TOWNSHIP OF WILKINS

RESOLUTION NO. 20-2016

A RESOLTUION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AMENDING RESOLUTION NUMBER 12-2016 TO AMEND THE FEES FOR BUILDING PERMITS, HVAC PERMITS, ELECTRICAL PERMITS AND OTHER SERVICES PROVIDED BY CODE.SYS CODE CONSULTING FOR THE TOWNSHIP OF WILKINS, AND CONSOLIDATING RESOLUTION NUMBER 12-2016 HEREIN.

WHEREAS, the Township requires fees for various permits and services; and

WHEREAS, these fees were most recently updated, consolidated and adopted by Resolution 12-2016; and

WHEREAS, on September 12, 2016, the Board of Commissioners authorized an increase in the Fee Schedule for services provided by Code.sys Code Consulting as per their recommendation.

NOW, THEREFORE, the Board of Commissioners of the Township of Wilkins hereby resolves that Resolution Number 12-2016 is hereby amended and consolidated into this resolution known as the Schedule of Fees. Fees for services provided by Code.sys Code Consulting are hereby amended. By adoption of this Schedule of Fees, Resolution Number 12-2016 is hereby rescinded.

I. BUILDING INSPECTION FEES, CONSTRUCTION DOCUMENT REVIEW, APPLICATION AND PROCEDURES:

A. **Building Inspection Fees**:

1. Residential (1 & 2 family dwellings)*

New Construction	$40.00 plus 14 cents per sq. ft. of GFA*
Additions	$40.00 plus 14 cents per sq. ft. of GFA*
Repairs and alterations	$40.00 plus .8% of construction cost
Decks	$75.00
Utility & miscellaneous Use Groups (towers, retaining walls, fences)	
Swimming Pools (in ground)	$105.00
Swimming Pools (above ground)	$ 78.00
Demolition	$40.00 plus .75% of demolition cost
Manufactured Dwelling (mobile home)	$45.00 plus 14 cents per square foot

2. All other Use Groups (commercial)

New construction & additions	$65.00 plus 30 cents per sq. ft. of GFA*
Alterations	$65.00 plus .85% of construction costs
Swimming Pools (in ground)	$210.00
Demolition	$65.00 plus .85% of demolition costs

*GFA = Gross floor area is defined as the total square footage of all floors within the perimeter of the outside walls, including finished basements and attics with floor to ceiling heights of 6'6" or more.

** Construction cost shall be total bid minus electrical, mechanical, plumbing and finishes.

MINIMUM FEE: $75.00

B. **Construction Document Review:**

International Building Code Occupancy Classification	Fee
"B," "E," "M," "R-1," "R-2," "R-4," Townhouses	Up to and including 15,000 sq. ft. = $.15sq. ft. Greater than 15,000 sq. ft. = $2,250 plus $.10/ sq. ft.
"A," "I," & "H"	Up to and including 12,000 sq. ft. = $.17/sq. ft. Greater than 10,000 sq. ft. = $2,040 plus $.12/sq. ft.
"F," "S" & "U"	Up to and including 20,000 sq. ft. = $.12/sq. ft. Greater than 20,000 sq. ft. = $2,400 plus $.09/sq. ft.
Minimum Fee:	$550.00
Single Family Dwellings	$125.00

C. **HVAC Permits (all buildings except one & two family)**

Based on installation costs

First $1,000.00 or fraction thereof	$45.00
Each additional $1,000.00 or fraction thereof	$1500
Minimum fee:	$100.00

D. **Act 12 of 2004 – Minimum Surcharge Fee**

In accordance with Act 13 of 2004, as amended, the Township hereby imposes an additional fee of Four Dollars ($4.00) upon each building permit applicant for the purpose of payment to the Pennsylvania Department of Community and Economic Development.

E. **Application and Procedures:**

1. **By whom application is made:** Application for a permit shall be made by the owner or lessee of the building or structure; or agent of either or by the registered design professional employed in connection with the proposed work. If the application is made by a person other than the owner in fee, it shall be accompanied by an affidavit of the agent or design professional that the applicant is authorized to make such application. The full names and addresses of the owner, lessee, applicant and the responsible officers, if the owner or lessee is a corporate body, shall be stated in the application.

2. **Description of Work:** The application shall contain a general description of the proposed work, the location of the proposed work, the occupancy of all parts of the building or structure and of all portions of the site or lot not covered by the building or structure, provisions for special inspections required by the Building Code, such additional information as required by the Code Official.

3. **Construction Documents:** The application for permit shall be accompanied not less than two (2) sets of construction documents. The Code Official or his designee is permitted to waive the requirements for filing construction documents when the scope of is of a minor nature. When the quality of the materials is essential for conformity to the International Building Code, specific information shall be given to establish such quality and this code shall not be cited, or the term "legal" or its equivalent used as a substitute for specific information.

4. **Site Plan:** The application for permit shall be accompanied by a site plan showing to scale the size and location of all new construction and all existing structures of the site, distances from lot lines, the established street grades and the propose finished grades; and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show all construction to be demolished and the location and size of all existing structures and construction that are to remain on the site or plot.

