**RIGHT-OF-WAY PERMIT FEES**

- Excavation in a Street - \$100 plus escrow
- Excavation Behind the Curb - \$50 plus escrow
- Driveway Apron with Curb Cut - \$50 plus escrow
- Curb Ramp - \$50 plus escrow
- Sidewalk Repair or Replacement without Curbing - \$50 plus escrow
- Curbing Repair or Replacement - \$50 plus escrow
- Zoning Review (if required) (\$50 residential / \$75 commercial)

**RIGHT-OF-WAY PERMIT ESCROWS**

- Excavation in a Street - \$ 2,000 (up to 100 sf of pavement restoration plus \$10 per each additional sq ft)
- Excavation Behind the Curb - \$ 2,000
- Driveway Apron - w/Curb Cut - \$ 2,000
- Curb Ramp - \$ 2,000 (\$5,000 if survey work required by Township)

Sidewalk without Curbing - \$2,000 first 50 ft (no survey or cutsheet required) plus \$2 per additional foot or;  
\$5,000 first 50 ft (with survey, design, cutsheet) plus \$4 per additional foot

Curbing - \$2,000 first 50 ft (no survey or cutsheet required) plus \$2 per additional foot or;  
5,000 first 50 ft (with survey, design, cutsheet, inspection) plus \$4 per additional foot

**Note 1.** Escrow amounts are only noted as the initial amount posted. Should escrow need to be replenished, the amount will be determined by the Director of Community Development.

**Note 2.** Any applicant seeking to excavate upon or open a street shall, after obtaining a street excavation work permit, notify the Township at least five (5) days prior to the commencement of any construction, overlay or other work, so that the Township may, at its discretion, have an inspector observe work being performed.

**Note 3.** For the purposes of releasing escrow, the Township will define the “completion” date of the project to be 6 months after the initial restoration of paving inspection. The escrow will be released at



“completion” after an inspection of the work to assess any settling that may occurred.

## **SUBDIVISION, LAND DEVELOPMENT, AND GRADING**

### Grading and Development Permit

Application fee	\$50
Escrow deposit*	\$1,000

### Minor Subdivision/Lot line Adjustment/Lot Consolidation

Filing fee	\$750
Resubmission fee	\$300
Escrow deposit*	\$4,500

### Major Subdivision

Filing fee	\$1,200
Resubmission fee	\$500
Escrow deposit*	\$5,000 plus \$200 per lot

### Land Development

Filing Fee	\$1,000 plus \$40 per acre (or part thereof)
Resubmission fee	\$500
Escrow deposit*	\$5,000 plus \$200 per dwelling unit or acre (or part thereof) whichever is greater

### Sketch Plan

Filing Fee – If public meeting is requested	\$600
Filing Fee – If public meeting is not requested	\$400



Escrow deposit\*

\$5,000 to be credited  
to a subsequent  
Preliminary or  
Preliminary/Final  
submission escrow

In addition to the fees listed above, the applicant is responsible for all engineering and legal fees incurred by the Township for the project, plus a 3% administration fee for residential projects and a 5% administration fee for nonresidential projects.

Escrow accounts must be replenished in full within 30 days of service invoicing. Delinquent account projects will be placed on hold and no further activity, with the exception of any necessary time extensions, may take place until the applicant's account is replenished in full.

- \* Money in escrow is for reimbursement at the Township's discretion for any and all engineering, legal or other expenses incurred by the Township, exclusive of work performed by full-time Township staff members, in processing the sketch, preliminary and final plans. At the applicant's request upon the recording of the subdivision and land development plan with the Recorder of Deeds and the payment of all Township engineering, legal and other expenses incurred by the Township, exclusive of work performed by full-time Township staff members, the balance of the escrow will be returned. The escrow will not be returned until all invoices from the Township Engineer and Solicitor have been received by the Township and paid. The Solicitor and Engineer's invoices are submitted to the Township every 30 days.

Legal Fees (Hourly):

Township Solicitor	\$195
Paralegal Services	\$115

Note: The cost of reimbursable expenses that are in addition to the basic services will be itemized separately. Reimbursable expenses include, but are not limited to, priority/express mail and packages; preparation or materials for electronic transfer; hand delivery of materials; reproductions; prints; and any additional insurance coverage or limits (including professional liability insurance) requested in excess of that normally carried. Reimbursables are subject to sales tax.

