

LTL CONSULTANTS, LTD – (610-987-9290)

PERMIT APPLICATION CHECKLIST

Zoning Permit:

- ☐ Submit Application Fee (if applicable for your Township) **CHECK PAYABLE TO TOWNSHIP**
- ☐ Complete the Zoning/Building Permit Application.
- ☐ Provide a plot plan showing all structures, including sizes, located on the property along with the distance of the structures to each property line. Please note the location of the septic system, well, and any easements on the property.
- ☐ Sign the Permit Terms and Conditions

Residential Building Permit:

- ☐ Complete the Zoning/Building Permit Application. If electrical, plumbing, and/or mechanical work is being performed, please be sure to complete all appropriate applications. Submit workers compensation insurance for each contractor.
- ☐ Complete the driveway and/or well application (if applicable)
- ☐ Submit Application Fee (if applicable for your Township) **CHECK PAYABLE TO TOWNSHIP**
- ☐ Provide a plot plan showing all structures, including sizes, located on the property along with the distance of the structures to each property line. Please note the location of the septic system, well, and any easements on the property.
- ☐ Provide two (2) copies of the building plans.
- ☐ Provide proof of EDU from the Sewer Authority or On-Lot Septic permit from the Sewage Enforcement Officer (if applicable)
- ☐ Provide Highway Occupancy Permit from PennDot (if applicable)
- ☐ Provide approval from Water Authority for public water connection (if applicable)
- ☐ Provide Stormwater Management Permit (if applicable)
- ☐ Sign the Permit Terms and Conditions
- ☐ Provide Erosion & Sediment Control Plan approval from Conversation District (if applicable)

Additional information/documents may be required depending on the type of construction.

CALL BEFORE YOU DIG, MAKE A PA ONE CALL - Dial 811

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PERMIT APPLICATION CHECKLIST

Commercial Building Permit:

- ☐ Complete the Zoning/Building Permit Application. If electrical, plumbing, and/or mechanical work is being performed, please be sure to complete all appropriate applications.
- ☐ Submit Application Fee (if applicable for your Township) **CHECK PAYABLE TO TOWNSHIP**
- ☐ Provide a site plan showing the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades, the location of parking spaces, accessible routes, public transportation stops and other required accessibility features. If the construction involves demolition, the site plan shall indicate construction that is to be demolished and the size and location of existing structures and construction that will remain on the site or plot.
- ☐ Provide two (2) copies of building, electrical, plumbing, and mechanical plans that are signed and sealed by a Pennsylvania licensed design professional.
- ☐ Provide Land Development Approval (if applicable)
- ☐ Provide proof of EDU from the Sewer Authority or On-Lot Septic permit from the Sewage Enforcement Officer (if applicable)
- ☐ Provide Highway Occupancy Permit from PennDot (if applicable)
- ☐ Provide approval from Water Authority for public water connection (if applicable)
- ☐ Provide Stormwater Management Permit (if applicable)
- ☐ Sign the Permit Terms and Conditions
- ☐ Provide Erosion & Sediment Control Plan approval from Conversation District (if applicable)
- ☐ Asbestos Abatement and Demolition/Renovation Notification Forms must be completed and submitted to PA DEP for all commercial demolition/renovation projects.

Additional information/documents may be required depending on the type of construction.
CALL BEFORE YOU DIG, MAKE A PA ONE CALL - Dial 811

UPPER HANOVER TOWNSHIP

SPECIAL REQUIREMENTS

1. Building permit applications are dropped off and picked up at Upper Hanover Township.
2. A well permit is required. Contact Eugene Evanna at the Montgomery County Health Department at 610-970-5040 ext. 4216.
3. If the application is for new home or an addition involving bedrooms, contact Montgomery County Health Department. The contact person is Eugene Evanna at 610-970-5040 ext. 4216.
4. If the application is for a new home, a septic permit issued by the Montgomery County Health Department or evidence of a tapping or connection fee being paid must be submitted with the application.
5. Non-Residential Construction: Two sets of Construction drawings to which a registered architect or engineer has applied his or her seal and signature are required. One set will be returned with the permit. LTL performs all plan reviews and inspections, including accessibility. PA Dept. of L & I will not be involved.
6. **Any building questions contact LTL Consultants at our Toll Free number 1-888-987-8886.**

ZONING/BUILDING PERMIT APPLICATION

Please provide a plot plan showing all structures and distances to the property lines.
Two (2) sets of building plans must be submitted with the application for Residential Projects.
Two (2) sets of building plans must be submitted with the application for Commercial Projects.

County: _____ Municipality: _____

Site Address: _____ City: _____ State: _____ Zip: _____

Tax Parcel # : _____

Owner/Applicant Name: _____ Phone #: _____

Mailing Address: _____

E-Mail: _____

☐ CALL ME WHEN PERMIT IS READY

Principal Contractor: _____ Phone #: _____

Mailing Address: _____

E-Mail: _____ PA Contractor Registration #: _____

☐ CALL ME WHEN PERMIT IS READY

Architect (if applicable): _____ Phone #: _____

Mailing Address: _____

E-Mail: _____

PROPERTY CHARACTERISTICS:

☐ Residential Property (Single-Family Dwelling, Two-Family Dwelling, Townhouse)

☐ Commercial Property – Specific Use _____

Utilities: Water Service: Public / Private Sewer Service: Public / Private (Circle One)

Existing Impervious Area: _____ Sq. Ft. Total Earth Disturbance _____ Sq. Ft.

New Impervious Area created: _____ Sq. Ft.

A Stormwater Management Permit may be required for the new impervious area added.

Is the property located in a Floodplain or Flood Hazard Area? YES / NO

Is the property located in a Historical District? YES / NO

Is the property enrolled in the Agricultural Conservation Easement (ACE) program? YES / NO

TYPE OF WORK: (check all that apply)

☐ New Building ☐ Addition ☐ Renovation ☐ Repair ☐ Demolition ☐ Sign

☐ Deck/Patio ☐ Swimming Pool ☐ Accessory Structure ☐ Fence ☐ Other _____

Describe the proposed work _____

Size of Structure: _____ Height of Structure: _____

ESTIMATED COST: (Reasonable fair market value) \$ _____ **(REQUIRED)**

- OFFICIAL USE ONLY -

TOWNSHIP APPLICATION FEE PAID: Check # _____ Amount \$ _____ Date: _____

PERMIT TERMS AND CONDITIONS

The Owner/Applicant certifies that all information on this application is correct and the work will be completed in accordance with the approved construction documents, PA Act 45 of 1999 (Uniform Construction Code), Act 247 of 1968 as amended (Municipalities Planning Code), and any additional approved building code requirements adopted by the Municipality. The property Owner/Applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way and flood areas. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Municipality or any other governing body. The Owner/Applicant certifies he/she understands all the applicable codes, ordinances and regulations and is responsible for all review costs incurred for the proposed project.