5. **Engineering Details:** The code official shall require to be filed adequate details of structural, mechanical and electrical work, including computations, stress diagrams and other essential technical data. All construction documents and engineering computations shall bear the date issued as well as the signature and seal of the registered design professional responsible for the design as required by the International Building Code.

6. **Amendments to application:** Subject to the limitations on Section (7) hereof, amendments to plan, application or other records accompanying the same shall be filed at any time before completion of the work for which the permit is sought or issued. Such amendments shall be deemed part of the original application and shall be filed within. Additional fees may apply.

7. **Time limitations of application:** An application for a permit for any proposed work shall be deemed to have been abandoned six months after the date of filing, unless such application has been diligently prosecuted or a permit shall have been issued; except that the code official shall grant one or more extensions of time for additional periods not exceeding ninety (90) days each if there is reasonable cause.

II. ELECTRICAL INSPECTION AND PERMIT FEES:

FEE SCHEDULE

(Other than Residential)

SERVICE – METER EQUIPMENT UP TO 600 VOLTS

All switches, luminaries and receptacles to be counted as outlets

ROUGH WIRE INSPECTION

1 to 25 Outlets	$36.00
For each additional 10 outlets or fraction thereof	$ 7.20

FINISH INSPECTION

1 to 25 Outlets	$ 36.00
For each additional 10 outlets or fraction thereof	$ 7.20

EQUIPMENT – APPLIANCES

Outlet for single unit of 15K.w. or less	$ 32.40
Each additional outlet of 15K.w. or less	$ 10.80

MOTORS, GENERATORS, TRANSFORMERS
CENTRAL HEATING, DUCT HEATERS,
AIR CONDITIONING, ELECTRIC FURNACES
AND WELDERS

Fractional HP, KW or KVA to 1 HP, KW or KVA	$ 20.40
1 HP, KW or KVA to 3 HP, KW or KVA, each	$ 22.80
4 HP, KW or KVA to 7 HP, KW or KVA, each	$ 32.40
7 ½ HP, KW or KVA to 29 HP, KW or KVA, each	$ 37.20
30 HP, KW or KVA to 49 HP, KW or KVA, each	$ 56.40
50 HP, KW or KVA to 74 HP, KW or KVA, each	$ 69.60
75 HP, KW or KVA to 199 HP, KW or KVA, each	$135.60
200 HP, KW or KVA to 500 HP, KW or KVA, each	$265.20
Over 500 HP, KW or KVA, each	$333.60

Over 600 Volts – Add $100.00 per category

FEEDERS OR SUB-PANELS

Not over 200 AMP	$ 33.60
Over 200 AMP to 400 AMP	$ 48.00
Over 400 AMP to 600 AMP	$ 60.00
Over 600 AMP to 1600 AMP	$129.60
Over 1600 AMP	$177.60

Over 600 Volts – Add $100.00 per category

MODULAR AND MOBILE HOMES

Modular Homes – Service and Outlets	$105.60
Mobile Homes – Service including feeder/receptacle	$ 90.00
Feeder or Power Cord only	$ 69.60

Not over 200 AMP	$ 72.00
Over 200 AMP to 400 AMP	$ 96.00
Over 400 AMP to 600 AMP	$120.00
Over 600 AMP to 1200 AMP	$270.00
Over 1200 AMP to 1600 AMP	$276.00
Over 1600 AMP to 2000 AMP	$324.00
Over 2000 AMP to 3000 AMP	$402.00
Over 3000 AMP	$510.00

Ground Fault Protected Services – Add $96.00
Over 600 Volts – Add $132.00 per category
Services Exceeding 1 Meter - $15.60 per meter

PRIMARY TRANSFORMERS, VAULTS
ENCLOSURES, SUB-STATIONS

Not over 200 KVA	$243.60
Over 200 KVA to 500 KVA	$303.60
Over 500 KVA to 1000 KVA	$363.60
Over 1000 KVA	$423.60

SIGNALING SYSTEMS
Burglar Alarms, Fire Alarms, Fire Suppression Alarms
Smoke Detectors, Telemetering (Telephones or CATV
outlets are each separate systems)

For the system and first 15 devices	$ 72.00
Each added 10 devices or fraction thereof	$ 7.20

SIGNS (Incandescent, Fluorescent & Neon)

First Sign (per occupancy)	$ 72.00
Each additional sign (per occupancy)	$ 10.80

OUTLINE LIGHTING

First Transformer	$ 72.00
Each additional transformer	$ 10.80

SWIMMING POOLS

Bonding	$ 78.00
Equipment/Wiring (Residential only)	$ 90.00

Commercial – By fee schedule

RESIDENTIAL FEES

Flat Rate Schedule*

Single Family Dwelling – Not over 200 AMP Service	$138.00
2 Family Dwelling Units – Not over 200 AMP Service	$186.00
Over 2 Family Dwelling – First 2 Units (Each)	$ 90.00
Each Additional Unit	$ 60.00
Townhouses – Each	$ 90.00
Alterations and additions (service and 25 outlets or less)	$105.60

*Add Service Equipment
Single Family Dwellings with over 200 AMP Service apply Flat Rate
Schedule plus Equipment, Appliances and motor Schedule.
Dwelling with a Spa, Hot Tub, Hydromassage Tub, Sauna, etc.
Apply Flat Rate Schedule plus $36.00 for each item

III. ZONING FEES

A. Applications for Appeal to the Zoning Hearing Board

1. A fee of $500.00 shall be paid by all persons for each appeal to the Zoning Hearing Board plus the cost of administrative overhead connected with the hearing. Legal expenses of the Zoning Hearing Board, expenses for engineering, architectural or other technical consultants or expert witness costs are specifically excluded by the Pennsylvania Municipalities Planning Code 617.3(e).

