

**BOROUGH OF HUMMELSTOWN
DAUPHIN COUNTY, PENNSYLVANIA**

**Resolution 2024 - 01 - Exhibit A
2024 Fee Schedule**

ADMINISTRATIVE

Administrative Fee per hour	\$50.00 unless noted
Returned Check / ACH	\$30.00
Right to Know Requests/Information	
Copies	\$0.25 per side
Certified Documents	\$5.00
Postage	current rate
Food License - Annual	\$225.00
Rental Registration - Annual - Per Unit	\$45.00
Failure to Pay within 60 days	\$30.00
*(additional fee will accrue each 30 days thereafter; Max \$120. After 120 days will be sent to collections.)	
Rental Inspections	
Short Term Rental License - Annual	\$1,000.00
Failure to Pay within 60 days	\$50.00
*(additional fee will accrue each 30 days thereafter; Max \$120. After 120 days will be sent to collections.)	
Recycling Bin	\$10.00

Past Due Accounts

Past Due	Overdue Condition	Action
30-90 Days	All Delinquencies	Will be pursued by staff of Hummelstown Borough by mail and or electronic contact.
Over 90 Days	\$2,000.00 or less	Will be referred to Keystone Collections for payment.
Over 90 Days	Greater than \$2,000.00	Will be referred to the Borough Solicitor to place a judgment lien on the property
Over 356 days	All Delinquencies	Will be referred to the Borough Solicitor for the placement of Lien.

* Collection Agency/ Legal fees

See Attached

FIRE DEPARTMENT

Any owner of an Alarm System, that has a direct or indirect connection, which results in a call for response from police or fire personnel shall be charges a False Alarm response charge pursuant to Hummelstown Borough Code, Chapter 7 (Fire prevention and Fire Protection), Part 3 (Fire Alarm Systems), as follows:

Two or Fewer False Alarm Responses per Calendar Year	No fee
Third - Fifth False Alarm Responses per Calendar Year <i>per occurrence</i>	\$250.00
Sixth - Eighth False Alarm Responses per Calendar Year <i>per occurrence</i>	\$500.00
Each Additional False Alarm Response per Calendar Year <i>per occurrence</i>	\$1,000.00

SHADE TREE COMMISSION

Shade Tree Commission Application	No Fee
Tree Removal w/o Permit	up to \$1000.00

PARK RENTAL & SPECIAL EVENTS

State Road Closure Permit Application - Major	\$800.00
Local / State Road Closure Permit Application - Minor	\$100.00
Special Event Application	\$250.00
Temporary Alley/Street Closure	\$50.00

Park Rental Application for Borough Parks - per day

DAILY PARK RENTAL RATES					
	RESIDENT	NON-RESIDENT	NON-PROFITS IN Lower Dauphin School District	Hummelstown SPORTS ASSOC	Professional for-Profit Events
Pavilion and BR	\$100	\$200	\$37.50	NA	\$250
Pavilion, BR and Kitchen	\$150	\$250	\$75	NA	\$350
Fields	\$250	\$250	\$125	NA	\$300
Key Deposit	\$75	\$75	\$75	\$125	\$75
Security Deposit	NA	NA	NA	NA	\$100
Insurance	NA	NA	\$1,000,000	\$1,000,000	\$1,000,000
Season Charge	NA	NA	NA	\$2,000	NA
Damages-Cleaning	Up to \$2000 plus damages				

POLICE

Copy of Accident Report	\$15.00
Parking Pass	\$10.00
Dumpster Permit Application	No Fee
Bike License	\$1.00
SOLICITORS PERMIT - per Company / per Person (due at submission)	
Per Person - Per Day	\$25.00
Per Person - Per Week	\$75.00
Per Person - Per Month	\$100.00
Per Person - Per Calendar Year	\$300.00

PROPERTY MAINTENANCE CODE

Removal of Condemnation Posting	\$150.00
Borough Building Code Official (BCO)	\$50.00/hour

