

**TOWN OF McCANDLESS  
RESOLUTION 2025-32**

A RESOLUTION OF THE TOWN OF McCANDLESS, ALLEGHENY COUNTY, PENNSYLVANIA,  
ESTABLISHING A MASTER RESOLUTION TO GOVERN VARIOUS TOWN FEES AND  
CHARGES.

IT IS HEREBY RESOLVED by the Town Council of the Town of McCandless, Allegheny County, as follows:

**Section 1. Fees and charges for Town construction, development and other permits:**

Charges do not include any applicable state fees, including those fees assessed pursuant to the Uniform Construction Code, as amended.

a) Building/Zoning Permits

<b>Residential</b> <i>(inclusive of all projects under the International Residential Code (IRC))</i>	
New Construction	\$0.25/sq ft of gross floor area Minimum fee of \$500.
Additions, Renovations, Accessory Structures over 400 sq ft*	\$0.25/sq ft of gross floor area Minimum fee of \$250.
<b>Commercial</b> <i>(inclusive of all projects under the International Building Code (IBC))</i>	
New Construction	\$0.30/sq ft of gross floor area Minimum fee of \$900.
Additions, Renovations: Roof replacement / recover (no structural changes to decking) Accessory Structures over 400 sq ft*	\$0.30/sq ft of gross floor area \$0.05/sq ft of roof area Minimum fee of \$450.
<b>Internal Plan Review</b>	\$0.10/sq ft Minimum fee of \$300.
<b>External Plan Review</b>	To be charged at applicable 3 <sup>rd</sup> party rate.
* Zoning permits that do not require UCC review will also be charged at this rate.	

b) Amateur Radio Antenna Permit – \$50

c) Accessory Structure Permit

**RESIDENTIAL**

General structure, up to 120 sq ft:	\$75
General structure, 121 – 400 sq ft:	\$150
Chicken Coop and Run:	\$50
Fence:	\$50

Open Deck or Porch:	\$200
Pool, Aboveground:	\$150
Pool, In-ground:	\$300
Retaining Wall, Under 4 Ft:	\$50
Retaining Wall, 4 Ft or Greater:	\$100

Accessory structures over 400 sq ft and not otherwise identified here shall be charged under Section 1(a) of this resolution. Chicken Coop and Run review is inclusive of any fencing/screening being added to satisfy the performance standards required by §701.08(d).

### **COMMERCIAL**

General Structure, up to 400 sq ft:	\$150
Fence:	\$100
Pool, Aboveground:	\$150
Pool, In-ground:	\$300
Retaining Wall, Under 4 Ft:	\$100
Retaining Wall, 4 Ft or Greater:	\$150

Accessory structures over 400 sq ft and not otherwise identified here shall be charged under Section 1(a) of this resolution.

- d) Certificate of Occupancy / Commercial Occupancy – \$100  
Residential new construction is exempt from the Certificate of Occupancy fee at the time of issuance of a Certificate of Occupancy.
- e) Communications/Telecommunications
  - 1) Tower and Antenna Permits: \$1,000
  - 2) Small Wireless Facilities  
Non-recurring fees: \$500 minimum fee, including a single up-front application that includes up to five Small Wireless Facilities, with an additional \$100 for each Small Wireless Facility beyond five (5); or \$1,000 for a new pole (i.e. not a co-location) intended to support one or more Small Wireless Facilities.  
  
Recurring annual fee of \$270 per Small Wireless Facility per year, including any possible ROW access fee or fee for attachment to municipally-owned structures in the ROW.
  - 3) The applicant and/or owner shall provide an escrow payment upon filing, in accordance with the amounts required by the Town's standard subdivision and land development review process, for all costs incurred of the Town's consultant(s) in providing expert evaluation and consultation in connection with the review of the application.
- f) Demolition Permit – \$150
- g) Driveway Permit – \$75  
Required for any driveway that is new, relocated or changed in grade which enters a Town street or any street that will become a Town street.

h) Fireplace Permit – \$25 for the installation of fireplaces in existing structures.

i) Grading Permit

1) Minor Grading Permit - \$200.

