

PERMIT & LICENSE FEE SCHEDULE

BOROUGH OF EAST STROUDSBURG

24 Analomink Street

East Stroudsburg, PA 18301

570-421-8300

www.Eaststroudsburgboro.org

***** Returned Check Fee \$35.00 plus any Bank Fees*****

NEW CONSTRUCTION/ADDITIONS RESIDENTIAL BUILDINGS (ONE & TWO FAMILY DWELLINGS)	
TYPE OF PERMIT	FEE
Building	\$125 = \$0.25 per square foot of Gross Floor Area
Electrical	\$125 = \$0.01 per square foot of Gross Floor Area
Plumbing	\$125 = \$0.01 per square foot of Gross Floor Area
Mechanical Heating/Air Conditioning	\$125 = \$0.01 per square foot of Gross Floor Area
Structures Accessory to a Detached Single Family Dwelling (less than 1000 sq. ft.)	Zoning Permit Only – (See Zoning Permit Fees)
All Other Accessory Structures	Must comply with building permit fees & requirements of new construction
NEW Construction / Additions Multi-Family RESIDENTIAL Structures (Hotels, Motels, Inns, Apartments)	
TYPE OF PERMIT	FEE
Building	\$225 per unit+ \$0.30 per square foot up to 5000 square feet plus \$0.01 per square foot above 5000
Electrical	\$225 per unit+ \$0.04 per square foot up to 5000 square feet plus \$0.01 per square foot above 5000
Plumbing	\$225 per unit+ \$0.04 per square foot up to 5000 square feet plus \$0.01 per square foot Above 5000
Mechanical HVAC	\$225 per unit + \$0.01 per square foot
RESIDENTIAL ALTERATIONS	
TYPE OF PERMIT	FEE
Building/Electric	\$125 for first \$1000 + \$10 for each additional \$1000 of cost up to \$20,000 + \$1 for each additional \$1000.00 of cost or fraction thereof (always round-up to next 1,000)
Plumbing	\$125 for first two fixtures+ \$5 for each additional fixture
Mechanical Heating/Air Conditioning	\$125 for first \$1000 + \$10 for each additional \$1000 of cost up to \$20,000 + \$1 for each additional \$1000 of cost or fraction thereof (always round-up to next 1,000)
Demolition	\$55 for first \$1000 of demolition cost+ \$5 for each additional \$1000 of cost or fraction thereof. NOTE: For any structure with an assessed value in excess of \$1,000, the applicant shall post a bond in the amount of the demolition contract.
Fire Suppression/Sprinkler System	\$125 for first \$1000 of cost plus \$5 for each additional \$1000 of cost
NON-RESIDENTIAL (COMMERCIAL) NEW CONSTRUCTION & ADDITIONS	
TYPE OF PERMIT	FEE
Building	\$550 flat rate+ \$0.40 per square foot of gross floor area.
Electrical/Heat/Plumbing/Demo Air Conditioning/Fire Suppression	Fees same as residential fees for this kind of work.

NON-RESIDENTIAL (COMMERCIAL) ALTERATIONS

TYPE OF PERMIT	FEE
Building	\$550 for first \$1000 of cost, + \$10 for each additional thousand dollars up to \$50,000 + \$1.00 for each additional thousand up to 1,000,000 + \$0.50 for each additional \$1000 of cost or fraction thereof over 1,000,000 (always round-up to next 1,000)
Electrical/Heat/Plumbing/Demo Air Conditioning/Fire Suppression	Fees same as residential fees for this kind of work.
Demolition	\$110 for each \$1000 of cost of demolition. Fee shall not include cost of disposal of debris.

**Uniform Construction
Code (UCC) Plan Review**

Estimated value up to \$3,000,000	\$0.0013 of the estimated value; \$250 minimum fee
Estimated value \$3,000,000 to \$6,000,000	\$3,900 plus \$0.0005 of the estimated value over \$3,000,000
Estimated value over \$6,000,000	\$5,400 plus \$0.0004 of the estimated value over \$6,000,000
Electrical, Mechanical and Plumbing	25% of the building plan review fee for each discipline; minimum fee of \$250

