

**BOROUGH OF EAST STROUDSBURG**



**BOROUGH OF EAST STROUDSBURG**

**MONROE COUNTY**

**COMMONWEALTH OF PENNSYLVANIA**

**RESOLUTION NO. 2-2023**

**A RESOLUTION OF EAST STROUDSBURG BOROUGH  
COUNCIL, MONROE COUNTY, PENNSYLVANIA, AMENDING  
THE EAST STROUDSBURG BOROUGH FEE SCHEDULE.**

**WHEREAS**, The East Stroudsburg Borough Council has previously adopted the Fee Schedule in Resolution No. 3-2022, and:

**WHEREAS**, The Borough of East Stroudsburg is amending the Fee Schedule as listed below;

**NOW, THEREFORE, BE IT RESOLVED AND ADOPTED** by the East Stroudsburg Borough Council, and is hereby adopted by the authority of same as follows:

<b>NEW CONSTRUCTION RESIDENTIAL BUILDINGS (ONE &amp; TWO FAMILY DWELLINGS)</b> <i>A \$4.50 fee is required to be assessed to each permit issued, in accordance with Pennsylvania Act 36 of 2017. A 20% Administrative Fee will be added to each permit.</i>	
<b>TYPE OF PERMIT</b>	<b>FEE</b>
Building	\$694.25 up to 2500 Gross Square Feet, \$14.00 per additional 100 Gross Square Feet or fraction thereof above 2500 Square Feet
Structures Accessory to a Detached Single-Family Dwelling (Garage, Shed, Deck, etc..)	\$297.50 up to 2500 Gross Square Feet; \$14.00 per 100 Gross Square Feet or fraction thereof above 2500 Gross Square Feet.
Manufactured Homes (HUD Certified)	\$579.25 One and two family dwellings (Utility connections, decks, porches, garages or other attachments additional)

**NEW Construction**  
**Multi-Family RESIDENTIAL Structures (Apartments)**

**A \$4.50 fee is required to be assessed to each permit issued, in accordance with Pennsylvania Act 36 of 2017.**  
**A 20% Administrative Fee will be added to each permit.**

TYPE OF PERMIT	FEE
Building	1.85% of total cost of construction (signed contract required); subject to the review and approval of the Building Code Official {BCO} \$154.00 minimum

**RESIDENTIAL ALTERATIONS**

**A \$4.50 fee is required to be assessed to each permit issued, in accordance with Pennsylvania Act 36 of 2017.**  
**A 20% Administrative Fee will be added to each permit.**

TYPE OF PERMIT	FEE
Building	1.85% of total cost of construction (signed contract required); subject to the review and approval of the Building Code Official {BCO} \$154.00 minimum

**Residential Additions**

**A \$4.50 fee is required to be assessed to each permit issued, in accordance with Pennsylvania Act 36 of 2017.**  
**A 20% Administrative Fee will be added to each permit.**

TYPE OF PERMIT	FEE
Building	\$45.00 plus \$0.15 per square foot of GFA

**RESIDENTIAL ELECTRIC, PLUMBING, MECHANICAL/HVAC, DEMOLITION**

**A \$4.50 fee is required to be assessed to each permit issued, in accordance with Pennsylvania Act 36 of 2017.**  
**A 20% Administrative Fee will be added to each permit.**

TYPE OF PERMIT	FEE
Electrical	<b>Residential New Construction:</b>
	Single Family up to 200 amps and 200 devices: \$170.00
	Over 200 amps up to 200 devices: \$210.00
	<b>Townhouses:</b>
	\$69.25 Each unit based on 5 or more units per visit
	<b>Service</b>
	200 Amps or less: \$100.00
	201 Amps -400 Amps: \$150.00
	Over 400 Amps: \$37.50 per 100 Amps
	<b>Feeders and Panel Boards:</b> 1/4 of Service Fee minimum \$50.00
	<b>Heating and Air Conditioning:</b>
	Indoor Heating Appliance: \$50.00
	Outdoor Heating appliance: \$50.00
	Combination indoor and outdoor appliance: \$100.00
	Water Heater: \$50.00
Plumbing/Mechanical/HVAC	<b>New Construction:</b> \$10 per fixture (rough and final)
	<b>Alterations or Repairs:</b> \$30 plus \$10 per fixture (rough and final)
	<b>Utility Service Connection:</b> \$50 per fixture
Re-Inspection Fee	A \$50 re-inspection fee will be imposed if the project is not ready for inspection when the inspector arrives
	A \$100 re-inspection fee for each additional visit will be imposed if more than two (2) inspections are required for either permit

