



Derry Township Board of Supervisors

# Master Fee Schedule

Effective: January 01, 2024

## Master Fee Schedule

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## Section 1. Building Development Permit, Inspection, Plan Review and Code Enforcement Fees

### Subdivision & Land Development Plan

Subdivision & Land Development Plan	Rate	Note
<b>Zoning &amp; Ordinance – Plan Review</b>	\$100.00	Per Review. Fee due with submission of application.

### Zoning Permits

Zoning Permits	Rate	Note
<b>Zoning Application for Permitted Uses</b>	\$50.00	Basic Application Fee - (includes two (2) inspections)
<b>Square Footage for Zoning of Agricultural or Residential</b>	\$.05/sq. ft.	Calculated by multiplying Rate by Square footage
<b>Square Footage for Zoning of Industrial or Commercial</b>	\$.10/sq. ft.	Calculated by multiplying Rate by Square footage
<b>Failure to obtain Agricultural or Residential Permit</b>	\$150.00	
<b>Failure to obtain Industrial or Commercial Permit</b>	\$300.00	
<b>Skid Mounted Shed – up to 150 sq. ft.</b>	\$25.00	**Application fee waived, but shed MUST be an accessory to a permitted use
<b>Skid Mounted Shed – 151 – 500 sq. ft.</b>	\$45.00	**Application fee waived, but shed MUST be an accessory to a permitted use
<b>Certificate of Occupancy – Residential and Commercial</b>	\$40.00	
<b>Demolition Permit</b>	\$10.00	
<b>Logging Permit</b>	\$100.00	
<b>Driveway Permit</b>	\$50.00	
<b>Additional Inspections</b>	\$40.00/ea.	Inspections exceeding the two (2) that are included in zoning application fee

### Sign Permits

Sign Permits Determined by Size per Side	Rate	Note
<b>0 – 10.9 sq. ft.</b>	\$20.00	
<b>11 – 50.9 sq. ft.</b>	\$45.00	
<b>51 – 100.9 sq. ft.</b>	\$60.00	
<b>101 – 200 sq. ft.</b>	\$75.00	

### Zoning Hearing Board Appeals

Zoning Hearing Board Appeals	Rate	Note
<b>Application Fee</b>	\$550.00	

### Conditional Use Hearing

Board of Supervisors	Rate	Note
<b>Conditional Use Hearing</b>	\$550.00	

## Section 2. Building Permits

### Residential

#### **Bureau Veritas North America Mifflin & Centre Counties Residential Fee Schedule**

- **New Stick Built**  
46 X sq. ft. of living space + .25 X sq. ft. of garages and/or finished basements  
(Min of \$616.00)
- **Modular & Manuf**  
.34 X sq. ft. of living space + .25 X sq. ft. of garages and/or finished  
basements (min of \$ 385.00)
- **Additions**  
.46x sq. ft. of living space (.26 x sq. ft. of garages) (Min of \$308.00)
- **Alterations, Renovations (decks, etc)**  
\$77.00 for the first \$1,000.00 of work + \$12.00 per \$1,000.00 of work thereafter  
(Min of \$200.00)
- **Miscellaneous Fees (Hourly charges include reviews, inspections, & administrative  
time accrued)**
  - Change of Occupancy- \$77.00 per man hour
  - Daycare Inspections - \$100.00 + \$4.50
  - Swimming Pool, Fence, Demolition, Solar Panels- \$75.00 for 1<sup>st</sup> \$1,000.00 + \$7.00  
for every \$1,000 after or Number of Inspections X \$77.00, whichever is higher.  
(Min. of \$100.00)
  - Consultations & Prelim Plan Review- \$77.00 per man hour
  - Plan Review (permit not issued)- 30% of projected Permit Fee
  - Non-UCC Electrical Service Inspection (100-200 amp)- \$75.00
- **NOTE\*** At the discretion of the Building Code Official, BVNA reserves the right to  
charge below the minimum fees.
- **Note\*\*\*** Refunds for Building Permits must be requested in writing and will be  
granted minus 30% for plan review & administrative time accrued.

