

RESOLUTION 2026- 03

WHEREAS, the Honey Brook Borough Council has deemed it in the best interest of Honey Brook Borough to have a unified Fee Schedule; and

WHEREAS, a Fee Schedule was adopted on January 3, 2005 and revised with the most recent revision on January 6, 2025; and

WHEREAS, the Fee Schedule has again been reviewed by Borough Council; and

WHEREAS, a copy of this Fee Schedule is attached to this Resolution as Exhibit A.

NOW, THEREFORE, it is hereby **RESOLVED** that:

- A. The Fee Schedule attached to this Resolution as Exhibit A is hereby approved and is and shall be the official and operative Fee Schedule for the items set forth therein for Honey Brook Borough, Chester County, Pennsylvania; and
- B. An original of the Fee Schedule attached as Exhibit A shall be kept on file at all times in the Honey Brook Borough Hall; and
- C. The Fee Schedule adopted by this Resolution may be amended at any time by Resolution of the Honey Brook Borough Council.

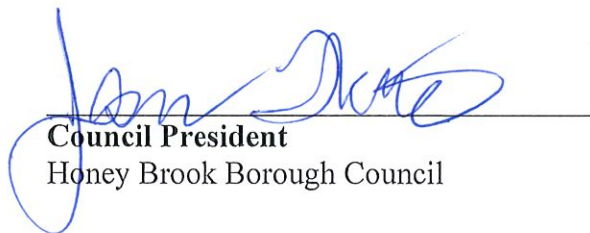
Adopted this 5th day of JANUARY 2026.

Attest:

HONEY BROOK BOROUGH COUNCIL

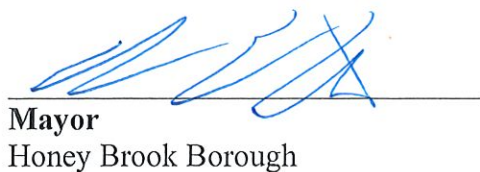


Borough Secretary
Honey Brook Borough



Council President
Honey Brook Borough Council

Approved:



Mayor
Honey Brook Borough

2026
HONEY BROOK
BOROUGH FEE
SCHEDULE

**[Revised by Resolution of the Honey Brook Borough
Council on January 5, 2026]**

Kraft Municipal Group, Inc.
2026 HOURLY FEE SCHEDULE

The charge rates shown below are all-inclusive incorporating all overhead, profit and expenses.

Service Task:

Professional Engineer/Senior Project Manager	per hour	\$ 125.00
Project Manager	per hour	\$ 110.00
Senior Technician/Inspector	per hour	\$ 95.00
Technician/Inspector	per hour	\$ 84.00
Admin Tech	per hour	\$ 60.00
Admin Support	per hour	\$ 40.00
Subdivision and Land Development Plan Review	per hour	\$ 145.00

Large Format Printing:

Sheet size	Black & White	Full Color
Per 18" x 24" Sheet	\$ 2.75	\$ 5.50
Per 24" x 36" Sheet	\$ 3.50	\$ 7.00
Per 30" x 42" Sheet	\$ 4.25	\$ 8.50
Per 36" x 48" Sheet	\$ 5.00	\$ 10.00

Large Format Scanning:

Large format scanning is provided at a flat rate of \$1 per sheet with a \$10 minimum charge. This cost includes black and white or color scanning. Documents are furnished either by email or a customer supplied USB device.

Miscellaneous Items:

Postage for all required mailings is billed at the actual postal rate.
 Color photos, if requested or required are billed at a rate of \$1.00 per sheet.
 Postings, if requested or required are billed at a rate of \$5.00 per posting (unstaked) and \$10.00 per posting (staked).

Kraft Municipal Group

2026 BUILDING PERMIT FEE SCHEDULE

Note: Any work that requires a permit which is started without an approved permit being issued automatically doubles the permit fees, excluding Use & Occupancy (U & O) and Labor & Industry (L & I) fees.

Note: Many permits will require a Zoning Ordinance review fee, as well as a building permit fee in combination with the other fees prescribed in this schedule.

Note: All permits applicable to the Pennsylvania Uniform Construction Code will require an L & I training fee of \$4.50 in combination with the other fees prescribed in this schedule.

The following permit costs include the initial plan review and initial inspection(s). Inspections will be conducted Monday - Friday between 8:00 am and 4:00 pm.

