

RESOLUTION NO. 121420-2

WHEREAS, the Commonwealth of Pennsylvania, by its various statutes to include, but not limited to the Borough Code, the Pennsylvania Municipalities Planning Code, and the Pennsylvania Construction Code Act, and the Borough of Gettysburg, by its various ordinances and resolutions enacted and adopted pursuant to the authority of the same, have authorized the establishment, setting, amending and updating of fees for licenses, permits, applications, review, inspections, hearings, parking fees, parking fines and other fees related to activities within the Borough of Gettysburg (hereinafter the "Borough"); and

WHEREAS, to provide the most effective and efficient manner of communicating the Borough's various fees to potential applicants, the Borough Council of the Borough of Gettysburg (hereinafter the "Borough Council") desires to consolidate those fees into a single, comprehensive resolution; and

WHEREAS, for fees that have been established in Borough ordinances, those fees shall be confirmed in this resolution with a notation (*) indicating that the fee has been previously set by ordinance; and

WHEREAS, the Borough Council desires by adoption of this resolution to establish, amend, update and confirm the amounts of various fees and costs related to certain activities conducted within the Borough.

WHEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Gettysburg, Adams County, Pennsylvania, does hereby establish, amend, update or confirm the following fees:

1. **Code Enforcement Appeals Board Ordinance** - The fee for a hearing before the Code Enforcement Appeals Board shall be One Thousand (\$1000.00) Dollars.

2. **Regulated Rental Unit Occupancy Ordinance** -
 - a. The fee for a Regulated Rental Unit Occupancy License shall be Thirty-Six (\$36.00) Dollars per unit.

 - b. The fee for inspection of a regulated rental unit shall be Seventy-Five (\$75.00) Dollars. Each regulated rental unit shall be subject to inspection no less than once every three (3) years.

 - c. The fee for re-inspection of a regulated rental unit necessitated by the failure to appear to provide property access for scheduled inspections or for violations noted in a prior inspection shall be One-Hundred (\$100.00) Dollars per unit.

3. **Land Use Permit** – Both Uniform Construction Code Ordinance and Non-Uniform Construction Code Building Permits require a Land Use Permit. The Land Use Permit fee shall be Thirty-Six (\$36.00) Dollars.

- a. **Fence Permit** – The fee depends on size and scope of project as determined by UCC or Non-UCC project.

- b. **Sign Ordinance** -
 1. The fee for a sign permit shall be Twenty (\$20.00) Dollars.
 2. The fee for a banner permit shall be Zero (\$0) Dollars.
 3. The fee for a request for a sign ordinance text amendment shall be Five Hundred (\$500.00) Dollars.

- c. **Uniform Construction Code Ordinance** -
 1. The fees for permits, reviews and inspections under the Uniform Construction Code are set by the Borough's Code Enforcement Agency, Pennsylvania Municipal Code Alliance, Inc., in its administration of the Uniform Construction Code of behalf of the Borough. The Fee Schedule, attached hereto as **Exhibit "A"** and incorporated herein by reference, includes fees for services relative to the issuance of the following:
 - i. Change of Use Permit;
 - ii. Certificate of Use and Occupancy Permit;
 - iii. Demolition Permit;
 - iv. Building Permit (Commercial); and
 - v. Building Permit (Residential).
 2. In addition to the fees set forth on Exhibit "A," the Borough shall charge an administration fee of ten (10%) percent of the fees charged by Pennsylvania Municipal Code Alliance, Inc., which shall be assessed and collected by Pennsylvania Municipal Code Alliance, Inc., for each application for a construction permit or a building permit or each request for an inspection pursuant to the Uniform Construction Code.
 3. Pursuant to the requirements set forth in Section 35 P.S. § 7210.703 of the Construction Code Act, Pennsylvania Municipal Code Alliance, Inc. shall also collect on behalf of the Borough a \$4.50 fee on each construction or building permit issued under the Uniform Construction Code and shall transmit such fees so collected quarterly to the Pennsylvania State Treasurer to be used for the training and education of municipal code officials.

- d. **Non-Uniform Construction Code Building Permits** -
 1. The fee for a building permit shall be Twelve (\$12.00) Dollars for the first One Thousand (\$1,000.00) Dollars of construction cost. An additional fee of Ten (\$10.00) Dollars shall be charged for each One Thousand (\$1,000.00) Dollars of construction cost thereafter. The minimum permit fee hereunder shall be

Twelve (\$12.00) Dollars.

2. The fee for a permit for the moving of a building or structure from one lot to another or to a new location on the same lot shall be Twelve (\$12.00) Dollars for the first One Thousand (\$1,000.00) Dollars of estimated cost of moving plus the cost of the new foundation and of all work necessary to place the building or structure in its completed condition at the new location. An additional fee of Ten (\$10.00) Dollars shall be charged for each One Thousand (\$1,000.00) Dollars of moving cost thereafter. The minimum permit fee hereunder shall be Twelve (\$12.00) Dollars.
3. The fee for a permit for the demolition of a building or structure shall be Fifty (\$50.00) Dollars for the first 2500 square feet of demolition and Twenty- Five (\$25.00) Dollars for each additional 2500 square feet of demolition. The minimum permit fee hereunder shall be Fifty (\$50.00) Dollars.

e. **Subdivision and Land Development Ordinance -**

1. The application fee for minor subdivision and land development review and approval shall be Five Hundred (\$500.00) Dollars. Said application fee shall include the cost incurred by the Borough of Gettysburg for the reasonable and necessary charges billed by the Borough's professional consultants and engineers for the review of preliminary or final plans and the report thereon to the Borough and for any inspections conducted in conjunction with the subdivision and land development approval process up to the amount of Five Hundred (\$500.00) Dollars. In addition to the aforesaid application fee, the applicant shall reimburse the Borough of Gettysburg for reasonable and necessary charges billed by the Borough's professional consultants and engineers for review of preliminary or final plans and the report thereon to the Borough and for any inspections conducted in conjunction with the subdivision and land development approval process above the sum of Five Hundred (\$500.00) Dollars which fees and charges shall be invoiced to the applicant by the Borough during or at the completion of the plan review process.
2. The application fee for major subdivision and land development review and approval shall be One Thousand (\$1,000.00) Dollars. Said application fee shall include the cost incurred by the Borough of Gettysburg for the reasonable and necessary charges billed by the Borough's professional consultants and engineers for the review of preliminary or final plans and the report thereon to the Borough and for any inspections conducted in conjunction with the subdivision and land development approval process up to the amount of One Thousand Hundred (\$1,000.00) Dollars. In addition to the aforesaid application fee, the applicant shall reimburse the Borough of Gettysburg for reasonable and necessary charges billed by the Borough's professional consultants and engineers for review of preliminary or final plans and the report thereon to the Borough and for any inspections conducted in conjunction with the subdivision and land development approval process above the sum of One Thousand (\$1,000.00) Dollars which fees and charges

shall be invoiced to the applicant by the Borough during or at the completion of the plan review process.

