

FEE SCHEDULE
WINDSOR TOWNSHIP
ADOPTED BY RESOLUTION # 2026-5
12-May-26

APPLICATION FEES

All applications shall be accompanied with an application fee due unless specified at the time of application filing as set forth below.

All application and/or filing fees are non-refundable.

A.	Zoning Permit Application Fee:	\$50.00
B.	Storm Water Exempt Projects Phase Application Fee:\$ 25.00	\$25.00
C.	Storm Water Small Projects Phase Application Fee:	\$75.00
D.	Storm Water Large Projects Phase Application Fee:	\$250.00

INSPECTIONS / PERMITS

New Construction including additions

Residential	\$0.035 per sq ft of usable floor area Minimum \$350
Residential Accessory Structure Without mechanical, electrical, plumbing	\$0.025 per sq ft of usable floor area Minimum \$350

Non-Residential, Commercial, Industrial

2% of Total Construction Cost
Minimum \$500.00

Residential Renovations, Alterations

.35 per sq ft of usable floor area
Minimum \$350.00

Commercial Renovations, Alterations

2% of Total Construction cost
Minimum \$500.00

Demolition

Residential	\$200.00
Non-Residential	\$300.00
Accessibility Inspection	\$40.00 Plus \$70.00 per hour

Electrical

Residential Inspections (Rough, Final)	\$150.00
Residential Service	\$75.00
Residential Solar	\$250.00
Residential Generator	\$250.00
Non-Residential Inspections	\$100.00
	Plus \$5.00 per \$1,000.00 of estimated cost
Non-Residential 400 Amp or less	\$100.00
Non-Residential Over 400 Amp to 1000 Amp	\$200.00
Non-Residential over 1000 Amp	\$400.00
Commercial Solar	2% of Total Construction Cost Minimum \$1000.00

Plumbing

Residential	\$100.00 Plus \$7.50 each fixture
Non-Residential	\$750.00
	Plus \$5.00 per \$1,000.00 of estimated cost
Residential Sprinkler System	\$50.00 Plus \$2.00 per sprinkler

Non-Residential Fire Protection

Sprinkler System	\$50.00
Charger per Head	\$1.00
Standpipe System	\$100.00

Building Sewer Service

\$50.00 Plus \$75.00 Inspection

Mechanical

Residential	\$100.00 per heating/cooling unit
Non-Residential	\$250.00
	plus \$5.00 per \$1,000.00 of estimated cost

Pools

In Ground Pool	\$450.00
Above Ground Pool	\$250.00

Sheds, Accessory and Misc. Structures

Under 1000 sq ft and over 200 sq ft	\$150.00 Zoning Permit Only
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Temporary Structures

Construction Trailers	\$100.00
Tents	\$50.00

Decks and Patios

\$150.00

MISCELLANEOUS FEES

UCC Residential Application fee for New Buildings and Additions	\$50.00
	Non-refundable, due at time of filing
UCC Commercial Application Fee for New Buildings, Additions, Renovations and Alterations	\$250.00
	Non-refundable, due at time of filing

Permit Extension Renewal \$50.00

Penalties

Permits obtained as a result of a stop work order being issued and/or construction installation, etc. that has been completed without permit/inspection	\$250.00
Special test and/or agencies required to determine	At Cost
Compliance with concealed construction and/or work completed prior to obtaining permit Re-Inspection on the same matter Fee Must be Paid before further inspections take place	\$75.00 Residential

STORMWATER FEES

IF THE SWM FACILITY IS PART OF A SUBDIVISION/LAND DEVELOPMENT PROJECT THESE FEES DO NOT APPLY

Stormwater Permit Application

Residential	\$125.00 Non Refundable
Non-Residential	\$200.00 Non Refundable

Stormwater Plan Review and Inspections

Residential	Billed at Actual Chg incurred by Twp Engineer
Plan Review	110.00/Hour Plus 15% Admin Fee
Inspection	110.00/Hour Plus 15% Admin Fee
Includes one inspection after BMP Installation	
Escrow	\$1,500.00 Escrow
Non-Residential	
Plan Review	Billed at Actual Chg incurred by Twp Engineer
Inspection	110.00/Hour Plus 15% Admin Fee
Includes one inspection after BMP Installation	110.00/Hour Plus 15% Admin Fee
Escrow	\$3,500.00 Escrow

