

**BUSINESS REGULATION AND TAXATION CODE**

**TITLE NINE – FEES**

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**391 CITY BILLING FOR EMERGENCY MEDICAL SERVICES**

- 391.01 Purpose
- 391.02 Applicable To
- 391.03 Definitions
- 391.04 Policy
- 391.05 Procedure For Billing Emergency Medical Services
- 391.06 Effective Date

(Passed by Ordinance No. 14702 on May 11, 2009)

**391 CITY BILLING FOR EMERGENCY MEDICAL SERVICES**

- 391.01 Purpose
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- 391.04 Policy
- 391.05 Procedure For Billing Emergency Medical Services
- 391.06 Effective Date

**391.01 PURPOSE**

The purpose of this article is to establish uniform criteria for the billing of Emergency Medical Services as provided by the City of Allentown EMS.

**391.02 APPLICABLE TO**

The Bureau of EMS Enterprise Fund (14843 § 1 12/1/10)

**391.03 DEFINITIONS**

ALS: Advanced Life Support -- the provision of an advanced level of care and/or resuscitation efforts utilizing advanced skills, medical equipment and/or techniques by an individual who is trained to provide prehospital emergency medical care at the paramedic, nurse or physician level; which includes, but is not limited to: the administration of intravenous fluids, medications, manual defibrillation, pacing, intubation of the airway and cardiac monitoring and / or the skill of providing an Advanced Life Support Assessment.

Advanced Life Support Assessment: Advanced life support (ALS) assessment is an assessment performed by an ALS crew as part of an emergency response that was necessary because the patient's reported condition at the time of dispatch was such that only an ALS crew was qualified to perform the assessment. An ALS assessment does not necessarily result in a determination that the patient requires an ALS level of service, but does allow for an ALS level of payment.

Advanced Life Support, Level 1 Emergency (ALS1-Emergency): The provision of an ALS assessment by an ALS provider and/or the provision of one or more ALS interventions, unless otherwise defined by the Centers for Medicare and Medicaid Services, in which such definition shall be incorporated herein by reference.

Advanced Life Support, Level 2 Emergency (ALS2-Emergency): The administration of at least three (3) medications or in some cases allowable multiple doses of the same medications and/or the provision of one or more of the following ALS procedures: Manual defibrillation, cardioversion, cardiac pacing, intubation of the airway, central venous line, chest decompression, surgical airway, or intraosseous line; unless otherwise defined by the Centers for Medicare and Medicaid Services, in which such definition shall be incorporated herein by reference.

BLS: Basic Life Support – the provision of a basic level of initial care and/or resuscitation efforts provided by an individual who is trained to provide emergency medical care which includes but is not limited to: CPR, opening and oxygenating the airway, attempting to control external bleeding, applying and operating an AED, bandaging, splinting and other basic skills of the First Responder, Emergency Responders or EMT. (Paramedics, nurses and physicians may also perform BLS skills even though they have a higher level of training)

Disposable Supplies: Disposable supplies utilized in excess of the customary amount and not exchanged/replenished from hospital stock or billed by the receiving hospital.

EMS: Emergency Medical Services -- the services utilized in responding to those persons presumed to be in need of immediate medical care within the jurisdiction of, and areas adjacent to the City of Allentown, provided by the City of Allentown bureau of Emergency Medical Services or those agencies operating in conjunction with the bureau of EMS.

EMS Provider: A person or persons who have been trained to any recognized level of competency as defined by the Pennsylvania Department of Health, including: Ambulance Attendant, First Responder, Emergency Responder, Emergency Medical Technician, Advanced Emergency Medical Technician – Paramedic, Critical Care Paramedic, Pre-Hospital Registered Nurse (PHRN), Nurse, Physician Extenders or Physician.

External Automated Defibrillation: The application of an automated external defibrillator (AED) used to attempt to convert lethal abnormal electrical heart rhythms.

Extra Attendant: An additional attendant required to adequately manage patient care on scene or during patient transport.

Mileage: Distance traveled by an ambulance from the point where the patient is picked up ending at the destination, facility, usually a hospital.

Non-Resident: An individual domiciled outside of the City limits of Allentown.

Oxygen Administration: The administration of oxygen for the treatment of conditions resulting from oxygen deficiency.

Patient: Person receiving emergency medical services.

Reasonable Collection Efforts: The issuance of a bill to the patient or to the party responsible for the patient's personal financial obligations, and subsequent billings, collection letters and telephone calls or personal contacts which constitute a genuine, rather than token, collection effort.

Resident: An individual domiciled within the City limits of Allentown.

Rescue: Active utilization of fire department or EMS rescue tools and equipment to facilitate extrication of a patient from an entrapped or access-limited area.

SCT: Specialty Care Transport. Inter/intrafacility transportation of a critically injured or ill individual at a level beyond the scope of an Paramedic; unless otherwise defined by the Centers for Medicare and Medicaid Services, in which such definition shall be incorporated herein by reference.

BLS Encounter Charge: A charge to a patient (which may be paid by the patient's insurance in some cases) who has received an assessment or a BLS level of treatment by an EMS Provider at a scene, through actual, implied or informed consent, but who has refused transport to a hospital for any reason.

Special Event Stand-By: The utilization of an ambulance or squad vehicle and one or more EMS Providers to stand-by at a planned and organized activity, event or contest, where a large group or gathering is expected, when the likely potential for the provision of emergency medical services may exist.

Third Party Payer: An insurance carrier or other coverage provider having a responsibility or other obligation to pay for medical services rendered to a patient as a result of that patient's accident, injury or illness.

ALS Treat, No Transport Charge: A charge to a patient (which may be paid by the patient's insurance in some cases) who has received an ALS assessment or an ALS level of treatment by an EMS Provider at a scene, through actual, implied or informed consent, but who has refused transport to a hospital for any reason.

#### 391.04 POLICY

- A. The City recognizes the need to bill for these services to aid in the provision of Emergency Medical Services.
- B. No person requiring Emergency Medical Services shall be denied service due to a lack of insurance or ability to pay.
- C. All patients, whether or not domiciled in the City, and/or their financially responsible parties, insurers or carriers will be billed for emergency medical services provided by the City according to the charges established in Section 391.05 or at rates established by the City from time to time.
- D. The City shall make reasonable collection efforts, in some cases according to the most current rules or regulations set forth by the Centers for Medicare and Medicaid Services. The City may bill any applicable co-insurance carriers for such amounts not covered by primary insurances, as applicable by law. Exceptions include only those instances where the City has made a determination that the cost of billing and collecting such co-payments or deductibles exceeds or is disproportionate to the amounts collected.
- E. City residents shall not be held responsible for any balance due for medically necessary transport that is not covered by an insurance carrier with the exception of the deductible as long as said resident complies within 30 days of the date of the encounter with any and all requests for insurance information or verification of insurance (or lack thereof) from the EMS billing department. If the resident does not respond to the requests within the time frame above, the resident shall be responsible for the amount owed. City residents are responsible for any balance due not covered by an insurance carrier for transport deemed not medically necessary by EMS staff beginning with the resident's third use of this service. Exception to these provisions are when City Ambulances are not available due to resource depletion based on heavy call volume and where mutual aid ambulances are substituted to provide EMS services within the City of Allentown. In those cases, City residents may have additional charges above and beyond those covered by insurance based on the billing practices of the mutual aid ambulance service. (14843 § 1 12/1/10)
- F. The City shall not balance bill when prohibited by law.
- G. The City will allow reasonable payment arrangements in the event a patient cannot pay a bill all at once. (14843 § 1 12/1/10)
- H. A patient who received payment for City EMS bills from a third party payor is obligated to remit such monies to the City of Allentown (provided that the patient has not paid the bills directly). The City shall hold any patient who does not do so liable for any costs or fees related to the City's expenses of recovering the patient's EMS service fee.

#### 391.05 PROCEDURE FOR BILLING EMERGENCY MEDICAL SERVICES

After a patient encounter, the responding EMS personnel will prepare a detailed patient record or chart describing the encounter through a computerized records management system that adheres to State reporting standards. The federal Health Insurance Portability and Accountability Act (HIPAA) shall govern the use, distribution and security of all patient records. This chart of information will be transmitted to the bureau or agency responsible for billing with the following information if available:

- Name and address of patient and guarantor
- Social Security Number of the patient and guarantor
- Name and address of patient and/or guarantor's insurance carrier (if applicable)
- Date, time and EMS run number
- Point of origin and destination
- Suspected illness or injury
- Signature of the patient (when possible)
- Description of service provided

The billing department will encode the charges as established below based on level of service provided, or by the patient's reported condition at the time of the dispatch:

Ambulance Service	Amount
1. BLS – Emergency	600
2. ALS1 – Emergency	920
3. ALS Treat No Transport	460
4. ALS2 – Emergency	950
5. Specialty Care Transport (SCT)	1100
6. Mileage (Per Loaded Mile)	12.70
7. Rescue Service	940
8. Special Event Stand-By (Per Hour)	100 (15334 §1 12/07/2016)
9. BLS Encounter Charge	100
10. Trip Sheet Fees	25

11. Failure to provide or respond to a request for insurance information by the City shall result in an additional fifty (\$50) Dollar fee applied to the balance owed.

12. Failure to reimburse the City, as a result of an insurance provider paying the patient directly for EMS Services rendered, shall result in an additional fifty (\$50) dollar fee if reimbursement has not been received in sixty (60) days

#### 391.06 EFFECTIVE DATE

This regulation is effective January 1, 2012. (14951 December 2011)

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### ARTICLE 392 -- FEE FOR E911

- 392.01 Establishment of a Fee
- 392.02 Authorization of Collection of Fee
- 392.03 Non-Payment
- 392.98 Severability

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#### 392.01 ESTABLISHMENT OF A FEE

A fee of \$1.25 a month per telephone line is hereby assessed on every telephone line in the City of Allentown, Pennsylvania.

The aforesaid assessment shall commence on June 1, 1992.

#### 392.02 AUTHORIZATION OF COLLECTION OF FEE

Bell of Pennsylvania and any other telephone companies who provide or may hereafter provide telephone service to subscribers in the City of Allentown are hereby authorized to assess, bill and collect the sum of \$1.25 a month from each telephone line in the City of Allentown. The money shall be forwarded on a monthly basis to the Allentown City Treasurer who shall deposit the funds in a restricted interest bearing account for approved expenses under Public Safety Emergency Telephone Act (Act 78 of 1990).

#### 392.03 NON-PAYMENT

The City of Allentown recognizes and hereby accepts the responsibility for any collection activity arising from non-payment. In addition to the unpaid bill, the Administration may assess reasonable costs incurred in collecting the same.

#### 392.98 SEVERABILITY

The provisions of the Ordinance are severable and if any of its provisions shall be held invalid or unconstitutional, the decision of the Court shall not affect or invalidate any of the remaining provisions. It is hereby declared to be the legislative intent of the City Council of Allentown that this Ordinance would have been adopted if such illegal, invalid or unconstitutional provision had not been included herein. (13124 §1 5/7/92)

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### 393 FEES FOR PUBLIC WORKS

- 393.01 Purpose
- 393.02 Applicable to

- 393.03 Definitions
- 393.04 Streets Fee Schedule
- 393.05 Restoration
- 393.06 Utilities Fee Schedule
- 393.07 Waste Water Permits and Fee Schedule
- 393.08 Chemical Assessment and Evaluation Fee Schedule
- 393.09 Miscellaneous Fees
- 393.10 Payment of Fees
- 393.11 Effective Date

**393.01 PURPOSE**

This issuance establishes and updates the Department of Public Works fees, permits and licenses provided by City ordinance and administrative policy.

**393.02 APPLICABLE TO**

The Codified Ordinances of the City of Allentown.

- 2.1 Article 901, Excavations, Ordinance 10839, amended 11868.
- 2.2 Article 907, Sidewalks, Curbs and Gutters, Ordinance 12484.
- 2.3 Article 921, Water, Ordinance 12140.
- 2.4 Article 923, Water Service Pipes, Ordinance 7945.
- 2.5 Article 925, Water Rates, Ordinance 11344.
- 2.6 Article 927, Water Meters, Ordinance 6402.
- 2.7 Article 941, Sewage and Industrial Wastes, Ordinance 12003, amended 12423.
- 2.8 Article 912, Overhead Utility Permit, Ordinance 12510.