3. The application fee for the revision of any previously approved subdivision and/or land development review and approval shall be Two Hundred (\$200.00) Dollars. Said application fee shall include the cost incurred by the Borough of Gettysburg for the reasonable and necessary charges billed by the Borough's professional consultants and engineers for the review of the revised plans and the report thereon to the Borough and for any inspections conducted in conjunction with the revised plan approval process up to the amount of Two Hundred (\$200.00) Dollars. In addition to the aforesaid application fee, the applicant shall reimburse the Borough of Gettysburg for reasonable and necessary charges billed by the Borough's professional consultants and engineers for review of the revised plans and the report thereon to the Borough and for any inspections conducted in conjunction with the revised plan approval process above the sum of Two Hundred (\$200.00) Dollars which fees and charges shall be invoiced to the applicant by the Borough during or at the completion of the plan review process.
4. The fees for sketch plan review/construction phase review, the issuance of reports and the performance of inspections shall be based upon the annual fee schedule set by C.S. Davidson, Inc., the municipal engineers for the Borough. Said fee schedule is attached hereto as **Exhibit "B"** and is incorporated herein by reference.
5. The fee for a request for a subdivision and land development ordinance text amendment shall be One Thousand (\$1,000.00) Dollars.

f. **Zoning Ordinance -**

1. The fee for an application for a hearing before the Zoning Hearing Board shall be One Thousand (\$1,000.00) Dollars.
2. The fee for a request for a zoning ordinance text or map amendment shall be One Thousand (\$1,000.00) Dollars.
3. The fee for a request for a landowner curative amendment shall be One Thousand (\$1,000.00) Dollars.
4. The fee for a request for a minor zoning certification letter shall be Thirty- Six (\$36.00) Dollars.
5. The fee for a request for a comprehensive zoning certification letter shall be Seventy-Five (\$75.00) Dollars.

g. **Storm Water Management Ordinance -**

1. The fee for a minor site plan shall be Twenty-Five (\$25.00) Dollars.

2. The fee for a major site plan shall be Fifty (\$50.00) Dollars.
4. **Property Maintenance Code Ordinance** - The fees for inspections and other services under the Property Maintenance Code Ordinance are set by the Borough's Code Enforcement Agency, Pennsylvania Municipal Code Alliance, Inc., in its administration of the Property Maintenance Code Ordinance on behalf of the Borough. The Fee Schedule, attached hereto as **Exhibit "A"** and incorporated herein by reference, includes fees for services relative the following:
 - a. inspection of single-family residential units.
 - b. re-inspection fees of a property necessitated by failure to appear to provide access for scheduled inspections or for violations noted in a prior inspection.
5. **Fireworks** - The fee for a fireworks permit are set by the Borough's Code Enforcement Agency, Pennsylvania Municipal Code Alliance, Inc. in its administration of the Code of Ordinances on behalf of the Borough. The Fee Schedule, attached hereto as **Exhibit "A"** and incorporated herein by reference, includes fees for the issuance of a fireworks permit.
6. **Special Events** –
 - a. **Application Fee.** The application fee shall be Thirty (\$30.00) Dollars, which fee reflects the administrative costs to the Borough relative to processing of the application and the issuance of the special events permit.
 - b. **Additional Permit Fee Based on Hourly Rate.** An additional fee for the issuance of a special events permit shall be calculated for each special event (including but not limited to a parade) requiring Borough public services using a formula based on current hourly labor burden rates for Borough employees (police officers, police administration and support staff, public works administration and employees) depending on the level of public services necessary to facilitate the special event. The extent of such Borough public services will be based on information provided by the applicant relative to the number of event participants, anticipated public attendance, and any special circumstances. A listing of the Borough's current labor burden rates is attached hereto as **Exhibit "C."** A copy of the listing reflecting the Borough's current labor burden rates will be included with the application materials for the special events permits. Such labor burden rates shall be updated from time to time as necessary in order to reflect changes in Borough personnel costs. Following receipt of a properly completed application, the Borough will provide written notice to the applicant containing a preliminary estimate of the costs to the Borough, including a detailed explanation of the resources the Borough anticipates will be necessary to support the special event and the potential additional costs where additional services or equipment are requested or are deemed necessary by the Borough. The written notice will also contain information relative to the duty of the applicant to procure and submit to the Borough timely approval from the Pennsylvania Department of Transportation where closure of a state-designated highway is necessary. Within ten (10) days following receipt of the written notification, the applicant shall deposit with the Borough the amount of the preliminary estimate along with a signed acknowledgment of the applicant's receipt of the written notice.

- c. Payment/Refund of Additional Fee. Where the Borough's actual expenses and costs incurred for the provision of public services during the special event shall exceed the additional fee paid by the applicant herein, the applicant shall reimburse the Borough for its actual expenses and costs for the provision of public services during the special event. Where the Borough's actual expenses and costs for the provision of public services during the special event shall be less than the additional fee paid by the applicant herein, the Borough shall reimburse the applicant for the amount of the additional fee paid by the applicant in excess of the actual expenses and costs incurred by the Borough for the provision of public services during the special event. The Borough shall within fifteen (15) business days of the conduct of the special event issue an invoice or statement reflecting the Borough's expenses and costs incurred in the provision of public services during the special event which invoice or statement shall set forth either the additional sum due and owing the Borough hereunder or the amount of the refund due to the applicant as the case may be. In the case of a refund to the applicant, such refund will be included with the statement issued by the Borough to the applicant. In the case of a reimbursement of the Borough by the applicant, such reimbursement payment will be paid to the Borough by the applicant within fifteen (15) days of receipt of the invoice by the applicant.
 - d. Mitigation of Expenses. Event sponsors desiring to provide required special services from a source other than from the Borough must obtain prior approval from the Borough to ensure that such arrangements will be adequate.
7. **Amusements Ordinance** - The fee for an amusement license shall be Fifty (\$50.00) Dollars for a license applied for prior to July 1st of any year or Twenty-Five (\$25.00) Dollars for a license applied for after July 1st of any year.
 8. **Junk Dealers Ordinance*** - The annual fee for a junk dealer license shall be One Hundred Fifty (\$150.00) Dollars.
 9. **Transient Retail Business Ordinance** -
 - a. Licenses.
 1. The fee for a daily transient retail business license shall be Fifty-Five (\$55.00) Dollars.
 2. The fee for a monthly transient retail business license shall be Two Hundred (\$200.00) Dollars.
 3. The fee for an annual transient retail business license shall be Six- Hundred (\$600.00) Dollars.
 - b. Use of Pushcarts.
 1. The daily fee for use of a pushcart shall be Twenty-Five (\$25.00) Dollars per cart. The monthly fee for the use of a pushcart permit shall be One Hundred

(\$100.00) Dollars per cart.

