

BOROUGH OF WEST CHESTER

CHESTER COUNTY, PENNSYLVANIA

RESOLUTION NO. 2025-24

A RESOLUTION OF BOROUGH COUNCIL OF THE BOROUGH OF WEST CHESTER AMENDING THE FEE SCHEDULE OF THE BOROUGH OF WEST CHESTER.

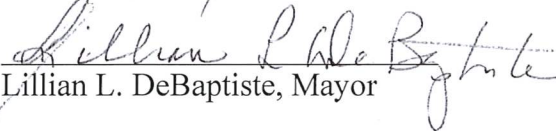
BE IT HEREBY RESOLVED that Borough Council of the Borough of West Chester, Chester County, Pennsylvania, adopts the amended Fee Schedule which is attached hereto and incorporated herein as **Attachment "A"** to this Resolution.

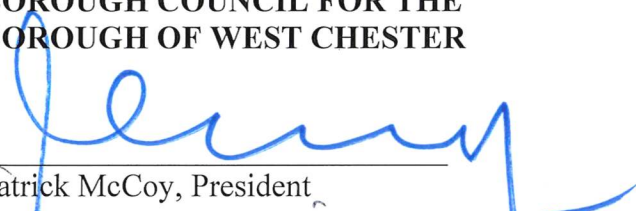
RESOLVED AND ADOPTED on this **17th Day of December 2025**

ATTEST:

**BOROUGH COUNCIL FOR THE
BOROUGH OF WEST CHESTER**


Sean Metrick, Secretary

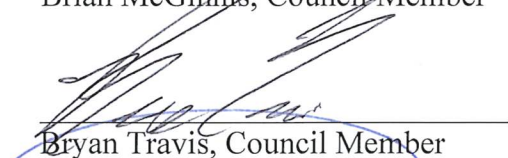

Lillian L. DeBaptiste, Mayor


Patrick McCoy, President

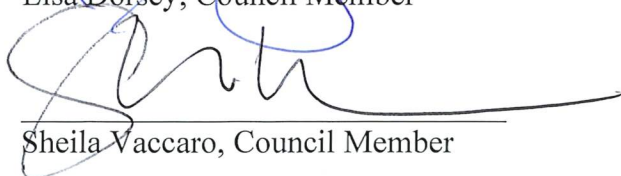

Nicole Scimone, Vice-President


Bernie Flynn, Council Member


Brian McGinnis, Council Member


Bryan Travis, Council Member


Lisa Dorsey, Council Member


Sheila Vaccaro, Council Member

Borough Of West Chester

Fee Schedule: Adopted December 17 2025

BUILDING PERMITS

New Construction, Alterations, Additions, Demolition, Signs & HVAC	
One & Two Family Dwellings	First \$1,000
	Each Additional \$1,000
Multi-Family & Non-Residential	First \$1,000
	Each Additional \$1,000
All projects over \$20M in value ICC Model Fee	\$15
Schedule with 4 year averaging for multiplier	

ELECTRICAL PERMITS

First \$1000	\$80.00
Each additional \$1,000	\$10
Annual Maintenance Permit	\$504

PLUMBING PERMITS

fees include one rough & one final inspection

One & Two Family Dwellings (base fee)	\$80.00
Each fixture	\$25
Multi-Family & Non-Residential (base fee)	\$154.50
Each fixture	\$25

REINSPECTIONS

Additional Inspections for all permits	\$150
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ZONING LETTER

	\$150
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**Fire Safety Inspection Fee
(Annual Commercial Fire Inspections)**

Building Area and Inspections	
1 to 999 square feet	\$70.00
1,000 to 3,500 square feet	\$95.00
3,501 to 5,000 square feet	\$120.00
5,001 to 10,000 square feet	\$165.00
10,001 to 50,000 square feet	\$225.00
50,001 square feet and up	\$310.10

PLAN REVIEW FEES

One & Two Family Dwellings, 1st review	\$100
Multi-Family & Non-residential, 1st review	\$150
Each Additional Review	\$100
Zoning Review (Site plans, fences, sheds, patios, etc.)	\$50

RENTAL PERMITS (annual)

Residential Unit/per unit (from \$44.00)	\$66.00
Rental License Transfer Fee	\$5.00
Short Term Rental - per unit	\$66.00

ZONING HEARING BOARD

Variance, Special Exception	
Single Family Dwelling, Commercial Signs	\$500
Public & Institutional	\$800
Multi-family Dwelling, Commercial & Industrial	\$1,200
Each continuance by applicant	\$200

ZONING MATTERS BEFORE BOROUGH COUNCIL

Validity variance and curative amendment	\$2,000
Zoning Change	\$500
Conditional Use:	
Single Family Residential	\$500
Public & Institutional	\$800
Multi-Family dwelling, Commercial & Industrial	\$1,200
Each Continuance:	\$200

BUILDING, HOUSING & FIRE PREVENTION

	\$500
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CODE BOARD OF APPEALS

SUB-DIVISION & LAND DEVELOPMENT REVIEWS

<i>(plus fee schedule of Borough Engineer as approved by Borough Council)</i>	\$400
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LIQUOR LICENSE TRANSFER

	\$1,000
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SPECIAL PERMITS

Family Day Care Home	\$40
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Re-inspection fee for corrections	\$30.00
Failure to appear / no show	\$50.00
Administrative Fee	\$25.00

