

**MUNICIPALITY OF PENN HILLS**

**Ordinance No. 2689 of 2022**

AN ORDINANCE AMENDING ORDINANCE 2664 OF 2020 AND REVISING THE SCHEDULE OF FEES FOR BUILDING PERMITS AND PAVILION RENTAL MUNICIPAL FEES.

WHEREAS, the administration, maintenance and other costs of reviewing and processing various applications for permits and fees have increased,

NOW, THEREFORE, THE MUNICIPALITY OF PENN HILLS HEREBY ORDAINS, IN A MEETING DULY CONVENED, THE FOLLOWING SCHEDULE OF FEES:

**SECTION 1 FEES:** The following fees are required for municipal services, application reviews, permit processing and administrative costs:

A. PERMITS:

Building Permits            \$6.00 per \$1,000.00 or fraction thereof of total construction costs. No permit is required for improvement of \$2,000.00 or less.  
Minimum fee \$75.00.

An additional charge of \$5.00 will be imposed for all building permits as required by the state to finance training inspection.

\$100.00 – Accessibility Review - An additional charge for commercial building permit applications requiring an accessibility review.

Building Permits  
In Flood Zones            \$6.00 per \$1,000.00 of construction costs. Minimum fee \$75.00.

Occupancy Permits       \$75.00 per unit one and two-family residential  
\$75.00 per unit for all R-2 Building Code structures  
\$75.00 for boarders  
\$75.00 per unit multi-family residential  
\$125.00 per unit commercial

Dye Testing                Application approval – \$25.00

Sign Permit	<p>Business signs- \$2.00 per sq.ft.  Residential signs--\$1.00 per sq.ft.  Advertising signs and billboards \$200 annually  New Billboards--\$500.00  Minimum fee for any sign—\$50.00</p> <p>* For signs that involve \$3,000.00 or more of construction costs, a building permit shall be required.</p>
Grading Permits	<p>\$100.00 for first 1,000 cubic yards. \$50.00 for each Additional 1,000 cubic yards, maximum fee-\$15,000.00 and full payment of any required review by the Municipal Engineer.</p>
Street Opening Permits	<p>\$2.00 per square feet of opening.  Minimum Fee-\$50.00 Maximum fee \$1,000.00  \$5,000.00 in cash bond to be kept until work is completed or \$10,000 Performance Bond.</p>
Demolition Permits	<p>\$6.00 per \$1,000 or fraction thereof demolition cost.  Minimum fee \$75.00</p>
Temporary Use Permits	<p>\$100 Thirty days</p>
Peddler's License	<p>Municipal Residents: \$3.00 per day,  \$10.00 per week, \$25.00 per month, \$100.00 per year.</p> <p>Non-Municipal Residents: \$5.00 per day,  \$20.00 per week, \$50.00 per month,  \$200.00 per year.</p>
Swimming Pool Permits	<p>\$6.00 per \$1,000 of construction costs  Minimum fee \$75.00</p>
Chicken Coop Permits	<p>\$6.00 per \$1,000 of construction costs  Minimum fee \$75.00</p>
Junk Yard License	<p>\$800.00 per year.</p>

Self Serve Used  
 Auto Parts \$800.00 per year.  
 Coin Operated  
 Machine

- A. Jukebox – \$100.00
- B. Mechanical amusement devices-  
 \$200.00, includes pool tables, video, and pinball  
 machines, etc.
- C. Mechanical devices that display or  
 Utilize a deck of cards, simulate a casino style game, or  
 similar games \$1,500.00

Fire Code Permits Permits required by Section 105 of the 2015 IFC

Description	Plan Review/ Inspection Fee
1. Special Hazard Fire Suppression System	\$150.00
2. Commercial Hood System	\$100.00
3. Fire Alarm System	\$100.00
4. Sprinkler System	\$100.00
5. Standpipe System	\$100.00
6. Fire Pumps and Related Equipment	\$100.00
7. Flammable and Combustible Liquids Storage/Processing	\$100.00
8. Hazardous Materials Storage/Processing	\$150.00
9. LP Gas Storage/Processing	\$100.00
10. Industrial Ovens	\$100.00
11. Life Safety Systems (Smoke Evacuation)	\$100.00
12. Spraying or Dipping Systems	\$100.00
13. Private Hydrants	\$50.00
14. Temporary Membrane Structures (Tents, Canopies)	\$50.00
15. Pyrotechnics	\$75.00
16. Annual Staff Fire Prevention Training	\$75.00

