

LOWER MILFORD TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA

RESOLUTION 2025-1

FEE SCHEDULE AND SUBMISSION CRITERIA FOR CERTAIN APPLICATIONS

WHEREAS, certain permits, documents and administrative services are requested by residents and members of the public; and

WHEREAS, the Board of Supervisors are concerned that costs of said permits, documents and administrative services are not borne by the taxpayers of Lower Milford Township.

NOW, THEREFORE, be it hereby resolved by the Board of Supervisors of Lower Milford Township, that the following fee schedule and submission criteria be adopted for calendar year 2025, effective upon adoption, unless superseded by a subsequent resolution or ordinance, and rescinding all other fee schedules in conflict with this resolution.

BUILDING PERMIT AND INSPECTION:

Residential Building Permit	\$250.00 Deposit Fee at Time of Submission
Commercial Building Permit	\$500.00 Deposit Fee at Time of Submission

All building permits are subject to a **\$4.50 PA Labor and Industry Permit Fee. Certificate of Occupancy fee is additional. All building permit application fees shall be made payable to Cowan Associates, Inc. and fees shall be charged in accordance with the attached Cowan Associates, Inc. price list.**

MISCELLANEOUS:

An Erosion and Sedimentation plan and permit is required for earth disturbances of 1,500 square feet or greater for all types of permits. (See separate fees)

A stormwater management plan review and permit are required for the installation of greater than 1,500 square feet of impervious surface for all types of permits. (See separate fees)

A Zoning Permit is required for all new construction, additions, and alterations. (See separate fees).

No building permit or inspections required for residential accessory structures less than 1,000 square feet _only a zoning permit is required.

No building permit or inspections required for agricultural use structures — only a zoning permit is required.

RESIDENTIAL/COMMERCIAL BUILDING CODE APPEALS:

Application to the Building Board of Appeals	\$100.00
Hearing before Building Board of Appeals	\$500.00

ZONING PERMIT FEES

Review application and perform site inspection for Zoning compliance	
Residential Use	\$50.00
Agricultural Use	\$50.00

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Commercial Use	\$200.00
All Other Uses	\$100.00

STORMWATER MANAGEMENT FEES:

Review of Stormwater Management Plan

PERMIT FEES:

Residential/Agricultural (Plan review and 1 inspection) **\$401.00**

Commercial (Plan review and 1 inspection) **\$699.00**

Engineer to review plans and applications for any project proposing the installation of greater than 1,500 square feet of new impervious cover. (per hour)

\$117.00/hr.

Re-Review of Plan (per hour)

\$117.00/hr.

Re-Inspection (per hour)

\$117.00/hr.

EROSION & SEDIMENTATION CONTROL AND FINAL GRADNG PLOT PLAN PERMIT

PRIOR TO EARTH DISTURBANCE INVOLVNG more than 1,500 SF, an Erosion & Sedimentation Control & Final Grading Plot Plan shall be submitted with the building or zoning permit application along with any and all other applicable permits, fees, etc. as required by Ordinance, Resolution or Regulation of Lower Milford Township.

THE PLAN shall contain the following, where applicable:

- Property boundary dimensions.
- Location of structure, showing setback distances to all property lines and at least two (2) ties to installed property corners.
- Location of well, septic tank, primary drain field and alternate drain field, showing distance to closest property line.
- Isolation distance of well to septic tank and drain field.
- Soil pipe, well supply line and utility line(s), crossing the property and entering the dwelling.
- Building restriction line, swales, easements, streams, Natural Features as required by the Zoning Ordinance.
- Site grading, directing of storm water run-off away from building and septic system.
- Contour lines, both existing and proposed.
- Dimensions of driveway and grade percentages.
- Location and dimension and inverts of driveway pipe.
- First floor elevations.
- Location of tree planting and/or existing wooded areas.
- Location of soil stockpile area and erosion and sedimentation control measures.

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- Statement of total area of disturbance.
- Location of on-lot stormwater facilities/BMP's.
- Pre-and post-development building coverage and/or impervious surface percentages.
- Swale and drainage channel cross sections
- Spot grades at high points and low points.
- References bench mark
- Narrative of on-lot erosion sedimentation control procedures.
- Narrative of operation and maintenance of on-lot infiltration stormwater BMP facilities.