**NOTE: BVNA RESERVES THE RIGHT, WITH APPROVAL FROM THE MUNICIPALITY, TO  
ASSESS ADDITIONAL FEE(S) AT A RATE OF \$77.00 PER HOUR ON THE PROCESSING  
OF A BUILDING PERMIT APPLICATION FOR PROJECTS THAT HAVE BEEN STARTED  
AND/OR COMPLETED PRIOR TO THE ISSUANCE OF A UCC BUILDING PERMIT. SUCH  
FEE(S) SHALL ACCOUNT FOR BVNA'S ADDITIONAL ENFORCEMENT COSTS AND/OR  
LABOR REQUIRED TO PROCESS AND ISSUE A BUILDING PERMIT WHERE WORK HAS  
ALREADY COMMENCED OR BEEN COMPLETED.**



## Commercial

### Bureau Veritas North America, Inc.

Mifflin & Centre Counties

#### COMMERCIAL NEW CONSTRUCTION FEE SCHEDULE

Total Square Footage X Type of Construction from Table Below = Permit Fee  
(Cents per square foot)

New Construction Permit Fees Breakdown:  
Building/Fire=50, Electrical=20, Plumbing=15,  
Mechanical=15

Use Group		Type of Construction 1000 sq. ft. square foot				
		1	2	3	4	5
A-1	Assembly	1.24	1.20	1.05	1.11	.98
A-2	Assembly	1.02	.97	.83	.90	.80
A-3	Assembly	1.11	1.02	.87	.93	.84
A-4	Assembly	1.18	1.12	1.01	1.06	.90
B	Business	1.08	.99	.85	.91	.78
E	Educational	1.12	1.04	.89	.92	.88
F-1	Factory and industrial, moderate hazard	.62	.57	.49	.55	.41
F-2	Factory and industrial, low hazard	.62	.57	.49	.55	.41
H-1 thru H-5	High hazard	.59	.55	.46	.50	.39
I-1	Institutional	1.04	.98	.84	.90	.79
I-2	Institutional	1.40	1.29	1.37	1.42	1.21
I-3	Institutional	1.18	1.12	1.01	1.10	.89
I-4	Institutional	1.04	.98	.84	.90	.78
M	Mercantile	.75	.68	.51	.64	.55
R-1	Residential, hotels	1.04	.99	.88	.93	.81
R-2	Residential, multiple family	.87	.81	.71	.82	.64
R-3	Residential, one and two family	.72	.68	.61	.62	.47
R-4	Residential, care-assisted living facilities	1.12	.98	.82	.98	.79
S-1	Storage, moderate hazard	.58	.54	.45	.50	.38
S-2	Storage, low hazard	.57	.51	.44	.48	.36
U	Utility, miscellaneous	.43	.40	.35	.37	.27

Note (1) unfinished basements (all use groups) - no charge

Note (2) Finished basements (all use groups) = \$.28 per square foot

**MINIMUM CHARGE OF \$385.00 PER COMMERCIAL CONSTRUCTION PERMIT**

Bureau Veritas North America, Inc.

Mifflin & Centre Counties

**COMMERCIAL ALTERATIONS FEE SCHEDULE**

(Including Decks, Porches, Signs, Repairs, and projects including Plumbing, Electrical, Mechanical & Fire Protection)

\$77.00 for the first \$1000 in Cost of Construction      \$12.00 per \$1000.00 of work thereafter  
**OR**  
Number of Inspections & Hours in Plan Review X \$77.00 (Whichever is higher)

Commercial Roofs:    \$77.00 for the first \$1000 in Cost of Construction  
   \$6.00/\$1000.00 of work thereafter

**COMMERCIAL ADDITION FEE SCHEDULE**

\$77.00 for the first \$1000.00 in Cost of Construction + \$12.00 per \$1000.00 of work thereafter

**OR**

Current ICC Building Valuation Data Chart x square footage of addition = Estimated Cost of Construction. This  
estimated cost of construction x Current Commercial New Construction Fee Schedule = Permit Fee

**OR**

Total Square Footage X Type of Construction from Table on New Construction = Permit Fee

**NOTE: At the discretion of the Building Code Official, BVNA,  
reserves the right to charge below the minimum fees.**

**MISCELLANEOUS NON-PERMIT FEES**

(HOURLY CHARGES INCLUDE REVIEWS, INSPECTIONS AND ADMINISTRATIVE TIME ACCRUED)

On-Site Consultations	
Change of Occupancy	\$77.00 per man hour
Specialized Inspections (Non Permitted)	\$77.00 per man hour
Commercial Annual Permit	\$77.00 per man hour (i.e. Accessibility)
Deferred Plan Review	\$200.00
Duplicate Certificate of Occupancy	\$100.00 per man hour (1 hour Minimum)
Electrical Service Inspections	\$25.00 each (if requested after initial issuance)
3 Year Electrical Certificate for	\$125.00 (above 200 amps)
3 Year Electrical Certificate for	
Swimming Pools	\$300.00

The permit fee includes plan review and all inspections. This permit fee also includes  
within reason all re-inspections. (A copy of the actual contract must be provided).