**NON-RESIDENTIAL (COMMERCIAL) NEW CONSTRUCTION**

**A \$4.50 fee is required to be assessed to each permit issued, in accordance with Pennsylvania Act 36 of 2017.**  
**A 20% Administrative Fee will be added to each permit.**

TYPE OF PERMIT	FEE
Building	\$60.00 plus \$.027 per square foot of the GFA

<b>NON-RESIDENTIAL (COMMERCIAL) ADDITIONS</b> <i>A \$4.50 fee is required to be assessed to each permit issued, in accordance with Pennsylvania Act 36 of 2017.</i> <i>A 20% Administrative Fee will be added to each permit.</i>	
<b>TYPE OF PERMIT</b>	<b>FEE</b>
Building	\$32.45 per 100 gross square feet or fraction thereof above 100 square feet, \$297.50 minimum
<b>NON-RESIDENTIAL (COMMERCIAL) ALTERATIONS</b> <i>A \$4.50 fee is required to be assessed to each permit issued, in accordance with Pennsylvania Act 36 of 2017.</i> <i>A 20% Administrative Fee will be added to each permit.</i>	
<b>TYPE OF PERMIT</b>	<b>FEE</b>
Building	\$55.00 plus 0.015 of total construction cost (signed contract required, subject to the review and approval of the Building Code Official (BCO), for projects up to \$500,000.00
	\$7,500.00 plus 0.0125 of that portion of the construction cost (signed contract required, subject to the review of the BCO), between \$500,000.00 and \$1,000,000.00.
	\$13,750.00 plus 0.010 of that portion of the construction cost (signed contract required subject to the review and approval of the BCO), over \$1,000,000.00
<b>NON-RESIDENTIAL (COMMERCIAL) ELECTRIC, MECHANICAL, PLUMBING FIRE SUPPRESSION AND DEMOLISION</b> <i>A \$4.50 fee is required to be assessed to each permit issued, in accordance with Pennsylvania Act 36 of 2017.</i> <i>A 20% Administrative Fee will be added to each permit.</i>	
Electric	<b>Rough Wiring</b>
	Up to 20 Devices: \$52
	21 to 90 devices \$92.25, \$92.25 minimum
	<b>Final Wiring</b>
	Up to 20 Devices: \$52
	21 to 90 devices \$92.25, \$92.25 minimum
	<b>Service</b>
	200 Amps or less: \$100.00
	201 Amps - 400 Amps: \$150.00
	Over 400 Amps: \$37.50 per 100 Amps
	<b>Feeders and Panel Boards:</b> 1/4 of Service.Fee minimum \$50.00
	<b>Heating and Air Conditioning:</b>
	Indoor Heating Appliance: \$50.00
	Outdoor Heating appliance: \$50.00
	Combination indoor and outdoor appliance: \$100.00
	Water Heater: \$50.00
	<b>Signaling, communication and alarm systems:</b> \$75.00 up to 10 devices; \$2.00 each additional
	<b>Signs with utilities:</b> \$55.00 plus \$2.00 per square foot
	<b>Motors and Generators</b>
	Up to 49 HP: \$35
	50 to 100 HP: \$40
	Over 100 HP must be submitted for review. Additional \$2.00 per HP above 100 HP
	<b>Transformers, Vaults and Enclosures</b>
	<500KV: \$125
	>500KV and <1000KV: \$182.50

	>1000KV must be submitted for review
	<b>Swimming Pools/Spas</b>
	3-year State Certification: \$355
Mechanical/HVAC	<b>New Construction and Additions:</b> \$10.00 per fixture or appliance
	<b>Alterations and repairs:</b> \$30.00 plus \$25.00 for each \$1,000.00 of construction cost
Plumbing	<b>New Construction and Additions:</b> \$10.00 per fixture or appliance
	<b>Alterations and repairs:</b> \$30.00 plus \$10.00 per fixture or appliance
Fire Suppression and Detection Systems	\$40.00 plus \$0.25 per sprinkler head for sprinkler systems
	\$80.00 for each standpipe
	\$100.00 for wet/dry/carbon dioxide extinguisher systems up to 100 pounds
	\$100.00 plus \$0.75 per pound for wet/dry/carbon dioxide extinguisher systems over 100 pounds
	\$150.00 per system (hood, duct and suppression) for commercial cooking systems
Re-Inspection	A \$50.00 re-inspection fee will be imposed if the project is not ready for inspection when the inspector arrives
	A \$100.00 re-inspection fee for each additional visit will be imposed if more than two (2) inspections are required for either permit.
Demolition	\$0.01 per sq ft; \$100.00 minimum