**393.03 DEFINITIONS**

- 3.1 Inspection Fees. Rates charged for official examination of private projects by City personnel.
- 3.2 License Fees. Rates charged for officially authorizing certain businesses.
- 3.3 Permit Fees. Rates charged for officially authorizing certain activities.
- 3.4 Degradation Fees. Rates charged for officially authorized street excavation to defray a percentage of the costs for resurfacing and reconstruction of City streets resulting from the depreciation of streets associated with street openings.

All other terms in this Regulation remain constant with the definitions in the various City ordinances referenced above.

**393.04 STREETS FEE SCHEDULE**

- 4.1 Excavation Permits. A permit shall be applied for to dig any trench or excavate through or under the roadway or sidewalk or to cut into or open and remove any of the pavement surfaces of any street or avenue within the City. Permits shall be granted pending review and approval of the Department of Public Works.

The excavation permit fee is Fifty (\$50) Dollars per cut plus restoration costs, which will be calculated according to the following fee schedules (minimum two [2] square yards per cut). Fee or deposits must be in the form of either cash or check (personal or company). (14160 §1 3/18/04)

**393.05 RESTORATION**

<b>Pavement Structure</b>	<b>Per Square Yard</b>	<b>Amount of Bond</b>
Concrete foundation (10 inches or more in depth) with any asphalt surface		\$170
Concrete foundation(10 inches or less in depth) with any asphalt surface		\$165
Cement concrete surface streets 7" - 9" full depth		\$155
Bituminous concrete surface with bituminous or stone base		\$145
Unimproved surface (graded stone)		\$ 50
(14160 §1 3/18/04; 14841 § 1 12/1/10)		

- 4.1.1 The number of square yards of excavation shall be computed to the nearest whole square yard, rounded upward. This will include any pavement that must be removed to enable an overlap of the surface course and base course on the existing subgrade.
- 4.1.2 Minimum fee shall be equal to fee for two (2) square yards.

4.1.3 Additional square yards, if required during construction, shall be added to the original square yard computation to obtain an adjusted total. Additional fee shall be based on the adjusted total.

4.1.4 The City Treasurer will place collected restoration fees into the General Fund.

4.2 **Degradation Fees.** A rate of fee in dollars per square yard charged for streets constructed, reconstructed or resurfaced within the following number of years prior to issue date of permit. Rates associated with emergency situation or approved exceptions.

PAVEMENT STRUCTURE	LESS THAN YEARS					
	1 YEAR	2	3	4	5	5-10
Concrete Foundation (greater than 10" in depth) with any asphalt surface	\$170	\$170	\$160	\$150	\$140	\$115
Concrete Foundation (less than 10" in depth) with any asphalt surface	\$165	\$155	\$145	\$130	\$120	\$110
Cement Concrete Surface Streets	\$160	\$150	\$140	\$125	\$115	\$105
Bituminous Concrete Surface with bituminous or stone base (14160 §1 3/18/04)	\$145	\$130	\$120	\$115	\$105	\$ 90

**Example:** Degradation fee for street with bituminous concrete surface and stone base four (4) years old, ten (10) square yards - ten (10) square yards at \$115.00/sq. yd. = \$1,150.00. The number of square yards used in the computation of fees will be based on the nearest whole square yard figure. Minimum fee to be equal to the rate for one (1) square yard.

4.2.1 The degradation fee will be waived for openings made on streets maintained by the Pennsylvania Department of Transportation.

4.2.2 The number of square yards computed for the degradation fee will be based on the actual size of excavation disregarding any pavement that must be removed to enable an overlap of the surface course on the existing base course.

4.3 **Warrants of Survey.** Any owner of lots or real estate shall make application for a warrant or survey to fix the line and grade for the setting or resetting of curbing, the laying or relaying of sidewalks, crossovers or handicap ramps prior to commencing such work. Where such warrant has been granted, the following fee schedule shall apply:

10' or less	No warrant necessary
11' to 45'	\$105
46' to 120'	\$205
Each additional Foot	\$ 0.55 per foot
Replacement Points	\$ 55 per point

If construction has not been completed within the calendar year, a new request of survey shall be obtained.

4.4 **Work Orders.** Prior to commencing the work to construct or reconstruct curbing, sidewalks, crossovers or handicap ramps, a work order authorizing the job shall be obtained for a fee as listed below. If work has not begun within sixty (60) days of issue, a new work order shall be obtained.

Curbing Only	
0' to 45'	\$50
46' to 120'	\$60
Over 120'	\$75

(14160 §1 3/18/04)

Sidewalk Only

0' to 225 s.f.	\$50
226' to 600 s.f.	\$60
Over 600 s.f.	\$75

(14160 §1 3/18/04)

4.5 **Crossover Permits.** Prior to construction of any crossover, the owner of the lots or real estate shall make application for a crossover permit. If the application is approved and the permit is issued all other required permits may be obtained by the owner.

Residential Crossover	\$55
Commercial Crossover	\$75

(14160 §1 3/18/04)

### 393.06 UTILITIES FEE SCHEDULE

5.1 **Underground Utility Permits.** Private or quasi-public utilities shall make application and be granted a permit for review and inspection of street cuts prior to commencing work. The fee shall be Fifty (\$50) Dollars per cut of fifty (50) linear feet or less, plus Eleven (\$11) Dollars for each additional one hundred (100) linear feet or any portion thereof. For individual, private service connections or repair excavations, there shall be a charge of Forty-five (\$45) Dollars for each opening. (14160 §1 3/18/04; 14841 § 1 12/1/10)

5.2 **Overhead Utility Permits.** Private or quasi- public utilities shall make application and be granted a permit prior to commencing work, installing, replacing, resetting or removing poles and anchor guy wires.

**Per Permit:**

New Pole Installation (1-4 Poles)	\$45
Pole Replacement or Resetting (1-4 Poles)	\$40
New Anchor Guy Wire (1)	\$45
Each Additional Pole or Guy Wire	\$20
Each Pole Removal	\$35

(14160 §1 3/18/04)

5.3 **Storm Sewer Hookup.** The owner shall make application for a storm sewer connection permit prior to making a residential or commercial connection to the storm sewer system. The connection permit fee will be paid in addition to required excavation permits for opening roadway or sidewalk areas.

Residential Permit Fee	\$55
Commercial Permit Fee	\$80

(14160 §1 3/18/04)

5.4 **Water Taps.** The following rates shall be charged for furnishing and installing corporation stops:

Size	
3/4"	\$215
1"	225
1-1/2"	240
2"	290

(14160 §1 3/18/04)

**Water Sleeve and Valve Connectors.** The following fees shall be charged for sleeve and valve connections that are attached to the water mains to which the service pipe is connected:

Size	
4" x 4"	\$1,065
6" x 4"	1,070
6" x 6"	1,155
8" x 4"	1,180
8" x 6"	1,230
8" x 8"	1,560
12" x 4"	1,595
12" x 6"	1,620
12" x 8"	1,875

- 5.5 **Fire Hydrant Standby.** The fire hydrant standby charge shall be Three Hundred Eighty-five (\$385) Dollars a year for each fire hydrant owned by the City, privately owned or owned by any other municipality and serviced by the Department of Public Works whether located within or outside the City limits. (14160 §1 3/18/04)
- 5.6 **Loan of Fire Hydrant Adaptor and Wrench.** With the review and approval of the Department of Public works, contractors may borrow a fire hydrant adaptor and wrench after making an Eight-five (\$85) Dollars cash deposit for a 3/4" or 1" adaptor or a Five Hundred Fifty (\$550) Dollar cash deposit for a 2-1/2" adaptor. A flat fee of One Hundred ten (\$110) Dollars will be charged for use of water. The water use fee may be waived for contractors working for the City.
- 5.7 **Meter Repair.** The consumer shall be responsible for the cost of all repairs to any meters damaged by frost or any other actions. The service charge for repair of the matter is Ninety-five (\$95) Dollars.
- 5.8 **Meter Testing.** Should any consumer doubt the correctness of the meter measuring the water delivered to his premises, he may request to have the meter tested. Should the test show the meter in question to be correct within four (4%) percent, the consumer will be billed as follows:
 

5/8" to 1" meter	\$100
1-1/2" to 2" meter	\$115

 (14160 §1 3/18/04)  
  
 On the other hand, should the test show the meter to be registering incorrectly beyond four (4%) percent, the City will bear the cost of testing.
- 5.9 **Temporary Meter Removal.** Meters temporarily removed and subsequently replaced at the request of the owner shall have a charge of Eighty-five (\$85) Dollars.
- 5.10 **Water to Build Permits.** It is necessary to obtain a permit for the use of water during construction. The consumer will be billed a flat rate for residential, commercial and industrial projects.
 

Residential projects	\$55
Commercial and Industrial Projects	\$90

 (14160 §1 3/18/04)
- 5.11 **Sanitary Sewer Dye Test.** A property owner may request a dye test to determine if the property is connected to the City's sanitary sewer system. The charge for this service shall be One Hundred Sixty-five (\$165) Dollars. If the test shows that the property is connected, the fee shall be waived. (14160 §1 3/18/04)
- 5.12 **Bulk H<sub>2</sub>O Pickup.** Contractors, pool installers or other tradespeople who occasionally require water may have tank trucks filled at the Water Filtration Plant. The charge for the filling of a tank truck at Water Filtration shall be Fifteen (\$15) Dollars per load plus a volumetric charge equal to 125% of the current water consumption fee.

**393.07 WASTE WATER PERMITS AND FEE SCHEDULE**

- 6.1 **Permit Application.** New sources seeking a permit shall obtain forms from the Office of the City's Industrial Waste Manager or from the Office of Sewer Administration which shall be completed in detail as to the information requested that is applicable to the operations to be performed at the proposed site of the connection to the sewer system.
- 6.2 **Permit Application.** Existing sources seeking a permit to comply with requirements of the Industrial Waste Pretreatment Program shall obtain application forms from either of the above named offices and complete all applicable sections pertaining to the operations performed at the industrial complex. Where more than one connection exists, the characteristics of the waste water shall be delineated by chemical parameter and/or be addressed in the data to be submitted. All data to be submitted shall be current, and chemical tests performed more than ninety (90) days from the date of the application will require new tests to be made for review by the permitting agency.
- 6.3 **Permit Issuance and Schedule Fees.** The City shall charge fees for the issuance and renewal of waste water permits and other services based on the following schedules.



6.3.1 **Septage Wastes.** Any hauler, operator or person cleaning cesspools, septic tanks, privies or like containers shall have a license to dispose of domestic type wastes not contaminated by or mixed with industrial wastes. The cost of the license is Eighty-five (\$85) Dollars per year.

The 1990 fee for disposal into the sewerage system at the location designated shall be calculated at the rate of Thirty-eight (\$38) Dollars per 1,000 gallons or a portion thereof. Beginning in 1991, the fee for disposal will increase by the inflation factor for the previous year rounded to the nearest whole dollar.

6.3.2. **Major Industrial User.** Persons seeking a permit shall make application on the forms to be provided by the City and shall complete, in detail, the required information thereon. Any such chemical analysis. No application will be considered complete without an accompanying chemical analysis of the waste to verify the characteristics of the material to be discharged. is shall not predate the date of the application by more than ninety (90) days. It shall be understood that each product line producing the waste must be identified as a separate point and shall be so indicated in the background information required by the application.

(1) **Supportive Chemical Data.** Information on waste characteristics is not provided or furnished at the time of the application will be obtained by the permittee no less than sixty (60) days from the date that the application is received by the City. If the chemical data is not furnished to the City by the time indicated, the applicant will be notified to terminate any discharge and the application, as submitted, will be considered incomplete and shall be voided from any further consideration for a permit. If the applicant desires the City to determine and establish the waste water characteristics, the City shall perform such services in accordance with the fee schedule stated herein. The tests to be performed will be coordinated with the applicant applying for the permit before any work is done to obtain and analyze the wastes.

