

**BOROUGH OF ST. LAWRENCE  
AMENDMENT TO THE FEE SCHEDULE  
OF JANUARY 2025,  
ADDING ADMINISTRATION FEES TO PERMITS**

**RESOLUTION 921-2025**

**BE AND IT IS HEREBY RESOLVED** that the Borough Council of the Borough of St. Lawrence, Berks County, Pennsylvania, desires to adopt the following amendment to the schedule of fees, including penalties and reimbursement of professional fees for 2025 and beyond by adding administration fees to permits.

**WHEREAS** the Borough Council desires to adopt the amended schedule of fees for the Borough of St. Lawrence for the 2025 calendar year and every year thereafter.

**WHEREAS** the Borough of St. Lawrence and the Borough Council find it necessary and appropriate to impose an administration fee to defray the cost of the review, processing, issuance, and other related administration costs, and ensure the efficient operation of the municipality's permits.

**WHEREAS** in addition to any and all other permits, fees, surcharges, or costs currently in effect, an administration fee of \$ 25.00 shall be added to each Residential and Commercial UCC Permit, and shall be paid at the time of the permit payment, and is non-refundable. The Borough of St. Lawrence reserves the right to withhold the issuance of a permit until all fees are paid.

**WHEREAS** the administration fee resolution may be amended annually by the Borough Council of the Borough of St. Lawrence

**WHEREAS IT IS FURTHER RESOLVED** the attached updated and amended schedule of fees for the Borough of St. Lawrence adding a \$25.00 administration fee.

**PASSED AND APPROVED** at the regular meeting of the St. Lawrence Borough Council, Berks County, Pennsylvania, held this 11<sup>th</sup> day of September 2025

**ST. LAWRENCE BOROUGH COUNCIL**

  
**Corrine Zana, MAYOR**

  
**Robert May, PRESIDENT**

**ATTESTED:**

  
**Amanda Muso, BOROUGH SECRETARY**

**ST. LAWRENCE BOROUGH FEE SCHEDULE**

**ADMINISTRATION**

Tax Certifications	\$	20.00	
Late fee on invoices over 30 days past due		10%	
Mailing Fee Actual Charges plus handling fee (includes Certified Mail, Priority Mail, etc.)		Actual Charges	
Mail handling charge	\$	2.50	
Photocopies: per page - one side			
letter/legal size		25¢	
ledger size		50¢	
color (additional to copying)		25¢	
"True and Correct Certified" (additional to copying)	\$	3.00	/Certification
Fax: per page		50¢	

**Collections**

Municipal Lien - Attorney's Charges including Court filing fees added to Lien amount	\$	311.00	See Resolution 720
Municipal Lien Interest Rate		10% Per Annum	See Resolution 720
Return Check Charge	\$	25.00	
Pre-Lien Collection Letter - Does not include Mailing fees	\$	30.00	

**Personnel**

Manager	\$	110.00	/hour
Office Staff	\$	65.00	/hour
Road Crew	\$	42.50	/hour
Roadmaster/GIS Specialist	\$	85.00	/hour
Other Staff	\$	40.00	/hour

**Equipment - all fees without operator per current FEMA fee schedule**

BACKHOE - CAT 420F		\$ 91.69	/hour
COMPACTOR - VIBRATORY DRUM 8222		\$ 64.73	/hour
SKID STEER LOADER 81HP - 8542		\$ 78.88	/hour
SKID STEER BROOM - 8154-1		\$ 27.47	/hour
TRAILER - EQUIPMENT 8600		\$ 15.22	/hour
DUMP TRUCK F-550		\$ 74.83	/hour
PICK-UP TRUCK F-350		\$ 31.81	/hour
Add Plow on either Vehicle in addition to vehicle charge		\$ 25.89	/hour
Add Salt Spreader in addition to Vehicle Charge		\$ 11.05	/hour
Add Brine Application in addition to Vehicle Charge		\$ 5.60	/hour
Salt: Current contract price			Current Contract Price

**ALARM ORDINANCE**

Permit	\$	15.00	
Police/Fire False Alarms		per Boro Ordinance	

**CODE ENFORCEMENT**

Code Violation removal of weeds and high grass by appointed Contractor		See attached Fee Schedule
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**CONSULTING FEES - PROFESSIONAL**

Actual Cost Billed by Consultants		See attached Fee Schedules
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**ENGINEERING FEES**

Actual cost billed by consulting engineers		See attached Fee Schedule
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**FLOODPLAIN PERMIT FEE - Ordinance 414 Section 304 D**

Administrative Fee	\$	250.00	
Spend down account	\$	1,000.00	*

\*Any fees remaining will be reimbursed. If fees exceed deposit amount, an additional deposit may be required to continue review.