2. Exceptions. No fee shall be required for a hearing before the Zoning Hearing Board pertaining to special exceptions in connection with lots falling within the classification described in the Codified Book of Ordinances Section 173-22(E).

3. Fees are payable at the time an appeal is filed.

B. Applications for Appeal to the Board of Code Appeals Board

1. A fee of $50.00 shall be paid by all persons for each appeal to the Board of Code Appeals.

C. Sign Permits:

1. Billboards and outdoor advertising structures:

Application Fee:	$500.00
Annual Inspection Fee	$100.00

2. All other types of permitted signs except political signs:

Application Fee:	$250.00*

* The applicant is responsible for the Township's cost of professional consultants required as a result of the sign permit application.

3. Political Signs:

   a. Deposit required at the time of application shall be a flat fee of one hundred dollars ($100.00).

   b. The amount of the deposit to be returned to the permit holder upon the removal of all temporary signs within seven (7) days following the election shall be Seventy-five dollars ($75.00).

4. Replacement of Existing Sign Face

Application Fee:	$ 50.00

Replacement of an existing sign face shall not include any expansion or change to the existing sign except as to the face of said sign. Any sign application that includes a change in the height, width, illumination or other variable associated with a sign shall not qualify for this permit fee.

5. Temporary Banner Signs

Application Fee:	$25.00 - 1st 30 days $ 5.00 – Each additional 30 days

D. **Zoning Certificate Fees:**

1. Zoning Certificates are required for construction of permanent accessory structures (i.e., sheds, fences and detached garages) which no longer require a building permit in accordance with the Uniform Construction Code.

2. Zoning Certificate fees are as follows:

Residential	$35.00
Commercial	$50.00
Industrial	$75.00

E. **Application for Conditional Zoning Use or Application for Amendment to Zoning Ordinance Under Provisions of Codified Book of Ordinances Section 173.**

1. Initial fee upon presentation of request or tentative plan: $930.00

   a. Above includes $250.00 fee attributable to administrative supervision and $680.00 to engineering and legal fees. Any unused portion of the $680.00 engineering and legal expense to be returned to the applicant if the tentative plan is rejected.

   b. In addition to the initial fee, payment as billed monthly thereafter of the actual engineering, planning consultant and legal fees billed to the Township for work connected with the proposed application.

IV. SUBDIVISION AND LAND DEVELOPMENT:

A. **Plan Filing Fee** – fees to be submitted with subdivision application:

1. Minor Subdivision:	$500.00
2. Major Subdivision:	$500.00 plus $100.00 per lot.

B. **Land Development without Subdivision** - fees to be submitted with application:

1. $500.00 plus $100.00 per acre or fraction thereof

C. Advertising and Stenographer Fees:

1. Actual advertising charges, if any.

2. One-half (1/2) of stenographer's fee, if any.

D. **Combined Filing** – when applications are filed for combined review of grading under Codified Book of Ordinances Section 148 and 94, fees paid pursuant to either Ordinance shall be credited to fees due under either Ordinance.

E. **Plan Review and Inspection Fees** - All applicants shall reimburse the Township for all customary and ordinary charges by the Township's engineer or professional consultants. If the services of an engineer or consultant other than the Township's engineer are used, the customary fees of such engineer or consultant shall apply.

F. **Accounting and Preliminary Review** – Subsequent to action on the preliminary plan by the Board of Commissioners, the developer shall be provided with an accounting for all fees paid by the developer and fees charged by the Township's professional consultants and engineers. In the event the fees due the Township exceed the fees paid, the developer shall pay the balance due on or before the date of submission of the Final Plan.

G. **Accounting after Final Review –** Upon approval of the Final Plan by the Board of Commissioners, the developer shall be provided with an accounting of fees paid and fees due. In the event total fees paid by the developer exceed total fees due to the Township, the excess shall be forthwith refunded to the developer; or the developer shall forthwith pay any balance due.

H. **Improvement Inspection Fee** – Inspection fees as provided by Section 148-42 of the Township Codified Book of Ordinances shall be estimated by the Township Engineer and advanced by the developer prior to commencement of construction of improvements.

I. **Recreational Contributions** - Recreational contributions shall be paid pursuant to Section 148-29.

1. Each developer of a subdivision or development which includes residential dwelling units shall, as a condition precedent to final plan approval, pay to the township, in lieu of dedication of land suitable for park and recreation purposes, the sum of five hundred dollars ($500.00) per dwelling unit.

2. The fees shall be used only for the purpose of providing park or recreational facilities accessible to the development.