SHOULD THE LOT BE PART of an approved subdivision plan, any and all notes and restrictions contained on the approved subdivision plan shall be applicable whether or not depicted on the Erosion & Sedimentation Control & Final Grading Plot Plan.

EROSION AND SEDIIMENTATION CONTROL measures shall be in conformance with the approved subdivision Plan and the Lehigh County Conservation District Guidelines. ALL earth disturbance totaling 5,000 S.F. or greater must submit and receive Lehigh County Conservation District Approval and/or an NPDES Permit prior to issuance of a Township erosion & sedimentation control/grading plan permit. Applicants are responsible for making application to the Lehigh County Conservation District and all associated fees.

ADDITIONAL INFORMATION may be required as deemed necessary to insure enforcement of all Ordinances, Resolutions, and Regulations of Lower Milford Township.

PERMIT FEES:

Residential	\$519.00	
Commercial	\$629.00	Re-review or additional inspections \$117.00/hr.

DRIVEWAY PERMIT:

- Any person, partnership or corporation who wishes to construct any private roadway, driveway and/or street which will intersect with any Township Road or Street shall pay a fee of **\$197.00** for Residential and **\$301.00** for Commercial per connection.
- Such fee shall be paid with the application for a Driveway Permit and include two (2) inspections. Re-inspection shall be charged at **\$117.00** per hour.
- Any new or re-located driveway entrance requiring a curb-cut shall pay an additional hourly fee of **\$117.00** for inspection of the replaced curb.
- For Roads or Driveways intersecting with a State Highway, Road or Street, a Highway Occupancy Permit must be obtained from PENNDOT prior to construction of the driveway.
- An escrow deposit may be required, dependent upon scope of work, in an amount determined by the Township Engineer at the time of plan review.

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- Driveways permitted without an attached structure will require an E&S and Stormwater plan regardless of the square footage of earth disturbance,

TOWNSHIP HIGHWAY OCCUPANCY PERMIT

1. A Highway Occupancy Permit is required for all work performed within a Township Road Right-of-Way other than a driveway/road opening.
2. Fees for Highway Occupancy Permits shall be charged in accordance with the current PENNDOT fee schedule.

APPLICATIONS AND APPEALS TO THE ZONING HEARING BOARD

ZONING HEARING APPEAL FEE FOR VARIANCES AND INTERPRETATIONS,
APPLICATIONS FOR SPECIAL EXCEPTIONS

1. Any person, partnership or corporation filing an appeal or application with the Zoning Hearing Board of Lower Milford Township, shall pay the following fee(s) at the time such application or appeal is filed with Township:
A FEE of **\$600** will be charged for Residential appeals and applications.
A FEE of **\$900** will be charged for Non-Residential appeals and applications
2. Any Zoning Appeal or Application which the appellant or applicant requests a continuation, the appellant or applicant will be charged **\$200** in addition to the initial fee, to cover the costs involved for such a continuation. Any continuation after first continuation will also be at a fee of **\$200**.
3. Challenge to Validity of an Ordinance - **\$1,000**

APPLICATIONS TO THE BOARD OF SUPERVISORS

CONDITIONAL USE APPLICATIONS

1. Any person, partnership or corporation filing a conditional use application with the Board of Supervisors shall pay the following fee at time of application:
A FEE of **\$600** will be charged for Residential Applications
A FEE of **\$900** will be charged for Non-Residential Applications
2. Any application which requires a continuation of the first meeting, the applicant will be charged **\$200** in addition to the initial fee, to cover the costs involved for such a continuation. Any continuation after first continuation will also be at a fee of **\$200**.

VALIDITY CHALLENGE AND CURATIVE AMENDMENT

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1. Any person, partnership or corporation filing a validity challenge and curative amendment with the Board of Supervisors shall pay a fee of **\$900** at time of filing.
2. Any additional hearings beyond the first hearing shall be charged **\$500** per hearing to cover administrative expenses.