(2) **Permit Issuance and Renewal Fees.** The City Sewer Administration shall charge fees for the issuance and renewal of permits for major industrial users based on the following schedule:

1. Insider Corporate Limits of the City:

i) The issuance of an initial five(5) year permit	\$1,100
ii) Permit Renewal Fee	550
iii) Review of monitoring reports required by Federal regulations (14160 §1 3/18/04)	245

2. Outside Corporate Limits of the City:

i) The issuance or coordinated concurrence of an initial (3) year permit	\$1,100
ii) Permit Renewal Fee	550
iii) Review monitoring reports required by Federal regulations (14160 §1 3/18/04)	245

6.3.3. **Singular Occurrence Review.** Whenever an entity seeks permission to discharge a waste to the sanitary sewer system which is extraordinary or significantly different from an existing discharge and the discharge will occur on a singular or limited time basis, the City will charge a fee of Three Hundred Thirty (\$330) Dollars to review submitted information. Submission of information and payment does not intimate authorization to discharge. The review may be waived for existing dischargers to the sanitary system at the discretion of the Manager-Water Resources. (14160 §1 3/18/04)

**393.08 CHEMICAL ASSESSMENT AND EVALUATION FEE SCHEDULE**

Any person, firm, establishment or public entity that requires the services of the City's laboratory for site studies and/or for chemical testing; such services shall be based on the following schedule. Chemical parameters not listed shall be assessed at the rate charged by the current subcontracted laboratory.

7.1 **Monitoring Requirements:**

Site Visitations	\$125
Monitoring Reports Preparation	125

<b>7.2 Chemical Sampling and Testing:</b>	
Placement of Chemical Samplers	100
Sample Collection and Preparation (14160 §1 3/18/04)	50
<b>7.3 Chemical Parameters:</b>	
Biochemical Oxygen Demand	26
Chemical Oxygen Demand (14484 §1 5/22/07)	23.80
Chloride	28.90
Cyanide (Total/Free)	41
Chlorine Residual (Free and Total)	11
Color	24
Dissolved Oxygen (Probe)	7
Fecal Coliform	20
Fluoride	24
Hardness	17
Metals Plasma Emission Scan	72
Nitrates	30
Nitrogen (Ammonia)	28
(Kjeldahl TKN)	28
pH	11.50
Phenols (4AA)	41
Polychlorinated Bipheyls (PC-B)	220
Priority Pollutant Analysis	1045
Acidity Fraction	
Volatile Fraction	
Base/Neutral Fraction	
Hazardous Waste Analysis	
Fat, Oil and Grease	46
Metals by Frame AA – Each (14484 §1 5/22/07)	22
Solids (Total Dissolved)	14
Solids (Total)	14
Solids (Suspended)	16.90
Sulfides	24.60
Total Coliform	23
Threshold Odor	27
Turbidity	13

*The prices of other parameters not listed will be determined by current subcontracted laboratory and will include an Ten (\$10) Dollar handling charge. (14160 §1 3/18/07; 14484 §1 5/22/07)*

### **393.09 MISCELLANEOUS FEES**

- 8.1 **Fill Permits.** Contractors shall make application and be granted a fill permit prior to dumping clean fill on City controlled property. The type of fill and location of dumping site will be reviewed prior to approval. The cost of the permit is Fifty-five (\$55) Dollars.
- 8.2 **Municipal Improvement Certification.** For information regarding proposed accessible municipal improvements or work completed during the previous six (6) months at a particular location, consumer should send a Twenty-five (\$25) Dollar check along with a self-addressed, stamped envelope for each property involved to the Treasurer's Office, Room 110, City Hall, 435 Hamilton Street, Allentown, PA 18101-1699. Information will be recorded on a Municipal Improvements Certification Form and mailed to the inquiring party. (14160 §1 3/18/04)
- 8.3 **Curb and Sidewalk Administrative Costs.** Each year the City bids the contract for curb/sidewalk. Property owners who receive notice to replace curb/sidewalk as part of the City's Street Program may choose to use the City's contractor to have this work done.
- 8.4 **Sidewalk Construction Waiver.** A property owner requesting a postponement for the installation of sidewalk shall be charged Thirty (\$30) Dollars. This request is presented to the Allentown City Planning Commission. This fee is payable to the Bureau of Planning at the time of application. (14160 §1 3/18/04)

- 8.5 **Curb Construction Waiver.** A property owner requesting a postponement for the installation of curbing shall be charged Thirty (\$30) Dollars. The request is presented to the Allentown City Planning Commission. The fee is payable to the Bureau of Planning at the time of application. (14160 §1 3/18/04)

#### **393.10 PAYMENT OF FEES**

When paid in full within sixty (60) days, the cost is simply the fee listed above. When paid beyond that time, the penalty charged will be in accordance with AIM Regulation 5-1-32.

#### **393.11 EFFECTIVE DATE**

This Regulation is effective January 1, 2011. (13680 §1 6/4/98)

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### **ARTICLE 394 FEES FOR COLLECTING DELINQUENT ACCOUNTS**

394.01 Purpose

394.02 Schedule of Fees

394.03 Collection Procedures

394.04 Related Action

394.05 Fees Associated with Keystone Municipal Collection for the Collection of Delinquent Taxes of Act 511

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#### **394.01 PURPOSE**

A. To be fair to all taxpayers in this City, it is necessary for this City to recover promptly, the amount of delinquent unpaid taxes and other municipal charges, and if necessary, by legal proceedings; and

B. In the past, the amount recovered in such proceedings has been depleted by the cost of reasonable attorney fees incurred by the City in the proceedings, and in the case of smaller claims, making enforcement not financially feasible; and

C. The General Assembly of Pennsylvania has enacted, as an amendment to the Municipal Claims Act, Act No. 1 of 1996 (the "Act"), which authorizes the adding of the amount of reasonable attorney fees to the total payable with respect to unpaid taxes and other municipal claims, but only if the municipality involved has approved, by ordinance, a schedule of reasonable attorney fees; and

D. The City has determined that it is in the best interest of all taxpayers and other residents to have vigorous enforcement of all delinquent and other unpaid charges, utilizing the procedures set forth in the Act, except in the cases of serious hardship, which the City will address on a case-by-case basis pursuant to uniform policies; and

E. The City has reviewed the subject of attorney fees for collection matters and has determined that the fees set forth in the schedule hereby adopted are reasonable in amount for the services herein described. (13777 §1 9/3/99)

#### **394.02 SCHEDULE OF FEES**

A. **Administrative Charge.** Any administrative fee incurred for mailing the notice of delinquency, not to exceed Fifty (\$50) Dollars, being a cost of collection under the Municipal Claims and Tax Liens Act, shall be assessed. (14279 §1 4/22/05)

B. **Interest.** Interest will be assessed upon all delinquent real estate taxes and/or municipal claims at a rate of ten (10%) percent per annum. (14279 §1 4/22/05)

C. **Assessment of Legal Fees for Portnoff, 2012 and prior** (15207 §1 5/20/15)

1. In accordance with Section One of the Municipal Claims and Tax Liens Act, the municipality hereby approves that the collection of delinquent real estate taxes and municipal claims shall be compensated for attorneys' fees in accordance with the fee schedule set forth below. (14279 §1 4/22/05)

2. The City hereby approves the following schedule of attorney fees for services in connection with the collection of accounts, which is hereby determined to be fair and reasonable compensation for the services set forth below, all in accordance with the principles set forth in Section 3(a.1) of the Municipal Claims Law as added by Act No. 1 of 1996 (the "Act"):

<b>Legal Services</b>	<b>Fee for Services</b>
Initial review and sending first demand letter	\$160
File lien and mailing second demand letter	175
Prepare Writ of Scire Facias	175
Obtain Re-issued Writ	30
Prepare and mail letter under Pennsylvania R.C.P. §237.1	30
Prepare Motion for Alternate Service	175
Prepare Motion for Summary Judgment and Related Judgment	175
Prepare Writ of Execution	800
Attendance at Sale; Review Schedule of Distribution and Resolve Distribution Issues	400
Continue Sheriff Sale	50
Petition to Assess Damages	50
Petition for Free and Clear Sale	400
Prepare Bankruptcy Proof of Claim	100
Handling Fee for Returned Check	30
Handling Fee to Issue Refund Check	20
Bookkeeping Fee for Payment Plan of more than three (3) payments (14279 §1 4/22/05)	50

Services not covered above: An hourly rate ranging from \$60 to \$225 per hour

3. There shall be added, to the above amounts, the reasonable out-of-pocket expenses of counsel in connection with each of these services, as itemized in the applicable counsel bills, which shall be deemed to be part of the fees.

4. The amount of fees determined, as set forth above, shall be added to the City's claim in each account. (13777 §1 9/3/99)

**D. Assessment of Legal Fees for Northeast Revenue Services, current**

<b>Legal Services</b>	<b>Fee for Services</b>
Open File and Issue Legal Demand Letter	\$140.00
File Lien and Send Second Demand Letter	\$160.00
Prepare and File Writ of Scire Facias	\$160.00
Obtain Re-Issued Writ	\$25.00
Prepare and Mail Correspondence per Pa. R.C.P. §237.1	\$25.00
Prepare Motion for Alternate Services	\$160.00
Prepare and File Default Judgment	\$160.00

Prepare and File Writ of Execution	\$700.00
Attendance at Sale; Review Schedule of Distribution and Resolve Distribution Issues	\$350.00
Continue Sheriff Sale	\$20.00
Petition to Assess Damages	\$45.00
Petition for Free and Clear Sale	\$350.00
Bankruptcy Proof of Claim	\$90.00
Handling Fee for Returned Check	\$25.00
Handling Fee to Issue Refund Check	\$20.00

Services not covered above: At an hourly rate between \$60 - \$200 per hour

**There will be added to the above amounts the reasonable out-of-pocket charges, costs, expenses, and fees such as, but not limited to, postage, title searches, prothonotary fees and sheriff fees.**

In addition to the authorization for the collection of taxes and institution of tax sales authorized by the Real Estate Tax Sales Law (“RETSL”), 72 P.S. §5860.201 et seq., the Lehigh County Tax Claim Bureau is appointed as alternative collector and is authorized and directed to file liens for existing delinquent real estate taxes with the Prothonotary of Lehigh County in accordance with the provision of the Municipal Claims and Tax Liens Act, 53 P.S. §7101, et seq.

In accordance with the MCTLA and RETSL, interest shall be charged on taxes so returned from and after but not before the first day of the month following the return. Interest shall be charged at a rate of nine per centum (9%) per annum;

Pursuant to Section 7106 of the MCTLA, it is hereby established that the reasonable charges, expenses and fees incurred in the collection of any delinquent account under the MCTLA are hereby fixed at five percent (5%) of the total amount of the delinquent taxes (including interest and penalties), and that additional reasonable attorney’s fees incurred in the collection of any delinquent taxes shall be fixed at one percent (1%) of the total amount of the delinquent taxes (including interest and penalties), and that said charges for attorney’s fees and for all charges, expenses and fees set forth herein, shall be paid to the County of Lehigh through the Lehigh County Tax Claim Bureau in lieu of payment of commission pursuant to Section 207 of RETSL;

The proper officials of the City of Allentown are hereby authorized and empowered to take such additional action as they may deem necessary or appropriate to implement this Ordinance.

### **394.03 COLLECTION PROCEDURES**

The following collection procedures are hereby established in accordance with Act No. 1:

A. At least thirty (30) days prior to assessing or imposing attorney fees in connection with the collection of an account, the City shall mail or cause to be mailed, by certified mail, return receipt requested, a notice of such intention to the taxpayer or other entity liable for the account (the “Account Debtor”).

B. If the certified mail notice is undelivered, then, at least ten (10) days prior to the assessing or imposing such attorney fees, the City shall mail or cause to be mailed, by first class mail, a second notice to such Account Debtor.

C. All notices required by this ordinance shall be mailed to the Account Debtor’s last known post office address as recorded in the records or other information of the City, or such other address as it may be able to obtain from the County Office of Assessment and Revision of Taxes.

