



MEMORANDUM

To: Worcester Board of Supervisors
From: Dan DeMeno, Township Manager
Date: January 5th, 2026
Subject: Annual Reappointments, Scheduling & Establishments

Please find below my recommendations and information for the required annual appointments, schedules and other matters. The Board will discuss these items at the January 5th Reorganization Meeting.

OFFICIAL APPOINTMENTS

- a. Township Manager – Dan DeMeno
- b. Assistant Township Manager – Christian Jones
- c. Finance Director – Nicole Quagliariello
- d. Public Works Director – Robert D’Hulster
- e. Secretary – Dan DeMeno
- f. Deputy Secretary – Christian Jones
- g. Treasurer – Nicole Quagliariello
- h. Deputy Treasurer – Dan DeMeno
- i. Right-To-Know Officer – Dan DeMeno
- j. Deputy Right-To-Know Officer – Christian Jones
- k. Pension Plan Administrative Officer – Dan DeMeno
- l. Zoning Officer – Dan DeMeno
- m. Deputy Zoning Officer – Christian Jones
- n. Deputy Zoning Officer – CKS, Inc., an ARRO Consulting Company
- o. Code Enforcement Officer – Dan DeMeno
- p. Code Enforcement Officer – Christian Jones
- q. Fire Marshal – Barry Isett Associates
- r. Emergency Management Coordinator – John Kelly
- s. Deputy Emergency Management Coordinator – Dan DeMeno
- t. Building Code Official – Barry Isett Associates
- u. PSATS Convention Delegate – Rick DeLello
- v. PSATS Convention Delegate – Lou Betz
- w. PSATS Convention Delegate – Christine Steere
- x. PSATS Convention Voting Delegate – Rick DeLello
- y. Delegate, Montgomery County Tax Collection Committee – Dan DeMeno
- z. Alternate Delegate, Montgomery County Tax Collection Committee – Christian Jones
- aa. Alternate Delegate, Montgomery County Tax Collection Committee – Nicole Quagliariello
- bb. Deputy Tax Collector – Laurie Augustine

PROFESSIONAL SERVICES

- a. Township Engineer
 - i. CKS, Inc., an ARRO Consulting Company
- b. Township Traffic Engineer
 - i. Bowman Consulting Group
- c. Township Environmental Engineer
 - i. Earth Engineering Inc.
- d. Township Open Space Consultant
 - i. Natural Lands Trust
- e. Township Solicitor
 - i. Brant and Associates LLC

VOLUNTEER APPOINTMENTS, STANDING POSITIONS

- f. Vacancy Board Chair (*one-year term to expire on 12/31/26*)
 - i. To Be Determined
- g. Zoning Hearing Board Member (*three-year term to expire on 12/31/28*)
 - i. Caesar Gambone
- h. Planning Commission Member (*four-year term to expire on 12/31/29*)
 - i. Michelle Greenawalt

SCHEDULES

- a. Holiday Schedule (office observance dates):
 - i. Martin Luther King Jr. Day (January 19th)
 - ii. Presidents' Day (February 16th)
 - iii. Memorial Day (May 25th)
 - iv. Independence Day (July 4th)
 - v. Labor Day (September 7th)
 - vi. Thanksgiving Day (November 26th)
 - vii. Day after Thanksgiving (November 27th)
 - viii. Christmas Eve Day (December 24th)
 - ix. Christmas Day (December 25th)
 - x. New Year's Eve Day (December 31st)
 - xi. New Year's Day (January 1st, 2027)
- b. Meeting Schedule:
 - i. Board of Auditors 2026 Reorganization Meeting - To be held January 6th, 2026, at 8:30AM, at the Township Building, 1721 Valley Forge Road.
 - ii. Board of Supervisors Business Meetings - To be held on:
January 21st
February 18th
March 18th
April 15th

May 20th
June 17th
July 15th
August 19th
September 16th
October 21st
November 18th
December 16th

The Business Meetings will start at 6:30 PM on the third Wednesdays of each month, and are held at Worcester Township Community Hall, 1031 Valley Forge Road.

iii. Board of Supervisors Work Sessions:

The Work Sessions will start at 6:00 PM, and are held at Worcester Township Community Hall, 1031 Valley Forge Road prior to every scheduled Business Meeting

iv. Planning Commission - To be held on:

January 22nd
February 26th
March 26th
April 23rd
May 28th
June 25th
July 23rd
August 27th
September 24th
October 22nd
December 10th

The Planning Commission Meetings will start at 7:00 PM on the fourth Thursday of each month, and are held at Worcester Township Community Hall, 1031 Valley Forge Road.

v. Zoning Hearing Board Meetings - To be held on the first Tuesday of each month at Worcester Township Community Hall, 1031 Valley Forge Road, and each meeting is individually advertised.

vi. Board of Supervisors 2027 Reorganization Meeting – To be held on January 4, 2027, at 6:30 PM, at the Worcester Township Community Hall, 1031 Valley Forge Road.

OTHER ESTABLISHMENTS

- a. Township Depositories – Pennsylvania Local Government Investment Trust, Key Bank, and Univest
- b. Township Manager's Bond – To require the Township Manager to be bonded in the amount of \$100,000
- c. Treasurer's Bond – To require the Treasurer to be bonded in the amount of \$9.0

million

- d. Assistant Treasurer's Bond – to require the Assistant Treasurer to be bonded in the amount of \$4.5 million
- e. Vehicle Reimbursement Rate – IRS-approved rate for miles driven for business purposes
- f. Newspaper of Record – Times Herald, Norristown
- g. Group 1 parks & facility seasonal rental registration period - includes Township-based organizations that primarily serve Township residents only – opens the second Monday of January for spring season rentals, and the second Monday of May for Fall season rentals.
- h. Group 2 park & facility seasonal rental registration period - includes organizations not included in Group 1 that primarily serve youth ages 17 and under – opens the third Monday of January for spring season rentals, and the third Monday of May for Fall season rentals.
- i. Group 3 park & facility seasonal rental registration period - includes all other organizations not included in Group 1 or Group 2 – opens the fourth Monday of January for spring season rentals, and the fourth Monday of May for Fall season rentals.

**TOWNSHIP OF WORCESTER
MONTGOMERY COUNTY, PENNSYLVANIA**

RESOLUTION 2026-01

A RESOLUTION TO AUTHORIZE CERTAIN FIRE DEPARTMENT ACTIVITIES

WHEREAS, the Worcester Township Volunteer Fire Department has requested permission to engage in the following ancillary activities in 2026:

1. Fire Department picnics;
2. the Fire Department's annual 5K race and annual chicken barbecue;
3. the Fire Department Ladies Craft Show, and seasonal Santa visits and tours; and,
4. the provision of traffic control for the Montgomery County annual flu shot program and at community parades.

WHEREAS, the Board of Supervisors of Worcester Township also grants permission for the Fire Department and Fire Police to assist other Montgomery County Fire Departments and other organizations with traffic control, crowd control, or similar assistance that may be needed at certain events and civic activities. Authorization to provide said support must be approved in advance by the Township Manager, and this approval, when granted, shall be considered to have been done at the specific request of the Board of Supervisors.

NOW, THEREFORE, BE IT RESOLVED, that the Worcester Township Board of Supervisors approves and authorizes the Fire Department to participate in the above activities, in addition to those activities recognized and designated under 73 P.S., 601(a)(1) of the Pennsylvania Worker's Compensation Act; and further, in accordance with this authorization, the Fire Department may only participate in the above-approved ancillary activities through December 31, 2026, after which time the Worcester Township Board of Supervisors will review the ancillary activities.

BE IT RESOLVED THIS 5TH DAY OF JANUARY 2026.