RESIDENTIAL BUILDING PERMIT FEES

Non-refundable application fee	\$100.00
<i>(Note: Application fee is applied to the overall cost of the permit(s) with the balance due at pick up.)</i>	
Returned check fee	\$50.00

Single Family – Attached, Detached, and Townhouse Dwelling Units

- Review, Permit, and Initial Inspections included \$ 0.80/square foot
(Includes initial inspection for all disciplines as checked off on inspection checklist. Failed inspections will require re-inspection fees)
 - \$ 95.00 Zoning fee
 - \$ 50.00 U & O
 - \$ 4.50 L&I fee
- Residential Sprinkler fee (Review, Permit, Rough And Final Inspection) \$ 250.00

Additions and Alterations to Existing Dwellings (Ex. Habitable and non-habitable additions; sunrooms; finished basements; habitable attics, attached garages, structural alterations, fire damage repair, bathroom and kitchen alterations requiring a permit, etc.). Permit fee is based on the number of required inspections determined by the Building Code Official during the application review stage.

- Review/ Process permit...\$250.00 + inspections + \$95.00 Zoning (if applicable) + \$50.00 U & O + \$4.50 L & I fee

Footing	\$ 84.00	Energy	\$ 84.00
Foundation	\$ 84.00	Wallboard Inspection	\$ 84.00
Under Slab	\$ 84.00	Final Plumbing Insp Standalone	\$ 84.00
Rough Plumb	\$ 84.00	Final Mechanical Insp Standalone	\$ 84.00
Rough Mechanical	\$ 84.00	Final Electrical Insp Standalone	\$ 84.00
Rough Electric	\$ 84.00	Final Structural Inspection	\$ 84.00
Rough Structural	\$ 84.00	Use and Occupancy Certificate	\$50.00
Electrical Service Inspection	\$ 84.00		

Manufactured or Industrialized Housing

- Review, Permit and Initial Inspections (no basement) \$ 650.00 Building fee
 - Review, Permit and Initial Inspections (with basement) \$ 850.00 Building fee
- \$ 95.00 Zoning fee
\$ 50.00 U & O fee
\$ 4.50 L&I fee

Accessory Structures Requiring a Building Permit*

- Detached Accessory Buildings > 1000 sq ft (Pole Buildings, Garages, etc.)

Review, Permit and Initial Inspections <i>(elec, plumb, and mech fees are separate based on inspections as shown on additions and alterations)</i>	\$ 350.00 Building fee
	\$ 95.00 Zoning fee
	\$ 50.00 U & O fee
	\$ 4.50 L & I fee

- Decks > 30 Inches Above Final Grade
Roof over Decks, Porches, Patios, etc.
Retaining Walls > 4 feet in height
Fences > 6 feet in height

Review, Permit and Initial Inspections <i>(elec, plumb, and mech fees are separate based on inspections as shown on additions and alterations)</i>	\$ 250.00 Building fee
	\$ 95.00 Zoning fee
	\$ 50.00 U & O fee
	\$ 4.50 L & I fee

- Pool Fence Replacement

\$ 75.00 Building fee
\$ 50.00 U & O fee
\$ 4.50 L & I fee

- Swimming Pools

(Bldg/Elec + Zoning + U&O + L & I)

- | | |
|---|---------------------------------------|
| - In-ground pool (water depth 24-inches or greater)
(includes review, permit and initial inspections) | \$400.00 + \$95.00 + \$50.00 + \$4.50 |
| - Above-ground pool (water depth 24-inches or greater)
(includes review, permit and initial inspections) | \$300.00 + \$95.00 + \$50.00 + \$4.50 |
| - Spas, saunas, hot tubs and storable pools
(includes review, permit and initial inspections) | \$150.00 + \$95.00 + \$50.00 + \$4.50 |

Plumbing Permits

- | | |
|---|--------------------------|
| • Miscellaneous Plumbing | \$ 150.00 + \$4.50 L & I |
| • Sewer Lateral (connect to existing lateral or septic tank
Repair or replacement) | \$ 150.00 + \$4.50 L & I |
| • Water Service Connection | \$ 150.00 + \$4.50 L & I |
| • Residential Sprinkler Fee (Review & Inspection) | \$ 250.00 + \$4.50 L & I |