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

**A \$4.50 fee is required to be assessed to each permit issued, in accordance with Pennsylvania Act 36 of 2017.**

**A 20% Administrative Fee will be added to each permit.**

New Construction Renovation/Alteration/Change of Use	0.0013 of the estimated value for structures up to \$3,000,000.00
Estimated value over between \$3,000,000.00 and \$6,000,000.00	\$3,900.00 plus 0.0005 of the estimated value for structures
Estimated value over \$6,000,000	\$5,400.00 plus 0.0004 of the estimated value for structures over \$6,000,000.00
Electrical, Mechanical and Plumbing	34.75% of the building plan review fee for each discipline; minimum fee of \$417.50

**BUILDING (Miscellaneous)**

**A \$4.50 fee is required to be assessed to each permit issued, in accordance with Pennsylvania Act 36 of 2017.**

**A 20% Administrative Fee will be added to each permit.**

TYPE OF PERMIT	FEE
Swimming Pool: More than 24 inches of water	\$148.75 Above Ground \$263.75 in Ground
Decks	\$148.75 up to 200 Gross Square Feet; \$11.85 per 100 Gross Square Feet or fraction thereof above 200 square feet
Fuel Storage Tank (over 550 gal. capacity)	\$412.50 for each 1000-gallon capacity or fraction thereof
Miscellaneous Construction (cell towers, retaining walls, roofs, ramps, etc..)	2.4% total construction cost (materials and labor); \$125 minimum

**ZONING PERMITS**

TYPE OF PERMIT	FEE
Plan Review (New Construction)	\$8.59 per 100 gross square feet, \$537.25 minimum
Renovation/Alteration/Change of Use Plan Review	\$8.59 per 100 gross square feet, \$205.25 minimum

Plan Review Estimated Value over \$6,000,000	\$4,750 plus \$0.00046 of the estimated value over \$6,000,000
Sheds: Under 500 Gross Square Feet.	\$75 per structure
Sheds: Over 500 Gross Square Feet but less than 1000 Gross Square Feet.	\$152 per structure
Temporary Trailer/Bldg.	\$145 per unit
Fence	\$82
Joinder Deed (Lot Consolidation)	\$350
Certificate of Nonconformance	\$350
Home Occupation	\$60 Plus Zoning Hearing Board Fee
Certificate of Resale (Resale Certificate of Occupancy)	Single Family Home, \$100 per inspection Multi Family Building/Structure, \$100 per Building, \$75 per dwelling unit and common area, \$100 re-inspection per unit Commercial Building/Structure, \$100 for first 1200 Square Feet, \$8.38 per 100 Gross Square Feet or fraction thereof above 1200 square feet, \$100 re-inspection per unit
Zoning (Land Use/Change of Use)	\$65 Residential; \$82 per hour Commercial
Curb Cut	\$162.50
Driveway Permit	\$275
Dumpster/Roll-Off Box	\$55 residential or commercial on Street
Dumpster/Roll-Off Box Deposit	\$75 residential or commercial
Dumpster/Roll-Off Box Parking/service fee per day	\$22.50 per utilized space in a Borough parking lot or metered space
Signs (Permanent)	\$100.00
Signs (Permanent Re-face)	\$75 per side
Signs (Temporary)	\$50.00 per sign. (double sided \$100)
Signs: (Sandwich Board)	\$50 flat rate for permit; annual license renewal of \$50
Application for Zoning Permit	\$95
Zoning Compliance Inspection and/or Letter	\$150
Conditional Use Application	\$800
Time Extension Request	\$80

#### ***SOLICITOR AND ENGINEER***

Solicitor review of Documents and negotiations	\$185 per hour plus costs; Paralegal \$95 per hour
Solicitor Litigation	\$215 per hour plus costs; Paralegal \$115 per hour
Borough Consulting Engineer	R.K.R. Hess: Principal/Senior Engineer \$138 per hour plus costs Engineer \$85 - \$138 per hour plus costs Construction Observer \$85 - \$138 per hour plus costs Project Designer \$85 - \$138 per hour plus costs Computer Technician \$65 - \$138 per hour plus costs

	Survey Staff \$75 - \$138 per hour plus costs Water/Wastewater Operator \$85 - \$138 per hour plus costs Technician: \$75 - \$105 per hour plus costs Word Processing/Administrative \$65 - \$95 per hour plus costs Sewer Engineer: \$115 - \$165 per hour plus costs
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<b>ZONING HEARING BOARD</b>		
Commercial/Residential Use	\$900	<b>NOTE:</b> For both use types, any expenses above the application fee shall be billed to the applicant, except for the ZHB Solicitor's fees.
Appeal	\$900	<b>NOTE:</b> For both use types, any expenses above the application fee shall be billed to the applicant, except for the ZHB Solicitor's fees.