FOR WORCESTER TOWNSHIP

By: _____, Board of Supervisors

Attest: _____
Dan DeMeno, Secretary



Fee Schedule 2026

Section I - Residential Building Permits	
See Attached Appendix a	
Section II - Non-Residential Building Permits	
See Attached Appendix a	
Sewer tapping fee per EDU	\$3200.00
Section III - Zoning Permits	
Retaining walls up to 4' in height	\$28.00
Fences	\$28.00
Driveway permit	\$28.00
Decks up to 30" above grade and patios	\$28.00
Moving or relocating existing accessory structures	\$28.00
General zoning permit	\$28.00
Solicitation permit per individual soliciting	\$28.00
Grading & excavation permit up to three inspections	\$ 365 .00
Each additional inspection	\$145.00
Stormwater management escrow 7500 sf and greater	\$1000.00
Section IV - Permit and Inspection Penalties	
Failure to provide 24 hours notice to cancel inspection cancellation	\$50.00
Not ready for inspection per occurrence	\$80.00
Failure to correct deficiencies found after two inspections per occurrence	\$80.00
Penalty fee for failure to obtain a permit in addition to permit fee	2x permit fee
Section V - Zoning Hearing Board and UCC Appeal Board Fees	

Application fee includes appeals of Zoning Officer determination existing residential	\$875.00
Escrow existing residential	\$500.00
Application fee all others	\$1500.00
Escrow all others	\$1000.00
Fee to continue Zoning Hearing Board or UCC Board of Appeals hearing	\$325.00
Fee to postpone Zoning Hearing Board or UCC Board of Appeals hearing	\$350.00
Transcript copy	Actual
Zoning Officer determination letter	\$200.00
Validity challenge to the Zoning Ordinance or Zoning Map	\$2 000 .00
Fee to continue challenge hearing	\$200.00
Fee to postpone challenge hearing	\$250.00
Section VI - Board of Supervisors Fees	
Application for Conditional Use hearing	\$1500.00
Escrow Conditional Use hearing	\$1000.00
Fee to continue Conditional Use hearing	\$200.00
Fee to postpone Conditional Use hearing	\$250.00
Application to amend the Zoning Map	\$1500.00
Fee to continue Zoning Map amendment hearing	\$ 400 .00
Fee to postpone Zoning Map amendment hearing	\$450.00
Zoning Map amendment escrow	\$2000.00
Application to amend the Zoning Ordinance	\$1500.00
Fee to continue Zoning Ordinance amendment hearing	\$200.00
Fee to postpone Zoning Ordinance amendment hearing	\$250.00
Zoning Ordinance amendment escrow	\$2 000 .00

VII - SALDO	
Concept Meeting application fee	\$500.00
Concept Meeting escrow	\$1000.00
Subdivision & Land Development Sketch Plan application fee	\$1000.00
Subdivision & Land Development Sketch Plan escrow	\$1500.00
Subdivision Residential 1 to 3 lots application fee	\$2000.00
Subdivision Residential 1 to 3 lots escrow	\$6000.00
Subdivision Residential 4 or more lots base application fee	\$4500.00
Additional dwelling unit fee per unit beginning with the 4th lot or unit	\$150.00
Escrow for plans with 4 to 20 lots units	\$20500.00
Escrow for plans with 21 to 50 lots units	\$24 500 .00
Escrow for plans with 51 or more lots units	\$34500.00
Land Development Non-residential base application fee	\$5500.00
Additional fee per 1000 sq ft of gross floor area	\$50.00
Escrow Non-residential Land Development	\$16500.00
Transferable Development Rights application fee	\$475.00
Transferable Development Rights escrow	\$2500.00
Escrow Releases	\$110.00
Act 209 Traffic Impact Fee North Transportation Service Area per peak PM trip	\$3977.00
Act 209 Traffic Impact Fee South Transportation Service Area per peak PM trip	\$3125.00
Section VIII - Highway and Road Fees	
Highway road occupancy permit	\$53.00
Highway road inspection fees	By escrow

Section IX - Sewer Rental Fees and Certifications

Sewer rental fee quarterly fee residential	\$136.73
Sewer rental fee quarterly fee commercial per 1000 gallons	\$8.83
Sewer certification	\$30 .00
Certified letter fee	\$25.00
Property posting	\$50.00
Water shut off & turn on	\$30.00
Return check fee	Actual

Section X - Fire Alarm Fees

Fire alarm system registration fee	No fee
False alarm penalty failure to register	\$50.00
False alarm penalty third offense per year	\$100.00
False alarm penalty fourth offense per year	\$200.00
False alarm penalty fifth and subsequent offenses per year	\$300.00