Building and zoning permits are valid for one year from the date of issue. Construction must be started within 180 days of issue. Permits may be extended only once by making application and paying an extension fee prior to expiration of the original permit.

In consideration of the issuance of a permit to the undersigned the Owner/Applicant acknowledges that, in reviewing plans and specifications, in issuing permits, and in periodically inspecting work of the Owner/Applicant, employees of The Municipality and LTL Consultants, Ltd. are only performing their duties to require compliance with the minimum requirements of the applicable Ordinances of The Municipality pursuant to the policy power of The Municipality and are not warranting to the Owner/Applicant or to any third party the quality or adequacy of the design, engineering or construction work of the Owner/Applicant. Owner/Applicant further acknowledges that it will not be possible for The Municipality or LTL Consultants, Ltd. to review every aspect of Owner/Applicant's design and engineering or to inspect every aspect of Owner/Applicant's construction work. Accordingly, neither The Municipality, LTL Consultants, Ltd. nor any of its elected or appointed officials or employees shall have any liability to the Owner/Applicant for defects or shortcomings in such design, engineering or construction work, even if it is alleged that such defects or shortcomings should have been discovered during The Municipality's or LTL Consultants review or periodic inspection.

Furthermore, the Owner/Applicant agrees to defend, hold harmless and indemnify LTL Consultants, Ltd, The Municipality, its' elected and appointed officials and employees from and against any and all claims, demands, actions, and causes of action of any one or more third parties arising out of or relating to The Municipality's or LTL Consultants, Ltd review or periodic inspection of the Owner/Applicant's design, engineering or construction work, or issuance of a permit or permits, or arising out of or relating to the design, engineering or construction work done by Owner/Applicant pursuant to such permit or permits. All references in these Terms and Conditions is to Owner/Applicant's employees, agents, independent contractors, subcontractors or any other person or entities performing work pursuant to the issuance of the building or grading permit by The Municipality.

Application for a permit shall be made by the Owner of the building or structure, and agent (if different than the owner).

I certify the Municipal Code Administrator or LTL Consultants, Ltd. shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Property Owner (required)

Signature of Authorized Agent (if different than Owner)

Printed Name of Property Owner

Print Name of Authorized Agent

Address

Date

Address

Date

Last Revised December 27, 2017

REFER TO CHECKLIST TO DETERMINE ADDITIONAL APPLICATION REQUIREMENTS

PLUMBING PERMIT APPLICATION

County: _____ Municipality: _____
Site Address: _____

Owner/Applicant Name: _____ Phone #: _____
Mailing Address: _____
E-Mail: _____
☐ CALL ME WHEN PERMIT IS READY

Principal Contractor: _____ Phone #: _____
Mailing Address: _____
E-Mail: _____ PA Contractor Registration # _____
☐ CALL ME WHEN PERMIT IS READY

PROPERTY CHARACTERISTICS:

- ☐ Residential Property (Single-Family Dwelling, Two-Family Dwelling, Townhouse)
☐ Commercial Property – Specific Use _____

TYPE OF WORK:

- ☐ New Building
☐ Addition
☐ Renovation
☐ Repair
☐ Sewer Lateral
☐ Water Lateral
☐ Other _____

Description of work: _____

Estimated Cost (*Reasonable fair market value*) \$ _____

I hereby certify that the information hereon and herewith is true and correct to the best of my knowledge, and furthermore the property owner has authorized the work.

I certify the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Applicant's Signature: _____ Date: _____

ELECTRICAL PERMIT APPLICATION

County: _____ Municipality: _____
Site Address: _____

Owner/Applicant Name: _____ Phone #: _____
Mailing Address: _____
E-Mail: _____
☐ CALL ME WHEN PERMIT IS READY

Principal Contractor: _____ Phone #: _____
Mailing Address: _____
E-Mail: _____ PA Contractor Registration # _____
☐ CALL ME WHEN PERMIT IS READY

PROPERTY CHARACTERISTICS:

- ☐ Residential Property (Single-Family Dwelling, Two-Family Dwelling, Townhouse)
☐ Commercial Property – Specific Use _____
Name of Electric Company _____

TYPE OF WORK:

- ☐ New Building ☐ Addition ☐ Renovation ☐ Repair
☐ Service (Size: _____ Electrical Job # _____)
☐ Generator (Size _____)
☐ Other _____

Amps _____ Phase _____ Voltage _____ ☐ Overhead ☐ Underground

Description of work: _____

Estimated Cost (*Reasonable fair market value*) \$ _____

I hereby certify that the information hereon and herewith is true and correct to the best of my knowledge, and furthermore the property owner has authorized the work.

I certify the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Applicant's Signature: _____ Date: _____

MECHANICAL PERMIT APPLICATION

County: _____ Municipality: _____
Site Address: _____

Owner/Applicant Name: _____ Phone #: _____
Mailing Address: _____
E-Mail: _____
☐ CALL ME WHEN PERMIT IS READY

Principal Contractor: _____ Phone #: _____
Mailing Address: _____
E-Mail: _____ PA Contractor Registration # _____
☐ CALL ME WHEN PERMIT IS READY

PROPERTY CHARACTERISTICS:

- ☐ Residential Property (Single-Family Dwelling, Two-Family Dwelling, Townhouse)
☐ Commercial Property – Specific Use _____

TYPE OF WORK:

- ☐ New Building
☐ Addition
☐ Renovation
☐ Repair
☐ Other _____
☐ Chimney (Type) _____

FUEL TYPE: ☐ Natural Gas ☐ LPG ☐ Fuel Oil ☐ Solid Fuel ☐ Electric ☐ Other _____

Description of work: _____

Please provide manufacturers' installation guide with the application.

Estimated Cost (*Reasonable fair market value*) \$ _____

I hereby certify that the information hereon and herewith is true and correct to the best of my knowledge, and furthermore the property owner has authorized the work.

I certify the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Applicant's Signature: _____ Date: _____

DRIVEWAY PERMIT APPLICATION

County: _____ Municipality: _____
Site Address: _____

Owner/Applicant Name: _____ Phone #: _____
Mailing Address: _____
E-Mail: _____
☐ CALL ME WHEN PERMIT IS READY

Principal Contractor: _____ Phone #: _____
Mailing Address: _____
E-Mail: _____ PA Contractor Registration # _____
☐ CALL ME WHEN PERMIT IS READY

Location of Driveway: _____

Statement of materials and Construction to be Used:

***A Sketch of the Driveway must be provided
% Slope and distances must be indicated on the plan***

I hereby certify that the information hereon and herewith is true and correct to the best of my knowledge, and furthermore the property owner has authorized the work.