2. The annual fee for the use of a pushcart shall be Three Hundred (\$300.00) Dollars per cart.
10. **Solicitors of Contributions and Gifts Ordinance*** - The fee for a license to solicit contributions and gifts shall be Thirty-Six (\$36.00) Dollars.
11. **Yard Sales Ordinance** - The fee for a yard sale permit shall be Ten (\$10.00) Dollars.
12. **Horse-Drawn Carriages Ordinance** -
 - a. The annual license fee for applications and renewals for carriages with a capacity of up to six (6) passengers shall be Three Hundred Fifty (\$350.00) Dollars.
 - b. The annual license fee for applications and renewals for carriages with a capacity of more than six (6) passengers shall be Four Hundred Twenty-Five (\$425.00) Dollars.
13. **Guided Walking Tour Ordinance** - The annual license fee for applications and renewals for guided walking tours shall be One Hundred Twenty-Five (\$125.00) Dollars.
14. **Outdoor Dining Areas Ordinance** - The fee for an outdoor dining area permit shall be the sum of a base permit fee of One-Hundred (\$100.00) Dollars plus an additional fee of Four (\$4.00) Dollars for each square foot of outdoor dining area to be permitted by the Borough.
15. **Parking Fees** -
 - a. **Racehorse Alley Parking Garage** - The fees for the Borough parking garage shall be as follows:
 1. An hourly rate of One (\$1.00) Dollar with a maximum rate of Twelve (\$12.00) Dollars per day if paid by KIOSKS or Permit.
 2. An hourly rate of Two (\$2.00) Dollars with a maximum rate of Twenty (\$20.00) Dollars per day for electric car charging stations if paid at KIOSKS.
 3. A monthly rate of Sixty (\$60.00) Dollars.
 4. A monthly rate of Eighty-Five (\$85.00) Dollars for a specific reserved space and permit number for parking in the parking garage.
 5. A quarterly (3 months) rate of One Hundred Seventy (\$170.00) Dollars.

6. A bi-annual (6 months) rate of Three Hundred Thirty-Five (\$335.00) Dollars.
7. An annual (12 months) rate of Six Hundred Sixty (\$660.00) Dollars.
8. A one (1) day guest/visitor rate of Twelve (\$12.00) Dollars.
9. A two (2) day guest/visitor rate of Twenty-Four (\$24.00) Dollars.
10. A three (3) day guest/visitor rate of Thirty-Six (\$36.00) Dollars.
11. A four (4) day guest/visitor rate of Forty-Eight (\$48.00) Dollars.
12. A five (5) day guest/visitor rate of Sixty (\$60.00) Dollars.
13. A six (6) day guest/visitor rate of Seventy-Two (\$72.00) Dollars.
14. A seven (7) day guest/visitor rate of Eighty-Four (\$84.00) Dollars.
15. Upon a majority vote of the Borough Council, a temporary daily flat rate of Fifteen (\$15.00) Dollars for Special Events.

b. Residential Parking Permit System -

1. The annual fee for a residential parking permit shall be Twenty- Nine (\$29.00) Dollars.
2. The annual fee for a guest (dashboard placard) residential parking permit shall be Twenty-Five (\$25.00) Dollars.
3. A three-day temporary use RPP Guest Permit (purchased via online application) shall be One Dollar and Seventy-Five Cents (\$1.75) per use.
4. A five-day temporary use RPP Guest Permit (purchased via online application) shall be Two Dollars and Twenty-Five Cents (\$2.25) per use.
5. A seven-day temporary use RPP Guest Permit (purchased via online application) shall be Two Dollars and Seventy-Five Cents (\$2.75) per use.

c. Local Privilege Parking Permit System (LPP) - The monthly fee for a local privilege parking permit for parking in designated areas shall be Thirty-Five (\$35.00) Dollars.

d. On-Street Parking Meters, Alley Parking Meters and Borough Operated Surface Lots -

1. Lincoln Square - for meters with a time limit of three (3) hours within Lincoln Square, an hourly rate of Two Dollars (\$2.00), subject to hourly parking time limitations as posted.

2. First Block from Lincoln Square - for meters with a time limit of three (3) hours in the first blocks of Carlisle Street, York Street, Chambersburg Street and Baltimore Street, an hourly rate of One Dollar and Fifty Cents (\$1.50), subject to hourly parking time limitations as posted.
 3. Steinwehr Avenue – for meters with a time limit of three (3) hours from Baltimore Street to the Borough limit, an hourly rate of One Dollar and Fifty Cents (\$1.500), subject to hourly parking time limitations as posted.
 4. All remaining meters with a time limit of two (2) hours or longer, an hourly rate of One (\$1.00) Dollar, subject to hourly parking time limitations as posted.
- e. Mobile (Pay-by-APP) - Hourly rates as indicated and subject to parking limitations as posted and directed in the APP, plus a one-time per transaction "convenience fee" of Thirty-Five (\$0.35) Cents.
- f. Vehicle Immobilization Device – The daily rate (which includes any part of a 24-hour period) for vehicles requiring an immobilization device shall be One-Hundred-Fifty (\$150.00) Dollars.
- g. Temporary Reserved Parking Space Via Meter Bag – The fee for a temporary reserved parking space via meter bag placement, for purposes as set forth in the ordinance, where hourly rates are indicated shall be as follows:
1. For hourly rates of Two Dollars (\$2.00):
 - a. A daily rate of Twenty-Four (\$24.00) Dollars.
 - b. A monthly rate of One Hundred Fifty (\$200.00) Dollars.
 2. For hourly rates of One Dollar and Fifty Cents (\$1.50):
 - c. A daily rate of Eighteen (\$18.00) Dollars.
 - d. A monthly rate of One Hundred Fifty (\$150.00) Dollars.
 3. For hourly rates of One Dollar (\$1.00):
 - a. A daily rate of Twelve (\$12.00) Dollars.
 - b. A monthly rate of One-Hundred (\$100.00) Dollars.
- h. Open-Top Refuse Containers - The fee for placement of open-top refuse containers in unmetered or metered parking zones shall be Fifty (\$50.00) Dollars per week.