PLANNING

Subdivision / Land Development Application + fees as invoiced for any/all review	\$250.00
Dauphin County Planning Commission Application for Plan Review	See Tri-County website
Planning Escrow - % of construction cost	10%
Zoning Amendment / Map petition, includes engineer and stenographer	\$1,500.00
Engineering Review (HRG Fee Schedule attached)	As Invoiced

SIGNS

Sign Permit - Permanent + fees as invoiced for needed inspections	\$150.00
Sign Permit - Temporary (30 days or less) - per application	\$50.00
Re-Issuance of Sign Permit	\$50.00
Removal of Yard Signs / Special Event Signs	\$25.00

STREET CUT PERMIT

Application / Permit	\$100.00
Per Unit x 36 sq ft or less	\$40.00
Inspection (<i>additional cost for needed re-inspection per inspection</i>)	\$50.00
Borough Engineer Review/Inspection if required	\$185.00/hr.
Third Party Firm, Engineer, Inspector, etc. (HRG & CCIS Fee Schedules attached)	As Invoiced
<i>*Fees can be adjusted for half and full lane restoration</i>	

BUILDING PERMITS

Fees are applied based on the cost of the project

The Borough of Hummelstown uses a Third-party for all plan review and building inspections. Third-party and/or plan review fees are as invoiced and are paid to the Borough. The securing of a Borough permit does not relieve the applicant from securing any and all necessary permits from other agencies including, but not limited to, federal, state and/or county. It should be noted that all building permits issued by the Borough are subject to the mandatory \$4.50 state building officials educational fee.

RESIDENTIAL

Residential Application / Permit up to \$3,000	\$55.00
Residential Charge, from \$3,001 to \$20,000, or fraction thereof	\$9.00 per 1,000
Residential Charge, from \$20,001 to \$50,000, or fraction thereof	\$8.00 per 1,000
Residential Charge, from \$50,001 and over, or fraction thereof	\$7.00 per 1,000
Act 157/PA Uniform Construction Code Surcharge	\$4.50
Residential Permit Change after Submission	\$100.00
Third-party Inspection / Plan Review (CCIS Fee Schedule attached)	As Invoiced
Failure to pick up permit within 30 days	\$30.00
<i>*(additional fee will accrue each 30 days thereafter; Max \$120. After 120 days will be sent to collections.)</i>	
Life Safety Inspection	\$85.00
Appeal Requests & Hearing - thru Cap Cog	\$150.00

NON-RESIDENTIAL

Non-Residential Application / Permit up to \$3,000	\$150.00
Non-Residential Charge, from \$3,001 to \$20,000, or fraction thereof	\$9.00 per 1,000
Non-Residential Charge, from \$20,001 to \$50,000, or fraction thereof	\$8.00 per 1,000
Non-Residential Charge, from \$50,001 and over, or fraction thereof	\$7.00 per 1,000
Act 157/PA Uniform Construction Code Surcharge	\$4.50
Third-party Inspection / Plan Review (CCIS Fee Schedule attached)	As Invoiced
Non-Residential Permit Change after Submission	\$300.00
Failure to pick up permit within 30 days	\$30.00
<i>*(additional fee will accrue each 30 days thereafter; Max \$120. After 120 days will be sent to collections.)</i>	

UNPERMITTED WORK PENALTY FEE

A notice or violation for work conducted without a permit, will be applied at the time of permit issuance. This penalty fee may be applied at any point prior to the closing of the permit.

Cost: 20% of base permit fee. The minimum cost of this penalty for residential permits is \$150, and the minimum cost for this penalty for non-residential permits is \$550. Max penalty 20% of base permit fee.

ZONING

RESIDENTIAL

Residential Zoning Application / Permit	\$85.00
Application for Rezoning Petition	\$750.00
Application for Variance or Special Exception	\$750.00
Zoning Hearing Board Continuance (each additional meeting with stenographer)	\$150.00
Conditional Use / Special Exception Hearing	\$1,000.00

NON-RESIDENTIAL

Every non-residential sub-section appeal of the Borough of Hummelstown Code shall require separate application and separate fee per submittal.