D. Each notice, as described above, shall include the following:

(i) The type of tax or other charge, the date it became due, and the amount owed, including penalty and interest;

(ii) A statement of the City's intent to impose or assess attorney fees within thirty (30) days after the mailing of the first notice, or within ten (10) days after the mailing of the second notice;

(iii) The manner in which the assessment or imposition of attorney fees may be avoided by payment of the Account; and

(iv) The place of payment for accounts and the name and telephone number of the City representative designated as responsible for collection matters. (13777 §1 9/3/99)

#### **394.04 RELATED ACTION**

The proper officials of the City are hereby authorized and empowered to take such additional action as they may deem necessary or appropriate to implement this ordinance. (13777 §1 9/3/99)

1997 additions to Part III include the following: 13383 changed the tax year to a calendar year and extracted the business privilege license from the business privilege tax, making it a separate article, 313. 13398 amended the business privilege tax by changing the definition of exemption. 13410 clarified the collection for delinquent earned income accounts. 13423 amends the Administrative Code and Part Three - dovetailing the code with the home rule charter. Article 350 is the charter requirements on the land value tax, fees, increases in taxes, etc.]

13562 amends Part Three by establishing a section for user fees and establishing increases in certain EMS Fees for more uniform criteria for billing as provided by the City of Allentown

13564 amends Part Three by establishing a section for Municipal Golf Course user fees and establishing a rate for non-resident senior cities. (13777 §1 9/3/99)

[HISTORICAL ED NOTE: 13143 deleted the following obsolete sections from the codified: Circuses and Shows; Badge required for Taxicab Driver's License; Taxicab and Business Tax and removed the Industrial and Commercial from the same. 13352, Special Events, was passed on September 22, 1995. The legislation provided regulations for special events, requiring a permit and setting certain administrative charges. Ord. 13383, passed and signed by the Mayor on March 7, 1996, changed the tax year to a calendar year and extracted the business privilege license from the business privilege tax, making it a separate Article, 313.

#### **394.05 Fees Associated with Keystone Municipal Collection for the Collection of Delinquent Taxes of Act 511**

Ordinance No. 14670 passed on December 8, 2008 created Article 394.05

##### **Taxpayer Notification and Administration**

- |  |      |
|--|------|
| 1) Taxpayer late filing or underpayment notice for annual earned income of per capita tax return.  | \$10 |
| 2) Employer late filing notice or underpayment penalty notice for quarterly or annual earned income tax, Local Services Tax or occupational privilege tax return – 10% of the tax, penalty and interest due.   |      |
| 3) Delinquent account servicing fee, including records imaging or other detailed recordkeeping, office staffing, computer equipment and software, office space, telephone, printing and imaging equipment, supplies and postage used to generate delinquent notices and to establish monthly payment plans – 10% of tax, penalty and interest due. |      |
| 4) Notice of intent to file civil suit.  | \$50 |

##### **Wage Attachment**

- |  |      |
|--|------|
| 1) Taxpayer notice prior to wage attachment. | \$25 |
| 2) Employer wage attachment notice.          | \$25 |

##### **Litigation**

- |  |      |
|--|------|
| 1) Prepare District Justice complaint. | \$75 |
|--|------|

2)	Prepare for District Justice hearing.	\$100
3)	Attend District Justice trial or hearing.	\$150
4)	Attend Constable execution sale.	\$350
5)	Prepare Arbitration complaint/appeal.	\$150
6)	Attend Arbitration Trial.	\$350
7)	Enter default judgment.	\$150
8)	Issue Sheriff Writ of Execution.	\$250
9)	Attend Sheriff Sale.	\$250
10)	Non-litigation legal work, per hour.	\$70
11)	Litigation legal work, per hour.	\$80
12)	All other clerical work not itemized above, per hour.	\$50

**394.06 Fees Associated With Berkheimer For The Collection Of Delinquent LST And Per Capita Taxes Of Act 511.**

Ordinance No. 14996 passed on May 16, 2012 created Article 394.06

**A. TAXPAYER NOTIFICATION AND ADMINISTRATION**

- 1) Taxpayer late filing, Failure to File, Underpayment or Failure to Pay notice  
\$25.00
- 2) Employer late filing notice or underpayment penalty notice for quarterly or annual earned income tax or local services tax return or reminder notice 10% of the tax, penalty and interest due-minimum charge \$50.00  
\$50.00
- 3) Delinquent account servicing fee, including records imaging or other detailed recordkeeping, office staffing, computer equipment and software, office space, telephone, printing and imaging equipment, supplies used to generate delinquent notices and to establish payment plans. 10% of tax, penalty and interest due-minimum charge \$50.00  
\$50.00
- 4) Establishment of Payment Plan (per planned payment) \$5.00
- 5) Fee for check returned from bank or failed electronic payment (NSF, Acct. Closed, etc). \$29.00
- 6) Notice of intent to file suit. \$50.00
- 7) Certified Taxpayer notice prior to wage attachment \$25.00
- 8) Employer wage attachment notice. \$25.00
- 9) Paid before Service \$10.00

**B. LITIGATION**

- 1) Prepare Magisterial District Court complaint. \$75.00
- 2) Prepare for hearing. \$100.00
- 3) Attend Magisterial District Court trial or hearing. \$150.00
- 4) Attend Constable Execution sale. \$350.00
- 5) Prepare Arbitration complaint/appeal. \$150.00
- 6) Attend Trial. \$350.00

7) Enter default judgment.	\$150.00
8) Issue Sheriff Writ of Execution.	\$250.00
9) Attend Sheriff Sale.	\$250.00
10) Non-litigation legal work.	\$70.00/hr
11) Litigation legal work.	\$80.00/hr
12) All other clerical work not itemized above.	\$60.00/hr

### C. AUDIT OF EMPLOYERS HOLDING TAXES IN TRUST

1) Tax Assessed Cost:	
\$40.00 - 100.00	\$31.25
\$101.00 - 500.00	\$62.50
\$501.00 - 1,000.00	\$125.00
\$1,001.00 - 5,000.00	\$312.50
Over \$5,000.00	\$1,000.00

**Civil Complaint:** Court cost is advanced by Berkheimer and billed on a monthly basis to the taxing body. This cost is recovered at the time judgment is issued in favor of the taxing body and is reimbursed to the taxing body when paid by the taxpayer.

**Judgment Execution:** Cost for either lien filing fee or actual Sheriff Sale is advanced by Berkheimer and billed to the taxing body on a monthly basis. Once the cost is recovered from the taxpayer it is reimbursed to the taxing body. All mechanics in either case are handled by Berkheimer.

Notices, which are in most cases used mutually exclusive from one another, may be sent in any order depending on collection efforts required and associated charges are not listed in order of mailing or use. The fees and cost for notices may be cumulative based upon the number and type of notices that Berkheimer must send to successfully collect the delinquency.

All Costs also pertain to electronic tax returns, payments etc.

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### ARTICLE 395 COMMUNITY AND ECONOMIC DEVELOPMENT FEES

- 395.01 Purpose
- 395.02 Applicability
- 395.03 Definitions
- 395.04 Authorization
- 395.05 Zoning Fees
- 395.06 Land Development and Subdivision Fees
- 395.07 UNIFORM CONSTRUCTION CODE STATE MANDATED FEE
- 395.08 Building Fees
- 395.09 Electricians License Fee
- 395.10 Electrical Permits Fees
- 395.11 Plumbers' License Fees
- 395.12 Plumbing and Sewer Fees
- 395.13 Sheet Metal Technician Fees



- 395.14 Penalty Fees (14678 §1 12/18/08)
- 395.15 Corrective Action Administrative Fee
- 395.16 Housing Rehabilitation Financing Application Fee
- 395.17 Signs
- 395.18 Mechanical Fees
- 395.19 Fire Suppression Systems
- 395.20 Tanks
- 395.21 Encroachments
- 395.23 Health License, Operational, Inspection and Plan Review Fees
- 395.24 Cigarette Vending Machine Fees
- 395.25 Street Vacation Fees
- 395.26 Subordination Fees

**395.01 PURPOSE**

The purpose of this section is to establish a fee schedule for permits, licenses and inspections. (14012 §1 8/01/02; 14558 §1 12/7/07)

**395.02 APPLICABILITY**

This section shall be applicable to the Department of Community and Economic Development, the Bureau of Planning and Zoning and the Bureau of Building Standards and Safety. (14012 §1 8/01/02)

**395.03 DEFINITIONS**

1. Inspection Fees  
Rates charged for official examination of private projects by City personnel.
2. License Fees  
Rates charged for officially authorizing certain businesses and tradesmen.
3. Permit Fees  
Rates charges for officially authorizing certain activities.

All other terms in this Regulation remain constant with the definitions in the various City Ordinances pertaining to such fees. (14012 §1 8/01/02)

**395.04 AUTHORIZATION**

The Director of the Department of Community and Economic Development and the Director of Finance of the City of Allentown shall recommend to City Council reasonable fees from time-to-time as required for the operations of the Community Development Department. Fees for permits and the requiring of licenses shall be sufficient to reimburse the City for costs involved in issuing permits, licenses and the inspections and administration thereof. All fees, license payments and other monies received shall be paid over to Finance as directed or required by the Director of the Department of Finance. (14012 §1 8/01/02; 14558 §1 12/20/07)

**395.05 ZONING FEES**

**Zoning:**

1. Permit Application. The Bureau of Planning and Zoning shall charge a permit application fee of Fifty (\$55) Dollars for the review of a zoning permit application. (14372 §1 3/16/06; 15304 §1 08/3/16)
2. Appeals. Any appeal to the Zoning Hearing Board, whether for a variance, special exception, non-conforming use or structure, ordinance interpretation or otherwise shall be subject to a fee Five Hundred (\$500) Dollars except, however, that the fee shall be One Hundred Fifty (\$150) Dollars for an appeal related to premises used solely as a single family dwelling unit and occupied or to be occupied solely by the legal or equitable owner thereof and members of the owner's household. (14067 §1 3/6/03; 14372 §1 3/16/06; 15304 §1 08/3/16)
3. Continuances. An applicant and/or interested party who requests a continuance of an appeal before the Zoning Hearing Board, after said appeal was duly advertised, shall be subject to a fee of Four Hundred (\$400) Dollars, except, however, that the fee shall be One Hundred Fifty (\$150) Dollars for a continuance related to premises used solely as a single family dwelling unit and occupied or to be occupied solely by the legal or equitable owner thereof and members of the owner's household. (14067 §1 3/6/03; 14372 §1 3/16/06; 15304 §1 08/3/16)

4. Preliminary Opinion. An applicant and/or interested party who requests a Preliminary Opinion of the Zoning Officer shall be subject to a fee in the amount of Five Hundred (\$500) Dollars. (14845 § 1 12/1/10; 15304 §1 08/3/16)

5. Temporary Signs (ten or more). For ten (10) or more signs to be posted, a permit must be obtained in the Zoning Office stating the name, address, telephone number and purpose of the sign and must be accompanied by a fee of Fifty-five (\$55) Dollars. (14067 §1 3/6/03; 14372 §1 3/16/06; 15304 §1 08/3/16)

6. Zoning Certifications. Requests for written certificates as to the zoning compliance of a property shall be accompanied by a fee of Fifty-five (\$55) Dollars. (14012 §1 8/01/02; 14067 §1 3/6/03; 14372 §1 3/16/06; 14845 12/3/2010; 15304 §1 08/3/16)

7. Zoning Map and Zoning Amendments. Petitions for zoning map and zoning amendments can be found on the City website or by contacting the City Clerks Office. A written Petition for a Zoning Map Amendment (Rezoning) may be submitted to City Council by a citizen. It must be notarized and signed by the owners of 50% or more of the land proposed to be rezoned, and it must be submitted together with a check in the amount of \$300.00 payable to the City of Allentown, to the City Clerk's Office, 435 Hamilton Street. A written petition for a Zoning Amendment may be submitted to City Council by a Citizen and it must be submitted together with a check in the amount of \$300.00 payable to the City of Allentown, to the City Clerk's Office, 435 Hamilton Street. In addition, the petitioner must pay in full all costs incurred by the City in publishing the legally required advertising for the Map or Zoning Code Amendment prior to final Council Action. (14273 §1 3/3/05; 15173 §1 12/3/14; 15304 §1 08/3/16)

### **395.06 LAND DEVELOPMENT AND SUBDIVISION FEES**

#### **Major Subdivisions:**

1. Sketch Plan. The application fee for review of a sketch plan for major subdivisions shall be One Hundred (\$100) Dollars. (14067 §1 3/6/03)

2. Preliminary Plan. The application fee for review of a preliminary plan shall be Two Hundred Ninety (\$290) Dollars plus Forty (\$40) Dollars for each lot. (14067 §1 3/6/03)

3. Final Plan. The application fee for review of a final plan for major subdivisions shall be one-half of preliminary plan. (14067 §1 3/6/03; 14845 § 1 12/1/10)

#### **Minor Subdivisions:**

The application fee for review of final plans for a minor subdivision shall be One Hundred Forty (\$140) Dollars plus Forty (\$40) Dollars per lot. (14067 §1 3/6/03; 14845 § 1 12/1/10)

#### **Major Land Developments:**

1. Sketch Plan. The application fee for review of a sketch plan for major land developments shall be One Hundred (\$100) Dollars. (14067 §1 3/6/03; 14845 § 1 12/1/10)

2. Preliminary Plan. The application fee for review of a preliminary plan shall be Three Hundred Fifty (\$350) Dollars plus One Hundred Fifteen (\$115) Dollars per acre or partial acre. (14067 §1 3/6/03; 14845 § 1 12/1/10)

3. Final Plan. The application fee for review of a final plan for major land development plans shall be one-half of preliminary plan. (14067 §1 3/6/03; 14845 § 1 12/1/10)

#### **Minor Land Developments:**

The application fee for review of final plans for minor land development shall be Three Hundred Fifteen (\$315) Dollars. (14845 12/3/2010)

### **395.07 UNIFORM CONSTRUCTION CODE STATE MANDATED FEE**

The State Mandated Uniform Construction Code Permit Fee authorized under the Pennsylvania Construction Code Act shall be Four (\$4) Dollars, and shall be assessed on all Pennsylvania Uniform Construction Code required permits. (15304 §1 08/3/16).