SUBDIVISION AND LAND DEVELOPMENT FEES

I. CHANGES IN EXISTING LOT LINES:

- A. An application fee of **\$300** shall be paid at the time an application for a review of a lot line change plan is submitted to the Township Office.
- B. At the time of filing a Lot Line Change Application, a deposit of **\$2,500** Professional Service Agreement Escrow shall be made to the Township to cover the costs of reviewing the plan as set forth in the Subdivision & Land Development Ordinance. The difference between the amount deposited and actual costs incurred to review the Plan, shall be charged or refunded to the Developer at the time the finalized. An executed Record Plan shall not be delivered to the Developer until all costs have been paid by the Developer. Costs shall be deducted from Escrow Monies as are incurred by the Township.
- C. All costs incurred by the Township in reviewing the Lot Line Change Plan shall be billed and paid by the Developer regardless whether Final Plans are approved or not. In no case will a Final Plan be approved and signed by Township Officials until costs due from the Developer are paid. Application fees are **NOT** refundable if Plans are withdrawn after the application and Plans are considered received by the Planning Commission of Lower Milford Township.

2. SUBDIVISION OF TWO (2) OR MORE LOTS:

ESCROW

- A. (1) At the initial filing of an application for review of a Subdivision Plan having 2 to 9 lots, a Deposit of **\$7,000** for Professional Service Agreement Escrow shall be made.
(2) A Subdivision Plan of 10 or more lots shall make a deposit of **\$10,000** for Professional Service Agreement Escrow.
- B. When the balance in Escrow falls to **\$3,000** an additional **\$3,000** deposit shall be made to cover further costs. These monies shall be paid to the Township to cover the costs of reviewing the subdivision as set forth in the Subdivision and Land Development Ordinance. The difference between the amount deposited and actual costs incurred to review the Plans, shall be charged or refunded at the time

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the Subdivision Plans are finalized. A quarterly statement will be sent to the Developer reflecting the Escrow balance.

- C. An executed record Plan shall not be delivered to Developer for recording until all costs have been paid by Developer. Costs shall be deducted from the Escrow Account monies as are incurred by the Township.
- D. All costs incurred by the Township for reviewing the Subdivision Plans shall be billed and paid by the Developer regardless whether the Final Plan be approved or not. In no case will a Final Plan be approved or signed by the Township Officials until costs due from Developer are paid. Application Fees are not refundable if the Subdivision is considered received by the Planning Commission of Lower Milford Township as defined in the Lower Milford Township Subdivision and Land Development Ordinance.

APPLICATION FEES

- A. SKETCH PLAN (Optional): If a Sketch Plan is submitted, a Fee of **\$500** plus **\$50** per lot shall be paid at the time an application for review of a Sketch Plan is submitted to the Planning Commission at the Township Office.
- B. PRELIMINARY SUBDIVISION PLAN APPLICATION:
A Fee of **\$500** plus **\$100** per lot shall be paid at the time an application for review of a Subdivision Plan and required attachments are submitted to the Township Office.
- C. FINAL SUBDIVISION PLAN APPLICATION:
A Fee of **\$500** plus **\$50** per lot shall be paid at the time an application for review of a Final Plan with required attachments are submitted to the Township Office.

3. LAND DEVELOPMENT PLAN:

ESCROW

- A. (1) A deposit of **\$7,000** for Professional Service Agreement Escrow shall be made for development of 5 or less acres;
(2) **\$10,000** for over 5 acres.
- B. When the balance in Escrow falls to **\$3,000**, an additional **\$3,000** deposit shall be made to cover further costs. These monies shall be made to the Township to cover costs of reviewing the land development as set forth in the Subdivision and Land Development Ordinance.

The difference between the amount deposited and actual costs incurred to review the Plans shall be charged or refunded at the time the Land Development Plans are finalized.

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A quarterly statement will be sent to the Developer reflecting the Escrow balance.

- C. An executed record Plan shall not be recorded until all costs have been paid by Developer. Costs shall be deducted from the Escrow Account monies as incurred by the Township.
- D. All costs incurred by the Township reviewing the Land Dev. Plans shall be billed and paid by the Developer regardless whether the Final Plan be approved or signed by the Township Officials. Application Fees are not refundable if the Land Development Plans are considered received by the Planning Commission of Lower Milford Township as defined in the Lower Milford Township Subdivision and Land Development Ordinance.

APPLICATION FEE

- A. SKETCH PLAN SUBMISSION (Optional):
If a Sketch Plan is submitted, an application Fee of **\$500** shall be paid to the Township Office.
- B. PRELIMINARY PLAN SUBMISSION:
A Fee of **\$500** shall be paid to the Township Office for Preliminary Plan Application.
- c. FINAL PLAN SUBMISSION:
A Fee of **\$500** shall be paid to the Township Office for Final Plan Application.