Non-Residential Zoning Application / Permit	\$160.00
Application for Variance or Special Exception	\$1,000.00
Zoning Hearing Board Continuance (each additional meeting with stenographer)	\$300.00
Conditional Use / Special Exception Hearing	\$1,500.00
Certificate of Occupancy (stand alone / reissuance/determination)	\$50.00
Change of Use Certificate / Verification Letter	\$50.00

RESIDENTIAL & NON-RESIDENTIAL

Third Party Firm or Engineer (HRG & CCIS Fee Schedules attached)	As Invoiced
Demolition Permit	\$250.00
Purchase Zoning Ordinance (<i>available online at no cost</i>) 156 pages @ .25	\$39.00
Purchase 11"x17" Zoning Map (<i>available online at no cost</i>)	\$15.00

UNPERMITTED WORK PENALTY FEE

A notice or violation for work conducted without a permit, will be applied at the time of permit issuance. This penalty fee may be applied at any point prior to the closing of the permit.

Cost: 20% of base permit fee. The minimum cost of this penalty for residential permits is \$150, and the minimum cost for this penalty for non-residential permits is \$550. Max penalty 20% of base permit fee.

SIDEWALK/CURB PERMIT

Application Flat Fee for First 500 Square Feet	\$75.00
Each Additional 100 Square Feet (<i>i.e., curb and sidewalk=2x length</i>)	\$10.00
Inspection by Third Party	\$130.00

STORMWATER MANAGEMENT

Residential per 1 EDU (3600 sq ft) per quarter	\$39.00
Non Residential - Number of EDU's x \$13.00/month	As Outlined
Review - Administrative Fee	\$75.00
Third Party Firm	As Invoiced
Credit Application Review - Residential	\$75.00
Credit Application Review - Non Residential	\$150.00
Appeal	\$75.00
Review of Storm Water Management Report and Drainage Run	\$750.00

Inspection of Storm Water Basins / Outfalls - Residential	\$55.00
Inspection of Storm Water Basins / Outfalls - Non-Residential	\$75.00
Engineering Review (HRG Fee Schedule attached)	As Invoiced

SEWER

Quarterly fee per EDU up to 10,000 gal / qtr.	\$139.00
\$7.20 X 1000 gal over 10,000 - billed per qtr.	\$7.20
Sewer Connection per EDU	\$3,000.00

BOROUGH PERSONNEL *-Minimum 1 Hour*

Regular Police rate	\$55.00
Specialized Duty Assignment	TBD
Police Overtime Rate	\$67.00
Public Works Labor Rate	\$50.00
Public Works Labor Overtime Rate	\$61.00
Crossing Guard as approved by Police Chief	\$25.00
Fire Police	\$50.00

BOROUGH OWNED EQUIPMENT OPERATED BY BOROUGH PERSONNEL

*for use during Events, Emergencies, Disasters or Public Safety Incidents,
available by request, as deemed approved by Borough Manager*

Equipment -Minimum 2 Hours (Borough Personnel cost not included in costs below.)	Hourly Rate
Cone per unit	\$5.00
Bike Rack <i>per unit</i>	\$5.00
Barricade Fee <i>per unit</i>	\$8.00
Backhoe/Hoe-Pac	\$65.00
Dump Truck (26,000 lb.)	\$80.00
Dump Truck (16,500 lb.)	\$40.00
Street Sweeper	\$50.00
Pick-up Truck	\$15.00
Light Tower (per day)	\$275.00
Police Vehicle	\$50.00
Replacement of Sign (Cost of Sign plus Installation by Public Works)	\$325.00
Mowing - for properties under Code Violation - Third Party	As Invoiced

Borough of Hummelstown

Fees for the Collection of Delinquent accounts

The Borough Council has set by resolution Statement of Collection Policies, for delinquent unpaid taxes, sewer rents, refuse, services, stormwater fees, user charges and other items covered by the Municipal Claim and Tax Liens Act, act of May 16, 1923.