16. **Towing Ordinance** -

- a. The fee for an original towing license application under the ordinance shall be Two Hundred Fifty (\$250.00) Dollars to be paid to the Borough at the time the application is submitted.
- b. The fee for a towing license renewal application under the ordinance shall be Two-Hundred Fifty (\$250.00) Dollars to be paid to the Borough at the time the application for renewal is submitted.
- c. The maximum fees to be charged by an authorized towing company for certain towing and storage services to be paid by the motor vehicle owner under the ordinance shall be as follows:
 1. The towing and removal of an immobilized or disabled motor vehicle or a motor vehicle parked in violation of any provision of any ordinance of the Borough as authorized and requested by the Borough consistent with the provisions of the ordinance - \$125.00.
 2. The towing and removal of a motor vehicle which has been involved in a collision and the cleaning and removal of all debris from the collision area consistent with the provisions of the ordinance - \$175.00 for the first hour and \$125.00 for each additional hour for towing and removal services performed pursuant to the ordinance.
 3. The storage of any motor vehicle at a licensee's storage facilities consistent with the provisions of the ordinance – One-Hundred (\$100.00) Dollars per day which shall be computed on a 24-hour basis from the date and time of the towing of the motor vehicle from its location within the Borough until it is released to its owner pursuant to the ordinance.
- d. The minimum liability insurance policy limits to be carried by a licensee under the ordinance shall be in the minimum amount of One Million (\$1,000,000.00) Dollars.

17. **Recycling** - The fee for a permit to provide recycling services within the Borough shall be Fifty (\$50.00) Dollars.

18. **Street Excavation** -

- a. The application permit fee shall be Ninety-Two Dollars and Fifty Cents (\$92.50).
- b. The street closing shall be an amount no less than Two Hundred Fifty (\$250.00) Dollars for each day that the street is closed for traffic by reason of opening or excavation under the permit.
- c. The minimum review fee shall be One Hundred (\$100.00) Dollars. An additional review fee based on the then current hourly rates charged by the Borough engineer shall be invoiced by the Borough and paid by the applicant after completion of the

work. These fees will be reasonable and in accordance with the ordinary and customary fees charged by the Borough engineer for work performed for similar services in the Gettysburg community. The applicant shall notify the Borough a minimum of two (2) business days in advance of final restoration to schedule an appointment to have a representative of the Borough inspect the excavation prior to final restoration and covering.

- d. The degradation fee for a street opening or excavation shall be on a sliding scale, based upon the number of years after a street has been paved. The minimum charge will be for two (2) square yards rounded to the next whole square yard.

Those charges will be:

1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year	6 th – 10 th Year	10 th – 15 th Year	Over 15 Years
\$87/SY	\$77/SY	\$67/SY	\$57/SY	\$47/SY	\$37/SY	\$27/SY	\$17/SY

- e. The fee for inspection of the excavation prior to final restoration and covering shall be Seventy-Nine (\$79.00) Dollars.
- f. The fee for curbing replacement shall be One Dollar and Fifty Cents (\$1.50) per linear foot.

19. **Sidewalks and Driveways*** -

- a. The fee for a permit for any repairs or replacement of sidewalks shall be Twenty-Five (\$25.00) Dollars up to fifty (50) square feet, and Twenty-Five (\$25.00) Dollars for each additional fifty (50) square feet.
- b. The fee for a permit for any repairs or replacement of driveways shall be equal to the sum of One (\$1.00) Dollar for each foot in width of the proposed driveway.

20. **Right-to-Know Law Fees** - Fees for requests submitted under the Pennsylvania Right-to-Know Law shall be charged according to the Office of Open Records - Official RTKL Fee Structure attached hereto as **Exhibit "D"** and as revised by the Office of Open Records from time to time.

21. **Miscellaneous Fees** -

- a. The fee for a copy of the Borough Zoning Ordinance shall be Forty (\$40.00) Dollars.
- b. The fee for a copy of either the Borough Zoning Map or a copy of the Borough Historic District Map shall be Seven (\$7.00) Dollars.
- c. The fee for a copy of the Borough Subdivision and Land Development Ordinance shall be Thirty-Two (\$32.00) Dollars.
- d. The fee for single-sided copies or one side of a double-sided black and white copy

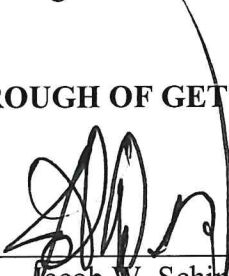
of a standard 8.5" by 11" page shall be at a rate of Twenty-Five Cents (\$.25) per page.

- e. The fee for single-sided copies or one side of a double-sided color copy of a standard 8.5" by 11" page shall be a rate of Fifty Cents (\$.50) per page.
 - f. The fee for single-sided copies or one side of a double-sided color copy of a ledger 11"x17" page shall be a rate of One Dollar (\$1.00) per page.
 - g. The fee for a copy of an accident report shall be Seventeen (\$15.00) Dollars consistent with the provisions of Pennsylvania Vehicle Code.
 - h. The fee for a Taxi License* (or other related business type) shall be Twenty-Five (\$25.00) Dollars.
 - i. The fee for a check that is dishonored or otherwise returned to the Borough without payment shall be Thirty (\$30.00) Dollars.
 - j. The fee for fuel facilities services shall be based on the prevailing per gallon rate as set by the commodities market and by vendors to the Borough, plus an additional service charge of Thirteen (\$0.13) Cents per gallon.
 - k. The fee for a police escort shall be on a per hourly basis as defined by the labor burden rate outlined in **Exhibit "C."**
22. All other resolutions or parts of resolutions inconsistent herewith are hereby amended and revised by this resolution.
23. The fees adopted pursuant to this resolution shall take effect on January 1, 2021.

THIS RESOLUTION DULY ADOPTED according to law on this 14th day of December, 2020 at a duly advertised general monthly business meeting of the Borough Council of the Borough of Gettysburg, Adams County, Pennsylvania.

BOROUGH OF GETTYSBURG

By: _____


Jacob W. Schindel
President of Borough Council

Attest:



Sara L. Stull, Secretary



Exhibit A

Chambersburg Office: 380 Wayne Ave. Chambersburg, PA 17201 Phone: 717 496-4996
 Bedford Office: 125 S. Richard Street, Suite 102, Bedford, PA 15522 Phone: 814 310-2326
 Somerset Office: 318 Georgian Place, Somerset, PA 15501 Phone: 814 444-6112
 Adams Office: 1895B York Road, Gettysburg, PA 17325 Phone: 717 321-9046
 Email: pmca@pacodealliance.com Website: <https://pacodealliance.com/>

► 2021 - COMMERCIAL FEE SCHEDULE ◀

Our standard fee schedule for inspections is derived from the latest building valuation data report of square foot construction costs published by the International Code Council, with a regional modifier applied. Actual cost submitted to, and accepted by, the Building Code Official may also be used. There is a \$75 Application/Processing charge applied to all projects submitted on this fee schedule.

Refer to the PMCA Supplemental Fee Schedule as needed.