I certify the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Applicant's Signature: _____ Date: _____

Workers' Compensation Insurance Coverage Information

- A.** Is the applicant a contractor within the meaning of the Pennsylvania Worker's Compensation Law?
☐ Yes ☐ No

If the answer is "yes", complete **Sections B, C, D, and E** below as appropriate.

If the answer is "no", complete **Section E**.

B. Insurance Information

Name of Applicant _____

Federal or State Employer Identification Number _____

Applicant is a qualified self-insurer for workers' compensation.

☐ Check if Certificate is attached.

Name of Workers' Compensation Insurer _____

Workers' Compensation Insurance Policy Number _____

☐ Check if Certificate is attached.

Policy Expiration Date _____

-
-
- C.** Is the applicant using any subcontractor(s) on this project? ☐ Yes ☐ No

If the answer is "yes", the applicant hereby certifies that any and all subcontractors have presented proof to the applicant of insurance under the Pennsylvania Workers' Compensation Act.

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-
- D. Exemption:** Complete **Section D** if the applicant is a contractor claiming exemption from providing workers' compensation insurance.

The undersigned swears or affirms that he/she is not required to provide worker's compensation insurance under the provisions of the Pennsylvania Worker's Compensation Law for one of the following reasons, as indicated:

☐ Contractor with no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the Township.

☐ Religious exemption under the Workers' Compensation Law.

Subscribed and sworn to before me this _____ day of _____, 20__

Signature of Notary Public

My Commission expires: _____

(Seal)

E. Signature required for all applicants

Signature of Applicant _____

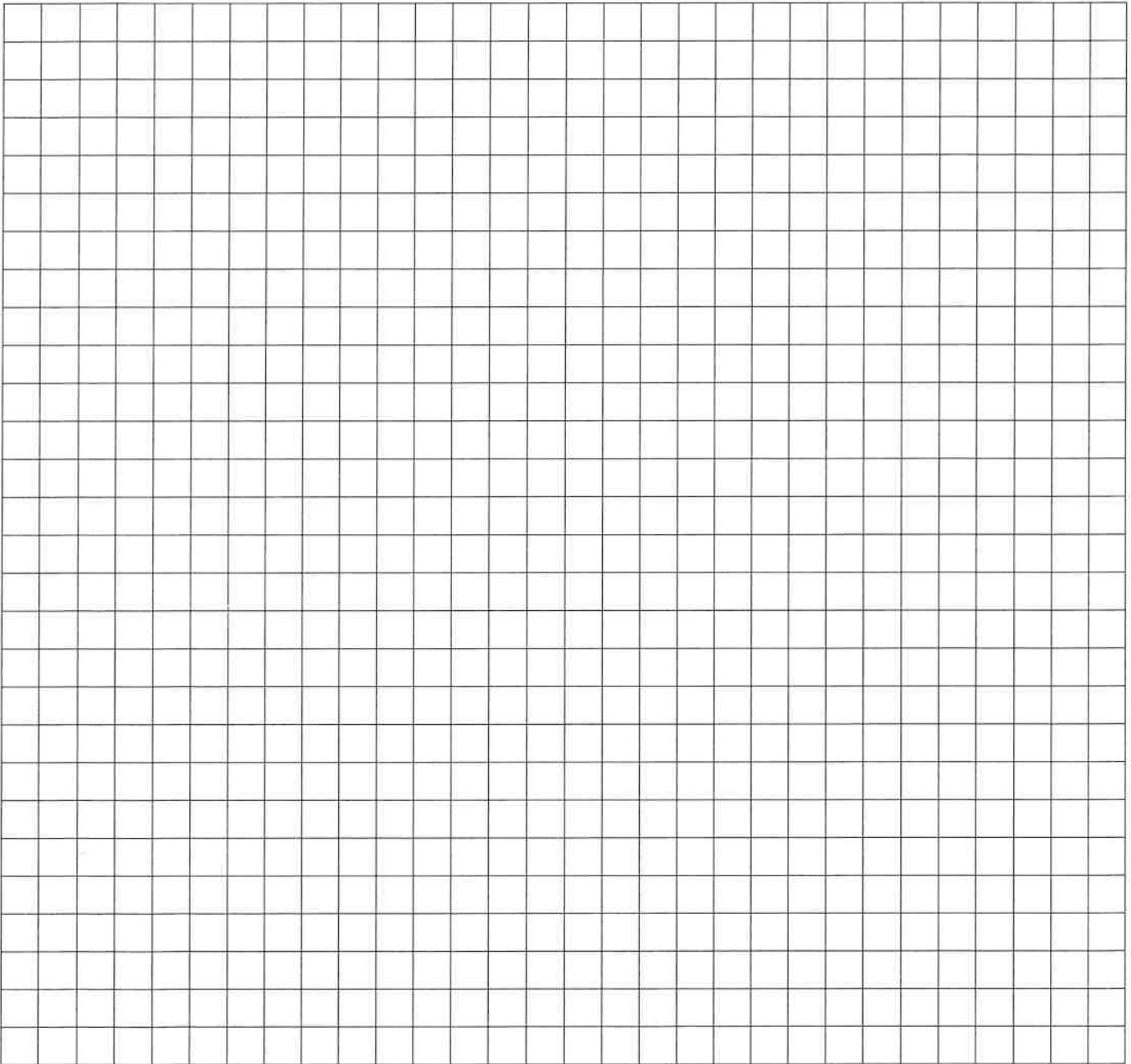
Address _____

County _____ Municipality of _____

NAME: _____

LOCATION: _____

PLOT PLAN / SKETCH PLAN AREA



The Plot Plan must show size and location of all structures and wells on the property and the distance to property lines (hand drawn is acceptable)

Is your drawing to scale Y / N? If yes, what is the scale? _____

Stormwater Best Management Practices Worksheets

Stormwater Management for Minor Land Disturbance Activities addresses the intent of the SWM Ordinance by managing the runoff through infiltration facilities. To determine the size of infiltration facilities required for a site for a Minor Land Disturbance Activity, utilize a factor 0.23 times the impervious area. This approximates the net 2-year increase.

