



Charlestown Township

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www.charlestown.pa.us

RESOLUTION 1070-2025 adopted 1/6/2025

PERMIT FEE SCHEDULE FOR 2025

SUBDIVISION AND LAND DEVELOPMENT ORDINANCE FEES

Every applicant, at the time of filing an application for approval of a sketch, preliminary or final subdivision and/or land development plan or tentative or final planned residential development shall pay to the Township a basic filing fee in accordance with this fee schedule and escrow deposits for reasonable and necessary charges by the Township's professional consultants to review said applications.

SUBDIVISION/PLANNED RESIDENTIAL DEVELOPMENT PRELIMINARY OR FINAL APPLICATION

Plan showing from two (2) through and including three (3) lots/units	Filing Fee \$150.00 Escrow \$1,000.00 initial deposit \$500.00 minimum balance
Plan showing from four (4) through and including ten (10) lots/units	Filing fee \$150.00 for first three (3) lots/units plus \$30.00 for each additional lot/unit Escrow \$4,000.00 initial deposit \$1,000.00 minimum balance
Plan showing from eleven (11) or more lots/units	Filing fee \$360.00 for first ten (10) lots/units plus \$30.00 for each additional lot/unit Escrow \$4,000.00 initial deposit for the first ten (10) lots/units, plus \$100.00 for each additional lot/unit \$2,000.00 minimum balance

LAND DEVELOPMENT PRELIMINARY OR FINAL PLAN

Plan showing less than ten (10) acres of development	Filing Fee \$500.00 Escrow \$5,000.00 initial deposit \$2,500.00 minimum balance
Plan showing from four (4) through and including ten (10) lots/units	Filing fee \$150.00 for first ten (10) acres, plus \$50.00 for each additional acre Escrow \$10,000.00 initial deposit \$4,000.00 minimum balance
Plan showing fifty (50) acres or more of development	Filing fee \$2,500.00 for first fifty (50) acres, plus \$50.00 for each additional acre Escrow \$10,000.00 initial deposit for the first fifty (50) acres, plus \$200.00 for each additional acre \$5,000.00 minimum balance

SKETCH PLAN

Sketch Plan	Filing Fee \$50.00 Escrow \$500.00 initial deposit \$250.00 minimum balance
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The basic filing fees referred to above shall be non-refundable. The escrow deposit for the review referred to above herein shall be used to pay for engineering reviews, unusual administrative costs, consultant (including but not limited to legal reviews) agreements and performance guarantees and other miscellaneous costs of application review, but does not include a deposit for site inspections or other monitoring during development. The amounts of such review fees shall be in accordance with the ordinary and customary charges by the engineer and consultants for similar service in the community but the amounts for such review will in no event exceed the rate or cost charged by the Township’s consultants to the Township. When the amount of the initial escrow deposit falls below the appropriate minimum amount indicated above, the applicant shall be notified by the Township Secretary to file sufficient additional monies to bring the balance of the escrow account up to the amount initially deposited. Upon final approval of an application whatever unneeded funds remain in the escrow account, upon request shall be returned to the applicant.

ZONING APPLICATIONS

Zoning Hearing Board Application	Filing Fee \$500.00 Escrow \$1,000.00 initial deposit <i>(Unused balance returned to applicant)</i>
Conditional Use Application	Filing Fee \$500.00 Escrow \$1,000.00 initial deposit \$500.00 minimum balance <i>(Unused balance returned to applicant)</i>
Zoning Ordinance Amendment Proposal	Filing Fee \$500.00 Escrow \$1,000.00 initial deposit \$500.00 minimum balance <i>(Unused balance returned to applicant)</i>
Curative Amendment	Filing Fee \$500.00 Escrow \$1,000.00 initial deposit \$500.00 minimum balance <i>(Unused balance returned to applicant)</i>

All filing fees are non-refundable.

BUILDING PERMIT FEES

All permit fees are non-refundable. Each permit issued under the PA Uniform Construction Code is subject to an additional \$4.50 State Training Fee (as required by Act 157 of 2006).

PLAN REVIEW: Plan review fees are due at the time of application. The fees are credited toward the final permit fees. Plan review fees are forfeited if the applicant terminated the permit review process.