V. <u>OTHER CONSTRUCTION / BUILDING RELATED FEES:</u>

A. **Occupancy Inspection Fees**:

1. One and two family residential inspections:
   a. Up to 2,000 square feet of living space: $50.00
   b. More than 2,000 square feet of living space: $75.00

2. Multi-family (3 or more units) residential inspections: $20.00 per unit

3. Simultaneous Inspections: $50.00 for first unit, $33.00 each additional unit.

4. Re-inspection fee (after two inspections) $35.00

5. Commercial inspections: $100.00

B. **Vacant Property Registration Fees**: $50.00 per annum

C. **Rental Registration Fees:**

1. As a prerequisite to entering into a rental agreement or permitting the occupancy of any residential rental unit, the owner of every such residential rental unit shall be required to apply for and obtain a license for each residential rental unit whose fee shall be $30.00 per residential rental unit. A residential rental unit, as defined by Ordinance #1010 is "any structure within the township which is occupied by someone other than the owner of the real estate as determined by the most current deed and for which the owner of said parcel of real estate received any value, including but not limited to money, or the exchange of services."

2. Hotels and motels; hospitals and nursing homes and bed and breakfast units are exempt from the registration requirements.

D. **Fees for Grading Permits**:

1. $161.00 per week of grading operations payable in advance based upon the total number of weeks of work as estimated by the contractor and approved by the Engineer.

E. **Sewer Tap-in Fee**:

1. $186.00 per unit as defined in the Codified Book of Ordinances Section 131.

2. $151.00 of this fee is payable to the Combined Sewer Fund as a Tap-in Fee. $35.00 of this fee is paid by the applicant to Allegheny County.

F. **Driveway permits under provision of Codified Book of Ordinances Section 79-3**

1. If no consultant review is required, fee is $620.00.

2. If a consultant review is required, fee is $800.00 plus actual cost of review over $1,000.00.

3. If an appeal is made, the fee in addition to fees in Items No. 1 and 2 is $620.00 plus the cost of a stenographer, plus all other costs over $620.00.

4. Base fees are payable in advance.

G. **Engineering review and inspection on large building projects:**

1. A plan review and inspection by the Township Engineer shall be required for application for permits to construct or structurally alter the following types of buildings:

   Multiple occupancy
   Commercial
   Industrial

2. A preliminary fee in the amount of $620.00 shall be charged for this service payable upon submission of plans for review. In the event that the cost to the Township of the review is less than the fee paid, the balance will be refunded. Should the charges exceed the amount of the preliminary fee paid, the fee shall be the full amount charged and the applicant shall pay the difference before the permit is issued.

VI. PUBLIC UTILITY AND STREET OPENINGS.

A. **Fees for Street Opening Permits under provision of the Codified Book of Ordinances Section 173-27**

1. Fee for individual excavation or curb cut: $10.00

2. Fee for lineal foot of excavation: $2.50 per foot

B. **Fees for Placement, Maintenance and Surface of Public Utility Facilities under Provisions of the Codified Book of Ordinances Section 161-2:**

1. Individual opening for pole or similar structure: $ 12.50

2. Placement of a surface mounted transformer or similar facility: $434.00

C. **Fees for Placement of a Dumpster within the Public Right-of-Way:**

1. The cost of a permit shall be in such amount as $50.00. The permit shall be displayed on the premises in a conspicuous location.

2. The Chief of Police or designated representative shall issue a permit for a period of time not to exceed 15 (fifteen) calendar days. Permits may be renewed for 15 (fifteen) day increments at the sole discretion of the Chief of Police or his designated representative if in his opinion the work has not been completed or abandoned, or if it is deemed to be in the best interest of the public.

3. Applications for renewal permits must be filed at least three days before the expiration of the original permit. The cost of each renewal permit shall be in the amount of $25.00 for each additional 15 (fifteen) day increment.

4. The dumpster owner/lessee or an agent thereof may apply to the Township for the permit.

VII. ADMINISTRATIVE SERVICES:

A. **Charges for Documents.**

1. Copy of Land Development and Subdivision Book: $20.00

2. Copy of Zoning Ordinance Booklet $25.00

3. Per page fee: $ 0.25

B. **Preparation of No-Lien Letters:** $15.00

C. **Processing of checks with insufficient funds (NSF)** $25.00

D. **Municipal Building Rental/Use**

1. Any Township resident, either as an individual, or as an authorized representative of a group, desiring the use of the facility must complete and sign an application form.

    a. The party signing the application is personally responsible for the enforcement of these regulations and is expected to be on the premises during the rental period.

    b. By signing the application agreement, the applicant acknowledges receipt of the rules, which have been completely read and understood.

    c. Violations of any of the rules and regulations may terminate the agreement and end the rental.

    d. The filing of an application does not constitute approval. The application must be reviewed by the appropriate Township official and if approved, a permit will be issued.

    e. The Township reserves the right to reject an application or cancel approval at any time.

2. The rental includes the use of the auditorium, kitchen facility and rest rooms only. Movement throughout the remainder of the building is strictly prohibited.

3. Rental is available seven days a week, from the hours of 7:00 A.M. to 11:00 P.M., depending upon prior commitments.

4. The minimum rental is two hours. The hourly rental rate for use of the Municipal Building shall be $25.00.

5. Upon signing the rental agreement, all applicants must make a security deposit of $100.00 per event and pay the rental fee.