Large projects that require long term multiple inspections (progressive inspections) are calculated as follows:

1.) Standard Building Inspection Fee Schedule:

A.) Projects with a total construction cost of \$0.00 to \$499,999.99*

$$\begin{aligned} & \text{Total construction cost} \times .002 = \text{insurance cost} \\ + & \text{Estimated length of project in weeks} \times \$50. = \text{labor \& travel cost} \\ = & \text{Total } \underline{\text{OR}} \text{ no less than } \$50. \text{ Per trip based on scope and complexity of the project.} \end{aligned}$$

B.) Projects with a total construction cost of \$500,000.00 to \$2,000,000.00*

$$\begin{aligned} & \text{Total construction cost} \times .002 = \text{insurance cost} \\ + & \text{Estimated length of project in weeks} \times \$50. = \text{labor \& travel cost} \\ = & \text{Total } \underline{\text{OR}} \text{ no less than } \$50. \text{ Per trip based on scope and complexity of the project.} \end{aligned}$$

C.) Projects with a total construction cost of > \$2,000,000.00 to \$6,000,000.00*

$$\begin{aligned} & \$4000.00 + [(\text{Total construction cost} - \$2,000,000) \times .0009] = \text{insurance cost} \\ + & \text{Estimated length of project in weeks} \times \$45. = \text{labor \& travel cost} \\ = & \text{Total} \end{aligned}$$

D.) Projects with a total construction cost of > \$6,000,000.00 to \$10,000,000.00*

$$\begin{aligned} & \$7600.00 + [(\text{Total construction cost} - \$6,000,000) \times .0008] = \text{insurance cost} \\ + & \text{Estimated length of project in weeks} \times \$40. = \text{labor \& travel cost} \\ = & \text{Total} \end{aligned}$$

E.) Projects with a total construction cost of > \$10,000,000.00 to \$30,000,000.00*

$$\begin{aligned} & \$10800.00 + [(\text{Total construction cost} - \$10,000,000) \times .00075] = \text{insurance cost} \\ + & \text{Estimated length of project in weeks} \times \$40. = \text{labor \& travel cost} \\ = & \text{Total} \end{aligned}$$

F.) Projects with a total construction cost of > \$30,000,000.00 to \$50,000,000.00*

$$\begin{aligned} & \$25800.00 + [(\text{Total construction cost} - \$30,000,000) \times .0007] = \text{insurance cost} \\ + & \text{Estimated length of project in weeks} \times \$40. = \text{labor \& travel cost} \\ = & \text{Total} \end{aligned}$$

G.) Projects with a total construction cost of > \$50,000,000.00 to \$100,000,000.00*

$$\begin{aligned} & \$39800.00 + [(\text{Total construction cost} - \$50,000,000) \times .00065] = \text{insurance cost} \\ + & \text{Estimated length of project in weeks} \times \$40. = \text{labor \& travel cost} \\ = & \text{Total} \end{aligned}$$

Building Inspection Fee, cont.:

H.) Projects with a total construction cost of >\$100,000,000.00 to \$200,000,000.00*

$$\begin{aligned}
 & \$72300.00 + [(Total\ construction\ cost - \$100,000,000) \times .0006] = \text{insurance cost} \\
 + & \text{Estimated length of project in weeks} \times \$40. = \text{labor \& travel cost} \\
 = & \text{Total}
 \end{aligned}$$

I.) Projects with a total construction cost of >\$200,000,000.00 to \$350,000,000.00*

$$\begin{aligned}
 & \$132000.00 + [(Total\ construction\ cost - \$200,000,000) \times .00055] = \text{insurance cost} \\
 + & \text{Estimated length of project in weeks} \times \$40. = \text{labor \& travel cost} \\
 = & \text{Total}
 \end{aligned}$$

J.) Projects with a total construction cost of >\$350,000,000.00 to \$500,000,000.00*

$$\begin{aligned}
 & \$214500.00 + [(Total\ construction\ cost - \$350,000,000) \times .0005] = \text{insurance cost} \\
 + & \text{Estimated length of project in weeks} \times \$40. = \text{labor \& travel cost} \\
 = & \text{Total}
 \end{aligned}$$

2.) Standard Trades Inspection Fee:

The inspection fees for Mechanical, Plumbing, Electrical, Energy, Accessibility and Fire Protection are computed at 25 percent of the Building inspection fee for each discipline. Multiple prime contracts will be computed the same as a building inspection fee and combined prime contract fees shall be no less than a single contract fee, distributed on a percentage of total basis.

Inspection Fee Example (excluding plan review and application fee):

Type of Construction: **2B** Height: **1 story, 12 feet** Use Group: **B** Area/Floor: **9,000 sq. ft.**

Solution		
1	Gross square footage: 1 story X 9,000 square feet	9,000 sq. ft.
2	Compute estimated construction value	
	Type of construction factor	1.02
	Gross area modifier	67
	Estimated construction value (30000 X 1.02 X 67)	\$615,060.00
3	Compute basic inspection fee	
	Building: \$615,060.00. X .002	\$1,230.12
	Mechanical, Plumbing, Electrical: (.25 X \$1230.12) X 3	\$922.59
4	Total inspection fees	\$2,152.71
5	PMCA Discount fee: X .80 (if applicable**)	\$1,722

* Pricing schedules assume that the project will not cause an increase in our insurance costs.

** Discounts may be given for warehouses, building shells, or repetitive work at the discretion of the plan review and inspection departments

▶ A \$75 Application/Processing fee is applied for projects on this fee schedule. ◀

► **Commercial Plan Reviews** ◀

Our Commercial Plan review fees are calculated according to the Standard Building Valuation Data (as periodically published by the ICC) or actual cost of construction as follows:

1.) Standard Commercial Building Plan Review Fee:

- A.) Estimated Construction Value \$ 0. to \$ 1,250,000. = Construction value X .0015 (\$150 Minimum)
- B.) Estimated Construction Value \$ 1,250,000. to \$ 5,000,000. = \$1,875. + (.0005 X construction value over \$1,250,000.)
- C.) Estimated Construction Value over \$5,000,000. = \$3,750. + (.0004 X construction value over \$5,000,000.)

2.) Standard Trades Plan Review Fee:

Plan review for mechanical, plumbing, electrical, energy, accessibility and fire protection is computed at 25% of the building plan review fee for each discipline. (\$150 minimum) unless otherwise determined.

Special pricing may be given to buildings such as warehouses due to their relative simplicity or structures with repetitive features such as high rise buildings

Refer to the Supplemental Fee Schedule when applicable.

Plan Review Fee Example (excluding plan review and application fee):

Type of Construction: **2B** Height: **3 stories, 34 feet** Use Group: **B** Area/Floor: **9,000 sq. ft.**

1	Gross Square footage: 3 stories X 9,000 square feet	27,000 sq. ft.
2	Compute estimated construction value	
	Regional Modifier	1.02
	Square foot cost of construction	65
	Estimated construction Value (30,000 X 1.02 X 67*)	\$1,790,100.00
3	Compute Plan Review Fee	
	Building: \$1,875 + [((\$1,790,100 - \$1,250,000) X (.0005)]	\$2,145.05
	Mechanical, Plumbing, Electrical: (.25 X \$2,145) X 3	\$1,608.75
4	Total ICC Based Plan Review Fee	\$3,753.80

* (Gross area modifier of 67 as example, actually based on the average building cost per square foot in the geographic area.)