Additional Stormwater Fees As Applicable

Failed or Additional Inspections	\$150.00
Site meeting or Site Visit	\$150.00
Hourly Rate for Specified Work	\$75.00 Per Hour
Exemption	\$75.00 Plus Application Fee

OTHER FEES

Administrative Fee	20% of Total Permit Fee
UCC (Act 45) PA State Department Community & Economic Development Training Charge	\$4.50 Each Permit

DRIVEWAY PERMITS ONTO TOWNSHIP ROADS

Application Fee All Driveway Permits	\$75.00
Driveway Paving	\$150.00
Low Volume (Local)	\$225.00
Medium Volume (Minor Collector)	\$225.00
High Volume (Major Collector)	\$300.00
State Highways-Consult PaDOT at 610-929-0766	
Escrow for all permits	\$2,500.00

Escrow accounts and Professional Service Agreements is required

ZONING PERMITS

Residential	\$100.00
Non-Residential	\$200.00

Use & Occupancy Permits

Industrial	\$150.00
Commercial	\$150.00
Office	\$100.00
Residential	

Sign Permits for each sign

Up to 25 sq ft	\$100.00
26 to 99 sq ft	\$150.00
100 sq ft and over	\$250.00
Public Service Organizations - Temporary	Exempt
Use (New or change required with all bldg. permits)	\$50.00
Home Based Business	\$50.00

STREET CUTTING PERMIT

Street Opening Permit

Street Opening Permit Application Fee (Non-Refundable) \$250.00

*The fee includes the review and process of the permit application.

*The fee is non-refundable

*If the permit application need to be returned for simple corrections, this fee includes one (1) simple review.

*If the permit application need to be returned for extensive revisions/corrections, and additional fee in the amount of \$150.00 must be submitted to the Township before the application is re-reviewed.

*If multiple roads are involved in the project, a separate permit with separate fees is required for each road.

Time Extension Fee \$250.00

Inspection Fee for the Street Opening Permit - Non-Refundable and based on the following.

Boring and Non-paved areas	\$20.00 Per 100 Ft
Improved Shoulders - Open Cut	\$30.00 Per 100 Ft
Paved Areas - Open Cut	\$80.00 Per 100 Ft
Potholing	\$200.00 Per Crossing
Features such as pits, pedestals, poles, guywires,	\$75.00 Per Feature

Bond/Deposit Fee is Refundable if Conditions Warrant Refund and Based on the Following.

Restoration costs for the street opening, excavation, and/or Boring	
Boring and non-paved areas restoration	\$0.50 Per Foot
Improved Shoulder, i.e. gravel/stone	\$6.00 Per Foot
Paving, trench restoration and backfill for a 3 ft wide trench and 1 ft wearing course overlay	\$30.00 Per Foot

Any work started without an approved Township permit will be issued a STOP WORK ORDER until a permit is granted by the Township will all permit fees being doubled, and all professional service fees paid in full.

NOTES:

*Usable Floor Space - Defined as areas within a structure designed for use by occupants, whether finished or unfinished.

*Building permit fee schedule includes cost for all required inspections including an allowance for one re-inspection.

*Additional reviews for failed or additional inspections will be billed an additional charge of \$75.00 per hour, to be paid by the applicant prior to Use & Occupancy Permit.

*If no new buildings or additions are involved, the plumbing, mechanical and permit fees shall be in accordance with Renovations, Alterations.