Mechanical Permits (Replace/New heaters, furnaces, boilers, H2O heaters, fuel burning appliances, A/C units, exhaust systems, and geothermal/solar-thermal mechanical systems)

- | | |
|----------------------------|--------------------------|
| • Miscellaneous Mechanical | \$ 150.00 + \$4.50 L & I |
|----------------------------|--------------------------|

Electric Permits

- Solar Electric System (Roof Mount) \$ 300.00 + \$ 150.00 structural (when applicable) + \$50.00 U & O + \$ 4.50 L & I
- Solar Electric System (Ground Mount) \$ 450.00 + \$95 Zoning + \$50.00 U & O + \$4.50 L & I
- Miscellaneous Electrical \$ 150.00 + \$4.50 L & I
- Residential generators \$ 150.00 + \$50.00 U & O + \$4.50 L&I
- Service/Panel upgrades and/or Service Re-connection \$ 150.00 + \$4.50 L & I

Demolition

- Demolition \$ 150.00 + \$4.50 L & I

Miscellaneous Permits & Fees

- Certificate of Use & Occupancy \$ 50.00
- Partial Certificate of Occupancy \$ 126.00
- Building Permit Renewal/Transfer \$ 100.00
- Building Permit Design Change/Revision \$ 84.00/hour
- Failed Inspection/Re-inspection Fee \$ 126.00
- Miscellaneous Plan Review/Processing/Permit Prep \$ 84.00/hour
- Returned Check Fee \$ 50.00

*Criteria used for building permit requirements vary by municipality and may have been amended as allowed by section 503 if the PA UCC.

NON-RESIDENTIAL BUILDING PERMIT FEES

Non-refundable application fee	\$250.00
<i>(Note: Application fee is applied to the overall cost of the permit(s) with the balance due at pick up.)</i>	
Returned check fee	\$50.00

New Building and Additions

• Plan Review/Processing/Permit Prep	\$ 95.00 /hour
• Building Fee – Occupiable Space (See IBC 2018 definition)	\$ 0.50/sq ft (\$350 min)
• Building Fee – Un-occupiable Spaces	\$ 0.25/sq ft (\$350 min)
• Electrical	\$ 0.05/sq ft (\$350 min)
• Plumbing	\$ 0.05/sq ft (\$350 min)
• Mechanical	\$ 0.05/sq ft (\$350 min)
• Accessibility	\$ 0.05/sq ft (\$350 min)
• Fire Alarm	\$ 0.05/sq ft (\$350 min)
• Sprinkler System	\$ 275.00 + \$5/head
• Warehouse/Industrial Bldg shell in excess of 100,000 s.f.	\$ 0.175/sq ft
• Certificate of Use & Occupancy	\$ 75.00
• PA Dept of Labor & Industry Fee	\$ 4.50

Alterations/Renovations/Repairs

• Building Fee is based on cost of construction as stated by contract or fair market value*. \$ 250.00 fee minimum for the 1 st thousand dollars + \$10.00 for each extra \$1000 or fraction thereof.	
• Accessibility Review and Inspection (if applicable)	\$ 300.00
• Sprinkler System (if applicable)	\$ 275.00 + \$5/head
• Certificate of Use & Occupancy	\$ 75.00
• PA Dept of Labor & Industry Fee	\$ 4.50
• Misc Plan Review	\$ 95.00 /hour

Accessory Building (shed, garage, swimming pool or similar structure)

• Building Fee	\$ 0.25/sq ft (\$350 min)
• Electrical Fee (if applicable)	\$ 0.05/sq ft (\$350 min)
• Plumbing Fee (if applicable)	\$ 0.05/sq ft (\$350 min)
• Mechanical Fee (if applicable)	\$ 0.05/sq ft (\$350 min)
• Sprinkler Fee (if applicable)	\$ 275.00 + \$5/head
• Fire Alarm (if applicable)	\$ 0.05/sq ft (\$350 min)
• Accessibility Review and Inspection(if applicable)	\$ 300.00
• Certificate of Use & Occupancy	\$ 75.00
• PA Dept of Labor & Industry Fee	\$ 4.50
• Misc Plan Review	\$ 95.00 /hour

Signage

Permanent Signs

- Building and/or Electrical Fee is based on cost of construction as stated by contract or fair market value**. \$250.00 fee minimum for the 1st thousand dollars + 10.00 for each additional thousand or fraction thereof.
- Zoning Fee See Zoning Fee Schedule
- PA Dept of Labor & Industry Fee \$ 4.50