Zoning Hearing Board Application	\$200.00
All other Residential Projects	\$100.00

<p>Commercial, Industrial, Institutional (Non-Residential)</p>	<p>The Plan Review fee is based on the estimated construction value in accordance with the Square Foot Construction Costs Table (gross area X Square Foot Construction Costs) published by the International Code Council (ICC). The values below are used with the current Building Valuation Data which is updated every six months, or February and August, of each year. If the permit process is terminated by the applicant, applicant forfeits all review fees remitted.</p> <p>For buildings with an estimated construction value up to \$3,000,000, the Plan Review fee is 0.0008 of the estimated value (\$500.00 minimum). For buildings with an estimated value over \$3,000,000 up to \$6,000,000, the fee is \$2,400.00 plus 0.0005 of the estimated value over \$3,000,000. For buildings over \$6,000,000, the fee is \$3,900.00 plus 0.00035 of the valuation over \$6,000,000.</p> <p>The Plan Review Fee for Accessibility, Energy, Mechanical, Plumbing and Electrical Reviews are computed at 20% of the Building Plan Review fee for each discipline (\$250.00 minimum). The Sprinkler review is based on the number of Sprinkler heads: 1-100, \$275.00; 100-200, \$325; 201-300, \$350; 301-400, \$375; 401-500, \$425; over 500, \$500.00 plus \$0.33 per sprinkler over 500. For hydraulically designed systems, multiply the fee by 2.</p>
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ZONING PERMITS

<p>Residential (for all projects that change the amount of impervious coverage)</p>	<p>\$75.00</p>
<p>Commercial (for all projects that change the amount of impervious coverage)</p>	<p>\$150.00</p>

EROSION & SEDIMENTATION (E&S) PERMITS

<p>Project Over 500 Square Feet</p>	<p>\$200.00</p>
<p>Project Under 500 Square Feet</p>	<p>\$100.00</p>

SINGLE FAMILY AND MULTI-FAMILY RESIDENTIAL DWELLING UNITS

<p>New Construction (Principal Structure)</p> <p>Includes dwelling units, including basements and garage areas; includes five (5) inspections.</p> <p>Excludes, for calculation purposes, crawl spaces, unfinished attics, and other enclosed areas not having standard height clearance of 66 inches from finished floor elevation (in place or prospective)</p>	<p>\$45.00 Each 100 square feet or fraction thereof per dwelling unit</p> <p>\$1,500.00 Minimum charge</p>
<p>Level I Accessory Buildings and Structures (500 SF or more with a permanent foundation)</p> <p>Including by not limited to detached garages, bath houses, stables, barns and/or farm buildings and other structures; includes four (4) inspections)</p>	<p>\$40.00 Each 100 square feet or fraction thereof</p> <p>\$500.00 Minimum charge</p>
<p>Level II Accessory Buildings and Structures</p> <p>Including by not limited to decks, cabanas, gazebos, porches, carports; includes three (3) inspections</p>	<p>\$300.00</p>
<p>Sheds – Zoning Only, without a building permit (without ground foundation)</p>	<p>\$75.00 Less than 200 square feet (Larger than 200 SF requires Building permit)</p> <p><i>NOTE: sheds more than 199 square feet and/or with a foundation, see Level I Accessory Buildings and Structures</i></p>
<p>Additions – Includes five (5) inspections</p>	<p>\$45.00 Each 100 square feet or fraction thereof</p> <p>\$850 Minimum charge</p>
<p>Alterations (Non-Stucco Remediation) – Includes five (2) inspections</p> <p>Alterations (Stucco Remediation) –</p>	<p>\$30.00 (3%) Charge per \$1000.00 of cost or fraction thereof</p> <p>\$10.00 Charge per \$1000.00 of cost or fraction thereof</p> <p>\$300 Minimum charge</p>
<p>Additional Inspections Above the Number Included Due to Failure or Segmented Construction</p>	<p>\$125.00 per additional inspection</p>

COMMERCIAL, INDUSTRIAL, INSTITUTIONAL (NON-RESIDENTIAL) BUILDINGS

Permit fees: All construction costs are to be calculated by the applicant. If dispute, Building Code Official will use square foot values from the ICC “Valuation Chart.”

X = 3.0% for projects \$1 Million and under; 2% for projects over \$1 Million up to \$5 Million; 1.5% for projects over \$5 Million up to \$10 Million; and 1.0% for projects over \$10 Million

New Construction or Additions – Includes five (5) inspections	Over 100 square feet	(X) Construction Cost \$1,000.00 Minimum charge
Alteration, Renovation or Modification of Existing Building or Structure – Includes four (4) inspections	Over 100 square feet	(X) Construction Cost \$750.00 Minimum charge
Accessory Buildings – Includes three (3) inspections	Over 100 square feet	3% Construction Cost \$500.00 Minimum charge
New Building, Addition, or Accessory Building of Less Than 100 Square Feet – Includes three (3) inspections		\$500.00 Flat Fee
Alteration, Renovation or Modification of Existing Building or Structure of Less Than 100 Square Feet – Includes three (3) inspections		\$500.00 Flat Fee