### **395.08 BUILDING FEES**

All fees are payable upon examination of plans and permit routing, regardless of timing of construction.

1. Construction: For the inspection of each building, the fee shall be Fifty-five (\$55) Dollars for the first five hundred (500) square feet or less of floor area, plus Fifteen (\$15) Dollars for each additional one hundred (100) square feet or less of floor area, except for storable pools where the flat fee shall be Twenty (\$20) Dollars. (15304 §1 08/3/16)

2. Certificate of Occupancy (C.O.) Inspection Fee: The fee shall be charged per inspection passed or failed in the amount of Fifty (\$50) Dollars for each Residential Unit and One Hundred (\$100) Dollars for commercial buildings passed or failed, except for storable pools where there is a Ten (\$10) Dollar C.O. Inspection Fee. This fee shall be payable at the time the Building Permit is issued. Additional C.O. Inspections shall be paid for prior to each additional inspection as required. (15304 §1 08/3/16)

3. Alterations and Repairs: For the inspection of a building for alterations or repairs to existing structures, including signs and pools, the fee shall be Fifteen (\$15) Dollars for each One Thousand (\$1,000) Dollars with a minimum fee of Fifty (\$50) Dollars, except for storable pools where the flat fee shall be Twenty (\$20) Dollars. A copy of the contract is required. The Inspections Division shall have the right to verify or correct the estimated value of any proposed building structure addition or alteration; additions include permanent encroachments, patios, car ports, etc. (14558 §1 12/20/07; 14678 §1 12/18/08; 15304 §1 08/3/16)

4. Moving Buildings: A permit shall be granted for the moving of a building upon payment of a fee of One Hundred (\$100) Dollars for a dwelling or larger building and a fee of Fifty-five (\$55) Dollars shall be added for each day a street, road, alley or lane is occupied by a building or moving equipment. In addition, thereto, a permit shall be secured for the structure at the new location in accordance with the permit fee schedule established for new construction. (15304 §1 08/3/16)

5. Demolition: The permit fee for all buildings or structures shall be Seventy-five (\$75) Dollars for the first one thousand (1,000) square feet of floor area including basement plus Forty-five (\$45) Dollars for each additional one thousand (1,000) square feet or fraction thereof. (15304 §1 08/3/16)

6. Plans Examination: The following shall be charged upon submission of all required drawings or preliminary plans for plans examination. (15304 §1 08/3/16)

Residential: 1 & 2 Family Additions - \$50 for 1,000 square feet or fraction thereof (14844 §1 12/1/10)  
1 & 2 Family Homes - \$150 for 1,500 square feet or less \$250 for more than 1,500 feet  
(15304 §1 08/3/16)

Commercial: Must go to a 3<sup>rd</sup> Party Review unless the plans are less than \$2,000 and do not include an electrical or plumbing review, then they can be reviewed by the City. (14558 §1 12/20/07; 14678 §1 12/18/08; 14844 12/1/2010; (15304 §1 08/3/16)

A City Review Fee shall be assessed for all 3<sup>rd</sup> Party Plans greater than \$50,000 to be processed by the City as follows: (14844 12/1/2010; (15304 §1 08/3/16)

7. Roof Covering or Replacement: The permit fee shall be one and one tenth (1.1%) of the total cost of the project but no less than Sixty-five (\$65) Dollars for non-residential structures. Plans are required for roof rafters, roof supports or sheathing changes. (15304 §1 08/3/16)

The fee for residential structures shall be Fifty (\$50) Dollars. An additional Fifteen (\$15) Dollar fee for replacement of roof rafters, roof supports or sheathing on non-residential and residential structures shall be charged. Plans are required for roof rafters, roof supports or sheathing changes. (15304 §1 08/3/16)

8. Parking Lots: for the inspection of parking lots, the fee shall be Fifteen (\$15) Dollars for each One Thousand (\$1,000) Dollars with a maximum fee of One Hundred Fifty (\$150) Dollars. The Bureau shall have the right to verify or correct the estimated value of any proposed parking lot. (14678 §1 12/18/08; (15304 §1 08/3/16)

9. Archives: An Archive Fee of Ten (\$10) Dollars per permit shall be added to all permit application fees. (14558 §1 12/20/07; (15304 §1 08/3/16)

10. Appeals. Housing Appeals Board Fees shall be One Hundred (\$100) Dollars per application. Building Appeals Board fees shall be One Hundred (\$100) Dollars for 1 and 2 Family residential, and Two Hundred (\$200) Dollars for all others. Disruptive Conduct Board of Appeals shall be One Hundred (\$100) Dollars per application. (14558 §1 12/20/07; (14714 §1 04/01/09; (15304 §1 08/3/16)

### 395.09 ELECTRICIANS LICENSE FEES (15304 §1 08/3/16)

The yearly electrician's license fees, renewable January 1 through January 31 each year, shall be: (15304 §1 08/3/16)

- \$90 Master Electrician License;
- \$80 Residential Electrician License;
- \$60 Journeyman Electrician License;
- \$50 Special Electrician License;
- \$50 Electrical Appliance Installer License
- \$50 Telecommunications Installer (no test required) (14558 §1 12/20/07)

When an applicant fails to renew the license before January 31<sup>st</sup>, a surcharge shall be attached to the license fee as follows:

\$90	Master Electrician	Surcharge	\$45
\$80	Residential Electrician	Surcharge	40
\$60	Journeyman	Surcharge	30
\$50	Special Electrician	Surcharge	25
\$50	Electrical Appliance/Installer	Surcharge	25

(14012 §1 8/01/02; 14558 §1 12/20/07; 14844 12/3/2010)

There will be a fee of Ten (\$10) Dollars for a replacement license.

### 395.10 ELECTRICAL PERMIT FEES

1. Residential and Commercial projects less than or equal to \$30,000 shall be Twenty (\$20) Dollars per each Thousand (\$1,000) Dollars spent on the project with a minimum fee of Fifty (\$50) Dollars. A copy of the contract is required. (15304 §1 08/3/16)
2. Residential and Commercial projects greater than \$30,000 shall be Fifteen (\$15) Dollars per each Thousand (\$1,000) Dollars spent on the project with a minimum fee of Fifty (\$50) Dollars. A copy of the contract is required. (15304 §1 08/3/16)
3. Swimming pool fees are as follows: (15304 §1 08/3/16)
  - In ground/permanent
    - \$45 Private - Single Family Dwelling
    - \$110 Public - New Construction and Recertification
  - Temporary/Storable/Removable/Seasonal
    - \$20 Private - Single Family Dwelling
4. Commercial Emergency alarm device fees for Fire Department inspections are as follows: (15304 §1 08/3/16)

A fee of Four (\$4) Dollars per device with a Fifty (\$50) Dollar Minimum:

5. Yearly Electrical Permits (15304 §1 08/3/16)

\$270 Industrial, Commercial and Institutional Facilities Only (14012 §1 8/01/02)

6. If the work is to be performed by a contractor or subcontractor, that information should be provided on the application for permit. (14424 §2 10/6/06; (15304 §1 08/3/16)

7. Licensing Application Fees: Shall be Fifty (\$50) Dollars. (14844 12/1/2010; (15304 §1 08/3/16)

### 395.11 PLUMBERS' LICENSE FEES

1. The yearly plumbers license fee, due and payable January 1 and renewable through January 31, shall be:

\$90	Master Plumber
\$60	Journeyman Plumber

2. When a plumber fails to renew the license before January 31, a surcharge shall be attached to the licensing fee as follows:

\$45	Master Plumber	
\$30	Journeyman Plumber	(14012 §1 8/01/02)

3. Plumber's License Test Fees: \$85 Master License  
\$60 Journeyman License (15304 §1 08/3/16)

4. There will be a fee of Ten (\$10) Dollars for a replacement license. (14558 §1 12/20/07)

### 395.12 PLUMBING AND SEWER FEES

1. New Installations and Replacements: For projects less than or equal to \$30,000, the fee for residential plumbing installation up to and including three (3) stories for the first three (3) fixtures shall be Fifty (\$50) Dollars with a fee of Fifteen (\$15) Dollars for each additional fixture in excess. For residential projects greater than \$30,000 and non-residential projects, the fee for plumbing installation shall be Fifteen (\$15) Dollars per each Thousand (\$1,000) Dollars spent on the project with a minimum fee of Fifty (\$50) Dollars. A copy of the contract is required. (15304 §1 08/3/16)

2. Water Line Replacements: The fee for installation for new water lines or the repair of water lines from the curb box shall be Fifty (\$50) Dollars. (15304 §1 08/3/16)

3. Sanitary Sewer: The fee for a new sanitary sewer hook up or repair or replacement shall be Fifty (\$50) Dollars for each lateral from the building. (15304 §1 08/3/16)

4. Storm Sewer: The fee for new storm sewer hook up or repair or replacement shall be Fifty (\$50) Dollars. (15304 §1 08/3/16)

5. Appliance Permits: The fee for each water softener and water heater shall be Fifty (\$50) Dollars. (14012 §1 8/01/02; (15304 §1 08/3/16)

6. If the work is to be performed by a contractor or subcontractor, that information should be provided on the application for permit. (14424 §3 10/6/06; (15304 §1 08/3/16)

### 395.13 SHEET METAL TECHNICIAN'S LICENSE FEES

The Sheet Metal Technicians License Fee, due and payable January 1<sup>st</sup> and renewable through January 31<sup>st</sup>, every other year, shall be:

Sheet Metal Technician	\$180
Sheet Metal Apprentice	\$ 90 (15304 §1 08/3/16)

When an applicant fails to renew the license before January 31<sup>st</sup> of the appropriate year, a surcharge shall be attached to the License Fee as follows:

Sheet Metal Technician	\$90
Sheet Metal Apprentice	\$45 (15304 §1 08/3/16)

There will be a fee of twenty (\$20) dollars for a replacement license. (14711§1 5/17/2009)

#### **395.14 PENALTY FEES**

1. Work without required permits. In addition to the Permit Fee set by this Schedule, a fee of One Hundred (\$100) Dollars per permit shall be charged for work in progress or completed without required permits for residential properties with four units or less. A fee of Five Hundred (\$500) Dollars per permit shall be charged for work in progress or completed without required permits for residential structures with more than four units and for commercial properties. (15304 §1 08/3/16)

2. Excessive inspections on the same issue. In addition to the Permit Fee set by this Schedule, the following fees will apply for inspections requested and required above and beyond two (2) footer/foundation and two (2) rough:

Third Inspection	\$50 for every permit reinspection
Fourth Inspection	\$75 for every permit reinspection
Fifth Inspection or more	\$100 for every permit reinspection (14678 §1 12/18/08)

#### **395.15 CORRECTIVE ACTION ADMINISTRATIVE FEE (AMENDS 1741.15e)**

The City will add an Administrative Fee of Three Hundred (\$300) Dollars or 15% of the cost of abatement to each bill incurred, whichever is greater, as a result of non-compliance with a Public Nuisance Order. (14558 §1 12/20/07)

#### **395.16 HOUSING REHABILITATION FINANCIAL APPLICATION FEE**

An application fee of One Hundred Fifty (\$150) Dollars per project shall be paid at the time the Housing Rehabilitation Financing Application is approved. (14558 §1 12/20/07)

#### **395.17 SIGNS**

The Sign Erector fee shall be Ninety (\$90) Dollars.