ON-LOT SEWAGE FEES

The following fees shall be paid in connection with the approval of on-site sewage systems and the subsequent maintenance of malfunctioning systems:

(A) PERMITTING (per lot or EDU) ***:

Permit Application and Issuance - per lot

Individual-Conventional/Residential	\$220.00
Design Review	220.00
Site Verification Inspection	220.00
Commercial/Experimental	125.00/hr.

(B) INSPECTION***:

Final Inspection/per Inspection	\$220.00
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(C) SOIL TESTING*, ***:

Soil Profile Evaluation (up to 3 profiles)	\$450.00
Complete Percolation Test (6 hole test) **	\$750.00

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Perc Test Observation (per test)	\$500.00
(D) PLANNING***: Planning Module/Plan Reviews, Site Visits	\$125.00/hr.
(E) ADMINISTRATIVE SERVICES: Testing/Research/Enforcement/Summary Report	\$125.00/hr.

*Subdivisions and Land Developments require replacement area testing.

**Test site must be accessible by pick-up truck

*** Includes ten percent (10%) municipal fee

LIMEPORT WWTF SEWERAGE TAPPING AND USER FEES

A wastewater treatment facility has been constructed to serve the Village of Limeport, tapping and user fees are charged to those properties served by the treatment facility in accordance with Ordinance No. 116, enacted the 18th day of February 2010.

TAPPING FEE PER EDU **\$ 4,243.00**

ANNUAL USER FEE PER EDU **\$ 1,200.00**

NEW CONNECTIONS OUTSIDE THE EXISTING LIMEPORT SEWERAGE AREA:

1. Planning Module review and approval:
 - a. A **\$2,500** Professional services agreement escrow must be established
 - b. Billed on hourly rates in accordance with municipal engineering service fees.
2. Construction and connection fees are in accordance with new connections within the existing Limeport sewerage area.
 1. All connections shall require the use of a grinder pump in accordance with the standard sewer specifications of Lower Milford Township.
 2. The property owner is responsible to submit plumbing, electrical and any other applicable permit applications. Application fees will be calculated in accordance with the current fee schedule established by the Board of Supervisors.
 3. The property owner is responsible for the purchase and installation of the lateral, lateral kit and grinder pump and wet-well in accordance with the standard sewer specifications of Lower Milford Township.
 4. After a 1-year maintenance period, the property owner shall dedicate the pump and lateral to Lower Milford Township. After the 1-year

maintenance period the township will assume the maintenance of the pump.

5. Prior to the end of the 1-year maintenance period, the property owner will prepare a declaration of easement to Lower Milford Township in a form acceptable to the Township. The easement shall be of sufficient area to allow for the maintenance of the sewer lateral and pump.
6. Review of the associated permit applications, plans, equipment, installation and easements will be performed by the Township Engineer and solicitor at the Township's applicable compensation rate for such services

LATE FEE FOR QUARTERLY SEWER PAYMENTS:

A fee of **\$20** will be charged to accounts that fail to make their quarterly payment to the Limeport WWTP. The late fee of **\$20** will be charged to users each month that the quarterly payment is not paid in full

ATTORNEY'S FEE:

Attorney's fees for preparation of a lien for the collection of any delinquent account - \$175.00

FLOODPLAIN ADMINISTRATION

A **\$2,500** deposit for Professional Service Agreement Escrow shall be deposited for the Township Engineer to review plans and applications as set forth in the Floodplain Ordinance, in accordance with the Engineer fees.*

Zoning Permit, Building Permit and Inspection fees shall follow the foregoing fee schedule in accordance with the proposed use.

*Should the escrow account fall below **\$1,000** before completion of review, an additional **\$1,000** shall be deposited.

WIRELESS COMMUNICATION FEES

1. Review of Building Permit Application and accompanying plans and data:
 - a. Billed at applicable hourly rate of **\$117.00/hr.**
 - b. A deposit of **\$2,500** for Professional Service Agreement Escrow is required (new and co-location on existing structures)
2. Inspections:
 - a. **\$117.00/hr.** as needed according to plans
 - b. **\$117.00/hr.** as needed for re-inspection

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3. Building Permit Fees:

- a. New tower and equipment structures, **\$2,109.00** up to 1,000 square feet of disturbed area
- b. **\$50** each additional 100 square-foot increment, rounded up to the next full increment
- c. Co-location on existing structure, **\$1,018.00** (includes equipment structures)

TIMBER HARVEST

The following fees shall be charged in connection with Timber Harvest activities:

- 1. An application fee of **\$1,000.00** will be charged.
- 2. An Erosion and Sedimentation control permit will be required, and fees will be charged in accordance with the foregoing fee schedule.
- 3. A Temporary driveway permit may be required (Township or State). Fees for township road driveway permits are charged in accordance with the foregoing fee schedule.