6. Ongoing rentals may pay the first month's rental fee and subsequent charges must be paid on a monthly basis no later than the first business day of the month.

7. An exemption from payment of any fees will be granted to youth organizations, civic groups, senior citizen groups and public service organizations that are based in Wilkins Township. Exemptions will also be made for governmental agencies using the facility.

8. An inspection of the facility should be done by the applicant before the start of the rental. Any damage found must be reported to the custodian prior to use. Refund of security deposit shall be made only after an inspection of the facility by a representative of Wilkins Township.

9. If the applicant cancels, the rental fee will be forfeited unless the Township receives written notification at least thirty days prior to the scheduled event.

10. This facility is used for meeting of the governing body and these meeting will take precedence over any rentals. In rare instances, it may be necessary to cancel a rental in order to hold a special meeting. In these instances, all fees will be returned to the applicant.

11. General Rules and Regulations:

    a. No smoking or chewing tobacco is permitted in the building at any time.
    b. No gambling is permitted.
    c. All rooms must be returned to the same setup as was in place prior to the rental
    d. No use of the municipal sound system is permitted.
    e. No alcoholic beverages are permitted.
    f. Adjustments in heating or cooling levels may only be made by the custodian.
    g. All exits must remain clear at all times.
    h. Room capacities/occupancies must be observed.
    i. The use of any open flame, candles, incense, smoke machines, sparklers, etc., are prohibited.
    j. Interior party decorations, crepe paper, signs, posters, etc., may only be attached to walls in a manner that causes no holes, marks or leaves any remnants.
    k. No signs or decorations are permitted on the exterior of the building or grounds.
    l. No speakers or sound systems are permitted outside the auditorium.
    m. If tables are used, they must be covered (no exceptions). Any tables and chairs used must be cleaned after use.
    n. The kitchen facility, floor and all appliances must be cleaned.
    o. The auditorium, including floors and walls must be left clean.
    p. All bathrooms and floors must be left clean.
    q. The use of the piano is not permitted without prior approval by the Township.
    r. Any trash left on the grounds or parking lot must be cleaned up and removed.
    s. Parking is permitted in the front lot only. No parking on the grass is permitted.
    t. Building must be empty by 11:00 p.m.
    u. Mops, brooms, bucket and trash bags will be available.
    v. All trash must be placed in bags provided and placed in front of the outside auditorium doors.
    w. Any cleanup, repairs, or touchup painting costs will be deducted from the security deposit. Costs will include a $25.00 per hour labor charge plus materials.
    x. No loitering outside the building after 11:00 p.m. is permitted.
    y. Under the conditions of the application/permit the Township of Wilkins does not assume responsibility for accidents that may occur on the premises, for the loss of personal valuables while individuals or groups are in attendance at a function, or for items in storage or left on the premises.

VIII. FEES FOR POLICE DEPARTMENT SERVICES:

A. **Vending Permits** under Provisions of Codified Book of Ordinances Section 121-7.

Application Fee:	$ 10.00
Fee per person/per day	$ 50.00
Per person/per month	$200.00

B. **Reimbursement from Woodland Hills School District – Special Police Services**

Township will bill the School District monthly for fifty percent (50%) of wages, FICA and Medicare, social security, unemployment compensation, workers compensation and uniform allowance

C. **Service charge for Traffic Accident, Theft and Similar Reports**

Fifteen dollars ($15.00).

D. **Reimbursement for use of Police Officers** by School District and Fire Companies

Users will be invoiced for the cost of wages plus overhead to cover fringe benefits as determined from time to time by the Township Manager.

E. **Permit to use or transport explosive materials**: $500.00 (Subsection J of Section 82.4 or Article II of Chapter 82 of the Code)

F. **Animal Control Ordinance.** The fees payable under Article II, Subsection 65-24 of the Wilkins Township Code (Animal Control Ordinance) are hereby set as follows:

1. Pet Shops: $200.00 annually payable on January 2nd each year or on the date of the first application for a permit.

2. All other applicants for permits: $100.00 annually payable on January 2nd of each year or on the date of the first application for a permit.

G. **Alarm System Ordinance.**

1. The users' fee under Wilkins Township Codified Book of Ordinances Section 61-8 for an alarm system permit shall be:

   a) For single family residence: $12.00
   b) For multiple family residences, commercial, industrial and manufacturing uses: $12.00
   c) The late charge penalty shall be ten percent (10%) of the initial fee per year for each calendar year, or part thereof.
   d) The user fee shall be originally payable at the time of registration or application for a permit and thereafter shall be paid on or before the 31st day of January each year.
   e) The fee for a new applicant will be calculated by multiplying the number of months remaining in the current year by one dollar ($1.00).

2. False alarm fines (Section 61-10 of Township Code)

Number of False Alarm Calls per Year	Fine
3	No charge
4	$ 50.00
5	$ 60.00
6	$ 70.00
7	$ 80.00
8	$ 90.00
9-15	$100.00
15 and over	$200.00

H. **Mechanical Device / Amusement License Fees**

1. Regular schedule. The regular schedule is applicable to mechanical, electrical or electronic devices, music boxes or video devices which are installed or offered to the general public or a selected number thereof for a price upon the premises of an establishment which is open to the general public to do any type of business for a period of six (6) months or more out of a license year.