STEP ONE: DETERMINE REQUIRED VOLUME	
TOTAL AREA of IMPERVIOUS COVER Includes all areas of new building, paving, concrete and compacted gravel that are part of the proposed work. (Except pervious paver blocks)	Sq. ft.
Multiply by 0.23	x 0.23
TOTAL WATER QUALITY VOLUME REQUIRED (WQ_v)	Cu. ft.

Details of the BMPs listed below are provided as part of this Appendix. For additional information on how these BMPs function and ideas of other BMPs refer to the "Pennsylvania Stormwater Best Management Practices Manual" latest edition prepared by the DEP.

STEP TWO: SELECT BMPs TO BE UTILIZED	
BMP NAME	(How Many)
1. Infiltration Basin	
2. Infiltration Bed	
3. Infiltration Trench	
4. Other*	
TOTAL	

* As approved by the Township Engineer. Provide additional information as needed.

The first three BMPs listed are Infiltration BMPs and as such should be located on the site in areas with the most suitable soil. Areas of wet or poorly drained soils should be avoided.

Infiltration BMPs shall also be located with the following setbacks:

- ☐ Ten (10) feet down gradient from a building basement
- ☐ One hundred (100) feet up gradient from a building basement
- ☐ Ten (10) feet from property lines
- ☐ One Hundred (100) feet from wells
- ☐ Fifty (50) feet from septic system drain fields

Recognizing that Minor Land Disturbance Activities often cannot meet the setback requirements due to the size of the proposed work area, consideration will be made to reduce the setbacks provided.

BMP Installation Notes:

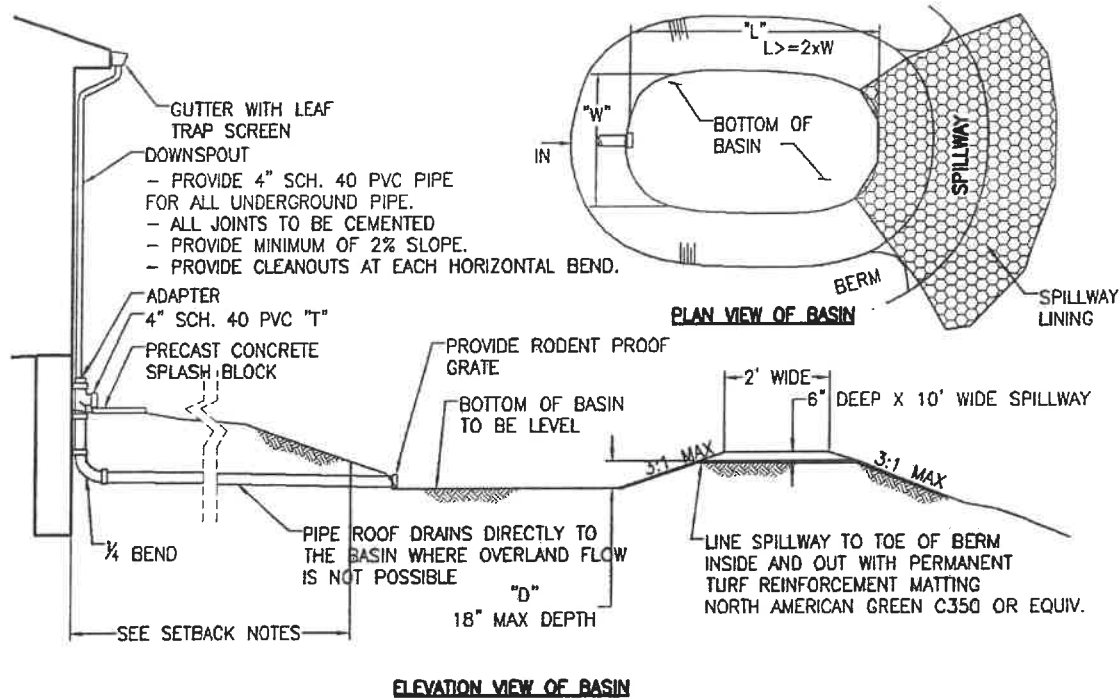
1. BMPs shall be protected during construction to prevent sediment-laden water from entering the facility.
2. Excavation of the BMPs shall be conducted in a manner that will not compact the bottom of the facility.
3. The bottom of the facility shall be scarified immediately prior to the placement of the bottom layer of geotextile for subsurface structures or the topsoil placement for above ground structures.
4. Geotextile shall be placed in accordance with the manufacturer's specifications. Seams shall be overlapped a minimum of 16 inches.
5. The area of the BMP shall be fenced off during construction. Construction equipment shall be prohibited from entering the area to avoid soil compaction.

STEP THREE: DETERMINE VOLUME PROVIDED	
BMP (See details for volume calculations)	Volume (cu. ft.)
1. Infiltration Basin	
2. Infiltration Bed	
3. Infiltration Trench	
4. Other*	
TOTAL (must be greater than WQ_v in Step One)	

* As approved by the Township Engineer. Provide additional information as needed.

SWM BMP #1 –INFILTRATION BASIN

An Infiltration Basin provides an aboveground area for water to be stored and infiltrate into the ground. Roof Drains and overland runoff are directed into an aboveground basin to infiltrate. A spillway is provided to release the larger storm volumes. The spillway should be located to avoid any down slope problems when water is flowing over the spillway. The spillway shall be lined with a permanent erosion mat to prevent deterioration. The spillway should be located as far away as possible from any inflow pipes to promote infiltration and settling of runoff contaminants. The basin shall also be planted with vegetation that is tolerant of the wet conditions that will occur during infiltration. The depth of the basin may be increased with the approval of the Township Engineer.