- *Refunds for permits must be requested in writing and will be granted minus  
30% for the plan review and administrative time accrued.*

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ASSESS ADDITIONAL FEE(S) AT A RATE OF \$77.00 PER HOUR ON THE PROCESSING OF  
A BUILDING PERMIT APPLICATION FOR PROJECTS THAT HAVE BEEN STARTED  
AND/OR COMPLETED PRIOR TO THE ISSUANCE OF A UCC BUILDING PERMIT. SUCH  
FEE(S) SHALL ACCOUNT FOR BVNA'S ADDITIONAL ENFORCEMENT COSTS AND/OR  
LABOR REQUIRED TO PROCESS AND ISSUE A BUILDING PERMIT WHERE WORK HAS**

ALREADY COMMENCED OR BEEN COMPLETED.



## Section 3. Utility Rates & Fees

### On-Lot Septic Systems

**2024 Fee Schedule**  
**Page SEO Inc.**  
**Sewage Enforcement Officers**  
**PQ Box 67 Mifflintown Pa 17059**  
**717-436-2291 / 800-639-3641**

**Fees for existing tracts/systems**

Site investigation (per visit)	\$150.00
Deep probe	\$180.00
Perc test	\$180.00
Application	\$130.00
Design review	\$50.00
Permit issuance	\$50.00
Inspections (per inspection) (2 minimum)	\$110.00
Additional deep probes	\$50.00
Additional perc holes	\$25.00
Repair Permits (complete job)	\$350.00
Renew permit	\$100.00
Inspection of existing systems/tanks	\$275.00
Follow-up inspection (if needed)	\$200.00
Inspection per Act 537	\$70.00
Dye test & follow-up inspection	\$400.00
Malfunction/Complaint/Violation (per hour)	\$170.00
Prepare SEO section of DEP Annual Report	\$80.00
Attend Twp meeting at request of Supervisors	\$100.00
Copies to replace lost permit/designs/etc...	\$100.00
Digging in the Archives (1 hour minimum) per hour	\$100.00

**Fees for subdivisions**

Site investigation (per visit)	\$150.00
Deep probes (2 probes for primary & reserve areas)	\$250.00
Perc test (12 holes for primary & reserve areas)	\$250.00
Testing for replacement areas	\$700.00
Additional deep probes	\$50.00
Additional perc holes	\$25.00
Plan/Module review & signing	\$150.00
Inspection of existing systems for Planning Waiver	\$250.00

## Section 4. Transient Trade License fee

Transient Trade License	Fee	Note
<b>One (1) license and one (1) operator</b>	\$25.00	License is good for 30 days
<b>Additional assistant(s)</b>	\$25.00/per person	

## Section 5. Equipment Rental Fees

**\*\*Renting equipment to other municipalities only\*\***

Equipment	Hourly Rate
<b>Backhoe</b>	\$65/hr. plus operator
<b>Dump Truck</b>	\$50/hr. plus operator
<b>Loader</b>	\$85/hr. plus operator
<b>Street Sweeper</b>	\$85/hr. plus operator

Township Labor - Operator	Rate	Note
<b>Labor Per Hour, Per Employee</b>	TBD	Hourly rate based on pay and benefits. May include overtime, if applicable.