2. Seasonal schedule. The seasonal schedule shall be applicable to any mechanical, electrical or electronic devices, music boxes or video devices which are installed or offered to the general public or a selected number thereof for an established price upon the premises which are open to the general public for any type of business for a period of time of less than six (6) months out of a license year.

3. The license fees heretofore mentions shall not be prorated but shall remain the same for the whole or any portion of any one (1) year. The test of which fee is applicable is not the length of time the aforesaid device may be upon the premises, but the length of time the business establishment is open to the general public for any type of business during the license year.

4. Licenses shall expire at midnight on December 31 of each year.

5. Licensees shall obtain new licenses for each device subject to a license fee and pay the required fee on or before January 31 of each year following a license expiration, as follows:

   a) Juke Box: $100.00

b) Pin Ball: $200.00
c) Video Game: $200.00
d) Pool Table: $200.00
e) Pull Tab: $200.00
f) Other: $200.00

IX. FEES FOR DEPARTMENT OF PUBLIC WORKS SERVICES:

A. **Rental of equipment** to the Boroughs of Chalfant, Forest Hills, Turtle Creek and the Woodland Hills School District and for emergency accident cleanup. User shall be billed at an hourly rate of sixty percent (60%) comparable private rate plus operators wages and overhead. A tabular listing of fees shall be determined annually by the Township Manager.

B. **Rental of Township Ball fields:** Field use permit fee per four (4) hour day is $100.00. Wilkins Township Baseball Leagues are exempt from the fee.

C. **Rental of Township Parks and Recreation Services:**

1. The picnic facilities in the various park pavilions are provided for use by Township families, local businesses, and organizations. Picnic facilities are not to be provided to groups, unless the group has made previous reservation for the site, including the time of arrival and departure. The individual or group must have a permit in its possession signed by a Department Official. All Township residents wishing to acquire a permit to rent a park must provide the Township administrative staff with a document establishing residency. Acceptable documents include a current utility bill and driver's license.

2. The possession and consumption of alcoholic beverages will be permitted inside the pavilion and picnic shelter in the parks. Prior to transporting alcoholic beverages into a park pavilion or shelter, a permit identifying the group reserving the shelter must be obtained and be in the permittee's possession at the time of consumption.

3. All park pavilions and shelters.
   a) Single Date Usage - $80.00 per date.
   b) Clean up Deposit - $75.00 per date.

4. Seventy-five Dollars of the clean up deposit shall be refundable if the picnic grounds and toilet facility are found to be free of debris, with trash either removed from the site or placed in the trash can provided. All permit holders should supply own plastic bags for clean up. If the Township personnel spend time cleaning an area, other than emptying trash cans that time shall be deducted from the remaining Seventy-five Dollar deposit and the balance, if any, returned to the applicant.

5. Permit holders are not permitted to use staples of any type on the picnic tables or the posts of the pavilions. Evidence of the use of staples will result in the automatic forfeiture of the clean-up deposit.

6. No permit fee shall be returned unless the Department of Parks and Recreation received request of cancellation of the permit at least thirty (30) days prior to the date

of the permit. In the event of an emergency, the Manager reserves the right of decision. Weather is not considered due cause for cancellation.

7. Alcohol consumption permits are strictly issued under the provision of the applicable Ordinance.

8. No permit fee shall be required from non-profit corporations, volunteer firemen, veteran associations, church organizations, Boy Scouts, Girl Scouts and entities similar to those listed above, provided the entity is registered as headquartered in the Township of Wilkins.

9. Inflatable Bounce Houses are permitted. The following requirements apply: a) Applicant must inform the Township before the date of event. b) The company providing the bounce house must provide the Township of Wilkins with a certificate of insurance indemnifying the Township. Certificate of insurance must be submitted, approved and on file at least 5 business days prior to your event. c) The Township will not be liable for any personal injuries or damage to personal property resulting from the use of bounce house.

D. **Rental of Township Community Center**

1. Effective January 1, 2014, the fee to rent the Township Community Center is $150.00 per event. In addition, a reimbursable security deposit in the amount of $100.00 is required.

2. Other terms and conditions for rental of the township Community Center are listed in the "Wilkins Township Community Center Rental Information" booklet which is attached hereto and made a part hereof as if recited in its entirety.

3. Wilkins Township Community Groups and Non-profit entities are exempt from the payment of rental fees. Groups wishing to hold fundraising events for individual political candidates will be required to pay the rental fee.

RESOLVED AND ADOPTED at a duly assembled public meeting held this 26th day of September, 2016.