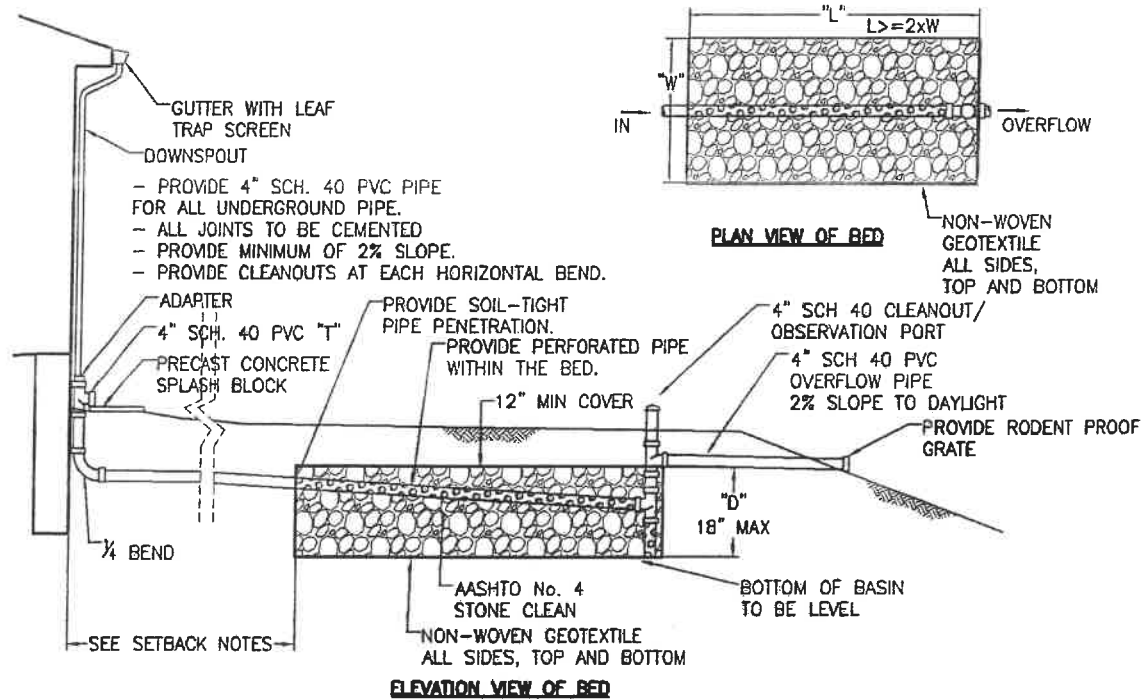


Determination of Water Quality Volume provided:

1	Bottom Area – for rectangular basins use $L \times W$, estimate for irregular shaped Basin	Sq. ft.
2	Depth of Basin = D	Ft.
3	Basic Volume = $L \times W \times D$ (Line 1 x Line 2)	Cu. Ft.
4	Side Slope Factor "Z" – Use 3 for 3:1 slope, 4 for 4:1 slope, etc	
5	Approx. Additional Volume = $(L+W) \times Z \times D \times D$	Cu. Ft.
6	TOTAL VOLUME (WQ_v) (Line 3 + Line 5) (Use this number in Step Three)	Cu. Ft.

SWM BMP #2 –INFILTRATION BED

An infiltration bed can be used where surface runoff is not to be captured. Roof Drains from the proposed structure are piped into an underground basin to infiltrate into the ground. An overflow pipe is provided to release the larger storm volumes. A cleanout is provided to facilitate maintenance and provide an inspection port for the bed. The pipe within the bed is perforated and should be run through the basin to the fullest extent to promote infiltration and distribution of the runoff. The soil over the basin shall also be planted with vegetation that will not interfere with the operation of the bed. The depth of the bed may be increased with the approval of the Township Engineer.

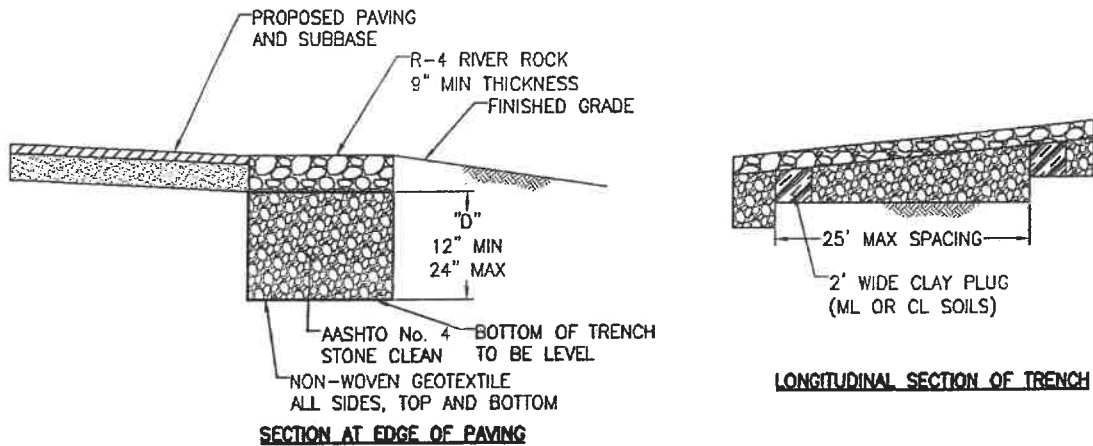


Determination of Water Quality Volume provided:

1	Bottom Area – for rectangular basins use $L \times W$	Sq. ft.
2	Depth of Basin = D	Ft.
3	Basic Volume = $L \times W \times D$ (Line 1 x Line 2)	Cu. Ft.
4	Actual Void Volume in Stone Bed (WQ_v) = $0.4 \times$ Line 3 (Use this number in Step Three)	Cu. Ft.

SWM BMP #3 –INFILTRATION TRENCH

Infiltration trenches are utilized along the perimeter of impervious surfaces to collect, store and infiltrate runoff. River rock will be placed on the bed to allow the runoff to enter the trench; alternately the bed may utilize a perforated pipe with inlets to get the runoff into the trench. The trench is constructed as a terraced system with clay dikes to promote infiltration. The depth of the trench may be increased with the approval of the Township Engineer. Pipe can be utilized within the trench to increase the available storage volume. Because the trench is installed along paved area that needs to be compacted during construction, extra attention needs to be paid to avoid compaction in the area of the trench or loosen the material under the trench prior to installation.



Determination of Water Quality Volume provided:

1	Bottom Area = Length of Trench x Width	Sq. ft.
2	Depth of Basin = D	Ft.
3	Basic Volume = L x W x D (Line 1 x Line 2)	Cu. Ft.
4	Actual Void Volume in Stone Bed (WQ_v) = $0.4 \times$ Line 3 (Use this number in Step Three)	Cu. Ft.

If perforated pipe is used in the bed, adjust volume accordingly.

**UPPER HANOVER TOWNSHIP
RESOLUTION 2025-14
2025 FEE SCHEDULE AMENDMENT**

The following fees shall be in effect in Upper Hanover Township in 2025. This Resolution hereby amends and replaces Resolution 2025-01.

A. ZONING PERMIT FEES

1. All accessory structures 200 square feet and less without a utility connection are required to have only a zoning permit. The permit fee shall be \$ 110.00.
2. A zoning permit is required in conjunction with every material change in the use of land. The zoning permit fee is \$ 110.00.
3. Zoning Use Review Requests require a \$2,000* escrow for professional consultants' fees and a \$125.00 filing fee.
4. A Fence permit is required for the erection of any new fence.
The Fence permit fee is \$75.00

* When the balance in the escrow account falls below 25% of the original balance, the applicant is required to deposit additional funds to bring the balance up to the original amount.