1. Permit: an inspection of a sign, the fee shall be Fifteen (\$15) Dollars for each One Thousand (\$1,000) Dollars with a minimum fee of Fifty (\$50) Dollars. Illuminated signs may require an electrical permit. (15304 §1 08/3/16)

#### **395.18 MECHANICAL FEES (15304 §1 08/3/16)**

All fees are payable upon examination of plans and permit routing regardless of the time of construction or remodeling. Mechanical fees are for heating, ventilation and air conditioning and other systems for Residential and Non-residential uses.

1. Residential Properties with three (3) or more units and Non-residential or Mixed-use Properties:

HVAC/Appliances: The fee for appliances utilizing gas, liquid or solid fuel, such as, but not limited to water heaters, boilers, furnaces; and, for chimneys, vents and mechanical refrigeration shall be Fifty (\$50) Dollars per unit. (14558 §1 12/20/07)

Duct work and/or Connecting Piping: The fee shall be One Dollar and Fifty Cents (\$1.50) per One Thousand (\$1,000) Dollars of the total cost of construction with a minimum fee of Fifty (\$50) Dollars. (14558 §1 12/20/07)

2. Residential Properties with two (2) or Less Units:

The fee for centralized heating, ventilation and air conditioning systems, appliances such as, but not limited to, water heaters, boilers, furnaces; and, for duct work and/or connecting piping complete, shall be ~~Forty (\$40)~~ Fifty (\$50) per unit. (14558 §1 12/20/07)

The fee for replacement of HVAC appliances connected to existing duct work or piping shall be Thirty (\$30) Dollars per appliance. (14558 §1 12/20/07)

3. If the work is to be performed by a contractor or subcontractor, that information needs to be provided on the application for permit. (14424 §3 10/6/06) If the installation of a water heater requires a new branch circuit, an Electrical Permit is also required. (15304 §1 08/3/16)

### **395.19 FIRE SUPPRESSION SYSTEMS**

1. Sprinkler Systems: The fee for a sprinkler system for other than one (1) and two (2) family structures shall be based on the number of sprinkler heads; from 1 to 20 heads shall be One Hundred (\$100) Dollars; 21-200 heads shall be Two Hundred Fifty (\$250) Dollars; and 201 plus heads shall be Four Hundred (\$400) Dollars. (14558 §1 12/20/07; 15304 §1 08/3/16)

- The sprinkler system fee for a one (1) and two (2) family structure shall be one (1%) percent of the total cost of the construction but no less than Fifty (\$50) Dollars.
- For pipe and hydraulic calculated, the fee shall be Three Hundred Sixty (\$360) Dollars.
- Alterations to existing systems shall be charged Fifteen (\$15) Dollars for each One Thousand (\$1,000) Dollars with a minimum fee of Fifty (\$50) Dollars per 395.08 #3 – Alterations and Repairs. (15304 §1 08/3/16)

2. Standpipe Systems: For the inspection of a standpipe system, the fee shall be Forty-five (\$45) Dollars per floor.

3. Suppression Systems: For commercial cooking and frying systems, the fee shall be Forty-five (\$45) Dollars. (14012 §1 8/01/02; 14558 §1 12/20/07)

4. If the work is to be performed by a contractor or subcontractor, that information shall be provided on the application for permit. (14424 §5 10/6/06; 15304 §1 08/3/16)

### **395.20 TANKS**

All tanks installed, abandoned or removed for the use of volatile flammables, liquefied petroleum gas, fuel oil and other gases or liquids shall require permit fees for the installation of new tanks; as well as abandonment of tanks (temporary or permanent) and the removal of tanks shall be One Hundred (\$100) Dollars per tank for commercial property; Forty (\$40) Dollars per tank for residential property. (14012 §1 8/01/02)

### **395.21 ENCROACHMENTS**

Fees for approved encroachments shall be:

1. Temporary Encroachments: Every approved temporary encroachment other than dumpsters, soda and/or other vending machines shall have a fee of Twenty (\$20) Dollars per year, plus a monthly fee of Twenty-five (\$.25) Cents per square foot.

2. Dumpsters: The fee for approved dumpsters placed within the public right-of-way, twenty (20) cubic yards or less shall be Thirty-five (\$35) Dollars per month. For dumpsters more than twenty (20) cubic yards, the fee shall be Fifty-five (\$55) Dollars per month.

3. Permanent Encroachments: The fee for approved permanent encroachments shall be Forty (\$40) Dollars. This fee is in addition to any construction or other permit fees the permanent encroachment is charged.

4. Sidewalk Cafes: The fee for approved sidewalk cafes shall be Forty (\$40) per year. (14012 §1 8/01/02)

### **395.23 HEALTH LICENSE, OPERATIONAL, INSPECTION AND PLAN REVIEW FEES**

#### **(A) CHILD CARE FACILITY OPERATIONAL CERTIFICATE FEES**

An annual operational fee shall be charged to defray the costs of inspections, consultations and servicing child care facilities.

The annual operational fee for child care facilities shall be based upon the number of children in care and the type of facility as follows:

Type of Facility	Number of Children	Operational Fee
Child Care Centers*	7 to 49	\$100.00 (15205 §1 5/6/15)
Child Care Centers*	50 to 99	125.00
Child Care Centers*	100 or more	150.00
Family Child Care Home	4 to 6	50.00
Group Child Care Home	7 to 11	75.00
Other Child Care Programs	N/A	50.00

\*Includes night care, drop-in care and extended child care programs.

#### Conditional Fees

The Bureau of Health may withhold issuing a Child Care Facility Operational Certificate if the facility is not in compliance with all City Ordinances. Examples include, but are not limited to, Fire Code and Building Code violations and tax or fee delinquencies. In this instance, the Bureau may issue a Conditional Certificate valid for up to sixty (60) days so that the facility's operation may continue until compliance is achieved. A fee of Fifty dollars (\$50) shall be charged to defray the Conditional Certificate's associated administrative costs. (14188 §1 6/4/04; 14842 § 1 12/1/10; 15205 §1 5/6/15 )

#### Reinspection Fees

Child care facilities shall be charged a reinspection fee for each reinspection that is required to verify that the facility has been brought into substantial compliance with the Child Care Ordinance as follows:

For the year 2015 and each subsequent year thereafter:  
 Child Care Centers (all sizes) Fifty Dollars (\$50) for each reinspection;  
 Family, Group, and Other facility types Twenty-five Dollars (\$25) for each reinspection.

#### Late Fees

A late fee of thirty dollars (\$30) per month shall be charged for overdue operational certificate renewals of all child care facility types, as determined by the Bureau of Health.

#### Plan Review Fees

Child Care Centers shall be charged a plan review fee of seventy-five dollars (\$75) whenever a plan review is required in accordance with Article 1143 of the Child Care Facility Ordinance.

### (B) FOOD FACILITY LICENSING, OPERATIONAL, INSPECTION AND PLAN REVIEW FEES

The terms "retail food facility", "public eating and drinking place", and "retail food establishment" as used herein are defined in the Retail Food Facility Safety Act of November 23, 2010, P.L. 1039, No. 106, 3 PA C.S.A. § 5701 et. seq. ("Act 106 of 2010") which governs licensing, inspection and regulation of public eating and drinking places and retail food establishments.

Fees for licensing, operational inspection and plan review of retail food facilities shall be charged annually to defray the costs of inspections, plan reviews and services as follows:

#### I. New or Change of Ownership, Retail Food Facilities (Public Eating and Drinking Places, Retail Food Establishments)

All area measurements to include outdoor service and food storage areas.

Facility Type	Number of Children	Operational Fee
1. Retail Food Facility 5000 sq. ft. or less -	\$1.00	\$274 + Plan Review Fee
2. Retail Food Facility more than 5000 sq. ft. and	\$1.00	\$349 + Plan Review Fee



less than 20,000 sq. ft with NO on-site food preparation

3. Retail Food Facility more than 5000 sq. ft. and less than 20,000 sq. ft. with on-site food preparation \$1.00 \$449 + Plan Review Fee

4. Retail Food Facility greater than 20,000 sq. ft. with NO on-site food preparation \$1.00 \$499 + Plan Review Fee

5. Retail Food Facility greater than 20,000 sq. ft. with on-site food preparation \$1.00 \$649 + Plan Review Fee

**II. Renewals, Retail Food Facilities (Public Eating and Drinking Places, Retail Food Establishments)**

Facility Type	License Fee	Operational Fee
1. Public Eating and Drinking Places, 75 seats or less	\$1.00	\$274
2. Public Eating and Drinking Places, more than 75 seats	\$1.00	\$399
3. Retail Food Establishments, 5000 sq. ft. or less	\$1.00	\$224
4. Retail Food Establishments, more than 5000 sq. ft. and less than 20,000 sq. ft. with NO on-site food preparation	\$1.00	\$299
5. Retail Food Establishments, more than 5000 sq. ft. and less than 20,000 sq. ft. with on-site food preparation	\$1.00	\$399
6. Retail Food Establishment, more than 20,000 sq.ft. with NO on-site food preparation	\$1.00	\$449
7. Retail Food Establishment, more than 20,000 sq. ft. with on-site food preparation	\$1.00	\$599

**III. Other Fees**

1. New or Renewal – Non-Profit Permanent Food Facility	\$1.00	\$74
2. Mobile Food Unit, New	\$1.00	\$274
3. Mobile Food Unit, Renewal	\$1.00	\$249
4. Vending Machine, each	\$1.00	\$49
5. Temporary Food Facility, For Profit 1 and 2 day events	\$1.00	\$39
6. Temporary Food Facility, Non-Profit 1 and 2 day events	\$1.00	\$19
7. Temporary Food Facility, For Profit Events held on more than 2 days; 14 days maximum	\$1.00	\$74
8. Temporary Food Facility, Non-profit Events held on more than 2 days; 14 days maximum	\$1.00	\$44

Conditional Licenses

The Bureau of Health may at its discretion issue a Conditional License valid for up to sixty (60) days where the operation of the facility constitutes a possible hazard to public health, or where an applicant requires additional time to comply with the City's Food Service Ordinance, [and/or] any other applicable City ordinances or applicable state statutes and regulations. A fee of Fifty dollars (\$50) shall be charged to defray the associated administrative costs.

#### Late Fees

A late fee of thirty-five dollars (\$35) per month shall be charged for overdue license renewals of [permanent] retail food facilities, as determined by the Bureau of Health.

A late fee of fifteen dollars (\$15) shall be charged for temporary food facility licenses that are applied for less than five (5) days prior to the start of the event, as determined by the Bureau of Health.

#### Facilities Exempt from Licensing and Inspection Fees

Food facilities licensed by the Pennsylvania Department of Health, Department of Education, Department of Welfare or any other State, County or Municipal agency shall not be charged a food facility license or operational fee provided they are owned and operated by the licensee.

Permanent, temporary or mobile food facilities or vending machines that sell only fresh whole fruits and vegetables and/or only non-potentially hazardous pre-packaged food, as determined by the Bureau of Health shall be exempt from the licenses and operational fees.

#### Reinspection Fees

Food facilities shall be charged a reinspection fee for each reinspection that is required to verify the facility is in substantial compliance with the Food Service Ordinance as follows:

For the year 2013 and each subsequent year thereafter – One hundred dollars (\$100.00) for each reinspection.

#### Plan Review Fees

Food facilities shall be charged a plan review fee whenever a plan review is required in accordance with Article 1123 of the Food Service Sanitation Ordinance as follows:

For plan review services as a result of a change of ownership where no alterations other than cosmetic changes to an existing retail food facility take place, any size – One hundred twenty-five dollars (\$125.00).