ATTEST:

Rebecca Bradley, Manager

TOWNSHIP OF WILKINS

Sylvia J. Martinelli, President
Board of Commissioners

Wilkins Township Community Center

Rental Information

Township of Wilkins
110 Peffer Road
Turtle Creek, PA 15145

Phone: 412-824-6650
Fax: 412-824-3808
www.wilkinstownship.com

Reservations:

Booking the Community Center for your event is easy. Just follow these 4 simple steps:

1. **Bring a copy of a current utility bill and/or driver's license establishing that you are a resident of Wilkins Township.**

2. **Determine whether you wish to rent the facility.**

	Capacity with Chairs	Capacity with Chairs & Tables
Room A: 22'X25':	77	36
Room B: 32'X52':	240	112

   - Online – View more information about the Community Center on our website at: http://www.wilkinstownship.com/Rentals
   - By Telephone – Call Township office
   - In Person – Call ahead; schedule a visit to the facility.
   - By Email – Send an email to Dawn Bingham at: dbingham@wilkinstownship.com

3. **Complete the paperwork and submit your request.**

   Complete the forms listed below and mail, fax, email or deliver them in person to the facility. Forms may also be found on the Township's website.

   - Facility Use Request Form

4. **Finalize your reservation**

   Once we receive your paperwork and payment, we will contact you by phone or email within two business days to confirm your reservation, review any special requests, and finalize your reservation.

Indoor facilities may be reserved up to 11 months in advance of your event. It is recommended that you make reservations a minimum of 30 days prior to your event. All applicants must be at least 21 years of age or older and must be present throughout the entire use of the facility. The person signing the reservation form will be considered the responsible party in case of damage, theft or disturbance during facility use.

When booking your event, you must include enough time needed for delivery of any supplies, to set-up and decorate, and for clean-up. Please plan ahead when scheduling your event as over-time charges for staff and facility use will be billed at twice the regular hourly rate.

Rental Fees & Payment:

The fee to rent the Community Center is $150.00 per event. Payment of 100% of the rental fee is due when your reservation is booked. Rental time from beginning to end may not exceed seven hours.

The Township accepts cash, checks, certified cashier checks and money orders. Requests received less than 14 days prior to an event must pay in the form of cash, certified cashier check or money order.

Security Deposit:

In addition to the rental fees, all facility rentals are charged a security deposit of $100.00. Security deposits are 100 % refundable provided the following conditions are met:

- The room and facility (including outside) are left in a clean and orderly condition.
- Use of the area does not exceed the scheduled time.
- Additional staff time is not required as part of the rental.
- All equipment is accounted for and undamaged.
- Damage to the area or its contents has not occurred.

If the above conditions are not met to the satisfaction of Township staff, an appropriate fee will be deducted from the security deposit. Please plan ahead when scheduling your event as over-time charges for staff and facility use will be billed at twice the regular hourly rate. If the cost of cleaning and/or repair of the facility exceed the amount of the security deposit, the rental group will be billed for those additional costs. A Cleaning Fee will be charged for the cleaning time. Repairs will be billed at the full replacement cost incurred, including labor charges.

Security deposits will be refunded by check within 30 days following the event.

Cancellation and Rescheduling Policy:

All reservation cancellations must be made in writing (email is acceptable).

- Cancellations made 30 or more days prior to the event will result in a full refund of the rental fees paid.

- Cancellations made 14-29 days prior to the event will result in a charge of 50% of the rental fees paid.

- Cancellations made 0-13 days prior to your event will result in no refund of the rental fees.

Requests to change the time or date of an event will be accepted in writing. Approval for a change is subject to facility and staff availability. Additional rental fees must be paid in full at the time of the change.

The Township, acting in good faith, may cancel your event in circumstances where the facility you requested becomes unsafe for your intended use. Such circumstances include but are not limited to, natural disasters, environmental hazards, civil disturbances or other events affecting public health and safety. In such circumstances, the Township is under no obligation to refund your rental fee or any of your deposits, but it may do so at its sole discretion. The Township will attempt to give you reasonable notice of the cancellation.

Set-Up & Take Down

It is the responsibility of the renter to set-up as desired, including moving portable furnishings and setting up tables and chairs. Please move all furnishings back to their original position before leaving the facility. Use caution when making changes to the room set-up so that floors and walls are not damaged. Renters are required to use table coverings to protect tables from wet foods and art supplies that may stain tables.

The Township will not be liable for any personal injuries or damage to personal property resulting from your set-up and take down activities.

All items brought into the facility by the renter must be removed by the end of the rental period. Renters must remove all food, materials, non-Township equipment, decorations and garbage.

Cleaning of chairs and tables at the conclusion of your event is your responsibility. Tables stained as a result of your use will be assessed a cleaning or replacement fee.

Your event rental period needs to include the time required for delivery of equipment and supplies and to complete your room set-up, any decorating, and clean up. Be sure to consider this when requesting your event rental time.

The general rule of thumb and expectation is to leave the facility in the same or better condition than you found it.

Prior to Your Event:

Please arrange an appointment with Township staff to get a tour, receive a facility orientation, and answers to all of your event related questions. Appointments are subject to staff availability. The Friday before your event, stop at the Township Office to pick up a key.

Day of Your Event:

Bring your approved "Facility Rental Contract/Permit" with you on the day of your event.

If for some reason the key does not work, please contact Police Dispatch at 412-473-3056.

Conclusion of Your Event:

It is your responsibility to properly dispose of trash and leave the facility clean and intact. If you adjust the thermostat, please reset it to its original setting before you leave. Please make sure all burners are turned off and doors are locked.

