

BOROUGH OF SWARTHMORE  
RESOLUTION NO. 2021 - [12](#)

**A Resolution establishing a Schedule of Fees, Charges and Fines to be paid to the Borough of Swarthmore during the year 2022**

**SECTION 1: SCHEDULE OF FEES AND CHARGES**

The Borough Council of the Borough of Swarthmore does hereby establish the attached schedule of Fees and Charges to be paid to the Borough during the year 2022. Where fractions of units of measure are involved, they are always rounded to the highest whole unit.

For fees are based on the estimated project cost, the Building Code Official may require the applicant to provide a contract or other similar documentation to verify the estimated project cost.

**SECTION 2: GREEN POINTS**

The Borough provides incentives to use green building techniques and materials, called Green Points. Each Green Point awarded reduces the permit fee by 1%, to a maximum reduction of 50% of the permit cost. All permit applicants may apply for Green Points to reduce the amount of permit fees. All required documentation for compliance must be submitted with the Green Points Worksheet; final decision for reduction of fees will be determined by the Building Code Official.

**SECTION 3: ESCROW FEES**

Escrow fees are used to offset the Borough's expenses related to plan reviews. Each applicant, owner, subdivider or developer seeking approval of any plan for subdivision, land development, conditional use, and/or stormwater management shall place into escrow an amount determined by the Borough to cover estimated costs for engineering reviews and/or inspections, professional planning reviews (not including the County Planning Commission and/or Conservation District application fees), specialized legal services, and other professional services used by the Borough in conjunction with the application. Minimum fees are shown on the Fee Schedule. From this review fee escrow, the Borough will pay invoices of the professionals as they come due. Where the review fee escrow is determined to be insufficient during the processing of an application, the Borough may request additional funds from the applicant before the application is processed further. Any amount remaining in the review fee escrow account after the applicant's plans have been completed or withdrawn will be refunded to the applicant. However, there will be no refunds of amounts paid from escrow for work previously done.

**SECTION 4: FINES**

The Borough Council of the Borough of Swarthmore does hereby establish the following fines for the year 2022.

For violations of Section 1020.99 of Codified Ordinances of the Borough of Swarthmore, related to maintenance of trees and shrubbery, a fine of \$50 for the first offense and \$150 for each subsequent offense in the same calendar year.

For violations of Section 1024.99 of Codified Ordinances of the Borough of Swarthmore, related to maintenance of sidewalks, a fine of \$50 for the first offense and \$150 for each subsequent offense in the same calendar year.

For violations of Section 1022.04 of Codified Ordinances of the Borough of Swarthmore, related to timely removal of snow and ice from sidewalks, a fine of \$75 for the first offense and \$150 for each subsequent offense in the same calendar year.

**SECTION 5: INSURANCE REQUIREMENTS**

All contractors, including those licensed exclusively by the Commonwealth of Pennsylvania, must carry minimum insurance of \$1,000,000 Combined Single Limit (CSL) and Workers' Compensation Insurance as required by law.

**SECTION 6: REPEALER**

All resolutions or ordinances, or parts thereof, which are inconsistent herewith, are hereby repealed to the extent of the inconsistency.

**SECTION 7: ADOPTION**

This Resolution shall take effect and be in force from and after its enactment as required by law. RESOLVED THIS 20<sup>th</sup> DAY OF DECEMBER, 2021.

SWARTHMORE BOROUGH COUNCIL  
BY:

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MARY J. WALK  
PRESIDENT

ATTESTED THIS 20<sup>th</sup> DAY OF  
DECEMBER, 2021

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JANE C. BILLINGS  
BOROUGH MANAGER/SECRETARY

<b>ACCESSORY STRUCTURES UNDER 200 SQ. FT. AND WITHOUT ELECTRICITY, HVAC OR PLUMBING (all others obtain regular Building Permit)</b>	\$50
<b>ASBESTOS REMOVAL</b>	\$30/\$1,000 of cost (minimum fee \$60)
<b>BED &amp; BREAKFAST LICENSE</b>	\$100
<b>BUILDING PERMIT FOR NEW CONSTRUCTION, ALTERATIONS, ADDITIONS &amp; REPAIRS</b>	
Residential	\$20/ \$1,000 of cost (minimum fee \$150)
Commercial and Institutional	\$30/ \$1,000 of cost up to \$500,000; \$20/\$1,000 thereafter (minimum fee \$250)
<b>CONTRACTOR LICENSE</b>	\$100
<b>CONSULTATION FEES</b> With Building Inspector and/or Engineer prior to submission of plans	\$125 per hour
<b>COPYING AND PRINTED MATERIAL</b>	
Copies	25 cents/page
Zoning and Land Use Code Book	\$25
Zoning Map	\$5
<b>DAY CARE LICENSE RENEWAL</b>	\$100
<b>DEMOLITION PERMIT (Not required if demolition is part of a building permit)</b>	\$100
<b>DECK (above 30 inches in height)</b>	\$50
<b>DRIVEWAY PERMIT</b>	\$50