2) Major Grading Permit - \$500. An escrow in the amount of \$3,000 shall be established for the review of plans and inspection of sitework by the Town's consultants.

j) Logging Permit – \$300 application fee

In addition, an escrow amount of \$3,000 shall be established for review of the logging plan and inspection of the property. The applicant will be charged for the actual costs of review and inspection. If the costs exceed \$3,000 the applicant will replenish the escrow to maintain it at the \$3,000 level until approval is granted by the Town. Any remaining balance will be returned after approval is granted by the Town.

k) Sign Permit – \$150 per sign

l) Town Road Right-of-Way/Utility/Street Opening Permits – \$125 permit fee

1) Inspection: The estimated costs of inspection determined by the Town shall be deposited in escrow. Actual costs will be charged, and any remaining balance will be returned after approval of the work by the Town. Minimum escrow shall be \$100.

2) Repair and restoration: An estimate of the cost for repair and restoration of what is disturbed shall be calculated by the Town based upon the size and composition of the proposed excavation. The applicant shall deposit the estimated amount calculated by the Town in escrow.

The minimum amount of escrow shall be \$3,000. Any amount more than \$5,000 may be secured by a letter of credit or bond, subject to the approval of the Town Manager, Town Attorney or Town Engineer.

Any entity which routinely performs work in Town rights-of-way, such as utilities, may deposit an ongoing escrow (and bond, where applicable). Such escrow shall be replenished any time it is reduced below the amount originally deposited before any new work, other than emergency work, may proceed. A utility filing a bond with the Town may renew the bond each year from the date of its issuance in an amount and form satisfactory to the Town Manager, Town Attorney or Town Engineer.

## **Section 2. Charges submitted by request for Town review and/or approval:**

a) Appeals to Zoning Hearing Board

1) Appeal of Zoning Officer's Decision (including NOV appeal)

Residential: \$300

Commercial: \$750

Appeals related to mixed-use development or a residential development as a whole (i.e. multiple lots in a forthcoming subdivision; an apartment complex) shall be charged at the commercial rate.

2) Zoning Variance

Residential: \$300

Commercial: \$750

Appeals related to mixed-use development or a residential development as a whole (i.e. multiple lots in a forthcoming subdivision; an apartment complex) shall be charged at the commercial rate.

3) Special Exception – \$500

4) Use Variance – \$1,000

b) Conditional Use – \$1,000 application fee

An escrow amount of \$3,000 shall be established at the time of application to pay for reviews by Town consultants, cost of required legal notices, and other associated expenses. The escrow shall be replenished to \$3,000 any time it is reduced to \$500.

c) Curative Amendment – \$1,000

d) Estimated costs of reviews by specialized consultants, such as traffic or soils engineers or geologists, shall be deposited with the Town in escrow prior to utilization of such services. This escrow shall be in addition to the escrow deposited for general or stormwater engineering reviews and inspection.

e) Proposed Zoning Amendment – \$1,000 application fee

An escrow amount of \$3,000 shall be established at the time of application to pay for reviews by Town consultants, cost of required legal notices, and other associated expenses. The escrow shall be replenished to \$3,000 any time it is reduced to \$500.

f) Rezoning – \$1,000 application fee

An escrow amount of \$3,000 shall be established at the time of application to pay for reviews by Town consultants, cost of required legal notices, and other associated expenses. The escrow shall be replenished to \$3,000 any time it is reduced to \$500.

g) Site Inspection and As-Built Reviews – Per the engineer's fee structure as approved by the Town in an amount to cover the actual cost of inspections.

h) Subdivision and Land Development

1) Legal fees incurred by the Town will be charged in accordance with the fee structure agreed upon between the Town and Town Attorney.

2) Simple Subdivision – \$250 application fee.

An escrow amount of \$3,000 shall be established at the time of application to pay for reviews by Town consultants. The escrow shall be replenished to \$3,000 any time it is reduced to \$500.

3) Subdivision and/or Land Development Plan:

\$200 per acre or fraction thereof with a minimum charge of \$1,000.

An escrow amount of \$5,000 shall be established at the time of application to pay for reviews by Town consultants. The escrow shall be replenished to \$5,000 any time it is reduced to \$1,500. For developments with both preliminary and final plan submissions, any funds remaining in the escrow deposit made with a preliminary plan submission shall be credited toward the escrow established for final plan submission.