SOLICITATION FEES

A Solicitation permit is required at a fee of **\$50.00**. See permit for additional application requirements.

SPECIAL EVENT PERMIT FEES

In accordance with Resolution 2023-13, the following fees shall be charged for a special event permit application:

Special Event Permit Application Fee (filed 30 days prior)	\$50.00
501 c(3) Non-profit Organization Permit Application Fee	\$25.00
Late fee (filed less than 30 days prior to the event)	\$25.00
Street Closing - Fees to be charged hourly at the fully loaded overtime rate of the responding Public Works Department employee(s), as determined by the Township Treasurer	

FIREWORKS DISPLAY

A permit shall be required for fireworks displays within the township at a fee of **\$50.00**. See permit for additional application requirements.

ELECTED TAX COLLECTOR FEES

Tax Certifications:	\$15.00
Tax Duplicates:	\$5.00
Returned Check: current bank fee (no additional fee is added)	
Refunds: If there is an overpayment of a bill, a refund will be issued if it is greater than \$1.00	

RECORDS REQUESTS/COPIES/ORDNANCES/MAPS

Fees for copies and/or Township records requests shall be paid in accordance with Resolution 2020-4.

Zoning Ordinance	\$40.00
Subdivision and Land Development Ordinance	\$30.00
Standard Construction Details & Specifications	\$5.00

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All other ordinances	\$.25 per page per side
Large Zoning Map	\$16.50
Small Zoning Map	\$4.00

Items requiring outside reproduction will be charged at the actual cost incurred by the Township.

ADDITIONAL ADMINISTRATION FEES

For all initial escrow deposits over \$2,500, funds will be placed in an interest-bearing account and a 2% administrative fee will be charged on all escrow disbursements excluding account balance refunds.

All initial escrow deposits \$2,500 and under will be non-interest bearing and will be maintained in a general township escrow account. A one (1) time administrative fee of \$10 will be deducted from the balance.

A return check fee will be charged on all returned checks in accordance with the Township's incurred charge.

ALL ESCROW DEPOSIT accounts having a balance of \$5 or less upon completion of permitting and/or project will be closed and transferred to the Township's General Fund.

ORDINANCE NO. 118 - REVISED APPENDIX A

Strip/Stockpile Clearing	\$ 2.91 per sq. yard
12" Subgrade Cut or Fill	7.32 per sq. yard
6" Subbase 2A Stone	16.71 per sq. yard
4" 25mm Base Course	41.73 per sq. yard
2" 19mm Binder Course	18.52 per sq. yard
Sweep/Tack Coat	4.40 per sq. yard
1.5" 9.5mm Wearing Course	<u>19.92 per sq. yard</u>
Total	<u>\$111.51 per sq. yard</u>
Curb	\$23.44 per linear foot
Sidewalk	\$9.39 per square foot

ENACTED AS A RESOLUTION BY THE BOARD OF SUPERVISORS OF LOWER MILFORD TOWNSHIP, LEHIGH COUNTY, PENNSYLVANIA, THIS 6th DAY OF JANUARY 2025.

LOWER MILFORD TOWNSHIP

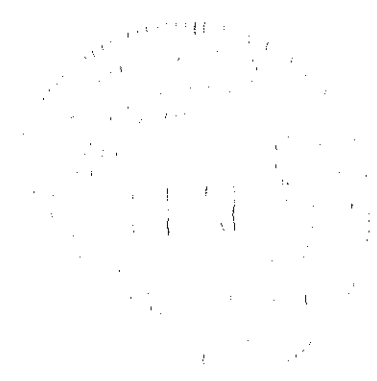
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ATTEST:

Emily Mei
Township Secretary

BOARD OF SUPERVISORS

Alex D. Kiplin
Chair
Carroll F. Cook
Vice-Chair
[Signature]
Supervisor



COWAN ASSOCIATES, INC.
UCC Permit Price List
Lower Milford Township
Effective January 1, 2025