Miscellaneous Permits & Fees

- Demolition Fee \$ 275.00 + \$4.50 L & I
- Certificate of Use & Occupancy \$ 75.00
- Partial Certificate of Use & Occupancy \$ 135.00
- Building Permit Renewal/Transfer Fee \$ 100.00
- Building Permit Design Change/Revision \$ 95.00 per review hour
- Failed Inspection/Re-inspection Fee \$ 135.00
- Miscellaneous Plan Review/Processing/Permit Prep \$ 95.00 /hour

**Fair Market Value – A cost determined by the Township Building Code Official when a contracted cost is not available. This cost may be established before or after construction is completed.

GENERAL BUILDING PERMIT NOTES

1. Residential Building Permit review may take up to **15 business days** upon receipt of a complete application pursuant to the PA Uniform Construction Code.
2. Commercial Building Permit review may take up to **30 business days** upon receipt of a complete application pursuant to the PA Uniform Construction Code.
3. Permit application fees are due at the time of the application. Permits will not be reviewed until the appropriate fees have been paid.
4. All additional fees must be satisfied prior to release of permit(s).
5. Generally, stamped and/or sealed plans prepared by a design professional licensed in the Commonwealth of Pennsylvania are not required for residential building permits. However, under certain circumstances, the municipality's Third-Party Inspection Agency may require building plans and specifications to be stamped and/or sealed by a design professional licensed in the Commonwealth of Pennsylvania. This would typically apply to non-conventional type construction or structures.
6. Square footage will be verified, adjustments noted, and cost adjusted accordingly during plan review. Square footage is calculated on the industry standard square footage basis measured outside-to-outside dimensions of all levels of the structure, and shall include basements, bays, hallways, stairways, utility/mechanical rooms, storage rooms, lobbies, attached garages, foyers, elevators, decks, covered patios, porches, and attics that have a minimum headroom height of six feet.
7. Consultation, site visits and/or attendance at meetings with applicants, municipality officials or Staff shall be billed at the plan review hourly rate with a 1 hour minimum.
8. Fees for apartment buildings or greater than 2-family dwellings shall be calculated using the Commercial Building Permit Fee Schedule.

Kraft Municipal Group
2026 ZONING PERMIT FEE SCHEDULE

Note: Any work that requires a permit which is started without an approved permit being issued automatically doubles the permit fees.

*The following permit costs include the initial plan review and initial inspection(s).
 Inspections will be conducted Monday - Friday between 8:00 am and 4:00 pm.*

RESIDENTIAL ZONING PERMIT FEES

Non-refundable application fee (applied to overall cost of permit)	\$50.00
New Construction & Additions	
- Tier 1: Simple addition, etc.	\$95.00
- Tier 2: New dwelling unit, complex additions, etc.	\$160.00
Accessory Structures and Structures not regulated by the UCC (Sheds, Fences, Decks less than 30" above grade, etc.)	
- Tier 1: Single accessory structure	\$95.00
- Tier 2: Multiple accessory structures on the same lot	\$160.00
Home Occupation/Home Based Business Use Permit	\$125.00
Sign	\$95.00
Driveway, Curb and/or Sidewalk	
- New driveway	\$160.00
- Pave, modify, repair, and/or extend existing driveway	\$120.00
- New curb, sidewalk or driveway apron	\$160.00
- Existing curb, sidewalk or driveway apron repair/ replacement	\$120.00
Timber Harvest	\$125.00
Permit Renewal or Transfer Fee	\$50.00
Misc. Review	\$84.00/hour
Re-inspection Fee	\$126.00

NON-RESIDENTIAL ZONING PERMIT FEES

Non-refundable application fee (applied to overall cost of permit)	\$150.00
Land Use or New Construction & Additions including accessory structures	
- Tier 1: Single Use, new principal building, addition or accessory structure	\$225.00
- Tier 2: Multiple Uses, new principal buildings, additions or accessory structures on the same lot	\$350.00
Sign Permit	
- New single sign	\$180.00
- New multiple signs on the same lot for a single use	\$275.00
- Replacement (in same location)	\$150.00
- Temporary	\$150.00
Cell and Radio Towers	\$5.00/ft (\$350 Min)
Exterior Lighting	\$275.00
Driveway, Curb, Parking lots, and/or Sidewalk	
- New driveway/parking lot	\$275.00
- Pave, modify, repair, and/or extend existing driveway/parking lot	\$180.00
- New curb, sidewalk or driveway apron	\$275.00
- Existing curb, sidewalk or driveway apron repair/ replacement	\$180.00
Timber Harvest	\$225.00
Temporary Use (tents, trailers, construction trailers, etc.)	\$180.00
Misc. Review / Re-inspection Fee	\$95.00