4) Fee in Lieu of Sidewalk Waivers

Fee in lieu of sidewalk waivers will be calculated based on the actual cost of work as reviewed and approved by the Town Engineer.

5) Fee in Lieu of Recreation With Regard to Residential Development Projects

Public Recreation and Open Space (PROS) fee in lieu: \$1,000 per Residential Dwelling Unit

i) Substantive Validity Challenge (Zoning Ordinance) – \$1,000

j) Transportation Overlay District

Actual costs for Traffic Report Review and TPAD Program Modification Review shall be charged in accordance with the Town approved engineering fees.

k) UCC / Code Appeals Board hearing

Residential: \$300

Commercial: \$750

Appeals related to mixed-use development or a residential development as a whole (i.e. multiple lots in a forthcoming subdivision; an apartment complex) shall be charged at the commercial rate.

**Section 3. Charges for Town Fire Prevention Permits**

a) Fire Alarm Installation

5,000 sq ft or less: \$200

5,001 to 19,999 sq ft: \$300

20,000 to 40,000 sq ft: \$400

Over 40,000 sq ft \$600

b) Fire Pump, any size – \$200

c) Fire Reports – \$25

d) Fireworks Display – \$200

A surety bond is required in accordance with the current edition of the Town's Fire Prevention Code.

e) Recreation Fires – \$25 each occurrence

- f) Service Stations and Auto Body Garages – \$100  
Includes storing and painting of automobiles and undercoating of automobiles.
- g) Sprinklers  

20 heads or less:	\$150
150 heads or less:	\$250
400 heads or less:	\$350
Over 401 heads:	\$400
- h) Storage of Explosives, Ammunition, Gunpowder, Flammable/Combustible Liquids and Hazardous Materials – \$100 annual fee in accordance with current edition of the Town's Fire Prevention Code.
- i) Storage Tanks, Stationary Tanks, L.P. Gas Cylinders – \$50 for temporary or permanent installations.
- j) Suppression Systems – \$200 per system  
Includes commercial cooking hoods and other types of automatic suppression systems.
- k) All other operational/Fire Prevention Permits – \$50 each
- l) Charges do not include any applicable state fees, including those fees assessed pursuant to the Uniform Construction Code, as amended.

#### **Section 4. False Alarms**

- a) First False Alarm – No fee shall be charged for the first instance of a false alarm during the calendar year.
- b) Second False Alarm – The owner of a multi-family (3 or more units) commercial, industrial, or institutional property having a fire alarm or sprinkler alarm that is located within the Town of McCandless shall be charged a base service fee of \$200 for its second instance of a false alarm within the same calendar year. In the event that the Fire Marshal determines that the false alarm is the result of the act or omission of the tenant, the tenant shall be assessed the service fee.
- c) Additional False Alarms – For each additional false alarm occurring within the calendar year, the multi-family, commercial, industrial, or institutional property owner (or tenant, as applicable) shall be charged a service fee which shall increase by an amount of \$100 per false alarm up to a maximum of \$400 per false alarm. For example, for a third false alarm, the entity shall be charged \$300; for a fourth false alarm and each false alarm thereafter, the entity shall be charged \$400.

#### **Section 5. Recreation Permits**

- a) Heritage and Cultural Center – \$40 for guided group tours or offsite outreach activities, \$200 refundable deposit to rent the Center plus \$75/hour, \$30/hour for small (less than 30) group meeting
- b) Pavilion Fees – \$100 fee for McCandless residents for the use of a Town pavilion. \$150 fee for non-resident use of pavilion.

- c) Town Field Fees – \$400 per season; or \$75 per game for night/evening use or \$50 for daylight use for adult league teams. For youth associations, Devlin Field, \$350 utilization fee per season, Wall Park and Vestal Park Ball Fields, \$1,000 utilization fee per season. Soccer Field at Lorrain Rogers, \$1,000 utilization fee per season. Tournament fee; \$50/team outside of permitted association.
- d) Pickleball Courts Reservation - \$10 per hour. Non-Refundable, residents only.
- e) Alcohol Permit Fee - \$20 fee for vendors who wish to sell alcoholic beverages at approved community events in addition to the Exposition Permit from the PA Liquor Control Board