MISCELLANEOUS

Swimming Pools and Hot Tub (inground pool and hot tubs/spas more than 24 inches in depth) – Includes three (3) inspections	Pools	\$350.00
	Hot Tubs/Spas	250.00
Decorative Pools (Landscaping ponds including garden pools and reflecting pools)	Greater Than 18" Deep	\$250.00
	Less Than 18" Deep	\$100.00
Demolition		4% of Demolition Cost
Heating & Air Conditioning Systems (HVAC) – Includes two (2) inspections	Residential	Greater of \$160.00 or 3% of Construction Cost
	Commercial	Greater of \$500.00 or 3% of Construction Cost
Plumbing – Includes three (3) inspections	Residential	Greater of \$95.00, plus \$20.00 per fixture or 3% of Construction Cost
	Commercial	Greater of \$500.00 or 3% of Construction Cost
Residential Electrical Service	Service Inspection Only	\$125.00
Residential Electrical – Includes three (3) inspections (Service, rough wiring, final)	200 amp	\$300.00
	400 amp	\$375.00
	600 amp	\$425.00
Commercial Electrical		The greater of \$500.00 or 3% of Construction Cost
Residential Roofing – 2 inspections		\$175.00

Fuel Tanks & Pumps (In-ground; not used for heating)		\$125.00 per 1,000 gallons or fraction thereof \$125.00 Minimum charge
Solar Energy Systems	Residential	The greater of \$350.00 or 3% of Construction Cost
	Commercial	The greater of \$500.00 or 3% of Construction Cost
Signs (Including but not limited to election signs, commercial real estate advertisements, and business signs)		\$2.00 Charge per square foot per sign face \$50.00 Minimum charge
Use and Occupancy Fee)		\$50.00
Contractor Registration	Commercial	150.00
	Residential	75.00 (New Home Only)

NOTES

- Each inspection by the building inspector over and above the number of included inspections will be charged at \$125.00 per inspection
- There is a \$125.00 fee for failure to keep an appointment with the inspector for an inspection
- **THE FEE FOR STARTING UCC WORK PRIOR TO OBTAINING ALL REQUIRED PERMITS IS \$500.00 OR DOUBLE THE APPLICABLE PERMIT FEES, WHICHEVER IS GREATER**

UNIFORM CONSTRUCTION CODE BOARD OF APPEALS: The UCC Board of Appeals hears and rules on appeals from decisions of the building code official, requests for variances and requests for extension of time.

Application Fee	\$500.00
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FIRE MARSHAL, FIRE CONTROL AND HAZARDOUS MATERIALS FEES & FINES

Registration of Automatic Protection Device Includes all Residential, Commercial, Institutional and Industrial Establishments	\$50.00 Any automatic protection device as defined by Chapter 7, Section 106.(4) of the Charlestown Township
Registration of Hazardous Materials	A separate fee of \$50.00 per year for each category of hazardous materials being stored, possessed, handled or utilized as outlined in Chapter 7, Section 103 of the Charlestown Township Code with a maximum total fee of \$400.00 per year.

False Automatic Fire Alarm Fines (as defined by Chapter 7, Section 106 of the Charlestown Township Code)	First Occurrence	No fine
	Second Occurrence	\$100.00
	Third Occurrence	\$200.00
	All Subsequent occurrences	\$300.00
Fire Safety Inspections	Residential	\$60.00
	Commercial	\$100.00

SOLICITATION PERMITS

Application Fee (separate application required per person soliciting)	\$25.00
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TOWNSHIP ROAD OCCUPANCY FEES

ISSUANCE FEES: These fees are applied to the administrative costs incurred in reviewing the Application and plan(s) and issuing and processing the permit, including the preliminary review of the site location identified in the application, whether or not a permit is issued and processed.

Application Fee	
1. Utility	\$50.00
2. Driveways	
a. Minimum use (e.g. single-family dwelling; apartments with 5 or fewer units)	\$5.00
b. Low volume (e.g. office buildings, car washes)	\$30.00
c. Medium volume (e.g. motels, fast food restaurants, small shopping plaza)	\$40.00
d. High volume (e.g. large shopping center, multi-building apartment or office complex)	\$50.00
3. Other (e.g. bank removal, sidewalk and curb)	\$20.00
Supplement Fee (each six-month extension and/or submitted change)	\$10.00
Emergency Permit Card (each card)	\$5.00

GENERAL PERMIT INSPECTION FEES: These fees are applied to the costs incurred in the preliminary review of the location covered by the permit and/or spot inspection of the permitted work, and/or subsequent inspection after the permitted work has been completed to ensure compliance with PennDOT specifications and permit provisions.