## Section 6. Kish Park

### Pavilion Rental

Pavilion	Rate	Note
<b>Orange – (All 9 rows) per row</b>	\$60.00 \$6.75/row	*Pavilions are not rented by the hour. Payment is required prior to reservation date.
<b>Green – (All)</b>	\$60.00	
½	\$30.00	
¼	\$15.50	
<b>Brown</b>	\$50.00	
<b>Gray</b>	\$50.00	
<b>Yellow</b>	\$55.00	
<b>Blue</b>	\$55.00	
<b>Scooter Car</b>	\$55.00	
<b>Red</b>	\$50.00	
<b>Cedar</b>	\$60.00	
<b>Cream</b>	\$60.00	

### Campground

\*Please read campground rules and regulations prior to visit\*

Campsites	Rate	Note
<b>Sites 1 – 13</b>	\$30.00/night	Water, sewer, electric and a/c hook-ups
<b>Sites 14 – 18</b>	\$20.00/night	Water hook-up only
<b>Sites 19 – 28</b>	\$25.00/night	Water and electric hook-ups
<b>Sites 29 – 30</b>	\$16.00/night	No hook-ups

Miscellaneous Campground Fees	Fee	Note
<b>Firewood – Delivered to campsite</b>	\$20.00	Available 6:00 – 2:00 p.m. M-F
<b>Firewood</b>	\$10.00/wagonload	Available at mini golf
<b>Dump Station Fee (non-campers)</b>	\$10.00	

## Park Rental

Park Rental	Rate	Note
<a href="#">PARK-APPLICATION-AND-RENTAL-AGREEMENT.pdf (psatstwp.org)</a>		*Park use applications may also be picked up at Derry Township Office or e-mailed.

## Section 7. Open Record Request Fee

	Rate	Note
<a href="#">OOR - Official RTKL Fee Schedule (pa.gov)</a>		*Rates reviewed biannually



## Office of Open Records – Official RTKL Fee Schedule

Updated December 30, 2022

Record Type / Delivery Method	Fee
Black & White Copies (first 1,000)	Up to \$0.25 per copy.
Black & White Copies (beyond 1,000)	Up to \$0.20 per copy. <sup>1</sup>
Color Copies	Up to \$0.50 per copy. <sup>2</sup>
Specialized Documents <sup>3</sup>	Up to actual cost.
Records Delivered via Email	No additional fee may be imposed. <sup>4</sup>
CD / DVD	Up to actual cost, not to exceed \$1.00 per disc.
Flash Drive	Up to actual cost.
Facsimile	Up to actual cost. <sup>5</sup>
Other Media	Up to actual cost.
Redaction	No additional fee may be imposed. <sup>6</sup>
Conversion to Paper	Up to \$0.25 per page. <sup>7</sup>
Photographing a Record	No additional fee may be imposed. <sup>8</sup>
Postage	Up to actual cost of USPS first-class postage.
Certification of a Record	Up to \$5.00 per record. <sup>9</sup>

<sup>1</sup> A "copy" is either a single-sided copy, or one side of a double-sided copy, on 8.5"x11" or 8.5"x14" paper.

<sup>2</sup> A "copy" is either a single-sided copy, or one side of a double-sided copy, on 8.5"x11" or 8.5"x14" paper. Note that a requester may ask for black and white copies even if the original is in color and color copies are available.

<sup>3</sup> Including, but not necessarily limited to, non-standard sized documents and blueprints.

<sup>4</sup> If a requester asks to receive records which require redactions in electronic format and the agency is unable to securely redact the records by electronic means, an agency may print the records to provide for secure redaction, then scan them in for delivery by email. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.

<sup>5</sup> If an agency must print records to send them by facsimile, the agency may charge the fees noted above for B&W copies.

<sup>6</sup> If a requester seeks records requiring redaction and the agency is unable to securely redact the records by electronic means, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.

<sup>7</sup> If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media, unless the requester specifically requests for the record to be duplicated in the more expensive medium. See § 1307(d).

<sup>8</sup> This assumes the requester is using his or her own camera, such as a cellphone camera, to photograph the records. See *Muenz v. Township of Reserve*, OOR Dkt. AP 2015-1021, 2015 PA O.O.R.D. LEXIS 1176. If redaction is required prior to the requester being granted access to photograph records and the agency is unable to securely redact the records by electronic means, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.

<sup>9</sup> Under the RTKL, an agency may impose "reasonable fees for official certification of copies if the certification is at the behest of the requester and for the purpose of legally verifying the public record." The OOR recommends no more than \$5 per record to certify a public record. Certification fees do not include notarization fees.

## Section 8. Administration Fee

Non-sufficient fund check	Fee	Note
	\$50.00	Per occurrence; checks not resubmitted