Engineering Fees (Hourly):

Municipal

Sr. Municipal Engineer	\$132.00
Municipal Engineer/Planner	\$120.00

Design/Drafting/Modeling

Registered Landscape Architect	\$120.00
Landscape Designer	\$108.00
Staff Professional	\$117.00
Sr. Project Technician	\$101.00
Staff Technician	\$92.00
GIS Specialist	\$100.00
<u>Environmental</u>	
Sr. Environmental Manager	\$120.00
Sr. Environmental Scientist/Geologist	\$113.00
Project Environmental Scientist	\$105.00
<u>Site Observation</u>	
Sr. Construction Manager	\$132.00
Construction Manager	\$119.00
Construction Building Official	\$105.00
Construction Inspector	\$95.00
<u>Survey</u>	
Professional Surveyor	\$116.00
Survey Crew Chief	\$106.00
Survey/GPS Crew	\$180.00
Three-Person Survey Crew	\$218.00
<u>Additional Services</u>	
Sr. Transportation Engineer	\$166.00
Sr. Geotechnical Engineer	\$210.00
Sr. Forensic Engineer/Architect	\$210.00

Sr. Electrical/Mechanical Designer	\$166.00
Forensic Emergency Response	\$315.00
Construction Materials Testing	\$71.00
Certified Special Inspector	\$93.00
Grants Specialist	\$119.00
Project Support	\$69.00

Note: The cost of reimbursable expenses that are in addition to the basic services will be itemized separately. Reimbursable expenses include, but are not limited to, priority/express mail and packages; preparation or materials for electronic transfer; hand delivery of materials; reproductions; prints; and any additional insurance coverage or limits (including professional liability insurance) requested in excess of that normally carried. Reimbursables are subject to sales tax.

Professional services will be invoiced on the basis of time worked by the staff in increments of 1/4 hour.

Recreation fee:

\$2,000 per dwelling unit

Recreation fee effective at time of initial grading permit, land development, or subdivision submission shall be paid prior to the recording of plans. Sketch plan submissions do not lock in recreation fee rates.

**WATER**

Stormwater management or drainage plan review. For building permits or other projects where a stormwater management plan or a drainage plan is required but will not be part of a subdivision or land development or a site plan, then a \$500 fee plus \$1,000 Escrow plus site inspection fees is required for review to ensure Act 167 compliance.

Water metered rates	\$0.0087 for each gallon of water
Water Use for building construction purposes	Flat rate of \$50 per residential unit and \$150 for every nonresidential permit
Cut-off charge	\$10

Turn-on charge	\$10
Temporary flat rate	\$6.25 per quarter for the 1st faucet or opening; \$2 per quarter for each additional faucet or opening
Fire hydrant standby charge	\$400 per year
Tapping fee	\$500 plus meter(s) and all costs and expenses
Water tap-in fee	\$2,000

**PLUMBING LICENSING**

Master License Application	\$100
Master License Annual Renewal	\$50

**BUILDING**

Residential Permit Fees

A Pennsylvania State surcharge is added to all building permits and shall be paid at the time of submission.

A \$50 application fee will be required with each building permit at the time of submission. The application fee will be applied to the final permit fee. A 10% administration fee will be added to all permit fees listed below.

**Building, Energy, Plumbing, Mechanical (HVAC), & Electrical**

Type	Fee	Number of Site Visits*
Single Family Dwelling	\$990 up to 3,500 SF \$22 for each additional 100 SF (or portion thereof)	12
Additions	\$660 up to 500 SF \$22 for each additional 100 SF (or portion thereof)	7
Renovations or Alterations	\$495 up to 500 SF \$17 for each additional 100 SF (or portion thereof)	5
Accessory Structure	\$275 up to 500 SF \$17 for each additional 100 SF (or portion thereof)	3
Manufactured Housing Mobile or with axle capabilities per unit on piers	\$303	3
Manufactured Housing Mobile or with axle capabilities per unit with basement	\$523	6
Industrialized Housing (Modular)	\$605 up to 3,500 SF \$11 for each additional 100 SF (or portion thereof)	7
Deck or Patio	\$220 up to 200 SF \$17 for each additional 100 SF (or portion thereof)	3
Deck, Patio, or Porch w/ roof	\$330 up to 200 SF \$17 for each additional 100 SF (or portion thereof)	4
Above-Ground Pool/Spa	\$198	2
In-Ground Pool	\$330	4
Solar and Photovoltaic Panel System Installations (roof or ground mounted)	\$220 plus \$4 per panel	3
<b>MINOR ALTERATIONS</b> Minor Alterations/Demolition 1/2 disciplines	\$198	2
Electric Service Inspection	\$138	1

Plan review re-submission for incomplete or denied plans (hourly) \$100/hr.

Inspections only, re-inspections or additional inspections (hourly) \$66/hr.

\* If the number of site visits exceeds the number listed above, the applicant will be charged for each additional inspection at the above stated rate.

All hourly rates are based on a one-hour minimum.

All listed fees containing square foot price are 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.