**HEARING FEES - Any fees remaining will be reimbursed, any fees exceeding will be billed**

**HEARINGS BEFORE ZONING HEARING BOARD**

Residential			
Appeal of Zoning Officer Action	\$	1,000.00	*
Variance	\$	1,000.00	*
Special Exception	\$	1,000.00	*
Validity of Zoning Ordinance or Map	\$	3,000.00	*

**Commercial/Industrial**

Appeal of Zoning Officer Action	\$	2,000.00	*
Variance	\$	2,000.00	*
Special Exception	\$	2,000.00	*
Validity of Zoning Ordinance or Map	\$	3,000.00	*

**HEARINGS BEFORE BOROUGH COUNCIL**

Zoning Change	\$	5,000.00	*
Curative Amendment	\$	5,000.00	*
Conditional Uses	\$	1,000.00	*
Appeal Property Maintenance Code Violation	\$	1,000.00	*
Liquor License Transfer	\$	1,000.00	*
Miscellaneous Hearings	\$	1,000.00	*

HEARINGS BEFORE BERKS COUNTY UCC APPEALS BOARD

Fees established by the County of Berks. Application & Payment made to the County of Berks.

Residential under IRC - one & 2 family	Per current County Fee Schedule
Non-Residential	Per current County Fee Schedule

**MILEAGE REIMBURSEMENT**

Current IRS rate

**PERMIT - HUNTING - BOROUGH OWNED PROPERTY ONLY**

**ANNUAL APPLICATION FEE**

Per Season	\$	15.00
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**PERMIT - PEDDLING**

Foot Peddler - per person selling

Per Week	\$	10.00
Per Month	\$	30.00
Per Year	\$	100.00

Peddler operating from vehicle - per person selling

Per Week	\$	20.00
Per Month	\$	60.00
Per Year	\$	250.00

**PERMITS - UNIFORM CONSTRUCTION CODE (UCC)**

1. A CERTIFICATE OF INSURANCE LISTING THE BOROUGH AS CERTIFICATE HOLDER MUST BE SUBMITTED WITH EVERY APPLICATION
2. IF WORKER'S COMPENSATION INSURANCE IS NOT INCLUDED IN INSURANCE COVERAGE, A NOTARIZED AFFIDAVIT IS REQUIRED
3. PERMITS WILL NOT BE ISSUED UNTIL ALL FEES ARE PAID
4. ZONING PERMIT REQUIRED BEFORE UCC PERMITS WILL BE ISSUED

**PLAN REVIEW FEES - ALL DISCIPLINES EXCEPT ACCESSIBILITY**

First Sheet of each Discipline	\$	100.00
Each additional sheet	\$	25.00

**PLAN REVIEW & INSPECTION FEE - ACCESSIBILITY**

UP TO 5 ACCESSIBLE ELEMENTS	\$	125.00
6 OR MORE ACCESSIBLE ELEMENTS	\$	250.00

**STATE UCC PERMIT FEE**

All UCC Permits	\$	4.50
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**UCC PERMITS**

BUILDING, PLUMBING, MECHANICAL & ELECTRICAL	2% of Fair Market Value (FMV) of construction*
	*FMV final determination by BCO
*Minimum Permit Fees	
Residential Permit	\$ 150.00
Residential EZR Permit (See Schedule)	\$ 80.00
Commercial Permit	\$ 300.00
Commercial EZC Permit (See Schedule)	\$ 160.00
ADMINISTRATION FEE FOR ALL PERMITS	\$ 25.00

**EZ PERMIT SCHEDULE**

A minor UCC Permit listed below, which requires only one inspection visit by the corresponding Code Official

**NOTE 1: Subject to Additional Inspection Fees**

**NOTE 2: List may be updated to include additional items or remove items**

**NOTE 3: Failure to obtain a permit prohibits use of an EZ Permit**

**NOTE 4: RESIDENTIAL - Job value less than \$ 7,500. AND One Inspection**

**NOTE 4: COMMERCIAL - Job value less than \$ 15,000. AND One Inspection**

	<u>Residential</u>	<u>Commercial</u>
<u>Building</u>		
Siding (> 35% Coverage)	✓	✓
Roof (Replace Existing, reshingle, etc.)	✓	✓
Shed/ Out Building (200 SF to 999 SF)	✓	✓
Driveway and Paving	N/A	N/A
	<u>Residential</u>	<u>Commercial</u>
<u>Plumbing</u>		
Trap or Fixture	✓	✓
Domestic Hot Water Including Relief Valve	✓	✓
Hydronic Heating, Relief Valve	✓	✓
Rain Conductor (All)	N/A	✓
Back Flow Preventer - Water Service - Domestic Water	✓	✓
Water Conditioner	✓	✓
Water Pump	✓	✓
Grease Trap	N/A	✓
Sewage Ejector	✓	✓
Sump Pump	✓	✓
<u>Mechanical</u>		
Furnace - Air Handler	✓	✓
AC Condensing Unit	✓	✓
Vent Piping	✓	✓
Gas Piping Exhaust Fan	✓	✓