<b>REGULATED RENTAL SHORT-TERM RENTAL PROPERTIES</b>	
Annual License	\$82.50 per Regulated Rental Unit (complexes with less than 30 units) \$54 per Regulated Rental Unit (complexes with 30 or more units)
Late Fee	\$30 per Regulated Rental Unit \$30 per each additional month thereafter
Inspection Fee 3 <sup>rd</sup> and subsequent inspection	\$82 per inspection
Reinstatement Fee (revoked/suspended License)	\$150 per unit per reinstatement
Appeal to Property Maintenance Board of Appeals	\$800 plus 50% of actual cost for Stenographic record
No Show or No Access to Unit	\$80 per unit in addition to Rescheduled Inspection Fee

<b>PLANNING COMMISSION</b>	
Subdivision/ Land Development	\$1,000 + \$110 per each additional lot <b>NOTE:</b> 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	\$1,550 Deposit. Applicant shall pay any engineering costs incurred by the Borough Prior to approval of the Ordinance change, in the event the said costs exceed the deposit.

<b>HEALTH LICENSE</b>	
Take-out/No Seating	\$175 annually
Coffee License, establishments serving only coffee and prepackaged goods	\$75.50 annually
Renewals: Seating Capacity- up to 25	\$205 annually
Renewals: Seating Capacity – 26 through 50	\$255 annually
Renewals: Seating Capacity – greater than 50	\$305 annually
Mobile Eating & Drinking License	\$175 annually
Retail Food Establishment (pre-packaged only, potentially hazardous foods)	\$127.50 annually
Food Warehousing only	\$47.50 annually
Duplicate Food License	\$18.00
Re-inspection fees	First re-inspection: \$150 Second and subsequent re-inspection: \$200

Non-Profit Establishments	\$85.50 per year		
Temporary Health License	\$75 per day for day 1; \$35 each day for days 2 through 5 (must be consecutive)		
Temporary Food License (Special event, Non-Profit Sponsored 1 to 5 vendors)	\$75 per day per event		
Temporary Food License (Special event, Non-Profit Sponsored 6 to 10 vendors)	\$150 per day per event		
Temporary Food License (Special event, Non-Profit Sponsored 11 or more vendors)	\$250 per day per event		
Farmers Market/Farm Stand Health License	\$30 per location, per year		
Late Payment Fees	20% of license fee		
<b>INTERMUNICIPAL LIQUOR LICENSE TRANSFER</b>			
Initial Application	\$1,250		
Additional Hearings	\$575 each		
Official transcript	Actual cost		
<b>WATER SERVICE</b>			
EBU Fee	\$57 per Quarter		
Tapping Fees EDU	\$1,795 per EDU		
Consumption Fee	\$0.3333 per 100 Gallons		
Minimum Connection Fee	Meter Size	Service Lateral, Meter and Curb Stop Installation	Meter Installation or replacement
	5/8"	\$650	\$375
	3/4"	\$725	\$465
	1"	\$845	\$575
	1.25" or larger	Fee based on size, \$900 minimum	Fee Based on Size, \$725 minimum
Private Fire Hydrant	\$165 per year		
Fire Suppression/Sprinkler System Connection	Line Size		Annual Fee
	< 3"		\$155
	4"		\$285
	6"		\$405
	8"		\$605
	10"+		\$805
Shut Off Fee	\$75 per shut off event		
Water Service Restoration Fee	\$75 Per restoration of service event		
Bulk Water Usage Fee	\$2.40 per 1000 gallons		
Temporary Water Service	\$310 per applicant		
Temporary Water Service Deposit	\$550 per applicant		
Meter Test	\$75 per meter		
Meter Test Deposit	\$50 per meter		
Flow Test	\$350 per test		