For plan review services as a result of new construction, conversion, remodeling or alterations involving work other than cosmetic changes, (all area measurements to include outdoor service and storage areas) –

Facilities less than 5,000 sq. ft.-	\$200
Facilities greater than 5000 sq. ft. up to 20,000 sq. ft. -	\$300
Facilities greater than 20,000 sq. ft. -	\$400

#### **395.24 CIGARETTE VENDING MACHINE FEES**

The annual license fee for a license to operate one cigarette vending machine in compliance with Article 1160, Licensing and Regulation of Cigarette Vending Machines, shall be One Hundred (\$100) Dollars. (14225 §1 10/21/04; 14513 §1 8/2/07)

#### **395.25 STREET VACATION FEES**

Street Vacations: Petitions for street vacations can be found on the City website or by contacting the City Clerk's Office. A written Petition for a street vacation may be submitted to City Council by a citizen. The petition must be submitted together with a check in the amount of \$300.00 payable to the City of Allentown, to the City Clerk's Office, 435 Hamilton Street. Requests for Street Vacations shall be subject to a Three Hundred (\$300) Dollar fee. In addition, the petitioner must pay in full all costs incurred by the City in publishing the legally required advertising for the vacation prior to the final Council action. (14273 §1 3/3/05; 15173 §1 12/2/14 )

**395.26 SUBORDINATION FEES**

The fee for all approved subordination agreements shall be Fifty (\$50) Dollars. (14255 §1 1/20/05)

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**396 TRANSFER OF LIQUOR LICENSE FEES**

**396.01 APPLICATION FEES**

The City of Allentown wishes to provide for the reimbursement of expenses incurred in the administration of the applications and hearings for transfer of liquor licenses into the City. In order for any application to be accepted by the City, the applicant must submit an application and a fee to defray the cost of public notices, secretarial costs, and administrative overhead. The initial application fee will defray these costs up to and including a maximum hearing of two (2) hours. Each additional two (2) hours of hearing, or any part thereof, will constitute an additional hearing day with the resulting additional fees as set forth below:

- A. Initial Application Fee \$400
- B. Fee for additional hearing day 300

C. In addition to the application fee and additional hearing fees set forth above, if the applicant requests in writing, a stenographic record, all costs for providing a stenographic record, including appearance fees, will be the responsibility of the applicant.

D. All fees must accompany the application and are non-refundable.

E. The resolution approving said transfer shall not be issued unless all the fees for service have been paid in full. (14058 §1 2/6/03)

**LIQUOR TRANSFER REQUEST PETITION**

City Council  
City Hall  
Allentown, PA 18101

Date\_\_\_\_\_

Members of City Council:

We, the undersigned and interested parties, hereby request your honorable body to approve the transfer of said liquor license within the boundaries of the City.

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicants LCB Number

\_\_\_\_\_  
Current Business name, Address and Telephone Number where license proposed to be transferred is located.

\_\_\_\_\_  
Current Business name, address, telephone number where the liquor license is proposed to be located within the City of Allentown.

Description of type of operation where proposed license is to be transferred to:  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

NAME	ADDRESS
_____	_____

**NOTE:** Send or deliver this petition, along with \$400, to cover advertising, public hearing and public notification costs, to:

**City Clerk  
City Hall  
Room 510  
435 Hamilton Street  
Allentown, PA 18101**

**GENERAL LIQUOR LICENSE TRANSFER PROCEDURES**

1. Request submitted in writing to City Council, c/o City Clerk, signed by the owners and/or authorized agent on forms supplied by the City.
2. Upon receipt, the City Clerk refers the request to the following offices for their comments in regard to whether the proposed property to which transfer is being made to and the requestor is up to date on all bills, code compliance, and whether the office has any general objections to said transfer:

Finance Building Safety and Standards	Fire Health
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3. After comments have been received from the appropriate Department Directors or their designee, the applicant will be notified of any deficiencies or concerns in their application.
4. If there are no deficiencies, the Council President will schedule a time for a public hearing and place the resolution seeking the liquor license transfer on Council agenda with a notification to the requestor as to whether Council plans to vote on the transfer on that agenda. Council must render a decision within 45 days of a request for approval.
5. Upon selection of the public hearing date, the Zoning Office shall post such property identified as the location of the proposed liquor license in a manner consistent with the requirements for posing a property for rezoning.
6. The Clerk's Office shall advertise the date, time and place of a public hearing to be conducted by the Council of the City of Allentown.

The requestor must pay \$400 for the costs of advertising the public meeting, conducting the public hearing and public notification procedures.

If a second hearing is needed, the requestor must pay \$300 for the additional hearing.

7. In addition to the application fee set forth above, if the applicant requests in writing, a stenographic record, all costs for providing such a record including appearance fees shall be the responsibility of the applicant.
8. All fees are non-refundable and must be paid, including a retainer for the stenographic record, before City Council considers the transfer.

### 397 POLICE FEES

#### 397.01 Fees

#### 397.02 Police Academy Fees

##### 397.01 Fees

<u>Service Provided</u>	<u>Fees</u>
Accident Report	\$ 25 (15211 § 1 6/17/15)
Incident Report	15
Fingerprinting City Residents	20
Fingerprinting All Others	25
Taxicab License	40
False Alarm (Ord. 14167; §1 4/8/04)	100 (15211 § 1 6/17/15)
Photographs (8" x 10")	10
Criminal History Checks	20 (15211 § 1 6/17/15)
Video Request for Civil Cases	\$115 for first disc, \$20 for additional disc (15211 § 1 6/17/15)

##### 397.02 Police Academy Fees (14778 § 1 2/9/10; 15211 § 1 6/17/15)

Three Hour Training Session	\$ 15.00 per Officer
Classroom Fee	\$ 100.00 per day
Range Fee	\$ 150.00 per day

#### Exemptions

1. These fees may be waived by the Mayor and/or the Mayor's designee. (14778 § 1 2/9/2010)

**398 FIRE FEES**  
**398.01 Payment and Collections of Fees**  
**398.02 Fees**  
**398.03 Bomb Square Response**

**398.01 PAYMENT AND COLLECTIONS OF FEES**

The payment and collection of all fees shall be in the manner established by the Director of Finance.

Permit and inspection fees not paid within thirty (30) days shall be subject to an added ten (10 %) percent late charges, to cover the added costs of collection.

A non-refundable fee of Fifty (\$50) Dollars shall be charged for all required plan reviews. (14509 §1 8/2/07)

Any billing for fire apparatus standby at any public or private location is to be at the rate of Forty (\$40) Dollars per hour, plus the actual hourly rate of any fire personnel. (14186 §1 6/4/04; (14509 §1 8/2/07)

**398.02 FEES**

The following fee list shall include the places or functions which shall require a Fire Department permit and/or certification. In most cases, the inspection shall be performed annually except where otherwise noted.

A consolidated permit may be issued in cases where occupancy has multiple fees and/or permits required

1.	Open Flames and Torches (105.6.32)	25
2.	Open Flames and Candles (105.6.33)	30
3.	Bonfires/Open Burning (105.6.31)	
	Bonfires for 1 Hour	150
	Bonfires for 2 Hours	225
	Other Open Burning (Plus Cost of Fire Department Standby)	75
4.	Recreational Fires and Outdoor Fires (105.6.55)	
	Campfires	30
	Other Recreational Fires and Outdoor Fires	30
	Annual Permit for Approved Appliance	100
5.	Child/Adult Day Care (105.6.48)	
	Class A - 100 and More	130
	Class B - 13 to 99	100
	Class C - 7 to 12	45
	Class D - 1 to 6	40
6.	Places of Assembly (105.6.35)	
	Class A - 1,000 Plus	350
	Class B - 300 to 999	240
	Class C - 50 to 299	165
	Class D - Less than 50	65
7.	Educational Facilities - Post Secondary, Colleges, Universities, Business Schools, Specialty and Trade Schools (105.6.49):	
	Class A - 1,500 Students and up	1000
	Class B - 1,000 to 1,499	500
	Class C - 1 to 999	240
8.	Hospitals, Nursing Homes, Rehabilitation Centers and Other I Use Groups Not Set Elsewhere (105.6.50)	
	Class A - 601 and Up	650
	Class B - 401 to 600	550
	Class C - 201 to 400	450
	Class D - 1 to 200	300
9.	Dormitories (off campus), Boarding Houses, Fraternity and Sorority Houses, Etc. (105.6.51)	
	Class A - Over 50	150

	Class B - 6 to 50	60
10.	Hotels and Motels (105.6.52)	
	Class B - 3 Floors or Less	75
	Class A - More than 3 Floors	145
11.	Aviation Facility (105.6.3)	150
12.	Rooftop Heliports (105.6.41)	80
13.	Spraying or Dipping (105.6.42)	145
14.	Storage of Tires and Tire By-Products (105.6.43)	80
15.	Tire Rebuilding Plants (105.6.45)	145
16.	Repair Garages and Service Stations (105.6.40)	50
17.	High-Piled Storage (105.6.23)	165
18.	Hot Work Operations (105.6.24)	
	Per Use	15
	Annual Permit	150
19.	Industrial Ovens (105.6.25)	55
20.	Liquid or Gas Fueled Vehicles or Equipment in Assembly Buildings (105.6.27)	30
21.	Floor Finishing (105.6.18)	55
22.	Covered Malls (105.6.10)	55
23.	Exhibits and Trade Shows (105.6.14)	85
24.	Explosives Use (105.6.15) Per 2 Week Period	80
25.	Explosives (105.6.15)	440
26.	Flammable and Combustible Liquids (105.6.19)	
	All Operations	100
	Up to 1,000 Gallons in Storage	30
	1,000 to 10,000 Gallons	110
	Greater than 10,000 Gallons	440
27.	Fruit and Crop Ripening Operations (105.6.19)	150
28.	Fumigation and Fogging (105.6.20)	40
29.	Drycleaning Plant (105.6.13)	55
30.	Hazardous Production Material Facilities (105.6.22)	440
31.	Lumber Yards and Woodworking Plants (105.6.26)	80
32.	Organic Coatings (105.6.34)	150
33.	Temporary Membrane Structures, Tents and Canopies (105.6.44)	
	Small - Less Than 50 Persons and 1,001 Square Feet	30
	Medium - More than 49 Persons and 1,000 Square Feet but Less Than 15,000 Square Feet	65
	Large - 15,000 Square Feet and Above	110
34.	Carnivals and Fairs (105.6.4) (Tents not Included)	
	Small - Under 100,000 square feet	35
	Medium - Under 1 million square feet	65
	Large - Above 1 million square feet	110
35.	Temporary Membrane Structures, Tents and Canopies at Carnivals and Fairs (105.6.44)	
	Small	5
	Medium	25
	Large	45
36.	Amusement Building (105.6.2)	110
37.	Waste Handling (105.6.46)	135
38.	Miscellaneous Combustible Storage (105.6.30)	135
39.	Welding and Cutting (105.6.12) Where Required	
	Per Use	15
	Annual Permit	150
40.	Refrigeration Equipment (105.6.39)	110
41.	Hazardous Materials (105.6.21)	440
42.	Aerosol Products (105.6.1)	150
43.	Cellulose Nitrate Film (105.6.6)	150
44.	Combustible Dust-Producing Operations (105.6.7)	150
45.	Combustible Fibers (105.6.8)	150
46.	Compressed Gases (105.6.9)	150
47.	Cryogenic Fluids (105.6.11)	150

48.	Magnesium (105.6.29)	150
49.	Pyrotechnic Special Effect Material (105.6.37) (Plus Cost of Fire Dept. Standby)	80
50.	Pyroxylin Plastics (105.6.38)	150
51.	Wood Products (105.6.47)	110
52.	Pesticide Storage and Display (105.6.53)	135
53.	Radioactive Materials (105.6.54)	135
54.	Sale of Fireworks	110
(14186 §1 6/4/04; 14509 §1 8/2/07)		

**Fire Records Fee:**

1.	Copy of Photographs	
	8" x 10"	10
	4" x 5"	5
2.	Copy of Fire Operation Report	15
3.	Copy of Fire Investigation Report	55
4.	Record Search (per address)	50
5.	Compact Disc of Fire Photos (per operation)	100
6.	Excessive Alarms (3 in a 30 Day Period)	200
(14186 §1 6/4/04; 14509 §1 8/2/07)		

**398.03 BOMB SQUAD RESPONSE**

A fee of Three Hundred and Fifty (\$350) Dollars shall be charged for each Bomb Squad Response to any community that does not have a mutual aid agreement with the City of Allentown. (14186 §1 6/4/04; 14509 §1 8/2/07)

**399 FINANCE AND HUMAN RESOURCE FEES**

Fire Civil Service Non-Refundable Applicant Fee	\$5
(14187 §1 6/4/04)	

**ARTICLE 400**

**DEPARTMENT OF PARKS AND RECREATION FEES 14758 (12/11/2010)**

- 400.01 PURPOSE**
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**400.01 PURPOSE**

The purpose of this section is to establish a fee schedule for permits issued by the Department of Parks and Recreation.