*Rough plumbing, rough mechanical and framing inspections assumed to be performed concurrently

*Certain commercial/industrial inspections may require permitting

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and inspections by Labor and Industry

*In accordance with Act 37 of 2017, a \$4.50 State Charge will be added on every permit issued

The Code Enforcement Officer is Authorized to collect fees and will deliver the fees to the Township on a regular basis with his activity report

USAGE OF TOWNSHIP EQUIPMENT/EMPLOYEE

Loader with Operator	\$115.00
1 Ton Dump with Operator	\$68.00
10 Ton Dump with Operator	\$92.50
Pick Up Truck	\$25.00 Per Hour
Laborer	\$33.38 Per Hour Reg
	\$50.07 Per Hour OT
Superintendent	\$39.00 Per Hour

SEWAGE ENFORCEMENT FEES

Field Consultation	\$65.00	Hourly Rate
Investigation / Malfunction	\$65.00	Hourly Rate
Observe / Conduct Probes	\$200.00	
*Per Lot Visit (up to 4 probes) - Additional Probes to be billed @ \$50 / probe		
Observe Percolation Test (Primary Area)	\$325.00	
Observe Percolation Test (Replacement Area)	\$275.00	
*When Alternate/Replacement Area testing is performed in conjunction with Primary Area during same visit		
Conduct Percolation (Primary Area)	\$375.00	
Conduct Percolation Test (Replacement Area)	\$325.00	
*When Alternate/Replacement Area testing is performed in conjunction with Primary Area during same visit		
Preparation of Percolation Test Holes	\$150.00	
*Per six (6) holes (Applicant can opt to prepare holes themselves if desired, instructions will be provided)		

Permit Application Fee (For all systems and repairs) \$75.00

Design Review & Inspections

On-Lot Systems (Sand Mound, Inground, ect)	\$325.00	
Drip/Spray Irrigation, Micro Mound	\$500.00	
Repair Permits	\$125.00	
Inspections Due to Non-Conformities	\$125.00	
Design Reviews Due to Non-Conformities	\$100.00	
PA DEP Planning Reviews (Planning Modules, Exemptions, ext)	\$65.00	Hourly Rate

Reissue Expired Permit \$150.00

Verify Prior Testing \$150.00 *Per each site

*Per each site

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Transfer Permit

\$50.00

Hourly Rate for Unspecified work

\$65.00 Hourly Rate

Clerical Rate

\$50.00 Hourly Rate

1. The Sewer Enforcement Officer is authorized to perform sewage planning module soils eligibility testing and sign the False Swearing Statement
2. The Sewage Enforcement Officer is authorized to collect fees and will deliver the fees to the Township on a regular basis with the activity report
3. Additional reimbursement for out-of-pocket expenses and administrative/unspecified services will be billed at cost. Travel will be billed at the prevailing IRS Rate

SUBDIVISION AND LAND DEVELOPMENT

Escrow accounts and Professional Service Agreements are required for all projects with the below fees.

Application/Filing fee for Sketch Plan, Preliminary Plan and Final Plan

\$500.00 Non-Refundable

ESCROW FEES

1. Initial Submission
 - a. Subdivision and/or annexation - residential or commercial/industrial plan in which all lots have frontage on an existing road

\$2,500.00
Plus \$500.00 Per Lot or Dwelling Unit
5. Minor Subdivision/Annexation Plan

\$2,500.00
2. Subdivision with proposed roads

\$5,000.00
Plus \$500.00 Per Lot or Dwelling Unit
3. Land Development
 - a. Less than 20,000 sq ft gross floor area

\$7,500.00
 - b. 20,000 sq ft or more gross floor area

\$10,000.00 Plus \$50.00 per 1,000 sq ft
4. Sketch Plan Review by Engineer and Fire Marshal ONLY

\$1,500.00
5. NOTE: *Profession services fee agreement must be executed along with initial plan submission
*Separate payment required for filing to the Berks County Planning Commission
Their fee schedule can be found on the Berks website
6. Revised Plan Submission - Any Type - is 50% of the initial submission fee amount
7. As explained in the Professional Services Fee Agreement all Escrow Accounts that are 75% depleted before the review is completed Developer shall fully replenish the Financial Security within 5 calendar days of being notified of same.

NOTE: After final approval of plans escrow balances will be refunded.