## B. SEWER CHARGES

1. Single-family	\$2,600.00
2. Double, Duplex, Row. Townhouses	\$2,600.00 per dwelling unit
3. Multi-family	\$2,600.00 per EDU
4. Commercial/Industrial	\$2,600.00 plus \$100.00 per each trapped fixture
5. Commercial/Industrial (Extra charges)	
a. Fixtures: commodes, urinals, sinks, wash basins, laundry tubs, showers, floor drains, [fountains], etc.	\$100.00
b. Restaurant sinks	\$500.00
c. Gas station wash bay	\$500.00
d. Car wash	\$700.00
e. Commercial laundry	\$100.00 per machine
f. Industrial Waste Discharge Permit	\$500.00 plus engineering cost

### SEWER CHARGES/NOTES:

1. For sewer service to properties outside municipal boundaries, all of the above fees shall be increased by 50%.
2. In multi-family dwellings there are no additional charges for laundries restricted to the use of residents of the building.
3. A \$75.00 inspection fee shall be charged for alterations or repairs to existing sewer taps.
4. When new or altered sewage connections require review or inspection by the Municipal Engineer the applicant shall pay 100% of such engineering costs.
5. A dye test performed by the Dept. of WPC \$50.

## C. PUBLIC HEARING CHARGES

### 1. Mayor and Council

#### a. Zoning Amendments

0-2 acres	\$1,000.00
2-4 acres	\$1,400.00
4+ acres	\$1,600.00

b. Conditional Use Hearings \$600.00

c. Building/Fire Code, UCC Board Hearing \$500.00

### 2. Zoning Hearing Board

a. Appeals \$500.00

b. Special Exceptions \$500.00  
Single Family \$100.00  
No Impact Home Occupations \$50.00

c. Variances \$500.00  
Single-Family \$100.00

### 3. Planning Commission

#### a. Preliminary Site Plan or Land Development Approval:

0-2 acres	\$500.00
2-5 acres	\$700.00
5+ acres	\$1000.00

*Note: Plus 100% of Engineers Fees if necessary*

#### b. Final Site Plan or Land Development Approval:

0-2 acres	\$500.00
2-5 acres	\$700.00
5+ acres	\$1000.00
Exemptions	\$100.00

*Note: Plus 100% of Engineers Fees if necessary*

#### c. Subdivisions

Residential	\$100 per lot \$200.00 Minimum
Commercial/Industrial	\$200 per lot \$400.00 Minimum

*Note: Plus 100% of Engineers Fees*

d. Consolidation Plans – Same as above for Subdivisions

e. Planned Residential Developments

- |                       |            |
|-----------------------|------------|
| 1. Tentative Approval | \$1,000.00 |
| 2. Final Approval     | \$800.00   |
| 3. Escrow -           | 1,000.00   |

(to be applied toward Engineer's reviews)

4. Uniform Construction Code Appeal - \$500 Residential \$800 Commercial/Ind.

D. SPECIAL INSPECTIONS – Municipal Costs

E. SPECIAL INSPECTIONS AND APPLICATION REVIEW FOR DEDICATION OF PUBLIC UTILITIES, MAJOR SUBDIVISIONS, PLANNED RESIDENTIAL DEVELOPMENTS, AND LAND DEVELOPMENT REQUIRING REVIEW BY THE MUNICIPAL ENGINEER:

1% of estimated construction costs for facilities proposed to be dedicated plus payment of Municipal Engineer's review fee and inspection costs at actual costs. Minimum deposit \$500. Subdivisions and Land Development over five acres a Minimum deposit of \$1,500.

F. ORDINANCES/MISC:

- |                                    |                             |
|------------------------------------|-----------------------------|
| 1. Zoning                          | \$20.00                     |
| 2. Fire Code                       | UCC Costs + \$5.00          |
| 3. Building Code                   | UCC Costs + \$5.00          |
| 4. Recycling Can                   | \$10, lid \$5.00            |
| 5. Standards of construction       | \$5.00                      |
| 6. Subdivision                     | \$20.00                     |
| 7. Photocopies                     | \$0.25 per page             |
| 8. Zoning Code Letters             | \$25.00                     |
| 9. No Lien Letter                  | \$25.00                     |
| 10. Recycling Bags                 | Municipal Costs             |
| 11. GIS Maps                       | \$10.00 small \$25.00 large |
| 12. Contractor Registration        | \$25.00                     |
| 13. Fingerprinting                 | \$15.00                     |
| 14. Bid Documents                  | As determined by Purchasing |
| 15. Nonconforming Use Registration | \$25.00                     |
| 16. Public Notice                  |                             |

For any application not previously covered by other sections of this ordinance that require public notice and/or require advertising costs the applicant shall pay the full advertising cost plus \$100. A \$500 Deposit shall be required.