	PERMIT TYPE	FIXED FEE	HOURLY RATE	NOTES
A	Residential Construction			
1	New Single Family Dwelling	\$1,581.00		Up to 2,500 sq. ft. total floor area, add \$.31 per sq. ft. above 2,500 sq. ft. total floor area
2	Modular/Manufactured	\$941.00		
3	Decks	\$409.00		
4	Addition	\$754.00		Elec., Plumb. Mech., Permits are Additional
5	Alteration	\$339.00		Elec., Plumb. Mech., Permits are Additional
6	Roofing Replacement	\$140.00		
7	Electrical Permit	\$210.00		
8	Mechanical Permit	\$210.00		
9	Plumbing Permit	\$210.00		
10	Demolition permit	\$167.00		
11	Re-submission of Plans	\$140.00		
12	Re-inspection fee	\$140.00		
13	Permit renewal fee	\$186.00		
14	PA Labor and Industry Permit Fee	\$4.50		Applies to each permit card issued
B	Commercial Construction			
1	New Construction and Additions	\$2,109.00 (Base Fee)		Permit Only Plan Review and Inspection at Hourly Rate
2	New Multi-Family Dwelling (3 or More Units)	\$1,581.00		Per Unit up to 2,500 sq. ft. total floor area, add \$.31 per sq. ft. above 2,500 sq. ft. total floor area per unit.
3	Alterations/Miscellaneous	\$1,018.00 (Base Fee)		Permit Only Plan Review and Inspection at Hourly Rate
4	Change of Use and occupancy classification	\$372.00		Permit Only
5	Plan Review		\$117.00/Hr.	
6	General Inspections		\$117.00/Hr.	
7	Electrical/Mechanical/Plumbing Inspections		\$117.00/Hr.	
8	Clerical		\$49.00/Hr.	
9	Roofing or Reroofing	\$388.00		
10	Demolition permit	\$388.00		
11	Permit renewal	\$186.00		
12	PA Labor and Industry Permit Fee	\$4.50		Applies to each permit card issued
C	Erosion and Sedimentation			
1	Residential	\$519.00	\$117.00/Hr.	Permit Only Plan Review and Inspection at Hourly Rate
2	Commercial	\$629.00	\$117.00/Hr.	Permit Only Plan Review and Inspection at Hourly Rate
D	Stormwater Management			
1	Residential/Agricultural	\$401.00	\$117.00/Hr.	Permit Only Plan Review and Inspection at Hourly Rate
2	Commercial	\$699.00	\$117.00/Hr.	Permit Only Plan Review and Inspection at Hourly Rate

D	Detached/Accessory Buildings			
1	Garages/Accessory Structure	\$611.00		Electric, Plumbing and Mechanical Permits are Additional
2	PA Labor and Industry Permit Fee	\$4.50		Applies to each permit card issued
E				
1	Swimming Pools			
1	Above Ground Pool	\$307.00		24" depth or greater
2	In Ground Pool	\$989.00		Electric, Plumbing and Mechanical Permits are Additional
3	Hot Tub/Spa	\$308.00		Electric, Plumbing and Mechanical Permits are Additional
4	PA Labor and Industry Permit Fee	\$4.50		Applies to each permit card issued
F				
Driveway Permit				
1	Residential	\$197.00		Plan review and up to two (2) inspections
2	Commercial	\$301.00	\$117.00/Hr.	Permit Only Plan Review and Inspection at Hourly Rate
G				
Miscellaneous				
1	Retaining walls (over four feet high)	\$319.00	\$117.00/Hr.	Permit Only Plan Review and Inspection at Hourly Rate
2	Photovoltaic (Solar) Power Systems	\$413.00		
3	Electric Vehicle Charging Station	\$319.00		
4	Standby Generator	\$319.00		
H				
Clerical				
1	Letter and Legal Size Photo Copies	\$0.80		Per sheet
2	Plan Copies (Medium) 24" x 36"	\$8.50		Per sheet
3	Plan Copies (Large) up to 36" x 48"	\$16.50		Per sheet
4	File Retrieval/Photo Copying		\$117.00/Hr.	\$250.00 Deposit Escrow Required

Note: Any person who commences any work before obtaining the necessary permits shall be subject to 100% of the usual permit fee in addition to the required permit fees.