APPLICATIONS FOR SUBDIVISION AND/OR LAND DEVELOPMENT

Minor Subdivision (up to 3 lots) and/or Land Development Application	
Sketch Plan or Preliminary Plan	\$500.00
Final Plan	\$500.00

Major Subdivision (4 or more lots) and/or Land Development Application	
Sketch Plan or Preliminary Plan	\$1,000.00
Final Plan	\$500.00

Escrows (refundable)**

Consultant Reviews to be paid at the time of submission of all Plans:

Minor Subdivision Plan	\$1,000.00
Major Subdivision Plan	\$2,500.00

***All Applicants must maintain a minimum balance in each Escrow Account of one-half (1/2) of the required Escrow if the minimum balance falls below one-half (1/2) of the required Escrow, each Applicant must remit to the Borough all amounts necessary to bring the minimum balance up to one-half (1/2) of the above amounts.*

RESIDENTIAL SIDEWALK AND/OR DRIVEWAY PERMITS

Driveway	\$30.00
Sidewalk	\$30.00

COMMERCIAL SIDEWALK AND/OR DRIVEWAY PERMITS

Driveway	\$50.00
Sidewalk	\$50.00

DUMPSTER IN STREET PERMIT

Fee \$15.00 per day (Maximum of 15 days)

FIRE PREVENTION CODE APPLICATIONS

New construction/renovations involving commercial, industrial and institutional facilities which require a Fire Prevention Code Permit will pay a fee equal to fifty percent (50%) of the Building Permit Fee for the Fire Prevention Code Permit Fee.

 Minimum Fee \$75.00

 Inspection of fuel oil tanks and all other
 Fire Prevention Code Permits \$75.00

PERMIT RENEWALS

\$60.00

ROAD CUT PERMITS

Application Fee (Non-refundable)	\$175.00
Inspection Fee to verify proper backfill, compaction and paving material	
Non-refundable base fee	\$75.00
Escrows (refundable):	
First 0 to 3 square yards surface disturbance	\$20.00 per sq.yd.
Next 3 to 10 square yards surface disturbance	\$10.00 per sq.yd.
Greater than 10 square yards surface disturbance	\$5.00 per sq.yd.
Additional Work Fee-based on the Borough Engineer's rate schedule and estimated time	
Example: 22 sq.yd. disturbance = \$175 + \$75 + \$60 + \$70 + \$60 = \$440 of which	
\$190 would be refundable.	
Two-Year Financial Security:	ten per cent (10%)
of the cost of construction approved by the Borough Engineer to cover any and all damages arising from the digging up, opening or closing of a roadway.	

STORMWATER PERMIT APPLICATION

Application Fee (Non-refundable)	
Storm water – exempt application	\$ 50.00
Storm water associated with construction, residential (single family dwelling)	\$250.00
Storm water associated with construction, all other construction	\$450.00
Escrows** (Refundable)	
Single Family Dwelling Residential	\$1,000.00
All other construction	\$1,500.00

** All applicants must maintain a minimum balance in the escrow account of one-half (1/2) of the required escrow. If the minimum balance falls below one-half (1/2) of the required escrow, the applicant must remit to the Borough all amounts necessary to bring the minimum balance up to one-half (1/2) of the above amounts.

USE AND OCCUPANCY PERMITS

A Use and Occupancy Permit is required for the following:

- Change of ownership or tenants in residential dwellings
Residential accessory buildings or structures over 500 square feet excluding a carport, detached private garage, greenhouse or shed if the structure has a building area less than 1,000 square feet and is accessory to a detached one-family dwelling. Also excluding a carport, detached private garage, greenhouse or shed if the structure has a building area of less than 120 square feet and is accessory to a two family dwelling or townhouse.
- Swimming Pools
- Additions/alterations to a residential unit requiring a Building Permit
- Commercial/industrial buildings or structures
- Additions/alterations to a commercial/industrial/institutional building or structure for the purpose of occupancy by an individual tenant or tenants, but not including an individual self-storage unit in a self-storage until complex.
- Each addition/alteration of a commercial/industrial/institutional building or