• This formula does not reflect changes that ICC may have made to their fee schedule. We will use other plan review services that meet our criteria for consistent quality and charge the same or less than ICC reviews.

Plan reviews only covering the requirements of mechanical, plumbing and other disciplines are available, each for a fee of 25% of the applicable building code review fee. **Plan reviews for electrical code compliance shall be provided at a fee of 35% of the applicable building code review fee**, excluding reviews for any use included in the Institutional or "I" Use Group classification. Reviews done for the excluded use classification shall be based upon the degree of complexity

We offer preliminary plan review services for a fee of 50% of the full plan review fee cost. Preliminary plan reviews typically address such code requirements as: use and occupancy classification, type of construction, height and area calculations, means of egress, fire restrictive construction requirements and so forth.

Any preliminary plan review fee payment will be credited towards the final cost of a complete plan review process.

► A \$75 Application/Processing fee is applied for projects on this fee schedule. ◀



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 Bedford Office: 125 S. Richard Street, Suite 102, Bedford, PA 15522 Phone: 814 310-2326
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 Adams Office: 1895B York Road, Gettysburg, PA 17325 Phone: 717 321-9046
 Email: pmca@pacodealliance.com Website: <https://pacodealliance.com/>

Exhibit A, *continued*

► 2021 PMCA ELECTRICAL FEE SCHEDULE ◀

ROUGH WIRING INSPECTION

All switches, lighting, & receptacles to be counted as outlets
 1-25 outlets.....\$50
 Each additional 10 outlets or fraction thereof.....\$20

FINISH INSPECTION

All switches, lighting, & receptacles to be counted as outlets
 1-25 outlets.....\$50
 Each additional 10 outlets or fraction thereof.....\$20

EQUIPMENT & APPLIANCES

Outlet for single unit 15 kW or less.....\$40
 For each additional outlet 15 kW or less.....\$20

MOTORS, GENERATORS, TRANSFORMERS, CENTRAL HEATING, DUCT HEATERS, AIR COND., ELEC. FURNACES, AND WELDERS

Less than 1¼ HP, kW, or kVA first unit.....\$35
 1¼ HP, kW, or kVA to 30 HP, kW, or kVA each.....\$40
 30 HP, kW, or kVA to 50 HP, kW, or kVA each.....\$65
 Over 50 HP, kW, or kVA each.....\$75

FEEDERS OR SUB PANELS

Up to 225 Amp.....\$25
 Over 225 Amp. to 400 Amp.....\$30
 Over 400 Amp. to 1200 Amp.....\$50
 Over 1200 Amp.....\$115

PUBLIC POOLS AND SPAS

State required Inspection (Dept. of Health) – Apply for pricing

SERVICE – METERING EQUIPMENT UP TO 600 VOLTS

Not Over 200 Amp.....\$75
 200 Amp - 400 Amp.....\$85
 Over 400 Amp to 800 Amp.....\$120
 Over 800 Amp to 1000 Amp.....\$175
 Over 1000 Amp including one control center.....\$275
 Each Additional Control Center.....\$150
 Over 600 Volts - Add \$50 per category

PRIMARY TRANSFORMERS, VAULTS, ENCLOSURE, SUB-STATIONS

Not over 200 kVA.....\$95
 Over 200 to 500 kVA.....\$125
 Over 500 to 1000 kVA.....\$175
 Over 1000 kVA (minimum plus consultation fee).....\$195

NOTE: Above applies to each bank of transformers

SIGNALING SYSTEMS

For the first 15 devices.....\$65
 For each additional 5 devices.....\$20

MODULAR HOMES, MINOR ALTERATIONS & ADDITIONS

Service and 1 to 25 outlets (single visit only).....\$80

MOBILE HOMES

Service Including Feeder or Receptacle
 Service Visit Only.....\$70
 Service Additional Meter.....\$30

Special Service and/or conditions not provided for in this schedule apply for fee.....\$50 (Minimum Charge)

This fee schedule is effective 01-01-17

► Electrical and Fire Inspection-Enforcing and Consulting Service ◀

2021 PMCA Electrical Fee Schedule



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Exhibit A, *continued*

2021 PMCA Residential Fee Schedule

Including but not limited to:

Single Family Homes, Swimming Pools, Decks, Small Projects, Day Care, C.O., & Foster Home Inspection Prices

Residential (New Home or individual inspection pricing depending on the project)

Residential inspection prices per trip are for dwellings 0 to 3500 square feet. Dwellings over 3500 square feet will be charged an additional ten dollars per 100 square feet, which will be added to the total basic inspection fee.

Footings.....	\$55	Sprinkler Rough in.....	\$65
Under slab inspection.....	\$55	Electrical Service (\$75) & Rough in (\$70).....	\$145
Foundations.....	\$55	Energy.....	\$55
Framing.....	\$80	Wallboard.....	\$55
Plumbing Rough in.....	\$50	Final.....	\$65
Mechanical Rough in.....	\$50		

Total Inspection fees:.....\$610 w/o Sprinkler or Under slab

- Final must be ready within 1 year or an additional Processing Fee will apply.
- Additional inspection fees may be assessed at not less than \$55 per visit as required due to the complexity or execution of the work being done.

ALL APPLICATIONS REQUIRE:

- Application / Processing / Extensions Fee:.....\$50 for Residential / \$75 for Commercial
- Plan Review Fee per hour for residential:.....\$45 (one-hour minimum per plan review)
- Temporary and Provisional Certificates of Use and Occupancy\$110
- Commercial fees appear elsewhere.

Residential Small-scale projects will be priced depending on the complexity of the project. Some examples are:

- Mobile Homes on Piers (3 trips only).....\$195 (footer, electric service, final)
- Decks.....\$165 (footer, framing, final)
- Fences and retaining walls (2 trips).....\$120
- Sheds (1 trip).....\$65 (small prefabricated utility structure under 500 sq. ft.)
- Residential Demolition (1 trip).....\$65 Commercial \$75 minimum - fees appear elsewhere
- Swimming Pools
 - Above Ground (with bonding requires two trips).....\$120 Above Ground (rubber siding)....\$65
 - In Ground.....\$175

Miscellaneous Project Inspection Fees:

- Daycares (up to 6 kids).....\$75 (1st trip), \$75 (each return trip)
- Daycares (over 6 kids up to 24 total).....\$125 (1st trip), \$75 (each return trip)
- Foster Homes.....\$125 (1st trip), \$75 (each return trip)
- **Change of Occupancies**
 - Under 8000 sq. ft.....\$150
 - Over 8000 sq. ft.....\$185
- **Residential Electrical Service Upgrade**
 - Not Over 200Amp.....\$75
 - 200 Amp - 400 Amp.....\$85
 - Over 400 Amp Commercial Fee Schedule Applies
 - All commercial fees appear elsewhere
- Investigation/Stop Work Order/Notice of Violation, etc.....\$75 per Postage (per/Certified/1st Class).....\$10
- Return Trips due to failed or incomplete inspections or field corrections \$65 minimum
- Duplicate Permit and Occupancy Certificate Issuance.....\$45
- Field investigations and complaints initiated by the municipality or for enforcement purposes are invoiced to the municipality directly at our standard per hour rate.....\$45
- Copies - .25 per sheet for standard size (8½ x 11 & 8½ by 14) .50 per sheet for Ledger size (14"x17"). Extensive copying and larger documents will be billed for time and materials. Commercial Fee is provided elsewhere.
- Items not described above or otherwise priced on the commercial, supplemental, or special fee schedules will be invoiced at the standard rate of \$45 per hour plus expenses. Expenses may include items such as copies, constable fees, supplies, etc.

Please be advised ALL fees set above and on all the fee schedules are for inspections only and do not include:

- | | | |
|--------------------------|--------------------|--|
| • Plan Review Fee | • State (DCED) Fee | • Added Fee(s) due to failed inspections |
| • Possible Municipal Fee | • Application Fee | |

2021 PMCA Residential Fee Schedule



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Exhibit A, *continued*

2021 PMCA Supplemental Fee Schedule

Residential

- Additional inspection fees may be assessed at not less than \$55 per visit as required due to the complexity or execution of the work being done. Complex inspections and multiple trips are charged accordingly.
- **Electrical Service Upgrade**
 - Not Over 200 Amp\$75 200 Amp - 400 Amp\$85
 - Over 400 Amp - Commercial Fee Schedule Applies
- **Decks or Porches**\$165
 - Under 30" but attached to structure\$165 Deck or Porch with Roof\$165 (footer, framing, final)
- Fences and retaining walls (2 trips)\$120 (fences over 6 feet high & retaining walls over 4 feet high)
- Sheds (1 trip)\$65 (small prefabricated utility structure under 500 sq. ft.)
- Residential Demolition (1 trip)\$65 minimum - Commercial Demolition \$75 minimum - fees appear elsewhere
- **Swimming Pools**
 - Above Ground (with bonding requires 2 trips)\$120 Above Ground (rubber siding)\$65
 - In Ground\$175 (footer, bonding, final)
- Residential Re-Roof\$120 (with structural repairs or change of materials)
- Outside Wood Stoves (2 trips maximum)\$120 (includes siting, underground piping, & final)

Commercial Projects (Small Projects not otherwise defined)

- Cell Tower See Commercial Fee Schedule
 - Antenna Colocation\$350 per antenna (with added Plan Review, Application Fee, DCED)
- Change Door(s) if structural change\$75 (could vary depending on how many are changed)
- Change Windows(s) if structural change\$75 (could vary depending on how many are changed)
- Demolition\$75 minimum (only if ALL of structure is being demolished)

Fees below are specific to local ordinances:

- Sewer Laterals\$55 per trip
- Zoning Field Inspections\$45 per hour
- Explosive/Blasting (per site) – with fees added for Application, Plan Review, etc.
 - Up to 5 Days\$200 Add for each additional day beyond 5\$85
- Explosive/ Blasting Magazine Placement
 - Up to 5 Days\$325 Add for each additional day beyond 5\$80
- Fireworks Sales Tent\$75 (plus application, plan review, Admin fees, etc.)
- Fireworks Display/Discharge\$200 including evenings and weekends
 - Holidays\$265 Holidays
- Welding and Cutting Permit – Commercial job sites\$75

Miscellaneous Project Inspection Fees:

- Daycares (up to 6 kids)\$75 (1st trip), \$75 (each return trip)
- Daycares (over 6 kids up to 24 total)\$125 (1st trip), \$75 (each return trip)
- Foster Homes\$125 (1st trip), \$75 (each return trip)
- **Change of Occupancies**
 - Under 8000 sq. ft.\$150 Over 8000 sq. ft.\$185

- Investigation/Stop Work Order/Notice of Violation, etc.\$75 per Postage (per/Certified/1st Class)\$10
- Return Trips due to failed or incomplete inspections or field corrections\$65 minimum
- Duplicate Permit and Occupancy Certificate Issuance\$45
- Field investigations and complaints initiated by the municipality or for enforcement purposes are invoiced to the municipality directly at our standard per hour rate\$45
- Copies - .25 per sheet for standard size (8½ x 11 & 8½ by 14) .50 per sheet for Ledger size (14"x17"). Extensive copying and larger documents will be billed for time and materials. Commercial Fee is provided elsewhere.
- Items not described above or otherwise priced on the commercial, supplemental, or special fee schedules will be invoiced at the standard rate of \$45 per hour plus expenses. Expenses may include items such as copies, constable fees, supplies, etc.

Inspection time for all permits is for 1 site visit for a total accumulated time of 1 hours, unless otherwise noted. Each subsequent hour required shall be at the rate of forty five dollars (\$45.00) per hour of the inspector's time. This amount shall be paid in full prior to issuance of the Certificate of Occupancy.

Please be advised ALL fees set above and on all the fee schedules are for inspections only and do not include:

- | | | |
|--------------------------|--------------------|--|
| • Plan Review Fee | • State (DCED) Fee | • Added Fee(s) due to failed inspections |
| • Possible Municipal Fee | • Application Fee | |

2021 PMCA Supplemental Fee Schedule



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2021 Hourly Zoning and/or Code Enforcement Fee Schedule

Exhibit A, *continued*

1) Ordinance and Inspection responsibilities charged at \$45.00 per hour standard rate.

2) Weekends, emergency calls, and evening meetings there is a minimum 3 hour charge.

Code Enforcement Fees

Court Appearance (County Court & higher only).....\$75 per hour
Filing Fees.....Actual Cost to file
Additional Service not covered in this fee schedule.....\$45 per hour unless negotiated

Nuisance Abatements Performed by the Municipality

Abatement Charges.....Cost to remove nuisance
Civil Penalty.....As per Ordinance
Administrative Charges.....\$45 per hour for jobs not otherwise
accounted for in this fee schedule

Disabled Vehicle Fees and Penalties

Removal of Vehicle.....Cost to remove vehicle
Civil Penalty.....As Per Ordinance
Administrative Charges.....\$45 per hour for jobs not otherwise
accounted for in this fee schedule

- Other fees may be included from time to time by agreement and adoption with the Municipality and PMCA

3) PMCA will provide cell phone number and email address to the Municipality at their request. We will respond to inquiries within 24 hours when possible, 48 hours by contract.