**400.02 APPLICABILITY**

This section shall be applicable to the Department of Parks and Recreation, the Bureau of Parks and the Bureau of Recreation and the Municipal Golf Course.

**400.03 AUTHORIZATION**

The Director of the Department of Parks and Recreation and the Director of Finance of the City of Allentown shall recommend to City Council reasonable fees from time-to-time as required for the operations of the Parks and Recreation Department. Fees for permits shall be sufficient to reimburse the City for costs involved in issuing permits and administration thereof. All fees and other monies received shall be paid over to Finance as directed or required by the Director of the Department of Finance.



## 400.04 GOLF COURSE FEES

### GOLF COURSE FEES

#### Season Tickets

Adult Resident Season Pass (7 Day)	1000
Adult Resident Season Pass (5 Day)	800
Adult Non-Resident Season Pass (7 Day)	1300
Adult Non-Resident Season Pass (5 Day)	1000
Junior Resident (Monday – Friday)	400
Junior Non-Resident (Monday – Friday)	600
(14063 §1 3/6/03; 14269 §1 3/305; 14386 §1 5/4/06)	

#### Daily Tickets

Daily Tickets – Resident	21	
Daily Tickets - Non-Resident	24	
Weekend/Holidays	32	
9-Holes Weekday – Resident (10 AM to 3 PM)	14	(14410 §1 8/3/06)
9-Holes Weekday - Non-Resident (10 AM to 3 PM)	18	(14410 §1 8/3/06)
9-Holes Weekends and Holidays (1PM to 4 PM)	19	(14410 §1 8/3/06)
Tw-Lite Weekend (After 4:00 PM)	20	
Tw-Lite Weekday	19	
Senior Citizen/Weekday Resident (Before 11 AM)	14	
Senior Citizen/Weekday Non-Resident (Before 11 AM)	18	
(14063 §1 3/6/03; 14269 §1 3/3/05; 14370 §1 5/4/06)		
High School Student – Resident (After 11 AM)	13	
High School Student - Non-Resident (After 11 AM)	16	
Winter Golf Weekday (December, January & February)	16	
Winter Golf Weekend (December, January & February)	17	
Walkers	3	
(14063 §1 3/6/03; 14269 §1 3/3/05; 14386 §1 5/4/06)		

#### Cart Rentals

Cart Rental - 18 Hole (Per Person)	16
9 Holes – Single (Per Person)	8
The Golf Course Special (2 Golfers/Cart) (Per Person)	25
(14269 §1 3/3/05)	

#### Driving Range

Medium bucket	6
Large bucket	8
Jumbo bucket	11

(Municipal Golf Course Fees and Summer Recreation Fees were adopted by Ordinance Numbers 13817 §1 2/16/00; 13893 §1 2/22/01; 13960 §1 2/22/02; 14063 §1 3/6/03; 14269 §1 3/3/05; 14386 §1 5/4/06; 14840 § 1 12/1/10; 15173 § 1 12/34/14)

## 400.05 SUMMER RECREATION FEES

### SWIMMING POOLS RATES FOR 2014

Daily Adult Rate at Cedar, Mack and Jordan Pools (18-59)	6.00
Daily Youth Rate at Cedar, Mack and Jordan (4-17)	4.00
Daily Rate at Irving	2.00
Daily Rate for Children Under 5	Free
Daily Rate for Children Under 3	Free

(14270 §1 3/3/05; 15127 § 4/16/14)

Adult Season Ticket at Cedar, Mack and Jordan (18-59)	50
Non-resident Adult Season Ticket at Cedar, Mack and Jordan (18-59)	80
Youth Season Ticket at Cedar, Mack and Jordan (4-17)	50
Non-resident Youth Season Ticket at Cedar, Mack and Jordan (4-17)	80
Veteran/Active Military Season Ticket at Cedar, Mack and Jordan	25
Non-resident Senior Season Ticket at Cedar, Mack and Jordan (60+)	50
Non-resident Veteran/Active Military Season Ticket at Cedar, Mack and Jordan	50
Resident Family Pass at Cedar, Mack and Jordan	150
Resident Family Pass (Additional Child) at Cedar, Mack and Jordan	25
Non-resident Family Pass at Cedar, Mack and Jordan	300
Non-resident Family Pass (Additional Child) at Cedar, Mack and Jordan	40
(14270 §1 3/3/05; 15127 § 4/16/14)	

#### **BASEBALL FIELDS**

Game	25
Per Day Rental	90
2 Fields at Same Complex/Day	130
3 Fields at Same Complex/Day	195
4 Fields at Same Complex/Day	260
(14290 §1 6/6/05)	

#### **BASKETBALL COURTS**

Game	20
Per Day Rental	80
2 Courts at Same Complex/Day	160
3 Courts at Same Complex/Day	230
4 Courts at Same Complex/Day	290
(14290 §1 6/6/05)	

#### **FOOTBALL, SOCCER, LaCROSSE, FIELD HOCKEY FIELDS**

Game	25
Per Day Rental	120
2 Fields at the Same Complex/Day	210
(14290 §1 6/6/05)	

#### **LIGHTS – JORDAN 1 & 2**

Hourly	25
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#### **LIGHTS – ALL OTHER FACILITIES**

Hourly	25
(14290 §1 6/6/05)	

#### **TENNIS FEES**

Junior Resident	30
Junior Non-Resident	50
Senior Resident	50
Senior Resident with Senior Citizen Card	30
Senior Non-Resident	70

#### **NON-RESIDENT USER FEE**

Basketball/Softball	40
Volleyball	20
Youth League Participants	15

#### **PICNIC GROVES WITH PAVILIONS**

Allentown Residents	60
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Organization, Business, Non-residents (14063 §1 3/6/03; 14290 §1 6/6/05)	<b>110</b>
Refundable Deposit	100
<b>PICNIC GROVES WITHOUT PAVILIONS</b>	
Allentown Residents	60
Organization, Business, Non-residents (14290 §1 6/6/05)	<b>90</b>
Refundable Deposit	100
<b>RACQUETBALL/HANDBALL COURTS</b>	
Per Court/Day	25
2 Courts/Day at Same Complex	35
3 Courts/Day at Same Complex	55
4 Courts/Day at Same Complex (14290 §1 6/6/05)	70
<b>ROLLER HOCKEY – JORDAN MEADOWS</b>	
Game	25
Per Day Rental (14290 §1 6/6/05)	65
<b>VOLLEYBALL COURTS</b>	
Per Court/Day	25
2 Courts at Same Complex/Day	35
<b>VOLLEYBALL COURTS – LIGHTS</b>	
Hourly (14290 §1 6/6/05)	25
<b>VOLLEYBALL LEAGUE FEES</b>	
(14458 §1 12/21/06)	250
<b>TEAM ENTRY FEES</b>	
Team Entry Fee (Certified A-Youth Member)	150
Team Entry Fee (Independents/Inside Allentown)	200
Team Entry Fee (Independents/Outside Allentown)	250
Additional Team (Certified A-Youth Member)	75
Additional Team (Independents/Inside Allentown) (14268 §1 3/3/05)	105
Additional Team (Independents/Outside Allentown)	125

**EXEMPTIONS**

1. These fees do not apply to youth groups and sports organizations who are certified members of A-Youth when they are engaged in practice or games relating to City Leagues, or to the Allentown School District.

1. These fees may be waived by the Mayor and/or the Mayor's designee.

**400.06 TREE SURGEON LICENSE FEE**

The annual license fee for tree surgeons shall be Fifty (\$50) Dollars. (14185 §1 6/4/04; 14758 (12/11/2010))

**400.07 RECREATION LEAGUE PENALTY FEES  
(14895 June 2011)**

Rate

FORFEITS	
First Forfeit	\$ 25
Second Forfeit (by same team)	\$ 75
Third Forfeit (by same team)	\$100 and league suspension
INELIGIBLE PLAYER(S)	
Each game player participated	\$100 and forfeiting each game
INCOMPLETE ROSTER	
Each incomplete roster	\$ 25
MISSING LEAGUE MEETINGS	
All teams must be represented at league meetings	\$ 25

**400.08 SPECIAL EVENT FEES (15245 § 1 12/2/15; 15388 § 1 8/2/17)**

Electricity Use for Event (if available)	\$40/Day
Halloween Parade Entry Fee	\$75/Business
Failure to Remove Signage within 3 business days	\$25
Damage or Destruction of grass, fields, and pathways	Equipment, Material and Labor Costs to Repair
Fastening an object to any Tree, Shrub, Natural Amenity	\$25/Occurrence
Block Party Application for Permit	\$25
No Parking Signs – (pick up at Traffic and posted by event organizer)	\$0.50 cents/each
No Parking Signs – City staff posting and removing	\$0.50 cents/each plus Labor
Clean up after an event	Equipment, Material and Labor Costs
Sweeper Truck	Equipment and Labor Costs
Barricades (include on event map Barricade drop off sites)	\$6.00/each for delivery and pick up at event plus labor
Traffic Cones (include on event map traffic Cone drop off sites)	\$3.00/each for delivery and pickup at event plus labor
Replacement fee for Barricades	Equipment cost to replace
Replacement fee for Traffic Cones	Equipment cost to replace
Late fee for event registration (less than 2 weeks in advance)	\$25
Recycling and Trash Pickup after an event	Equipment, Material and Labor Costs
Replacement fee for Clear Stream Containers	Equipment cost to replace
Rental of light towers and Portable Skate park	Equipment and Labor Costs for delivery and pickup at event
Band Trailer Rental Fee	\$640/day/within City; \$690/day/outside of City
Field Rental Tournament Fee	\$125/field/day
City Podium Use	\$50 and \$200 refundable deposit
Easter Egg Hunts	Special Event Application Fee Waived; however fees for pavilions, fields, street closures and all other event requirements must be followed including Certificate of Liability Insurance

**401 FINANCE DEPARTMENT OPERATIONS FEES (15335 § 1 12/7/16)**

401.01 PURPOSE

The purpose of this article is to establish unified ordinance for collection of fees for Finance Department operations.

401.01 REAL PROPERTY TAX CERTIFICATION FEES – The Finance Department is authorized to assess \$30 to process a tax certification request for a parcel of real property within the City of Allentown. Resulting proceeds are distributed into the General Fund.

**EDITORS NOTE**

- 15245 (12/2/2015) Adopted a new fee schedule for Special Events
- 15127 (4/16/2014) Adopted a new fee schedule for Pools.
- 15207 ((5/21/15) Adopted fees associated with real estate tax delinquencies.
- 14895 (6/2011) Established Recreation League Penalty Fees.
- 14758 (12/11/2010) increased certain Park and Recreation fees.
- 14778 2/9/2010 established fees for the police academy and increased other fees.
- 14714 §1 04/01/09) created a 25\$ fee for the Disruptive Conduct Board.
- 14711 (5/17/2009) created Sheet Metal Technician Fees.
- 14706 (5/11/2009) updated the Emergency and Medical Services Fees section in it's entirety.
- 14678 (12/18/2008) updated Community and Economic Development Fees
- 14558 (12/20/2007) updated Community and Economic Development Fees
- 14509 ( 8/2/2007) updated Fire Department Fees.
- 14484 (5/22/2007) updated Chemical assessment and evaluation fee schedule.
- 15335 (12/7/2016) established fees for Finance Department operations