B. BUILDING PERMIT FEES

1. RESIDENTIAL CONSTRUCTION

- A. For new construction, \$ 0.45 per square foot of building or structure area, including porches, patios, attics, basements, garages, and living areas is charged. Crawl spaces and dead area spaces (areas with less than minimum height ceilings such as kneewalls) are excluded. There is a minimum permit fee of \$ 375.00
- B. For residential additions including attached garages, \$ 0.45 per square foot of building or structure area including porches, patios, attics, basements, garages, and living areas is charged. There is a minimum permit fee of \$ 345.00.
- C. For detached garages 200 square feet and over, accessory structures 200 square feet and over, and decks, \$ 0.45 per square foot of building or structure area (total area, each level) is charged. There is a minimum permit fee of \$ 275.00.

For Non-Modular (one piece prefabricated) accessory structures 200 sq. ft. and over, the permit fee is \$ 75.00.
- D. For in-ground swimming pools over 24 inches in depth, \$ 0.45 per square foot of structure area, including surrounding patio/deck, is charged. There is a minimum permit fee of \$ 275.00.

For storable pools over 24 inches in depth, there is a permit fee of \$ 100.00 with any additional code compliance inspections at a fee of \$ 85.00 per inspection.

For above ground pools, (includes electrical inspections) there is a permit fee of \$250.00.

- E. Renovations, alterations, and where none of the above categories apply, \$ 0.45 per square foot of building or structure area (areas with at least minimum height ceilings) is charged. There is a minimum permit fee of \$ 175.00.
- F. The building permit renewal fee is \$150.00.
- G. Demolition permit - \$ 25.00 for each \$ 1,000 of demolition costs. The minimum fee is \$ 125.00.
- H. Signs - \$ 100.00 per sign.
- I. Driveway - \$160.00.
- J. Fuel storage tank fee - \$ 50.00 for installation of each tank
- K. Additional or re-inspections will be billed to the applicant on a per inspection basis. The fee for each inspection will be \$ 85.00.
- L. Written verification of a permit approval - \$100.00

2. NON-RESIDENTIAL AND INSTITUTIONAL CONSTRUCTION

- A. The minimum building permit fee is \$ 500.00 plus \$ 0.50 per square foot of building area on each floor including the basement for the first 10,000 square feet and \$ 0.25 per square foot for the remaining area.
- B. The building permit renewal fee is \$250.00.
- C. Non-refundable permit application fee - \$504.50. If a permit is issued, the permit application fee will be applied to the permit fee.
- D. Permit fee includes two plan reviews. Any plan reviews beyond the initial two reviews and plan reviews associated with a project change after permit issuance will be billed to the applicant in accordance with the hourly rate schedule currently in effect as approved by the Board of Supervisors.
- E. Signs - \$425.00 per sign
Signs w/electric - \$610.00 per sign
- F. Additional or re-inspections will be billed to the applicant in accordance with the hourly rate schedule currently in effect as approved by the Board of Supervisors.
- G. Written verification of a permit approval - \$500.00.

C. PLUMBING PERMIT FEES

1. RESIDENTIAL CONSTRUCTION

- | | | |
|----|--|-----------|
| A. | Manufactured dwelling | \$ 100.00 |
| B. | Single family dwelling (not over 3 full or partial baths) | \$ 160.00 |
| | Each additional full or partial bath | \$ 80.00 |
| C. | Two family dwelling (not over 2 full or partial baths) | \$ 255.00 |
| | Each additional full or partial bath per unit | \$ 80.00 |
| D. | Multi-family apartment building (not over 2 full or partial baths per unit) | |
| | First two units | \$ 200.00 |
| | Each additional unit | \$ 100.00 |
| | Each additional full or partial bath per unit | \$ 50.00 |
| E. | Condominium (townhouse, condominium townhouse) (not over 2 full or partial baths per unit) | |
| | First two units | \$ 200.00 |
| | Each additional unit | \$ 100.00 |
| | Each additional full or partial bath per unit | \$ 50.00 |
| F. | Additions, Alterations, and Renovations
and permits where none of the above categories apply | \$ 135.00 |
| G. | Additional or re-inspections will be billed to the applicant on a per inspection basis of \$ 85.00 per inspection. | |

2. NON-RESIDENTIAL and INSTITUTIONAL CONSTRUCTION

- | | |
|----|---|
| A. | For plumbing systems regulated by the UCC, \$0.20 per square foot for work area where plumbing is located, including basement. Minimum permit fee is \$300. |
| B. | Additional or re-inspections will be billed to the applicant in accordance with the hourly rate schedule currently in effect as approved by the Board of Supervisors. |

3. MISCELLANEOUS PLUMBING FEES

- | | | |
|----|---------------|-----------|
| A. | Sewer lateral | \$ 100.00 |
| B. | Water Lateral | \$ 100.00 |

D. ELECTRICAL PERMIT FEES

1. RESIDENTIAL CONSTRUCTION

A. Electrical Service Only

Less than 400 amp	\$ 125.00
400 amp and over	\$ 175.00
Additional meters	\$ 45.00

B. Electrical Service and Wiring

New Single Family Dwelling

Less than 400 amp (includes rough service and final inspections)	\$ 210.00
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400 amp and over (includes rough service and final inspections)	\$ 250.00
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C. Dwelling additions, alterations, renovations (includes rough and final inspection)	\$ 155.00
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D. Manufactured Dwelling (includes service and final inspections)	\$ 175.00
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E. In Ground Swimming Pools	\$ 175.00
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F. Permit for any Electrical Work which requires a Permit (Not listed elsewhere)	\$ 135.00
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G. Solar Panels / Wind Energy	\$ 300.00
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H. Generator	\$ 200.00
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I. Additional or re-inspections will be billed to the applicant on a per inspection basis of \$ 85.00 per inspection.	
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2. NON-RESIDENTIAL and RESIDENTIAL other than ONE and TWO FAMILY USES AND INSTITUTIONAL CONSTRUCTION

A. For electrical systems regulated by the UCC, \$0.25 per square foot for work area where electrical facilities are located, including basement. Minimum permit fee is \$400.	
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B. Electrical Plan Review	current hourly rate
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C. Annual permit fee for inhouse maintenance projects by qualified individuals that do not require individual inspections	\$ 100.00
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- D. Additional or re-inspections will be billed to the applicant in accordance with the hourly rate schedule currently in effect as approved by the Board of Supervisors.