Section XI - Park Rental Fees

Community Hall rental fee Township resident per event	\$50.00
Community Hall rental fee Non-Township resident per event	\$100.00
Security deposits must be submitted with application	\$100.00
Pavilion rental fee Township resident up to 25 individuals	\$25.00
Pavilion rental fee Township resident 26-50 individuals	\$50.00
Pavilion rental fee Township resident 51-75 individuals	\$75.00
Pavilion rental fee Township resident 76-100 individuals	\$ 100 .00
Pavilion rental fee Non-Township resident up to 25 individuals	\$50.00

Pavilion rental fee Non-Township resident 26-50 individuals	\$100.00
Pavilion rental fee Non-Township resident 51-75 individuals	\$150.00
Pavilion rental fee Non-Township resident 76-100 individuals	\$200.00
Field or court rental fee single use Township resident up to four hours	\$25.00
Field or court rental fee single use Township resident each additional hour	\$5.00
Field or court rental fee single use Non-Township resident up to four hours	\$50.00
Field or court rental fee single use Non-Township resident each additional hour	\$5.00
Section XII - Tax Collector Fees	
Tax certification	\$30.00
Duplication of tax bill	\$5.00
Insufficient funds fee does not include bank fees	\$13.00
Section XIII - Other Fees and Charges	
Credit card convenience charge	Actual
Township-authorized services by Township consultants hourly fee	Actual
Township-authorized services by Township consultants reimbursables	Actual
UCC building permit fee per building permit	\$4.50
Copies for Right-to-Know requests 8.5"x11" single-sided page	\$0.25
Copies for Right-to-Know requests 8.5"x11" double-sided page	\$0.50
Copies for Right-to-Know requests 11"x17" single-sided page	\$0.50
Copies for Right-to-Know requests 11"x17" double-sided page	\$1.00
Copies for Right-to-Know requests out-of-house copies	Actual
Mileage reimbursement	IRS rate
Miscellaneous charges postage toll calls delivery fees etc.	Actual

NOTES:

1 - Floor area. Floor Area is measured from outside wall to outside wall.

2 - New Residential SF Calculation. For new residential construction and additions to existing residential units, square footage shall include living spaces on all floors, basements, attached garages & attics over six feet in

3 - Total Cost Calculation. The total cost of all the construction portions of a project is generally based upon the sum of the construction contract(s) and other direct construction costs; this does not include the compensation paid to the engineer, architect and consultants or the cost of the land. The Township has the final

determination in accepting the submitted cost of construction as provided on the permit application and may

4 - Township Organization Status. For an organization to qualify as a Township-based organization, at least

65% of participants must reside in Worcester Township. Documentation that verifies participant residency must be furnished to the Township, and the Township has sole discretion in determining if the residency has

5 - Past Due Invoices. Invoices that are past due by more than thirty (30) days are subject to interest rate

charges as provided by law. Charges for services that involve a late fee as stated in this resolution are not

6 - Omissions and Errors. The failure to list, in this Resolution, a fee that is properly listed elsewhere shall not

obviate the responsibility to pay that fee.

7 - "by escrow agreement". Permits for miscellaneous construction and highway/road inspections will be paid

with funds posted in escrow. From this escrow the Township will deduct actual costs incurred.

8 - False fire alarm fines may be reduced or waived by the Fire Marshal if the Fire Marshal determines, in his or

her sole discretion, the tenant or property owner is making a good faith effort to address and correct the

Appendix a

COST OF SERVICES & BILLING METHODS



CODE DEPARTMENT HOURLY FEE SCHEDULE 2025

PA UCC Services	
Per hour	\$125.00
Property Maintenance Services	
Per hour	\$ 98.00
Zoning/Local Code Enforcement Services	
Per hour	\$ 98.00
Rental Inspection Program	
Per hour	\$ 98.00
Flood Plain Management Services	
Per hour	\$ 125.00
Fire Inspection Services	
Per hour	\$ 105.00
Consultation Services	
Per hour	\$ 150.00
After Hours Inspections	
Per hour	\$ 220.00* (*1 hour minimum)

Code Inspection & Plan Review
Revised August 7, 2023

PENNSYLVANIA UNIFORM CONSTRUCTION CODE

PART I – Building/General Permit Fee Schedule

RESIDENTIAL

(One- and Two-Family Dwellings)