Demolition	\$50
Water line repair/replacement	\$150
Sewer line repair/replacement	\$150

Water tapping

Application	\$550
5/8-inch water meter	At cost from vendor
1-inch water meter	At cost from vendor
Larger water meters	At cost from vendor
Water tap-in	\$2,000
Sewer tapping	\$1,600
Sewer tap-in	\$2,000

Commercial Permit Fees

A Pennsylvania State surcharge is added to all building permits and shall be paid at the time of submission.

A \$50 application fee will be required with each building permit at the time of submission. The application fee will be applied to the final permit fee. A 10% administration fee will be added to all permit fees listed below.

**INCLUDES PLAN REVIEW & INSPECTIONS FOR ALL DISCIPLINES:**

Building, Energy, Plumbing, Mechanical (HVAC), & Electrical

Building Gross Square Footage	New Construction (3 or more disciplines)				Alterations and Renovations (3 or more disciplines)				1 to 2 Disciplines			
	Inspections	Unit	Plan Review	#Site Visits*	Inspections	Unit	Plan Review	#Site Visits*	Inspections	Unit	Plan Review	#Site Visits*
Change of Occupancy	N/A		N/A		\$220		N/A	1	\$110		N/A	1
Minor Change (1 visit)	N/A		N/A		\$220		N/A	1	\$121		\$110	1
1 to 2,000	\$770	Lump Sum	\$440	8	\$605	Lump Sum	\$440	6	\$275	Lump Sum	\$138	3
2,001 to 5,000	\$0.47	Per SF	\$495	11	\$0.36	Per SF	\$495	7	\$385	Per SF	\$165	4
5,001 to 10,000	\$0.42	Per SF	\$660	14	\$0.32	Per SF	\$660	7	\$0.09	Per SF	\$165	4
10,001 to 25,000	\$0.39	Per SF	\$770	18	\$0.29	Per SF	\$770	8	\$0.08	Per SF	\$193	5
25,001 to 50,000	\$0.36	Per SF	\$825	20	\$0.27	Per SF	\$825	8	\$0.07	Per SF	\$193	5
50,001 to 100,000	\$0.30	Per SF	\$880	25	\$0.25	Per SF	\$880	10	\$0.06	Per SF	\$220	6
100,001 to 200,000	\$0.25	Per SF	\$990	30	\$0.20	Per SF	\$990	12	\$0.05	Per SF	\$275	6
200,001 to 300,000	\$0.20	Per SF	\$1,100	40	\$0.15	Per SF	\$1,100	14	\$0.04	Per SF	\$275	8
Over 300,001	Quote		Quote	Quote	Quote		Quote	Quote	\$0.03	Per SF	\$330	10

Plan review re-submission for incomplete or denied plans \$275

Inspections only, re-inspections or additional inspections (hourly) \$83

Solar and Photovoltaic Panel System installations (roof or ground Mounted) \$385 + \$4 per Panel

\* If the number of site visits exceeds the number listed above, the applicant will be charged for each additional inspection at the above stated rate.

All hourly rates are based on a one-hour minimum.

Phased projects may require more services and may be assessed additional fees.

All listed fees containing square foot price are 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.

Demolition	\$75
Water line replacement	\$310
Sewer line replacement	\$310
Water tapping permit	
Application	\$550
5/8-inch water meter	\$245

1-inch water meter	\$380
Larger water meters	At cost from vendor
Water tap-in	\$2,000
Sewer tapping	\$1,600
Sewer tap-in	\$2,000

## ZONING

Permit Application Fee – Residential	\$50
Permit Application Fee – Non-Residential	\$75
Plan revisions	\$30 per submission
Zoning Ordinance Book	At cost from vendor
Zoning Map	At cost from vendor
Appeal to Zoning Hearing Board or Board of Commissioners	
Special exception - non-residential	\$1,500
Special exception - residential	\$1,200
Variance - non-residential	\$1,500
Variance - residential	\$1,200
Conditional use – residential & non-residential	\$1,000
Continuance of hearing by applicant	\$225 per add'l hearing
Continuance of hearing by Township or Board	No cost
Appeal of Zoning Officer's Decision	\$1,800
Appeal of Notice of Violation	\$1,800
Curative amendment	\$2,500





Challenge validity of Zoning Ordinance or Zoning Officer determination	\$2,500
Application to Amend Zoning Ordinance	\$2,500
Original stenographic record of hearing (to be paid by requestor)	Actual cost of transcript
Withdrawal of appeal to Zoning Hearing Board or Board of Commissioners	
Withdrawal prior to advertisement	90% of fee refunded
Withdrawal after advertisement	25% of fee refunded

**APPROVED AND ADOPTED** this 26<sup>th</sup> day of January 2023 at a regular public meeting.

ATTESTED:

TOWNSHIP OF SALISBURY  
(Lehigh County, Pennsylvania)

  
\_\_\_\_\_  
Township Secretary

  
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President, Board of Commissioners