Property owner is responsible for all costs, fees and charges on unpaid balances including, but not limited to, one and a half percent (1.5%) interest per month, or eighteen percent (18%) annually, collection fees up to fifty percent (50%) of the delinquent balance, court costs, and reasonable attorney fees.

Initial review and send demand letter and title report	\$250
File lien; prepare Writ of Scire Facias, file Writ, service of Writ by Sheriff	\$500
Prepare and mail letter under Pa. R.C.P. § 237.01; prepare entry of judgment, notices, pleadings, and affidavits	\$500
Prepare Writ of Execution, notice of Sheriff sale; attendance at sale; review schedule of distribution and resolve distribution issues	\$1,000
Services not covered above:	
Satisfaction of municipal lien	\$50
Satisfaction of judgment	\$50
Review of bankruptcy (including proof of claim)	\$250
Motion for relief from automatic stay	\$700
Motion for special service	\$600
Petition to reassess damages	\$275
Forbearance agreement	\$200
All other services	Hourly amount equal to Solicitor's regular charges to Borough



2024 RATES	
Billing Categories	Range
Administration I	\$65 - \$80
Administration II	\$80 - \$95
Environmental Scientist I	\$90 - \$120
Environmental Scientist II	\$120 - \$150
Senior Environmental Scientist	\$150 - \$155
Planner I	\$95 - \$120
Planner II	\$120 - \$145
Senior Planner	\$145 - \$175
Landscape Architect I	\$90 - \$120
Landscape Architect II	\$120 - \$145
Senior Landscape Architect	\$145 - \$165
Surveyor I	\$75 - \$110
Surveyor II	\$110 - \$140
Senior Surveyor	\$140 - \$165
GIS Professional I	\$90 - \$125
GIS Professional II	\$125 - \$140
Senior GIS Professional	\$140 - \$165
Resident Project Representative I	\$75 - \$120
Resident Project Representative II	\$120 - \$140
Senior Resident Project Representative	\$140 - \$160
Junior Technician	\$75 - \$85
Technician I	\$95 - \$125
Technician II	\$125 - \$145
Senior Technician	\$145 - \$170
Financial Specialist	\$115 - \$145
Financial Analyst	\$145 - \$155
Financial Strategist	\$155 - \$180
Engineering Professional I	\$125 - \$150
Engineering Professional II	\$150 - \$170
Project Engineer	\$170 - \$180
Senior Project Engineer	\$180 - \$200
Assistant Project Manager	\$145 - \$170
Project Manager	\$170 - \$190
Senior Project Manager	\$190 - \$200
Operations Manager/Senior Technical Leader/Principal	\$175 - \$215

All non-exempt employees have overtime rates of 1.5 times their normal billing rate.

PLEASE NOTE: Herbert, Rowland & Grubic, Inc., (HRG) adjusts the rate schedule annually to reflect the cost of doing business for the coming year. This rate schedule is effective January 1, 2024 through December 31, 2024.



2024 CURRENT BILLABLE EXPENSES	
All Terrain Vehicle	\$100.00/Day
Copies/Prints	
Color	\$.40/Copy
Black & White	\$.15/Copy
Wide Format Printing/Copying	\$.50/Square Foot
Concrete Monuments	\$30.00/Each
Hydrographic System	\$100.00/Day
Lodging	At Cost
Maps, Permits, Licenses	At Cost
Meals	At Cost
Mileage	IRS Allowable
Miscellaneous Charges	At Cost
Pocket Colorimeter	\$50.00/Day
Postage	As Weighed
Sub-Surface Inspection Pole Camera	\$75.00/Day
Technology Equipment Charge	\$150.00/Day
Traffic Counters	\$25.00/Day

All expenses are subject to a 10% markup, including, but not limited to travel, printing, postage, survey supplies, etc.