- structure requiring a Building Permit
- Change of use or ownership or tenants in a commercial, industrial or institutional building or structure
- Each commercial/industrial/institutional accessory building or structure over 200 square feet in area

Fee for the Use and Occupancy Permit	\$ 25.00
Efficiency (1 bedroom, 650 sq. feet or less):	\$ 40.00
1 Bedroom Apartment	\$ 55.00
2 Bedroom Apartment	\$ 75.00
3+ Bedroom Apartment	\$100.00
Single Family Dwelling	\$150.00
Commercial, Industrial, Institutional	

USE & OCCUPANCY REINSPECTION FEES

\$35.00 - residential
 \$82.50 - non-residential

ZONING HEARING BOARD APPLICATIONS & APPEALS

Variance, Special Exceptions & Appeals from Zoning Officer's Determinations

Single Family Residential Property	\$600.00 *
Commercial & Multi-Family Residential Property	\$1,200.00 *
Industrial	\$1,500.00 *

Challenges to the Validity of an Ordinance \$1,200.00 *

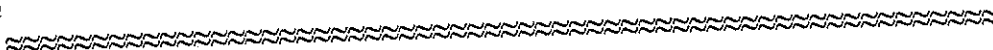
Conditional Use Applications \$3,000.00 **

Curative Amendments \$10,000.00

Applications to the UCC Board of Appeals (Filed pursuant to §403.121(b) and §403.122(a) of the Uniform Construction Code Regulations) -- as per fee schedule adopted by the Western Chester County U.C.C. Appeals Board

** There will be an additional charge of \$300.00 for each additional session of testimony. This fee must be paid in full not less than five (5) days prior to the scheduled additional session of testimony.*

***Professional consultant fees (solicitor and engineer) that exceed the application fee must be reimbursed to the Borough*



CRIME VICTIM RIGHT OF ACCESS REQUESTS (18 PA C.S. §9148.2(D))

Initial Processing Fee	\$200.00
Electronic storage devices: such as DVDs, flash drives, & external hard drives	Cost
Retrieval	\$6.25/fifteen minutes
Redactions	\$6.25/fifteen minutes
Photocopying:	
8.5 x 11 black and white per page	\$0.25
8.5 x 11 color per page	\$0.50
Legal work	\$17.50/fifteen minutes
Postage	Cost

GENERAL GOVERNMENT FEES

Sale of Documents	\$35.00
Comprehensive Plans	\$40.00
Subdivision & Land Development Ordinance	\$55.00
Zoning Ordinance	\$5.00
Zoning Maps	

Copy Fees	\$0.25
Per Copy/Side	
Non-standard sized documents including, but not limited to, blue prints, color copies, or any document requiring printing by an outside vendor	Actual cost per document

Police Reports \$15 per report

Act 22 \$100 per recording

Certification of a Record \$5 per record
 Please note that certification fees do not include notarization fees.

Mailing Actual cost of postage

Solicitation Permits \$50.00 for 1 day
 \$200.00 for 5 days
 \$1000.00 for 30 days

- Yard Sale Permits
- a) First permit issued to a household within any twelve (12) month period
\$10.00 (good for up to two (2) dates)
 - b) Second permit issued to a household within the same twelve (12) month period
\$25.00
 - c) Non-profit service organizations and charitable organizations may obtain up to two (2) yard sale permits in any twelve (12) month period without payment of a fee.

Pavilion & Park Use deposit	\$50.00 resident; \$100.00 non-resident (nonrefundable plus \$50.00 refundable security deposit after pavilion is broom clean, rubbish is bagged, etc. and no damage has occurred or court area checked, if applicable)
Returned check charge	\$50.00
Late charge for overdue payments	Interest rate of 1.5% per month (18% per annum)

Fees if Permit is Not Obtained

If no Permit is obtained, the required Permit Fee will be two (2) times the Permit Fee which would have been required for the Permit had the Permit been issued.

RENTAL OF BOROUGH EQUIPMENT

Dump Truck	\$195.00 per day
Backhoe	\$275.00 per day
Portable Generator	\$40.00 per day

*Rentals are available to emergency management teams and public authorities only.
All rental fees are plus operator costs.*