**Electrical**

100 & 200 Amp Service	✓	✓
Burglar/Fire Alarm System	✓	✓
CCTV System/Telephone	✓	✓
Minor Upgrade		
Add 3 or less new circuits; 10 or less lights, receptacles, switches or devices without opening walls	✓	✓

**Demolition**

Accessory Structure <= 1,000 SF	✓	N/A
Deck	✓	N/A

**Fire - Annual Safety Inspections**

Commercial Rental Unit	✓	✓
Commercial Retail Space	N/A	✓
Restaurant & Commercial Cooking	N/A	✓
Sprinkler System	N/A	✓

**ADDITIONAL INSPECTION FEES**

Failed Inspection	\$	80.00
Missed Inspection	\$	80.00

**FAILURE TO OBTAIN A REQUIRED UCC PERMIT PRIOR TO COMMENCING WORK**      **DOUBLE PERMIT FEES****DEMOLITION/REMOVAL PERMIT - UCC**

Commercial & Industrial - Entire Building	\$	500.00
Commercial & Industrial - Interior	\$	150.00
Residential - Building > 1,000 SF	\$	150.00

**UCC CODE COMPLIANCE REVIEW - AS PART OF ENFORCEMENT ACTION**

Residential	\$	150.00
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**TRADE REGISTRATION**

All Disciplines	\$	30.00	Annually
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**SEWAGE ENFORCEMENT FEES - ONLOT SEPTIC SYSTEM**

Permit Application	\$	65.00
Field/Consultation		Hourly Rate
Investigation/Malfunction		Hourly Rate
Observe/Conduct Probes	\$	65.00 /Probe
Observe Percolation	\$	195.00
Conduct Percolation	\$	390.00
Design Review:		
Elevated Sand	\$	98.00
Pressure Dosed	\$	98.00
In-Ground	\$	65.00
Drip Irrigation	\$	130.00
Permit Issue/Deny		
Inspection:		
Elevated Sand (4 @ \$98.00)	\$	390.00
In-Ground	\$	195.00
Drip Irrigation	\$	390.00
Reissue Expired Permit		
Verify Prior Testing		
Transfer Permit		
Hourly Rate for Unspecified Work		
Additional reimbursement for out of pocket expenses and administrative/unspecified services will be billed at cost. Travel will be billed at prevailing IRS rate.		Actual Cost

**PLAYGROUND FACILITIES****FEES**

Bathroom Rental - Available April 15 - October 15, when not in use by the Borough	\$	100.00	Deposit
\$ 50.00 non-refundable fee for use			

**SEWER****SEWER USE**

Ordinance 451 - Based on metered water usage	Base Charge	\$	37.50
Adopted September 9, 2022	Per 1,000 Gal	\$	7.50

**STRONG WASTE SURCHARGE**

See Ordinance	See Ordinance
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**TAP IN FEE**

Ordinance 368	\$	3,400.00
Residential		
Commercial		Contact Office

**SIDEWALK REPAIR**

Side walk repair per Ordinance 191	\$	50.00
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**STORMWATER/DRAINAGE PLAN REVIEW & CONSTRUCTION****FEES**

Application Fee	\$	200.00
Spend down account	\$	1,000.00 *
Construction Observation		Actual Costs **

\*Any fees remaining will be reimbursed. If fees exceed deposit amount, an additional deposit may be required to continue review.

\*\* Expense deducted from the spend down account

**STREET OPENING PERMIT**

Ordinance 260 as amended by Ordinance 434

**FEES**

Application Fee - Curb or Sidewalk Only - Non Refundable	\$	50.00 plus restoration fee
Application Fee - Street Opening - Non Refundable	\$	200.00 plus restoration fee
Street Boring - Exploratory	\$	100.00 per hole
Intersection with Traffic Signal - Non Refundable	\$	250.00
Restoration Fee - Refundable	\$	105.00 per sq yard
Traffic Signal Override Fee	\$	100.00 per occurrence

**PENALTIES**

Failure to Obtain Street Opening Permit prior to Excavation (Non-Emergency)

3 times total permit fee (includes the Restoration fee). No portion of the penalty will be refunded.