## **Section 6. Other Fees and Charges**

- a) Administrative charge for receipt of insufficient fund check – \$30 plus any bank charge incurred by the Town.
- b) Amusement Permit – \$25 per year
- c) Application Fee for Police Officer Candidate – \$50 (May be waived by Police Chief or Town Manager)
- d) Application for Certification of Stormwater Drainage Compliance – \$15
- e) Assessment and Tax Lien Letters – \$30 per letter; \$5 fax machine fee.
- f) Comprehensive Plan – Actual cost of reproduction.
- g) Engineering fees are set annually by the Town Manager and on an as-needed basis for specific inspections.
- h) External Uniform Construction Code (UCC) Plan Review Requirement  
Commercial, multi-family and institutional building plans may be sent to a Pennsylvania Certified Third Party Plan Review Agency for plan review at the discretion of the Building Official/Fire Official. Costs for such review shall be borne by the applicant.
- i) Insurance Reports (other than fire) – \$5
- j) Liquor License Transfer Escrow – \$500  
Should the escrow be depleted, the Applicant shall reimburse the Town for any additional unreimbursed costs incurred by the Town relative to the Application.
- k) Paving, Grading, Drainage Standards & Specifications - \$7.50
- l) Plan Review Service Charge – When the Town Manager, Planning & Development Administrator or Building Official/Fire Official considers the use of outside professionals to be necessary to review plans submitted, he/she may engage such professionals and charge such costs to the applicant.

m) Police Reports – \$15

n) Public Records Policy Fees

- 1) Certification – The Town's fee for official certification of copies containing the Town seal is \$2.00 per copy.
- 2) Copies from Microfilm - \$0.50 per page
- 3) Copies of Video/Audiotapes/Body Worn Camera/Dashboard Camera – \$100 plus legal review fees
- 4) Act 134 Criminal History Right of Access Request - \$100
- 5) Copying onto Electronic Media – Actual cost incurred by Town
- 6) Facsimile Transmission – Local call (\$1.00 per transmission); Long distance (\$1.50 per page).
- 7) Photocopies - \$0.25 per page for 11" x 17" or smaller; \$1.00 per page for any larger sheets or actual costs incurred by the Town, whichever is greater.
- 8) Postage – Fees for postage shall not exceed the actual cost of mailing.
- 9) Pre-payment of Fees – The Town may require pre-payment of estimated fees when the fees required to fulfill the request are expected to exceed \$100.
- 10) Printing from Electronic Media - \$0.25 per page
- 11) Waiver of Fees – The Town may waive duplication fees when the Town deems it to be in the public interest to do so.

o) Public Utility Permit Bond – Minimum \$10,000. Any amount over \$10,000 as determined by the Town Engineer and/or Town Manager.

p) Special Police Detail - \$135 / hour without a patrol unit or \$150/hour with a patrol unit.

q) Transient Vendor License Fee – The nonrefundable fee for each license application shall be \$100 to cover the cost to process the application, plus \$25 for each vendor associated with the applicant, plus the prescribed fee for any background check conducted by the Chief of Police. Any renewal shall be at half price, if renewed within 15 days of the expiration of the license. Any and all fee amounts may be adjusted by Town resolution including the cost for the background check.

r) Zoning Map – \$5 per map, per copy

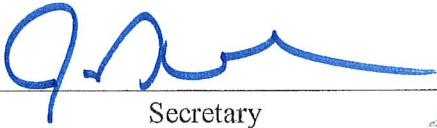


**Section 7. All prior resolutions establishing various Town fees and charges are hereby repealed to the extent inconsistent herewith.**

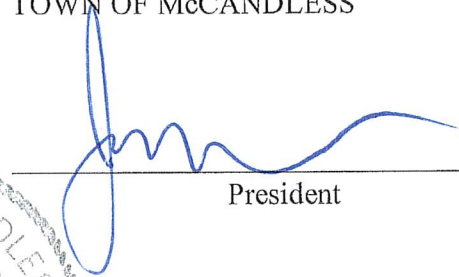
Motion made by Council member Hart, seconded by Council member Arlow, and this resolution is adopted this 15<sup>th</sup> day of December, 2025, such fees to become effective immediately.

ATTEST:

TOWN COUNCIL  
TOWN OF McCANDLESS



Secretary



President