**BUILDING
(Miscellaneous)**

TYPE OF PERMIT	FEE
Swimming Pool: More than 24 inches of water :	\$55 for the first \$4,000 of construction cost; \$11 for each additional \$1,000 of cost
Fuel Storage Tank (over 550 gal. capacity)	\$350 for each 1000 gallon capacity or fraction thereof
Curb Cut	\$125
Gas Pump	\$125 per pump
Moving/Building	\$325 + \$1 for each \$100 of moving cost of new foundation/ancillary work
Dumpster/Roll-Off Box	\$50 residential or commercial on Street
Dumpster/Roll-Off Box Deposit	\$75 residential or commercial
Dumpster/Roll-Off Box Parking/service fee per day	\$15 per utilized space in a Borough parking lot or metered space

ZONING PERMITS

TYPE OF PERMIT	FEE
Sheds: Under 500 s.f.	\$35 per structure
Sheds: Over 500 s.f.	\$125 per structure
Temporary Trailer/Bldg.	\$125 per unit
Fence	\$35
Certificate of Nonconformance	\$200
Home Occupation	\$55
Certificate of Occupancy	\$55 per inspection
Zoning (Land Use/Change of Use)	\$55

Curb Cut/Driveway	\$75
SIGNS:	
Signs (Permanent):	\$50 + \$2 per sq. ft. of sign-surface area (double-sided signs shall be figured as total square footage of both faces)
Signs: (Temporary including political)	\$50 3 to 10 temporary signs \$75 11 to 25 temporary signs \$100 26 to a maximum of 50 signs.
Signs: (Sandwich Board)	\$50 flat rate for permit; annual license renewal of \$50

SOLICITOR AND ENGINEER	
Solicitor review of Documents and negotiations	\$150 per hour plus costs
Solicitor Litigation	\$175 per hour plus costs
Borough Consulting Engineer	R.K.R. Hess: \$112 per hour plus costs Glance Associates: \$135 per hour plus costs

ZONING HEARING BOARD		
Commercial/Residential Use	\$600	NOTE: For both use types, any expenses above the application fee shall be billed to the applicant, except for the ZHB Solicitor's fees.
Appeal	\$600	NOTE: For both use types, any expenses above the application fee shall be billed to the applicant, except for the ZHB Solicitor's fees.
Application for Zoning Permit	\$55	
Zoning Compliance Inspection and/or Review Letter	\$65	
Conditional Use Application	\$550	
Time Extension Request	\$50 per extension	

PLANNING COMMISSION	
Subdivision/ Land Development	\$750 + \$100 per each additional lot NOTE: In addition, the applicant shall pay any engineering costs incurred by the Borough prior to approval of the final plan in the event said costs exceed the initial fee paid.
Zoning Map Change, Amendment/Rezoning	\$1,500

REGULATED RENTAL PROPERTIES	
Annual License	\$62 per Regulated Rental Unit (complexes with less than 30 units) \$40 per Regulated Rental Unit (complexes with 30 or more units)
Late Fee	\$25 per Regulated Rental Unit \$25 per each additional month thereafter
Inspection Fee 3 rd and subsequent inspection	\$50 per inspection
Reinstatement Fee (revoked/suspended License)	\$115 per unit per reinstatement
Rescheduled Inspection Fee	\$115 per rescheduled inspection
Appeal to Property Maintenance Board of Appeals	\$600 plus 50% of actual cost for Stenographic record

HEALTH LICENSE

Take-out/No Seating	\$175 annually
Coffee License, establishments serving only coffee and prepackaged goods	\$75 annually
Renewals: Seating Capacity- up to 25	\$200 annually
Renewals: Seating Capacity – 26 through 50	\$250 annually
Renewals: Seating Capacity – greater than 50	\$300 annually
Mobile Eating & Drinking License	\$175 annually
Retail Food Establishment (pre-packaged only, potentially hazardous foods)	\$125 annually
Food Warehousing only	\$45 annually
Duplicate Food License	\$10.00
Re-inspection fees	First re-inspection: \$150 Second and subsequent re-inspection: \$200
Non-Profit Establishments	\$75 per year
Temporary Health License	\$100 per day for day 1; \$25 each day for days 2 through 5
Farmers Market/Farm Stand Health License	\$30 per location, per year
Outdoor Dining License	\$75 with seating for 15 seats or less; an additional \$5 per seat over 15 seats
Tattoo/Body Piercing Establishments	\$125 annually
Massage Establishment	\$125 annually
Late Payment Fees	20% of license fee

INTERMUNICIPAL LIQUOR LICENSE TRANSFER

Initial Application	\$1,000
Additional Hearings	\$550 each
Official transcript	Actual cost