Loading, Delivery & Storage:

You must arrange for deliveries to occur during your rental period. Delivery is available through the main building entrances unless otherwise noted. Do not block building entrances. Facility staff is not

authorized to sign for your deliveries and due to space and security concerns, items cannot be stored for your event.

If you plan to have furniture or equipment delivered, please discuss the appropriateness and details with staff at least 2 weeks prior to your event. Consult with facility staff regarding designated delivery areas, access and parking considerations.

Food & Beverages:

Food and beverages are welcome at all facilities. Use of kitchen appliances and/or equipment must be approved during the reservation process. Renters are responsible for the care and condition of any equipment being used and must clean all equipment used.

Food:

Renters have the option of bringing in their own food, having food prepared off-site and delivered to the facility, or having the event catered.

Absolutely no deep-frying or frying in oil is permitted.

All food and trash from the event must be disposed properly by the renter in the dumpster provided, if available, or removed from the premises.

Catering:

If your event has a caterer who prepares and/or serves food on site, individually or buffet-style, then there are additional requirements. The Township of Wilkins allows renters to bring in the caterer of their choice. Caterers are responsible for cleaning any areas used prior to leaving or the renter will be billed for cleaning services. The following requirements apply to catered events:

- The caterer must apply for a Wilkins Township Business License and pay the applicable tax for the event. Caterers should contact the Municipality of Monroeville, Wilkins Township Business Tax Collector at 412-856-3347 for additional information and payment.

- A certificate of insurance naming the Township of Wilkins as additional insured with $1 million General Liability Coverage must be submitted and approved on file a minimum of 5 business days prior to your event.

Beverages:

Canned/bottled beer, wine, and champagne are permitted. The following requirement applies:

- A certificate of insurance naming the Township of Wilkins as additional insured with $1 million General Liability Coverage must be submitted and approved on file a minimum of 5 business days prior to your event.

- Alcohol service is limited to beer, wine and champagne packaged in bottles, cans or boxes. Hard liquor and beer kegs are not allowed.

- An alcohol server, at least 21 years of age, is required for all events involving alcohol. You are responsible for hiring the alcohol server for your event. No self-serve of any type is allowed during a private rental. Personal use of privately provided alcohol, including flasks, is not permitted.

- You are responsible for the conduct and behavior of your drinking guests. Underage drinking (under 21 years of age) is strictly prohibited.

- Alcohol service must stop a minimum of 1 hour prior to the designated end time of your event.

- Serving alcohol in violation of any of the above policies and procedures may result in a police citation, the immediate shut down of your event, forfeiture of your deposit and/or additional fees and penalties.

Inflatable Bounce Houses:

Inflatable Bounce Houses are permitted. The following requirements apply:

- Applicant must inform the Township before the date of event.
- Applicant or Company providing the bounce house must ensure that the bounce house is properly and securely tied down.
- The company providing the bounce house must provide the Township of Wilkins with a certificate of insurance indemnifying the Township. Certificate of insurance must be submitted, approved and on file at least 5 business days prior to your event.
- The Township will not be liable for any personal injuries or damage to personal property resulting from the use of bounce houses.

Decorations:

Please leave the building as you found it or better! You may bring freestanding decorations into the facility and are responsible for removing them at the conclusion of your event. Please be advised of the following:

- The use of staples, nails, tacks or tape to attach decorations to walls is prohibited. Hanging decorations from light fixtures is prohibited.

- Fog/Smoke machines, dry ice, rice, birdseed, confetti, dance wax, etc., are not allowed.

- We invite you to bring helium balloons by attaching groupings of helium balloons to a weighted object.

Flammable Materials

The use of flammable materials is regulated by the Township of Wilkins Fire Department. In compliance with the Township Fire Code, flaming food is not permitted at indoor facilities. Additionally, fireworks are prohibited in the Township and cannot be used at our facility. Fuel canisters for warming food and votive and tea light candles that are contained and will not tip over are allowed.

Smoking:

The Township of Wilkins indoor facilities are smoke and tobacco free. If you or your guests wish to smoke, please make sure all smoking takes place away from building entrances/exits and windows/vents that open to the inside of the building. The Township of Wilkins reserves the right to enforce local and state laws and in its sole discretion may call the police, terminate your event, or take other steps to ensure compliance with the law. You are responsible for ensuring that outdoor areas are clear of all smoking debris at the conclusion of your event, and a failure to do so may result in a deduction from your security deposit.

Township Codes and Ordinances:

All relative Township of Wilkins Codes & Ordinances will be in effect and enforced at all Township of Wilkins facilities. There are regulations governing sound and noise levels, pet, animals, parking, vehicle access, etc.

Codes can be viewed online at: http://www.wilkinstownship.com

The Township of Wilkins reserves the right to terminate your event if Township staff, in good faith, perceives that you or your guests pose a risk to the safety of persons or property on the premises or that you or your guests are violating local, state or federal laws. Upon verbal notice from Township staff or the police that your event is being terminated, you and your guests must leave the premises immediately, and you will not receive a refund of your rental fee. You will be responsible for the prompt removal of any personal items brought to your event.

Noise volume must be contained within the boundaries of the building. This rule will be strictly enforced. If you fail to comply with this rule, the police may be called and you may be issued a Civil Noise Infraction.

Items not included will be determined on a case-by-case basis.