E. MECHANICAL PERMIT FEES

1. RESIDENTIAL CONSTRUCTION

- A. Permit fee \$ 150.00
- B. Additional or re-inspections will be billed to the applicant on a per inspection basis of \$ 85.00 per inspection.

2. NON-RESIDENTIAL and INSTITUTIONAL CONSTRUCTION

- A. The minimum permit fee is \$ 500.00 for the first appliance plus \$ 50.00 for each additional appliance.
- B. Additional or re-inspections will be billed to the applicant in accordance with the hourly rate schedule currently in effect as approved by the Board of Supervisors.

F. SPRINKLER PERMIT FEES

- A. The minimum permit fee is \$ 500.00 for up to 100 sprinkler heads plus \$ 0.50 for each additional sprinkler head over 100.
- B. Additional or re-inspections will be billed to the applicant in accordance with the hourly rate schedule currently in effect as approved by the Board of Supervisors.

G. ENERGY PERMIT FEES

1. RESIDENTIAL CONSTRUCTION

- A. Permit fee \$ 125.00
- B. Additional or re-inspections will be billed to the applicant on a per inspection basis of \$ 85.00 per inspection.

2. NON-RESIDENTIAL and INSTITUTIONAL CONSTRUCTION

- A. Permit fee \$200.00
- B. Additional or re-inspections will be billed to the applicant in accordance with the hourly rate schedule currently in effect as approved by the Board of Supervisors.

H. COMMERCIAL SOLAR ENERGY SYSTEMS

1. The permit fee is \$500.00 plus \$0.25 per square foot of solar panel and building area for the first 10,000 square feet plus \$0.15 per square foot for the remaining solar panel and building area. This permit fee includes building and electrical permits.
2. Additional inspections or re-inspections will be billed to the applicant in accordance with the hourly rate schedule currently in effect as approved by the Board of Supervisors.

I. MANDATED FEES

Act 13 of 2004 Municipal Code Officials Training Account Fee assessed for any construction or building permit package issued under the UCC. \$ 4.50/ project

J. SUBDIVISION & LAND DEVELOPMENT FEES AND ESCROWS

SUBDIVISIONS

<u>No. of Lots or Units</u>	<u>Filing Fee</u>	<u>Escrow Fee *</u>
Amendments to Approved Plans	\$200	\$2,000
Line Change	\$200	\$2,000
2 - 5 Lots or units	\$225 per lot/unit	\$3,000
6 - 49 Lots or units	\$225 per lot/unit	\$500 per lot
50 or More Lots or units	\$225 per lot/unit	\$500/lot - first 50 lots \$100/lot - over 50 lots

LAND DEVELOPMENTS

<u>Filing Fee</u>	<u>Escrow Fee *</u>
<u>Residential – e.g. Condominiums</u> \$225/dwelling unit	\$500/dwelling unit first 50 units \$100/dwelling unit over 50 units
<u>Non-Residential</u> \$225 plus \$0.10 per sq. ft. of building	0-100,000 sq. ft. of Building sq. ft. = \$15,000 101,000 sq. ft. of Building and greater = \$15,000 plus \$30/1,000 sq. ft. of building area >100,000 sq. ft.
<u>Other</u> \$225 plus \$0.10 per sq. ft. of building	\$15,000

ALL SKETCH PLANS

All Sketch Plan Submittals and Consultation Prior to Sketch Plan Submittal, including Zoning Reviews. Waiver of Land Development is also included.

Escrow Fee* - \$2,000
Sketch Plan Filing Fee - \$100

* When the balance in the escrow account falls below 25% of the original balance, the applicant is required to deposit additional funds to bring the balance up to the original amount.

K. ON-LOT SEPTIC SYSTEM PLANNING MODULE COMPLIANCE

Annual Administrative Fee	\$ 25.00
Engineering Inspection Fee	200.00

L. INDIVIDUAL LOT STORMWATER MANAGEMENT / GRADING PLAN REVIEW

Filing Fee - \$200 Escrow Fee*- \$1,000

* When the balance in the escrow account falls below 25% of the original balance, the applicant is required to deposit additional funds to bring the balance up to the original amount.

Stormwater BMP O&M to be determined by the Township Engineer

M. PUBLICATION FEES - Paper or Digital (when available)

Zoning Ordinance	\$ 30.00
Subdivision & Land Development Ordinance	20.00
Storm Water & Erosion & Sedimentation Pollution Control Ordinance	10.00
Open Space and Environmental Resource Protection Plan	15.00
Regional Comprehensive Plan	20.00
Act 537 Plan Update – Perkiomen Service Area	30.00
Act 537 Plan Update - Macoby Service Area	30.00
Zoning Map (large)	7.00
Copies & Scans	.25 per side
Memory Stick	10.00
Mill Hill Map	2.00
Flood Maps	5.00
Official Highway Map	7.00
Clerical Assistance (per hour)	20.00
Notary of a Township Official's Signature	5.00
Duplicate of Tax Bill	5.00
Tax Certification Fee	30.00

Right to Know Request Fees are in accordance with the official RTKL Fee Schedule

N. ROAD OCCUPANCY PERMIT FEES

ADMINISTRATIVE

FEES

- | | |
|---|---------|
| a. Returned Check Fee | \$20.00 |
| b. Application Processing Fee For All Application Refunds | \$25.00 |
| c. Escrows for complex projects requiring multiple reviews or more than 1 inspection covered by the permit fee are to be determined by the Township Engineer and are billed at the current Engineer Rate Schedule adopted with the Master Fee Schedule. | |

CONSTRUCTION ENTRANCES

FEES

\$170.00

DRIVEWAYS

FEES

For Driveways Onto Township Dedicated Public Roadways Only

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|---|----------|
| a. Minimum use (e.g., single-family dwellings, apartments with five or fewer units not more than 25 cars) | \$100.00 |
| b. Low volume (e.g., office buildings, car washes, more than 25 but less than 750 cars) | \$140.00 |

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|---|----------|
| c. Medium volume (e.g., motels, fast food restaurants, service stations, small shopping plazas, more than 750 but less than 1,500 cars per day) | \$165.00 |
| d. High volume (e.g., large shopping centers, multi-building apartment or office complexes, more than 1,500 cars per day) | \$210.00 |

FEES

OTHER

\$140.00

Bank removal, sidewalk, curb, etc.

Permit Extension (each six-month extension or each change)	\$90.00
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Emergency Permit Card	\$75.00
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Restriction on openings in newly paved street	\$1,000.00
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UTILITIES

FEES

i.e., storm, gas, sewer, cable, etc. - Non-refundable base application fee	\$200.00
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PLUS fee of:

- a. Surface Openings - Calculated on the total linear feet of the opening being permitted within different areas of right-of-way.