WATER SERVICE

EBU Fee	\$42 per Quarter		
Consumption Fee	\$0.322 per 100 Gallons		
Minimum Connection Fee	Meter Size	Service Lateral, Meter & Curb Stop Installation	Meter and installation
	5/8"	\$550	\$305
	3/4"	\$600	\$355
	1"	\$650	\$415
Private Fire Hydrant	\$150 per year		
Fire Suppression/Sprinkler System Connection	Line Size	Annual Fee	
	<3"	\$150	
	4"	\$180	
	6"	\$400	

	8"	\$600
	10"+	\$800
Shut Off Fee	\$25 per shut off event	
Water Service Restoration Fee	\$25 Per restoration of service event	
Bulk Water Usage Fee	\$240 per 1000 gallons	
Temporary Water Service	\$300 per applicant	
Temporary Water Service Deposit	\$550 per applicant	
Meter Test Deposit	\$50 per meter	
SEWER/STORMWATER		
Sewer Allocation	\$2,700 per unit (for use of our sewer) \$250 for connection to main (street department does hook-up)	
Stormwater Drainage Plan (Resolution #12-89)	\$300, plus \$300 per acre, or fraction thereof, up to and including 10 acres, and \$100 per acre, or fraction thereof, for more than 10 acres, plus the amount for engineering and other consultants review.	
All Other Drainage Plans	\$50 up to 800 SF of drainage area; or \$100 for more than 800 SF of drainage plus \$5 per 1000 SF or fraction thereof; plus the actual cost of engineering and other consultant review costs.	
Industrial Pre-treatment Application Renewal	\$600	
Industrial Pre-treatment modification of permits	\$150	
STREET OPENINGS		
Street Opening Application	\$250	
Deposit	\$75 per square yard of pavement disturbance not to exceed a total of \$5,000	
Inspection Fee	\$250 per inspection for any restoration work requiring Mill and Overlay of the wearing surface	
Emergency Street Opening Fee	\$100 per opening	
Degradation Fee	See attached Appendix "A"	
PARKING		
Handi-cap Parking Space Application	\$50	
Long-term Lease Borough Parking Lot Fee	Annual: \$275 per space Semiannual: \$150 per space Quarterly: \$75 per space Overnight Visitor: 1 to 5 nights \$5.00 6 to 30 nights \$30.00	
Residential Parking Permit	Bi-annually: \$10 per permit, Maximum of 3 permits per household Replacement Permit: \$5 Visitor pass: \$5	
PARADES AND EVENTS		
Application Fee	\$25	
Deposit	Up to 50 participants: \$50 51 to 250 participants: \$150 251+ participants: \$500	
Parade/Event Fee	No Borough Staff support during event: \$50 Borough Staff support during event: \$500	
Special Event Open Container Application Fee	\$50	
Special Event Open Container Permit Fee	\$500	

PUBLIC WORKS	
Personnel	Employee's current hourly rate plus direct costs of employment
Equipment	Current FEMA Rates
Material	Actual replacement cost
Removal and storage of shopping carts	\$15 per cart
PEDDLERS LICENSES	
Peddlers/Solicitors License	\$30 per day; \$60 per week; \$120 per month
Temporary Retail Business	\$75 per day; \$300 per week; \$600 per month
Late Payment Fees	20% of license fee
ADMINISTRATIVE FEES	
Mailing Fees	Actual Postage plus \$2.00
Photocopy Fee	\$0.25 per page (black and white only)
Search of Borough Records	\$35 per hour; ½ hour minimum charge
Return Check Fee	\$35 per item, plus bank service charges, if any
Real Estate Closing Final Figures request	\$55 per request/update, per property
ALARMS	
Newly Installed Alarm	\$25
Transfer of Ownership	\$10
Annual Renewal	\$5
3 rd and Subsequent False Alarm Residential Property	\$15 Police \$25 Fire
3 rd and Subsequent False Alarm Commercial Property	\$50 Police \$100 Fire
BOOKS/MATERIALS	
Code of Ordinance	\$275
Zoning Ordinance	\$75
Subdivision and Land Development Code (SALDO)	\$50
Stormwater Ordinance	\$35
Zoning Map (Large)	\$3
LAWN / YARD / GARAGESALE	
One to three families (one location)	\$5
Multi-family Permit (multiple locations) (4 to 8 families)	\$20
Organizational Permit	\$45