Utility Dispute Resolution Committee	\$550 plus 50% of actual cost for Stenographic record
<b>SEWER/STORMWATER</b>	
Sewer Allocation (EDU)	\$3,529 per EDU (for use of our sewer) \$200 for connection to main (street department does hook-up)
Basic Sewer Rate EBU	\$45.00 per quarter
Consumption or Usage Fee	\$0.3333 per 100 Gallons for all usage
Sewer Service Shut off Fee	\$75.00 per shut off event
Sewer Service Restoration Fee	\$75.00 per restoration event
Bulk Sewer Usage Charge	\$2.40 per 1000 Gallons of Bulk Sewer Usage
Temporary Sewer Service fee	\$380.00 per application
Temporary Sewer Service Deposit	\$550.00 per application
Sewer Line Survey Fee	\$265.00 per service line, per survey
Storm water Drainage Plan (Resolution #12-89)	\$500, 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	\$200 up to 800 SF of drainage area; or \$295 for more than 800 SF of drainage plus \$8.25 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	\$185
<b>STREET OPENINGS</b>	
Street Opening Application	\$250
Deposit	\$75 per square foot of pavement disturbance not to exceed a total of \$5,000
Inspection Fee	\$275 per inspection
Emergency Street Opening Fee	\$150 per opening
Degradation Fee	See attached Appendix "A"
<b>PARKING</b>	
Handi-cap Parking Space Application/Installation	\$75, \$40 refund if space is denied
Long-term Lease Borough Parking Lot Fee	Annual per space: \$225 Lot 1 \$350 Lot 2 \$400 Lot 3 \$375 Lot 4 Semiannual per space: \$125 Lot 1 \$190 Lot 2 \$225 Lot 3 \$215 Lot 4 Quarterly per space: \$65 Lot 1 \$100 Lot 2 \$125 Lot 3 \$115 Lot 4 Replacement Sticker: \$18.50 Overnight Visitor: 1 to 5 nights \$7.50 6 to 30 nights \$35.00
Residential Parking Permit	Bi-annually: \$10 per permit, Maximum of 3 permits per household Replacement Permit: \$7.50 Visitor pass: \$5.50
Meter Bags	Institutional District: \$7 per day Commercial District: \$5 per day



**PARADES AND EVENTS**

Application Fee	\$50
Deposit	Up to 50 participants: \$50 51 to 250 participants: \$150 251+ participants: \$500
Parade/Event Fee	No Borough Staff support prior or during event: \$50 Borough Staff support prior or during event: \$575
Special Event Open Container Application Fee (non-refundable)	\$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
Flag Installation	\$6.00 per flag for installation and removal

**SOLID WASTE**

Mobile Refuse Cart Exchange	\$30 per exchange
Extra Disposable Bag	\$4.85
Extra Bulk Item Tag	\$35.05

**PEDDLERS LICENSES (Non-Food)**

Peddlers/Solicitors License (mobile)	\$35 per day; \$95.50 per week; \$185 per month
Temporary Retail Business	\$75 per day; \$300 per week; \$600 per month
Vendor License Non-profit Sponsored Event 1 to 10 Vendors	\$55 per day per event
Vendor License Non-profit Sponsored Event 11 to 20 Vendors	\$110 per event per day
Vendor License Non-profit Sponsored Event 21 or more Vendors	\$225
Late Payment Fees	22.5% of license fee

**ADMINISTRATIVE FEES**

Mailing Fees	Actual Postage plus \$2.95
Photocopy Fee	\$0.35 per page (black and white only) \$0.45 per page color
Search of Borough Records	\$67.50 per hour; ½ hour minimum charge
Return Check Fee	\$35 per item, plus bank service charges, if any
Real Estate Closing Final Figures request	\$57 per request/update, per property

**ALARMS**

Newly Installed Alarm	\$25
Transfer of Ownership	\$10
Annual Renewal	\$5
3 <sup>rd</sup> and Subsequent False Alarm Residential Property	\$15 Police \$25 Fire
3 <sup>rd</sup> and Subsequent False Alarm Commercial Property	\$50 Police \$100 Fire

<b>BOOKS/MATERIALS</b>	
Code of Ordinance	\$275
Zoning Ordinance	\$85
Subdivision and Land Development Code (SALDO)	\$75
Stormwater Ordinance	\$45
Zoning Map (Large)	\$5.75
<b>LAWN / YARD / GARAGE SALE</b>	
One to three families (one location)	\$5
Multi-family Permit (multiple locations) (4 to 8 families)	\$20
Organizational Permit	\$45

RESOLVED AND ADOPTED THIS 3<sup>rd</sup> DAY OF JANUARY, 2023.

BOROUGH OF EAST STROUDSBURG

BY: \_\_\_\_\_  
Sonia Wolbert, Council President

ATTEST:

\_\_\_\_\_  
Brian S. Bond, Borough Manager

(Seal)