PERMIT FEES

New Construction (10 inspections)	
Plan review per submission	\$250.00
Single family dwelling up to 3,500 gross square feet	\$1,500.00
Per 100 gross square feet or fraction thereof above 3,500 square feet	\$25.00

- *Mechanical, Electrical, and Plumbing permit fees included.*
- *Gross square footage shall include basement, each floor level, garage, decks, and porches.*
- *Measurements shall be from exterior face of wall to exterior face of wall.*
- *Sprinkler and Fire Alarm permit fees are additional.*

Additions (5 inspections)	
Plan review per submission	\$150.00
Single family dwelling addition up to 500 gross square feet	\$600.00
Enclosed porches/sunrooms (unconditioned) up to 500 gross square feet	\$375.00
Per 100 gross square feet or fraction thereof above 500 square feet	\$25.00

- *Mechanical, Electrical and Plumbing permit fees included.*
- *Gross square footage shall include basement, each floor level, garage, decks, and porches.*
- *Gross square footage shall include the entire project area where an addition is accompanied by alterations to the existing structure.*
- *Measurements shall be from exterior face of wall to exterior face of wall.*
- *Enclosed porches and three season rooms shall be priced as an addition.*
- *Sprinkler and Fire Alarm permit fees are additional.*

Alterations and Renovations (2 inspections)	
Plan review per submission	\$150.00
Up to 1,000 gross square feet	\$300.00
Per 100 gross square feet or fraction thereof above 1,000 square feet	\$25.00

- *Mechanical, Electrical, and Plumbing permit fees are additional.*
- *Sprinkler and Fire Alarm permit fees are additional.*
- *Alterations that cannot be calculated by square footage will be calculated per miscellaneous construction fees.*

Decks (3 inspections)	
Plan review per submission	\$100.00
Up to 500 gross square feet	\$250.00
Per 100 gross square feet or fraction thereof above 500 square feet	\$25.00
Including a roof over a deck	\$250.00

- *Mechanical, Electrical, and Plumbing permit fees are additional.*
- *Screened in porches shall be priced as a deck.*
- *Enclosed porches and three season rooms must be priced as an addition.*

Accessory Buildings and Detached Garages (4 inspections)	
Plan review per submission	\$150.00
Up to 1,500 gross square feet	\$400.00
Per 100 gross square feet or fraction thereof above 1,500 square feet	\$25.00
Where an accessory structure also includes finished and conditioned space	\$150.00 additional

- *Mechanical, Electrical, and Plumbing permit fees are additional.*

Solar Array (2 inspections)	
Plan review per submission	\$150.00
2% of total cost of construction (materials and labor)	\$300.00 minimum

- *Electrical permit fees included.*
- *Roof mount or ground mount arrays.*

Generators (2 inspections)	
Plan review per submission	\$150.00
Per generator	\$250.00

- *Electrical and mechanical permit fees included.*

Demolition Permit	
Permit/documentation review per submission	\$120.00
Garage/accessory structures (1 inspection)	\$120.00
Single/double home (2 inspections)	\$250.00

Manufactured and Modular Homes	
Plan review per submission	\$150.00
Manufactured home with basement up to 2,500 gross square feet (7 inspections)	\$895.00
Manufactured home with pier foundation up to 2,500 gross square feet (5 inspections)	\$795.00
Modular home up to 2,500 gross square feet (7 inspections)	\$895.00
Per 100 gross square feet or fraction thereof above 2,500 square feet	\$25.00

- *Decks, porches, garages, or other attachments are additional.*
- *Utility connections included.*

Swimming Pools/Spas	
Plan review per submission	\$150.00
Spa or hot tub (1 inspection)	\$150.00
Above-ground pool (2 inspections)	\$300.00
In-ground pool (3 inspections)	\$450.00

- *Includes Electric permit.*

Miscellaneous Building Construction Only (Number of inspections to be determined)	
Plan Review Per Submission	\$150.00
2% of total cost of construction (materials & labor)	\$200.00 minimum

- *Mechanical, Electrical, and Plumbing permit fees are additional.*
- *Sprinkler and Fire Alarm permit fees are additional.*
- *Any building projects not covered elsewhere in Part I of this fee schedule shall be priced as miscellaneous building construction.*

Note: A \$4.50 surcharge per permit is required to be assessed on each permit issued, in accordance with Pennsylvania Act 157 of 2006.