Driveways	
1. Each minimum use driveway	\$10.00
2. Each low volume driveway	\$20.00
3. Each medium volume driveway	\$35.00
4. Each high-volume driveway	\$50.00

Surface Openings (These fees are calculated on the total linear feet of the opening being permitted within different areas of the right-of-way)	
Opening in pavement	\$40.00 per 100 linear feet or fraction thereof.
Opening in shoulder	\$20.00 per 100 linear feet or fraction thereof.
Outside pavement shoulder	\$10.00 per 100 linear feet or fraction thereof.
If a longitudinal opening simultaneously occupies two or more highway areas identified above, only the higher fee will be charged. Linear distances shall be measured to the nearest foot.	
Surface Openings of Less Than 36 Square Feet (e.g., service connections performed independently of underground facility installation, pipeline repairs)	
Opening in pavement	\$30.00 per opening.
Opening in shoulder	\$15.00 per opening.
Outside pavement shoulder	\$10.00 per opening.
If an opening simultaneously occupies two or more highway areas identified above, only the higher fee will be charged.	
Above Ground Facilities (e.g., poles, guys and/or anchors if installed independently of poles)	
Up to 10 physically connected above-ground facilities (each continuous group)	\$20.00
Additional above-ground physically connected facilities (each pole with appurtenances)	\$2.00
Crossings (e.g., “overhead” tipples, conveyors or pedestrian walkways and “undergrade” subways or mines)	\$80.00
Seismograph-Vibroseis Method (e.g., prospecting for oil, gas)	\$50.00 First Mile \$5.00 Each additional mile or fraction thereof
Non-Emergency Test Holes in Pavement or Shoulder	\$5.00 per hole
Other (e.g., bank removal, sidewalk and curb)	\$20.00

EXEMPTIONS

Permit issuance fees and general permit inspection fees are not payable by any of the following:

1. The Commonwealth
2. Political subdivisions of the Commonwealth, except when placing a facility longitudinally within more than 100 total linear feet of pavement. In that case, the application and inspection fees for pavement openings will be charged.
3. Governmental authorities organized under the laws of the Commonwealth.
4. The Federal Government
5. Charitable organizations that are compliant with Act No. 337, approved August 8, 1963, P.L. 628, as amended (churches, hospitals, schools, charitable institutions, veterans' organizations, non-profit organizations).

6. Utility facility owners for:
 - a. The installation of streetlights at the request of PennDOT or the political subdivision.
 - b. The replacement or renewal of their facilities prior of a township resurfacing project after notice from the township.
 - c. Facilities moved at the request of PennDOT or the political subdivision.
 - d. The reconstruction or maintenance of their facilities that occupy the right-of-way under private status.

ADDITIONAL INSPECTION FEES

If the Township determines that the permitted work is of sufficient magnitude or importance to warrant assignment of one or more persons to inspect the permitted work on a more than spot inspection basis, the permit will so indicate and the permittee shall be charged for additional salary, overhead and expenses incurred by each assigned inspector and the Township.

PARKS AND RECREATION FEES

Charlestown Park Pavilions	
1. Pavilion with 18-person capacity	\$25.00 residents, \$50.00 non-residents
2. Pavilion with 42-person capacity	\$35.00 residents, \$70.00 non-residents
3. Pavilion with 78-person capacity	\$50.00 residents, \$100.00 non-residents
All pavilion rentals require a refundable \$50.00 security deposit.	

DOCUMENT FEES

Zoning Ordinance	\$30.00										
Subdivision & Land Development Ordinance	\$20.00										
Open Space, Recreation and Environmental Resources Plan	\$20.00										
Act 537 Sewage Facilities Plan	\$20.00										
Comprehensive Plan	\$50.00										
Color Maps 11" x 17"	\$2.00										
Copies (Including RTK Requests)	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">8½" x 11"</td> <td style="text-align: right;">\$0.10 per page, per side</td> </tr> <tr> <td>11" x 17"</td> <td style="text-align: right;">0.20 per page, per side</td> </tr> <tr> <td>Faxes</td> <td style="text-align: right;">0.50 per page</td> </tr> <tr> <td>Disks</td> <td style="text-align: right;">5.00 per disk</td> </tr> <tr> <td>Engineering Drawings</td> <td style="text-align: right;">Actual cost of production</td> </tr> </table>	8½" x 11"	\$0.10 per page, per side	11" x 17"	0.20 per page, per side	Faxes	0.50 per page	Disks	5.00 per disk	Engineering Drawings	Actual cost of production
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Faxes	0.50 per page										
Disks	5.00 per disk										
Engineering Drawings	Actual cost of production										
Off Site Storage File Retrieval	\$10.00 per box										
Postage or Delivery	Actual cost										
Legal transcripts must be ordered directly from the court reporter. They may be viewed at the Township Office but copies cannot be provided.											
If total fees are estimated to exceed \$100.00 the Township shall require prepayment.											