Total linear feet of opening each (100-foot increments or fraction thereof):	\$110.00
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Opening in a pavement	
Opening in a shoulder	\$100.00
Opening outside pavement and shoulder	\$90.00

If a longitudinal opening simultaneously occupies two or more highway areas identified in subparagraph (a), only the higher fee will be charged.

Linear distances shall be measured to the nearest foot.

- | | |
|--|----------|
| b. Surface Openings - less than 36 Square Feet (e.g., service connections performed independently of underground facility installations, pipeline repairs each opening) | \$120.00 |
|--|----------|

Opening in pavement	
Opening in shoulder	\$95.00
Opening outside pavement and shoulder	\$90.00

ABOVE - GROUND FACILITIES

	<u>FEES</u>
a. Poles, guys, and/ or anchors if installed independently of poles	\$175.00
b. Up to 10 physically connected above-ground facilities (each continuous group)	\$120.00
c. Additional above-ground physically connected facilities (each pole with appurtenances)	\$50.00
d. Crossing (e.g., "overhead" triples, conveyors or pedestrian walkways and "underground subways or mines)	\$250.00

SEISMOGRAPH - VIBROSIS - METHOD (e.g., prospecting for oil, gas)

	<u>FEES</u>
a. First Mile	\$300.00
b. Each additional mile or fraction thereof	\$150.00

TEST HOLES

	<u>FEES</u>
In pavement or shoulder (each hole)	\$100.00

O. ZONING HEARING FEES

Residential Application Fee - \$550.00
Continued Hearing - \$250.00 each
Non-Residential Application Fee - \$1,000.00
Continued Hearing - \$250.00

Applicant will be billed after the hearing for ½ of the Stenographer appearance fee.

P. CONDITIONAL USE HEARING FEES

Residential Application Fee - \$550.00
Non-Residential Application Fee - \$1,000.00
Residential and Non-Residential Continued Hearing - \$250.00 each

Applicant will be billed after the hearing for ½ of the Stenographer appearance fee.

Q. REQUEST FOR REZONING FEES

Application Fee \$750.00
Continued Hearing - \$250.00 each
Escrow Fee - \$2,000.00 - When the balance in the escrow amount falls below 25% of the original balance, the applicant is required to deposit additional funds to bring the balance up to the original amount.

Applicant will be billed after the hearing for ½ of the Stenographer appearance fee.

R. CURATIVE AMENDMENT FEES

Application Fee - \$2,000.00
Continued Hearing - \$250.00 each
Applicant will be billed after the hearing for ½ of the Stenographer appearance fee.

S. SOLICITATION PERMIT FEE - \$25.00

T. HOME OCCUPATION ZONING PERMIT FEES

Home Occupation Zoning Permit Fee - \$25.00

Home Occupation Annual Renewal Zoning Permit Fee - \$10.00

U. LAND DISTURBANCE PERMIT FEE - \$300.00

V. FEE IN LIEU OF COMPENSATORY TREES

1. deciduous- \$550.00
2. evergreen - \$325.00
3. ornamental - \$400.00

W. APPLICATION FOR ZONING ORDINANCE TEXT AMENDMENT

Application Fee - \$500.00

Continued Hearing - \$200.00

Escrow Fee - \$2,000.00 - When the balance in the escrow amount falls below 25% of the original balance, the applicant is required to deposit additional funds to bring the balance up to the original amount.

Applicant will be billed after the hearing for ½ of the Stenographer appearance fee.

X. BUILDING CODE BOARD OF APPEALS

Application Fee - \$550

Y. REFUNDS

All Refunds are subject to an Administrative Charge determined by the Township.

Z. PARKS AND RECREATION FEES

Camelot Park

Pavilion Rental Fees:

Rental Period: April 1st through October 31st Rental Time Periods (4 hours): 10:00 am to 2:00 pm 3:00 pm to 7:00 pm <i>(Rental time includes set-up and clean-up)</i>	UPPER HANOVER TOWNSHIP RESIDENT	NON- TOWNSHIP RESIDENT
50 people and under	\$50	\$100
51 to 100 people	\$100	\$150
100+ people need Special Events Permit		
Concession Stand Rental	\$25	\$25
Security Deposit (refundable after permit ends)	\$100	\$100

School Group Pavilion Rental Fees: *(Rental Time 4 hrs. Monday through Friday 10 am - 2 pm during April, May, June, September & October – Includes concession stand.)*

Upper Perkiomen School District and Private Schools based in Upper Hanover Township:	\$30
Non-Upper Perkiomen School District Schools & Non-Township Schools:	\$70
Security Deposit (refundable after permit ends)	\$100

Special Event Rental Fees: Rental Period April 1st through October 31st

1. Tournament Field Use (Includes use of Pavilion)

\$150 per field per day
\$ 60 non-Upper Hanover residents and organizations per day
\$ 25 concession stand per day
 2. Special Event Park Rental Fee *(Includes use of Pavilion & appropriate field area for 8 hrs.)*

100-200 participants	\$150 (UHT)/\$215 (NR)
201-300 participants	\$200 (UHT)/\$275 (NR)
Concession Stand Rental (8hours)	\$25 per day
 3. Security Deposit (refundable after permit ends) \$500 & copy of insurance certificate
The Township reserves the right to retain some and/or all if the facilities are not found in the same condition after use, including the fields.
 4. Special Event Rental Application Fee \$ 25 (must be submitted with application-nonrefundable)
- Other**
1. Single Use of Field (rental time 4 hrs.) \$ 30 UHT resident/\$75 non-resident
Teams See Special Event Rental Fees

Security Deposit (refundable after permit ends) \$100
 2. Field Maintenance \$250.00 per year
(1day/week)
 3. Memorial Bench \$725.00

RENTAL POLICY: Facilities are not available for events that are larger than 300+ participants.

Macoby Run Park

- | | | |
|----|---|----------|
| 1. | Use of Field (Excludes Pickleball Courts) | \$ 25.00 |
| | Security Deposit (Refundable after permit ends) | \$100.00 |
| 2. | Memorial Bench or Table | \$725.00 |


Centennial Park

- | | | |
|----|----------------|----------|
| 1. | Memorial Bench | \$725.00 |
|----|----------------|----------|

ALL PARK CANCELLATIONS: There is a \$10.00 administration fee on any cancellations processed by the Parks & Recreation Department.

RESOLVED AND ADOPTED THIS 11th DAY OF FEBRUARY 2025.

ATTEST:



Secretary

BY:


Chairperson