PENNSYLVANIA UNIFORM CONSTRUCTION CODE
PART II – Electrical Permit Fee Schedule

RESIDENTIAL

(One- and Two-Family Dwellings)

PERMIT FEES

Electrical Alterations Only (2 inspections each)	
Plan review per submission	\$120.00
Up to 1,000 gross square feet	\$250.00
<i>Per 100 gross square feet or fraction thereof above 1,000 square feet</i>	<i>\$25.00</i>

- *Projects with only electrical inspections shall be priced by the electrical alterations only schedule.*
- *Alterations that cannot be calculated by square footage will be calculated per miscellaneous Electrical only fees.*

Services and Feeders (1 inspection each)	
Not over 100 amps	\$150.00
101 amps to 400 amps	\$250.00
Feeders and panel boards not over 400 amps	\$100.00

- *Over 400 amps require commercial fees.*
- *This schedule covers service upgrades, repairs, and replacements.*

Miscellaneous Electrical Only (2 inspections)	
Plan review per submission	\$120.00
2% of total cost of construction (materials & labor)	\$150.00 minimum

- *Building, Mechanical, and Plumbing permit fees are additional.*
- *Any electrical projects not covered elsewhere in Part II of this fee schedule shall be priced as miscellaneous electrical.*

Note: A \$4.50 surcharge per permit is required to be assessed on each permit issued, in accordance with Pennsylvania Act 157 of 2006.

PENNSYLVANIA UNIFORM CONSTRUCTION CODE

PART III – Plumbing Permit Fee Schedule

RESIDENTIAL

(One- and Two-Family Dwellings)

PERMIT FEES

Plumbing Alterations Only	
Plan review per submission	\$120.00
Per fixture (2 inspections – rough and final)	\$50.00
\$175.00 Minimum	

- *Projects with only plumbing inspections shall be priced by the plumbing alterations only schedule*
- *Alterations that cannot be calculated per fixture will be calculated per miscellaneous plumbing only fees.*

Utility Plumbing Inspections	
Plan review per submission	\$100.00
Utility sewer connection (1 inspection)	\$150.00 minimum
Utility water connection (1 inspection)	\$150.00 minimum

Miscellaneous Plumbing Only (2 inspections)	
Plan review per submission	\$120.00
2% of total cost of construction (materials & labor)	\$150.00 minimum

- *Building, Mechanical, and Electrical permit fees are additional.*
- *Sprinkler and Fire Alarm permit fees are additional.*
- *Any plumbing projects not covered elsewhere in Part III of this fee schedule shall be priced as miscellaneous plumbing only.*

Note: A \$4.50 surcharge per permit is required to be assessed on each permit issued, in accordance with Pennsylvania Act 157 of 2006.

PENNSYLVANIA UNIFORM CONSTRUCTION CODE

PART IV – Mechanical Permit Fee Schedule

RESIDENTIAL

(One- and Two-Family Dwellings)

PERMIT FEES

Mechanical Appliances Only	
Plan review per submission	\$120.00
Per first individual new appliance (2 inspections)	\$250.00
Per each additional Individual new appliance	\$75.00
Per Individual Replacement Appliance (1 inspection)	\$150.00
Oil tank replacement, relocation, installation, removal & closure (1 inspection)	\$150.00
Alterations (2 inspections) (gas lines, duct work, etc.)	\$250.00

- *Includes associated duct work/piping.*
- *Large scale HVAC, refrigeration, and process equipment will be based on commercial fees.*
- *Alterations that cannot be calculated per the mechanical appliances only fee schedule will be calculated per miscellaneous Mechanical only fees.*

Miscellaneous Mechanical Only (2 inspections)	
Plan Review Per Submission	\$120.00
2% of total cost of construction (materials & labor)	\$150.00 minimum

- *Building, Plumbing, and Electrical permit fees are additional.*
- *Any mechanical projects not covered elsewhere in Part IV of this fee schedule shall be priced as miscellaneous mechanical only.*

Note: A \$4.50 surcharge per permit is required to be assessed on each permit issued, in accordance with Pennsylvania Act 157 of 2006.