PLEASE NOTE: Herbert, Rowland & Grubic, Inc., (HRG) adjusts the current billable expenses annually to reflect the cost of doing business for the coming year. These expenses are effective January 1, 2024 through December 31, 2024.

Commonwealth Code Inspection Service

2024 Fee List

Permit Submitting Guidelines

All Permit applications need to have plans showing what is being built and how it is to be done. (Lumber Sizes/Spans/Electrical/Plumbing/Footings) Projects Applications will be rejected without plans.

Permit Applications are received and reviewed as quickly as possible. The reviewer has 15 business days for residential reviews and 30 business days for commercial reviews.

Residential Plan Review

New House: Plan Review: \$60/ Inspections: \$550.00/ L&I Fee \$4.50/ Administration Fee \$15.00 Total House Costs: \$629.50

**These prices reflect the cost of a 2500 sq. ft. Dwelling. An additional \$10.00 is added to the total cost per 100 sq. ft. over 2500 sq. ft.

Additional Inspection fees may be assessed at not less than \$60.00 per visit as required due to the complexity, number of visits or execution of the work being done.

Small scale projects will be priced depending on the complexity of the project, the length of the project, and the number of inspections required. Inspection fees may be assessed at not less than \$60.00 per visit as required.

Typical Inspection Costs for Common Projects:

Solar Install Plan Reviews:	\$75.00
Solar Install Inspections:	\$200.00
Plan Reviews for all projects:	\$60.00
Above ground Pools:	\$165.00
In-ground Swimming Pools:	\$225.00
Mobile Home Installs:	\$225.00
Decks:	\$160.00
Electrical Services	\$75.00
Additions Vary by size and scope of work	\$225.00- \$375.00

Commercial Plan Review

Construction value up to \$1.25 M	C.V. x .0015(\$150 minimum)
Construction value \$1.25 M to \$5M	\$1875 + [.0005 x (C.V. - \$1.25 M)]
Construction value over \$5M	\$3750 + [.0004 x (C.V. - \$5 M)]

Commercial Inspections:

C.V. Construction Value cost = (modifier) X (C.V. multiplier) + (project length X cost factor)

\$0M to \$2M	= .002 x CV + (no. weeks x \$50)
\$2M to \$6M	= \$4000 + [.0009 x (CV -\$2M) + (# of weeks X \$50)]
\$6M to \$10M	= \$7600 + [.0008 x (CV -\$6M) + (# of weeks X \$40)]
\$10M to \$30M	= \$10800 + [.00075 x (CV -\$10M) + (# of weeks X \$40)]
\$30M to \$50M	= \$25800 + [.0007 x (CV -\$30M) + (# of weeks X \$40)]
\$50M to \$100M	= \$39800 + [.00065 x (CV -\$50M) + (# of weeks X \$40)]
\$100M to \$200M	= \$72300 + [.0006 x (CV -\$100M) + (# of weeks X \$40)]
\$200M to \$350M	= \$132000 + [.00055 x (CV -\$200M) + (# of weeks X \$40)]
\$350M to over	= \$214500 + [.00055 x (CV -\$350M) + (# of weeks X \$40)]

Electrical Inspection Fees:

Electrical costs up to \$9999	= .35 x Electrical Cost
Electrical costs \$10000 to \$99999	= \$350 + (cost -\$10000 x .02)
Electrical costs \$100000 to \$149999	= \$2150 + (cost -\$100000 x .015)
Electrical costs \$150000 to \$199999	= \$2900 + (cost -\$150000 x .0115)
Electrical costs \$200000 and up	= \$3500 + (cost -\$200000 x .01)

**Electrical Inspections will also have a fee of \$50.00 per week for the length of the job. The \$50.00 per week will be additional to the inspection fees.