

**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.

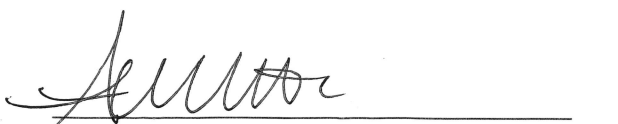
PASSED AND APPROVED at the regular meeting of the St. Lawrence Borough Council, Berks County, Pennsylvania, held this 11th day of September 2025

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

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

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

	Residential	Commercial
Building		
Siding (> 35% Coverage)	✓	✓
Roof (Replace Existing, reshingle, etc.)	✓	✓
Shed/ Out Building (200 SF to 999 SF)	✓	✓
Driveway and Paving	N/A	N/A
	Residential	Commercial
Plumbing	✓	✓
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	✓	✓
Mechanical		
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	<i>Add 3 or less new circuits; 10 or less lights, receptacles, switches or devices without opening walls</i>	
	✓	✓

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	\$	33.00
Inspection:		
	Elevated Sand (4 @ \$98.00)	\$ 390.00
	In-Ground	\$ 195.00
	Drip Irrigation	\$ 390.00
Reissue Expired Permit	\$	130.00
Verify Prior Testing	\$	130.00
Transfer Permit	\$	33.00
Hourly Rate for Unspecified Work	\$	65.00
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 call for available days, times & application		

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	
Residential	\$ 3,400.00
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
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County Planning Commission Review Fees	Per current County Fee Schedule
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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
	Plus Consultant Fees	
New Home	\$	200.00
	Plus Consultant Fees	

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
		Plus Consultant Fees
	Two Tenants and/or Uses per property	\$150.00
		Plus Consultant Fees
	Three Tenants and/or Uses per property	\$225.00
		Plus Consultant Fees
	Four or more Tenants and/or Uses per property	\$300.00
		Plus Consultant Fees
Zoning Use & Permit Review (Including Initial Impervious Coverage)		\$ 200.00
		Plus Consultant Fees
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	