PENNSYLVANIA UNIFORM CONSTRUCTION CODE
PART V – Fire Suppression & Detection Systems Permit Fee Schedule

RESIDENTIAL
(One- and Two-Family Dwellings)

PERMIT FEES

NFPA 13D or IRC P2904 Sprinkler System (2 inspections)	
Plan review fee per submission	\$120.00
1 to 75 heads	\$250.00
Each additional head over 75	\$1.00

- *NFPA 13 sprinkler system, NFPA 13R sprinkler system, NFPA 72 fire alarm system, or any alternative fire suppression system will be priced per the commercial fee schedule.*
- *Utility water connection fee per plumbing fee schedule.*
- *Additional inspections charge re-inspection fees.*

NFPA 13D or IRC P2904 Sprinkler System Alterations Only (2 inspections)	
Plan review per submission	\$120.00
2% of total cost of construction (materials & labor)	\$150.00 minimum

- *Building, Plumbing, Mechanical and Electrical permit fees are additional.*
- *Any NFPA 13D or IRC P2904 sprinkler system projects not covered elsewhere in Part V of this fee schedule shall be priced as NFPA 13D or IRC P2904 sprinkler system alterations only.*
- *Additional inspections charge re-inspection fees.*

Note: A \$4.50 surcharge per permit is required to be assessed on each permit issued, in accordance with Pennsylvania Act 157 of 2006.



PENNSYLVANIA UNIFORM CONSTRUCTION CODE PART I – Building/General Permit Fee Schedule

NON-RESIDENTIAL

(Commercial & Residential – other than One- and Two-Family Dwellings)

PERMIT FEES

New Construction (Number of inspections to be determined)	
Plan review per 100 gross square feet or fraction thereof	\$10.00 \$500.00 Minimum
Inspections per 100 gross square feet or fraction thereof	\$30.00 \$500.00 minimum

- *Mechanical, Electrical, and Plumbing permit fees included.*
- *Sprinkler and Fire Alarm permit fees are additional.*
- *Gross square footage shall include basement, each floor level, garage, decks, swimming pools, and porches. Measurements shall be from exterior face of wall to exterior face of wall.*
- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr. min.).*
- *Phased construction that requires additional inspections may be charged \$150.00/hr. (1 hr. min.).*
- *Additional inspections shall be charged at a rate of \$120.00/hr. (1 hr. min.).*

Additions (Number of inspections to be determined)	
Plan review per 100 gross square feet or fraction thereof	\$10.00 \$250.00 minimum
Inspections per 100 gross square feet or fraction thereof	\$30.00 \$500.00 minimum

- *Mechanical, Electrical, and Plumbing permit fees included.*
- *Sprinkler and Fire Alarm permit fees are additional.*
- *Gross square footage shall include basement, each floor level, garage, decks, and porches.*
- *Measurements shall be from exterior face of wall to exterior face of wall.*
- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr. min.).*
- *Phased construction that requires additional inspections may be charged \$120.00/hr. (1 hr. min.).*
- *Additional inspections shall be charged at a rate of \$120.00/hr. (1 hr. min.).*

Renovations/Alterations/Change of Use (Number of inspections to be determined)	
Plan review per 100 gross square feet or fraction thereof	\$10.00 250.00 minimum
Inspections per 100 gross square feet or fraction thereof	\$30.00 \$360.00 minimum

- *Mechanical, Electrical, and Plumbing permit fees are additional.*
- *Sprinkler and Fire Alarm permit fees are additional.*
- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr. min.).*
- *Alterations that cannot be calculated by square footage will be calculated per miscellaneous construction fees.*
- *Phased construction that requires additional inspections may be charged \$120.00/hr. (1 hr. min.).*
- *Additional inspections shall be charged at a rate of \$120.00/hr. (1 hr. min.).*

Demolition (3 inspections maximum)	
Plan review fee per submission	\$120.00
Buildings up to 5,000 gross square feet	\$300.00 minimum
Per 100 gross square feet or fraction thereof above 5,000 square feet	\$25.00