PUBLIC WORKS

20-Gallon Recycling containers	\$15
Borough disposal bags	\$3
Refrigerator disposal	\$35
Air conditioner disposal	\$25
Dumpster Permit	\$45/week
Dumpster Permit at metered parking Monday-Friday	\$21.00/day
Dumpster Permit at metered parking Saturday	\$10.50/day
Electronics Recycling: t.v.'s, computers monitors, printers, & computer peripherals	\$5
Fine for working without a permit or expired permit	Double Permit Fee (minimum \$50.00)
Bulk Trash Items	\$35
Mattresses & items exceeding 7/5 lbs. and exceeding 2'x3'x5' in size	\$10
Tire Disposal Recycling Fee 17"	\$10
Tire Disposal Recycling Fee over 17"	\$25

Traffic Control Devices

Orange Traffic Cones -	Deposit Fee \$10	\$4 each/per day
Barricades -	Deposit Fee \$50	\$15 each/per day
Temporary Signage-	Deposit Fee \$50	\$10 each/per day
Sign Board -	Deposit Fee \$300	\$150/each/day

Set Up/Breakdown Fees (Minimum 3/hours/employee)

Public Works Employee	\$70/hour
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SIDEWALK REPAIRS

Sidewalk permits and inspections	\$30
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CURB CUT

Curb repairs, or curb cuts made strictly for the installation of a wheelchair ramp are exempt from	\$35
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Outdoor Café' (annual fee)	\$200
Registration Fee for Hens	\$35

STREET OPENING

Per Opening (Rounded Up) (minimum fee of \$500.00)	\$10/per sq ft
Capital Utility Project - Prior approval required (minimum fee of \$1,750.00)	\$4.00/lineal ft of standard trench width (2.5')

STREET OPENING RESTORATION COMPLETED BY THE BOROUGH

up to five square yards -	\$350
\$70 for each additional sq. yd.	

Permit issuance & general inspection fees are not payable by the Commonwealth of PA., the Federal Government or Public Utilities for the replacement or renewal of their facilities prior to a resurfacing project after notice from the Borough, the installation of street light poles or facilities moved at the request of the Borough

POLICE

Alarm Registration	\$30
Alarm Registration Renewal	\$10
Accident Report	\$15
Police Service @ approved Special Event	\$154/hr

VENDING LICENSE - yearly	\$100
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PARK RENTALS - DAILY

Park rental WEEKDAY resident/non-resident	\$25
Park rental WEEKEND resident fee	\$75
Park rental WEEKEND non-resident fee	\$125

SPECIAL EVENT APPLICATION FEES (SEA)

Run, race, and/or event (non-refundable)	\$250
Block party (non-refundable)	\$50

the curb cut fee

BOROUGH TOWING CHARGES

Towing Fee	\$65
Storage per day	\$35

METERS

All on-street & surface lot single/multi-space meters	\$1.50/hr
On-street patio, linear footage cost	\$160.00/linear ft

POSTING RESERVATIONS

Meter daily rate	\$21.00
Funeral meter daily rate:	\$10.50
Posting Fee (per block only)	\$100.00
Resident Temporary "No Parking" Sign Fee	\$1/sign

RESIDENTIAL ANNUAL PARKING PERMITS

Lot #3	\$900
Lot N (Greenfield)	\$200
Business Permit	\$125
Guest Pass - 2 per house/apt	\$6.00/each
Replacement fee for guest pass	\$6.00
Resident	\$14
Tenant	\$14
Student Rental	\$14
Property Management	\$14

STREAM PROTECTION PROGRAM

Rate (Tiers 1-5 banded ranges; Tier 6 actual coverage)	\$6.70/1000 s.f.
Appeal Applications	\$0
Credit Applications	\$0
Certifications	\$50

PARKING LOTS

Chestnut Street Garage - Monthly Day Rate	\$95
Chestnut Street Garage - Monthly Night/Weekend Rate	\$60
Chestnut Street Garage - Monthly 24/7 Rate	\$125
Bicentennial Garage - Monthly Day Rate	\$95
Bicentennial Garage - Monthly Night/Weekend Rate	\$60
Bicentennial Garage - Monthly 24/7 Rate	\$125
Lot #3 - Annual Fee	\$900
Lot #5 - Leased monthly	\$95/space
Lot #6 - Leased annually to County	\$95/space
Lot #6 - Residential permit annually	\$14
Lot #6 - Adjacent - Business Permit	\$75/space
Lot #7 - Leased per month	Garage Market Rate
Lot # 10 - Leased monthly	Garage Market Rate
Greenfield - Annual fee	\$200

GARAGE RATES- Bicentennial & Chestnut

1/2 hour	\$0.75
1 hour	\$1.50
1 1/2 hours	\$2.25
2 hours	\$3.00
2 1/2 hours	\$3.75
3 hours	\$4.50
3 1/2 hours	\$5.25
4 hours	\$6.00
5 hours	\$7.50
6 hours	\$8.50
7 hours to 24 hours	\$9.00

The Borough reserves the right to charge a different fee for the use of the garages for special events, such as: The Chester County Restaurant Festival, the Chili Cook Off, the Halloween Parade, and the Christmas Parade.

PROPERTY TAX

Tax Certifications	\$50
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WASTE WATER

Sewer Certifications

\$50

RIGHT TO KNOW REQUESTS

Copies: \$0.25/page Color Copies: \$0.50/page

Certification of a Record: \$5 per record, not per page.

Please note that certification fees do not include notarization fees.

Specialized Documents:

Actual Cost + \$

examples include blue prints, color copies, non-standard sized documents.

Postage Fees

Actual Cost

Reimbursement for thumb-drive

Actual Cost

MISCELLANEOUS

Credit Card Processing Fee

3% of cost of transaction

Public EV Charging

\$1 /hr

Borough Parking Garage Use for social gatherings application fee

\$50.00

Bike Locker Rental Deposit Fee

\$100 annual

Returned Check/Payment

\$35.00