4) PMCA can work on an as needed basis, set number of hours per week or month, or set office hours and times. Whatever your needs are, we will try to provide for you.

Exhibit B

2021 AVERAGE BILLING RATES

Principal	\$168.00
Senior Project Engineer/ Senior Project Manager	\$145.00
Project Engineer/ Project Manager	\$122.00
Designer II	\$ 90.00
Designer I	\$ 78.00
CADD Technician	\$ 78.00
Administrative Assistant	\$ 67.00
Survey Technician	\$ 90.00
Testing Technician	\$ 66.00
Inspector	\$ 82.00
REIMBURSABLES (DIRECT EXPENSES)	
Outside Reproduction	Cost + 10%
Filing Fees	Cost + 10%
Subconsultants	Cost + 10%
GPS Equipment	\$65.00/Hour
RTS Equipment	\$55.00/Hour
Network GPS Equipment	\$80.00/Hour
Mileage (where applicable)	IRS rate + 10%
Prints/Plots (Black & White)	\$0.15/sheet (8.5"x11") \$0.25/sheet (11"x17") \$1.50/sheet (18"x24") \$3.00/sheet (24"x36") \$6.00/sheet (36"x42")
Prints/Plots (Color or Mylar)	\$0.20/sheet (8.5"x11") \$1.50/sheet (11"x17") \$3.00/sheet (18"x24") \$6.00/sheet (24"x36") \$12.00/sheet (36"x42")
Asset Tags	\$0.40/tag
Retroreflectometer Rental	\$800.00/week (1 week min.)

Note: Average billing rates are intended for fee ranges and estimating purposes. Actual billing rates are based on our current multiplier and will vary by employee.

Rates are effective from 01/01/21 through 12/31/21.



Gettysburg
HISTORIC CROSSROADS

Borough of Gettysburg
Adams County, Pennsylvania
59 East High Street
Gettysburg, PA 17325

Theodore Streeter - Mayor
Susan Naugle – Council President
Jacob Schindel – Council Vice President

Charles R. Gable, MPA – Borough Manager
Sara L. Stull – Borough Secretary
Harold A. Eastman, Jr. – Borough Solicitor

Telephone: (717) 334-1160
FAX: (717) 334-7258
www.GettysburgPA.gov

Exhibit C

2021 Labor Burden Rates

Police Personnel

Administration	\$61.00 per hour
Patrol Officer	\$50.00 per hour
Part-Time Officer	\$28.00 per hour
Auxiliary Officer	\$17.00 per hour

Parking Personnel

Parking Enforcement Officer	\$28.00 per hour
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Public Works Personnel

Laborer	\$41.00 per hour
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Puhl, Eastman & Thrasher – Borough Solicitor

Principal Attorney	\$185.00 per hour
Associate Attorney	\$175.00 per hour
Paralegal	\$90.00 per hour

Office of Open Records – Official RTKL Fee Schedule

Updated October 15, 2018

Record Type / Delivery Method	Fee
Black & White Copies	Up to \$0.25 per copy. ¹
Color Copies	Up to \$0.50 per copy. ²
Specialized Documents ³	Up to actual cost.
Records Delivered via Email	No additional fee may be imposed. ⁴
CD / DVD	Up to actual cost, not to exceed \$3.00 per disc.
Flash Drive	Up to actual cost.
Facsimile	Up to actual cost. ⁵
Other Media	Up to actual cost.
Redaction	No additional fee may be imposed. ⁶
Conversion to Paper	Up to \$0.25 per page. ⁷
Photographing a Record	No additional fee may be imposed. ⁸
Postage	Up to actual cost of USPS first-class postage.
Certification of a Record	Up to \$5.00 per record. ⁹

¹ 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.

² 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.

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

⁴ If a requester asks to receive records which require redactions in electronic format, 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.

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

⁶ If a requester seeks records requiring redaction, 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.

⁷ 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)*.

⁸ 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, 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.

⁹ 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.

Exhibit D, *continued*

Additional Notes

Fees May Be Waived: All fees established herein may be waived at the discretion of the agency.

Medium Requested: A record being provided to a requester shall be provided in the medium requested if it exists in that medium; otherwise, it shall be provided in the medium in which it exists. *See § 701.*

Other Statutory Fees: If a statute other than the RTKL governs the amount an agency may charge for a certain type of record, the other statute controls. For example, a Recorder of Deeds may charge a copy fee of 50 cents per uncertified page and \$1.50 per certified page (42 P.S. § 21051). Police departments may charge up to \$15 for a copy of a vehicle accident report (75 Pa.C.S. §3751 (b)(2)); the Philadelphia Police Department may charge up to \$25 per copy (Id. at (b)(3)). State police are authorized to charge “\$5 for each copy of the Pennsylvania State Police full report of investigation.” (75 Pa.C.S. §1956(b)). Other examples include the History Code, the Municipalities Planning Code, and the Criminal History Record Information Act.

Inspection of Redacted Records: If a requester wishes to inspect, rather than receive copies of, records which contain both public and non-public information, the agency may redact the non-public information. An agency may not charge the requester for the redaction itself. However, an agency may charge (in accordance with the OOR’s Official Fee Structure) for any copies it must make in order to securely redact the material before allowing the requester to view the records. If, after inspecting the records, the requester chooses to obtain the copies, no additional fee may be charged.

Enhanced Electronic Access: If an agency offers enhanced electronic access to records in addition to making the records accessible for inspection and duplication by a requester, the agency may establish user fees specifically for the provision of the enhanced electronic access. The user fees for enhanced electronic access may be a flat rate, a subscription fee for a period of time, a per-transaction fee, a fee based on the cumulative time of system access, or any other reasonable method and any combination thereof. Such fees shall not be established with the intent or effect of excluding persons from access to records or duplicates thereof or of creating profit for the agency. **NOTE: Fees for enhanced electronic access must be reasonable and must be pre-approved by the OOR. Please [submit enhanced electronic access fee requests to the OOR.](#)**

Fee Limitations: Except as otherwise provided by statute, the RTKL states that no other fees may be imposed unless the agency necessarily incurs costs for complying with the request, and such fees must be reasonable. No fee may be imposed for an agency’s review of a record to determine whether the record is a public record subject to access under the RTKL. No fee may be charged for searching for or retrieval of documents. An agency may not charge staff time or salary for complying with a RTK request. No fee may be charged for an agency’s response letter.

Prepayment: Prior to granting a request for access in accordance with the RTKL, an agency may require a requester to prepay an estimate of the fees authorized under this section if the fees required to fulfill the request are expected to exceed \$100. Once a request is fulfilled and prepared for release, the OOR recommends that an agency obtain payment prior to releasing the records.

Questions: If you have any questions regarding the OOR’s Official Fee Structure, please [contact the OOR](#) (email: openrecords@pa.gov, telephone: 717-346-9903).