Requirements for opening newly improved street: If by special action of the Borough Manager or Borough Council, as the case may be, a permit is issued to open any paved and improved street surface less than five years old, then the applicant for such permit shall improve the opening and/or excavation for the entire distance from curb to curb of the subject street and otherwise comply with Borough requirements. These requirements may be waived by action of the Borough.

The Borough, at its discretion, may require any and all application materials or related subsequent construction or improvements to be reviewed and/or inspected by the Borough Codes Enforcement Officer, Borough Engineer, Borough Solicitor, or other consultants, with the applicant being responsible for all costs of said review as billed to the Borough.

**SUBDIVISION AND LAND DEVELOPMENT****PLAN REVIEW FEES**

All fees in excess of the applicable filing fee incurred for review of plans and report(s) thereon by the Borough's engineer or other professional consultant will be billed in accordance with the ordinary and customary charges of the Borough's engineers or other professional consultant to the Borough. The applicant shall, prior to the Borough approval of the Final Plan, pay the Borough the excess amount expended in reviewing the plans/reports. Any unused portion of the total fee charged to any applicant will be returned to the applicant. This refund will be made only after plan approval by the Planning Commission, Borough Council and the approved plans are filed with the County. No development or subdivision plan shall be approved unless all fees have been paid in full.

Administrative Expense \$ 250.00

County Planning Commission Review Fees Per current County Fee Schedule

**Residential**

Minor Subdivision Sketch Plan \$ 1,000.00

Brief Subdivision Sketch Plan \$ 1,000.00  
Plus additional for each lot or dwelling unit \$ 50.00

Brief Subdivision Final Plan \$ 1,500.00  
Plus additional for each lot or dwelling unit \$ 50.00

Major Residential Subdivision Sketch Plan \$ 2,500.00

Major Residential Subdivision Preliminary Plan \$ 3,500.00  
Plus additional lot or dwelling unit fee \*\*

Major Residential Subdivision Final Plan \$ 3,500.00  
Plus additional lot or dwelling unit fee \*\*

\*\* Lot or Dwelling unit fees as follows:

First 10 lots or units (each)	\$	150.00
Next 100 lots or units (each)	\$	100.00
Each additional lot or unit (each)	\$	75.00

**Commercial/Industrial Subdivision or Land Development**

Sketch Plan	\$	1,500.00
Plus additional lot fee		**
Preliminary Plan	\$	2,000.00
Plus additional lot fee		**
Final Plan	\$	2,000.00
Plus additional lot fee		**

\*\* Lot or Dwelling unit fees as follows:

First 10 lots or units (each)	\$	150.00
Next 100 lots or units (each)	\$	100.00
Each additional lot or unit (each)	\$	75.00

**ZONING PERMIT****RESIDENTIAL**Accessory Building, Sheds, Detached Garages

< 200 sq. ft.	\$	25.00
> 200 sq. ft.	\$	50.00

**Zoning Site Plan Review/Impervious Coverage**

Initial Review - Establish Existing Coverage	\$	50.00
Zoning Review after Initial Review	\$	25.00

**Zoning Review - Construction**

Swimming Pool - New Construction	\$	75.00
Addition to primary structure	\$	100.00
New Home	\$	200.00

**Zoning Plan Review**

By Consultants - Actual Fees billed	See attached Fee Schedules
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**COMMERCIAL**

Change of Tenant and/or Use	- Parking and/or Use Review	
	One Tenant or Use per property	\$100.00
	Two Tenants and/or Uses per property	Plus Consultant Fees \$150.00
	Three Tenants and/or Uses per property	Plus Consultant Fees \$225.00
	Four or more Tenants and/or Uses per property	Plus Consultant Fees \$300.00
Zoning Use & Permit Review (Including Initial Impervious Coverage)		Plus Consultant Fees \$200.00
Zoning Review by Consultants		See Consultant Fees
Alteration to primary structure		\$200.00 Plus Consultant Fees
New Construction		\$200.00 Plus Consultant Fees
Signs	0 - 25 sq. ft.	\$75.00 Plus Consultant Fees
	26 - 50 sq. ft.	\$100.00 Plus Consultant Fees
	> 50 sq. ft.	\$150.00 Plus Consultant Fees

**FORESTRY/TIMBER HARVEST**

Application Fee	\$	250.00
Plan Review Fees		Consultants Fees

**INSPECTION FEES**

Borough Staff	\$	75.00 per inspection
Consultants		Consultants Fees