- |                                |  |
|--------------------------------|--|
| 16. Library Fines/Fees         | Library fines and fees shall be established by the Library Director with the approval of the Manager and shall be generally consistent with the fees as establish and amended by the Allegheny County Library Association. |
| 17. Transfer of Liquor License | \$100 plus the cost of legal advertisement if necessary. Minimum deposit of \$500 for legal advertising.   |

G. FACILITIES:

- |                                     |   |
|-------------------------------------|---|
| 1. Council Chambers                 | \$25.00   |
| 2. Library Rooms                    |   |
| Community Room                      | \$50/hr no after hours  |
| Meeting Room A                      | \$15/hr no after hours  |
| Meeting Room B                      | \$35/hr no after hours  |
| Meeting Room A&B                    | \$50/hr no after hours  |
| Damage & Kitchen refundable deposit | \$50  |
|                                     | <i>* no fees for programs managed + operated by Library staff</i>             |
| 3. Senior Citizen's Center Rooms    |   |
| Cafeteria                           | \$100/hr \$200damage deposit  |
| Meeting Rooms                       | \$20/hr Penn Hills Organizations/after hours                                  |
| Meeting Rooms                       | \$40/hr Non-PH's Organizations/after hours                                    |
|                                     | <i>* No fees for programs designed to directly benefit Penn Hills Seniors</i> |
|                                     | <i>* After hour fees are subject to the availability of a janitor</i>         |

H. PARKS AND RECREATION

- |  |  |
|--|--|
| 1. Park Pavilion                                   |  |
| Rentals occurring in 2022 Calendar Year            | \$50.00 – resident   |
|  | \$60.00 - non-resident   |
| Rentals occurring in 2023 Calendar Year and Beyond | \$75.00 - residents  |
|  | \$100.00 - non-resident  |
| 2. Pavilion Alcohol Permit                         | \$25.00  |
| 3. Ball Fields                                     | \$250.00 per season, \$100 per day, \$35.00 for 90.00 minutes. Damage deposit for non-Penn Hills organizations - \$500 baseball fields, \$1,000 other. |

4. Programs/activities - varies, nominal fees based upon program costs

5. Program and Event Peddler \$100.00

I. REFUNDS / APPLICATION WITHDRAWALS – Applicants who withdraw an application may request a refund. Any refunded amount will be adjusted by the amount of costs incurred up to the date of the request and also the cost of processing the refund.

J. RETURNED CHECKS – Applicants will be charged an additional \$25.00 penalty for checks returned for insufficient funds. Any follow up application shall be cash or money order.

K. LATE FEES – Any fees submitted past required due dates are subject to a 10% late charge.

**SECTION 2. EXEMPTIONS AND WAIVERS**

The Penn Hills Manager may waive a maximum of \$200 in fees for Penn Hills Volunteer Fire Departments, the Penn Hills School District, and other community based organization for good cause to be determined by the Manager. Churches and religious organizations are not exempt from the above fees. Any other requests for a waiver of fees are subject to the expressed approval of the Penn Hills Council.

**SECTION 2. SEVERABILITY.** It is hereby declared to be the intention of the Council of the Municipality of Penn Hills that several provisions of this Ordinance are separable. If any Court of competent jurisdiction shall declare any words, sentences, sections or provisions of this Ordinance to be invalid, such a ruling shall not affect any other words, sentences, sections or provisions of this Ordinance not specifically included in said ruling.


**SECTION 3. REPEALER.** All ordinances, or parts of ordinances, in conflict with the provisions of this Ordinance, are hereby repealed.

THIS ORDINANCE APPROVED AND ADOPTED BY THE MAYOR AND THE COUNCIL OF THE MUNICIPALITY OF PENN HILLS ON THIS 21ST DAY OF FEBRUARY 2022.

  
\_\_\_\_\_  
Pauline Calabrese, Mayor

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Scott Andrejchak, Manager

  
\_\_\_\_\_  
Date