January 3, 2013

Re: Fee Schedule Building Permits, Plumbing Permits, Subdivision Land Development

All Contractors and Homeowners:

All construction is subject to the provisions of the Pennsylvania Uniform Construction Code (PUCC). All permit applications and plans submitted in support of those permit applications that increase the habitable area of a residential or commercially used property must be in compliance with the PUCC (in-ground swimming pools included). These permits will be reviewed by Yerkes Engineers. The construction resulting from the approval of these plans will be inspected by engineers under the direction of the Borough of Narberth. **All new construction, including additions and garages, is subject not only to the Uniform Construction Code but to all applicable local codes, including, but not limited to, the Narberth Fire Code Ordinance No. 843 and must receive certification from the Fire Marshal.** This ordinance is available at the Borough office. Appeal from the decision of the 3rd party building inspector (Yerkes Engineers) will go to the UCC Board.

The Narberth Code calls for permits to be issued for all building renovations over $200.00. The ultimate responsibility to obtain a permit falls upon the homeowner. The homeowner can delegate the responsibility to a contractor because the contractor may have all of the proper information needed to fill in the permit application. Separate permits should be obtained for electrical work. **Applications for roofing permits include a separate sheet, listing the details of the existing condition of the roof.** Please include in your application a site plan, which shows the present condition of the site, with the required front, side and rear yard setbacks. **Zoning issues need to be identified early in the application phase in the event a Zoning Hearing needs to be scheduled.**

All contractors doing business within the Borough are required to obtain a Business Privilege License from e-Collect+ (form attached). The annual license fee is $10.00 and is payable at the time that the building permit application is processed. Contractors are also required to provide proof of insurance as required by Act 45. Building permit applications will not be processed without the proper license information and insurance information. The $10.00 check for the Business Privilege License should be made out to the Central Tax Bureau. Failure to pay all applicable fees required will delay the issuance of the permit. **Building permits are issued after a minimum 15 business day waiting period. Please bring proof of payment of your Business Privilege Tax every time you apply for a building permit.**

The building inspector (Yerkes Engineers) will make inspections of all jobs and will schedule all inspections. Most renovations require a minimum of six inspections; footing inspection, rough-in inspection, after rough-in wiring inspection by outside inspector, progress inspection, and final inspection. Electrical contractors should list the underwriter's inspector on their application. **All permits should be obtained prior to beginning work.** Contractors working without permits will be fined, every day, until proper permits are obtained. The Building Inspector and the Police Department maintain a file of all permits applied for and issued. The Police Department will issue citations to contractors or homeowners not on the list.

Plumbers working in Narberth are required to complete a Plumber's Registration Form. The annual fee for plumber's registration is $100.00 and is good for a calendar year. The Plumbing Inspector will make all plumbing inspections. Arrangements are made through the Borough office.
Fees for building permits, electrical permits and plumbing permits are as follows:

Note: All plans requiring review and/or approval under the Pennsylvania Uniform Construction Code incur a fee of $500.00 in addition to the fees designated below.

**Building Permit – Residential Property**

<table>
<thead>
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<th>Fee</th>
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<tr>
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($50.00 for first $1,000.00, $30.00 per thousand or fraction of thousand thereafter)

**Building Permit – Commercial Property**

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($70.00 for first $1,000.00, $30.00 per thousand or fraction of thousand thereafter)

**Plumbing Registration Fee** $100.00 Annually

Journeyman – $80.00

**Plumbing Permit Fee**

- Reconstruction...4 Fixtures...$100.00
- Each Additional Fixture.......$20.00

**Business Privilege License**

License Fee...annual...$10.00

The tax rate is 1.5 mills on gross receipts for all business done in Narberth ($1.50 per $1,000.00 of gross receipts).

License and annual tax returns will be mailed directly to each registered contractor by the Central Tax Bureau of Pennsylvania.

**SUBDIVISION/ LAND DEVELOPMENT**

At the time of the filing of a Subdivision / Land Development plan an application fee, consisting of a base fee of one hundred dollars ($100.00), plus fifty dollars ($50.00) per lot. Other fees or costs will be consistent with Ordinance No. 895.

All plans requiring review and approval through the Pennsylvania Uniform Construction Code incur a fee of $500.00 plus these costs.
100 CONWAY AVENUE, NARBERTH, PA 19072  BLOCK _____  UNIT _____

RESIDENTIAL AND COMMERCIAL BUILDING PERMIT

APPLICATION

APPLICATION NO. ___________  DATE ________________

*Narberth Borough Code states that all permits require a 15 day review period. Work begun before a permit is issued is at your own risk.*

1. Address of property: ____________________________________________

2. Give definite particulars as to work proposed and material to be used:

   ____________________________________________

   ____________________________________________

   ____________________________________________

   ____________________________________________

3. Date work will begin:  _________________________________________

4. Estimated Cost: $_________________  Fee $_________________

   ___________________________________________________________________________

PROPERTY OWNER:

   Name: ________________________________________________________________

   Address: _____________________________________________________________

   ________________________________________________________________

   Phone: ___________________  Fax: ___________________

   Email: _____________________

CONTRACTOR OR BUILDER:

   Name: ________________________________________________________________

   Address: _____________________________________________________________

   ________________________________________________________________

   Phone: ___________________  Fax: ___________________

   Email: _____________________

   PA Home Improvement Contractor Registration No.: ____________________

C:\Documents and Settings\Leslie Marshall\My Documents\Permit Applications\Bldg permit.doc
BOROUGH OF NARBERTH
MERCANTILE/BUSINESS PRIVILEGE REGISTRATION

NAME:
ADDRESS:

Instructions & Deadline: The following registration form is required to be completed by each company with a business location in the Borough. This Application is due before the commencement of doing business in the Borough of Narberth. The gross receipts portion of the tax is due by no later than June 30th of each tax year. This Application is separate from and does not replace the Business Privilege Tax Return.

License Fee Due: $10.00

License Year: ___________________________ Business Start Date: ___________________________

Legal Name of Business: ______________________________________________________________

Trade Name (d/b/a): ___________________________

Mailing Address: ________________________________________________________________

____________________________________________________________________________________

Telephone: ___________________________ Fax: ___________________________

Email Address: ______________________________________________________________

Nature of Business: ___________________________

Total Number of Employees: ___________________________ Federal Employer Identification No.: ___________________________

Business Location(s): ______________________________________________________________

Business Organization Type (check one)

[ ] Sole Proprietorship [ ] Partnership [ ] Corporation (PA Entity No. ___________________________)
[ ] Other (Describe: ___________________________) [ ] Non-Profit/Religious/Charitable

I hereby certify under the penalties provided by law that all statements made herein are to the best of my knowledge and belief true, correct and complete.

Applicant’s Signature: ______________________________________________________________

Printed Name: ______________________________________________________________

Date: ___________________________ Telephone: ___________________________