<b>ELECTRICAL PERMIT</b> Does not include inspection or certification, which are contracted with a third party agency by the applicant	\$50
<b>FENCE PERMIT</b>	\$50
<b>FUEL STORAGE TANK REMOVAL</b>	<del>\$100</del> No fee (permit required)
<b>LEAF MULCH</b>	\$70 small load (2 cu. yds.) \$115 large load (4 cu. yds.) \$20 additional charge outside of Swarthmore
<b>MARRIAGE OFFICIANT</b>	\$150
<b>MECHANICAL PERMIT</b> Installation, conversion, or replacement of mechanical equipment, including but not limited to, heating and/or air conditioning and sprinkler systems.	\$30/\$1,000 of cost (minimum fee \$150)
<b>PARKING</b>	
Permit for 12-hour meters	\$40/month
Permit for Myers Avenue reserved space parking	\$50/month
Merchant Parking Permit	\$25/month
<b>PLUMBING PERMIT</b> Installation, enlargement, alteration, repair, removal, replacement or conversion of plumbing system	\$30/\$1,000 of cost (minimum fee \$150)
Reconnection to the public sewer and/or water supply	\$250
New connection to public sewer and/or water supply	\$1,250
<b>POLICE</b>	
Accident Report	\$15
Fingerprinting	\$25
Hiring off-duty officer	\$85/hour

<b>ROOFING PERMIT</b>	Repair up to 50% of roof \$150 Entire re-roof \$250
<b>RESTAURANT LICENSE</b>	\$100 annually
<b>SIDEWALK, CURBING, AND/OR CURB CUT PERMIT</b>	\$50 for curb; no fee for sidewalk
<b>SIGN PERMIT</b>	\$50
<b>SOLAR PERMIT</b>	No fee (permit and third party electrical inspection required)
<b>STORMWATER MANAGEMENT PLAN (Fees are waived if Stormwater Management Plan is included with a Subdivision or Land Development Plan and review cost is included in escrow fees)</b>	
Simplified Plan (500 sq ft to 999 sq ft)	\$500
Full Plan (1,000 sq. ft and over)	\$2,000
<b>STORMWATER CONTROLS &amp; BMP MAINTENANCE FUND (Not required for Simplified Plans)</b>	
Commercial/Institutional	\$2,000
<b>STREETS</b>	
Excavation between curb lines of any street	\$100 per 1,000 sq. ft. of opening
Restoration of street surface after excavation	\$500 per sq. yd.
<b>STREET TREE REMOVAL</b>	70% of the Borough's contracted cost, plus \$200 for a replacement tree

<b>SWIMMING POOL PERMIT</b>	\$150
<b>SUBDIVISION &amp; LAND DEVELOPMENT</b>	
Residential : a) Sketch Plan b) Preliminary or Final Plan	\$100 \$400 + \$75 per lot
Non-Residential: a) Sketch Plan b) Preliminary or Final Plan	\$100 \$500 per plan plus \$250 per lot or structure
Lot line revision (fewer than 3 lots)	\$400
Minimum escrow	\$1,500
<b>USE &amp; OCCUPANCY CERTIFICATE</b>	\$100 per unit (inspection or re-inspection)
<b>UCC APPEALS BOARD</b>	\$100
<b>ZONING</b>	
Application for Conditional Use	\$500 (residential) \$1,000 (non-residential) + any additional administrative or review costs incurred by Borough
Application to the Zoning Hearing Board	\$500 (residential) \$1,000 (non-residential) + any additional administrative or review costs incurred by Borough

Application for Curative Amendments, changes to the Zoning Map, or change in the text of the Zoning Code	\$500 + any additional administrative or review costs incurred by Borough
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