- *Additional inspections shall be charged at a rate of \$120.00/hr. (1 hr. min.).*

Solar Array (Number of inspections to be determined)	
Plan review 1% of total cost of construction (materials & labor)	\$150.00 minimum
2% of total cost of construction (materials & labor)	\$300.00 minimum

- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr. min.).*
- *Phased construction that requires additional inspections may be charged \$120.00/hr. (1 hr. min.).*
- *Additional inspections shall be charged at a rate of \$120.00/hr. (1 hr. min.).*

Pallet Racking or Conveyers (Number of inspections to be determined)	
Plan review per 100 gross square feet or fraction thereof	\$15.00 \$225.00 minimum
Inspections per 100 gross square feet or fraction thereof of work area	\$8.50 \$360.00 minimum

- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr. min.).*
- *Phased construction that requires additional inspections may be charged \$100.00/hr. (1 hr. min.).*
- *Additional inspections shall be charged at a rate of \$120.00/hr. (1 hr. min.).*

Miscellaneous Construction Building Only (Number of inspections to be determined)	
Plan review 1% of total cost of construction (materials and labor)	\$120.00 minimum
2% of total cost of construction (materials & labor)	\$250.00 minimum

- *Cell towers, retaining walls, roofs, signs, ramps, decks, swimming pools, etc.*
- *Mechanical, Electrical, and Plumbing permit fees are additional.*
- *Phased construction that requires additional inspections may be charged \$120.00/hr. (1 hr. min.).*
- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr. min.).*
- *Any building projects not covered elsewhere in Part I of this fee schedule shall be priced as miscellaneous building construction.*
- *Additional inspections shall be charged at a rate of \$120.00/hr. (1 hr. min.).*

Note: A \$4.50 surcharge per permit is required to be assessed on each permit issued, in accordance with Pennsylvania Act 157 of 2006.

PENNSYLVANIA UNIFORM CONSTRUCTION CODE
PART II – Electrical Permit Fee Schedule

NON-RESIDENTIAL

(Commercial & Residential – other than One- and Two-Family Dwellings)

PERMIT FEES

Electrical Only New Construction (5 inspections maximum)	
Plan review per 100 gross square feet or fraction thereof	\$5.00 \$200.00 minimum
Inspections per 100 gross square feet or fraction thereof	\$12.00 \$500.00 minimum

- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr. min.).*
- *Phased construction that requires additional inspections may be charged \$150.00/hr. (1 hr. min.).*

Electrical Only Additions (5 inspections maximum)	
Plan review per 100 gross square feet or fraction thereof	\$5.00 \$200.00 minimum
Inspections per 100 gross square feet or fraction thereof	\$12.00 \$500.00 minimum

- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr. min.).*
- *Phased construction that requires additional inspections may be charged \$120.00/hr. (1 hr. min.).*

Electrical Only Alterations (Number of inspections to be determined)	
Plan review per 100 gross square feet or fraction thereof	\$5.00 \$100.00 minimum
Inspections per 100 gross square feet or fraction thereof	\$12.00 \$250.00 minimum

- *Includes electric services, feeders, panel boards, signs, motors, generators, transformers, vaults, enclosures, HVAC electrical connections, etc.*
- *Phased construction that requires additional inspections may be charged \$120.00/hr. (1 hr. min.).*
- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr. min.).*
- *Alterations that cannot be calculated by square footage will be calculated per miscellaneous electrical only fees.*

Swimming Pools, Spas	
Three-year State Certification	Quote required

Miscellaneous Electrical Only (Number of inspections to be determined)	
Plan review 1% of total cost of construction (materials and labor)	\$120.00 minimum
2% of total cost of construction (materials & labor)	\$250.00 minimum

- *Cell towers, retaining walls, roofs, signs, ramps, decks, swimming pools etc.*
- *Phased construction that requires additional inspections may be charged \$120.00/hr. (1 hr. min.).*
- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr. min.).*
- *Any electrical projects not covered elsewhere in Part II of this fee schedule shall be priced as miscellaneous electrical only.*

Note: A \$4.50 surcharge per permit is required to be assessed on each permit issued, in accordance with Pennsylvania Act 157 of 2006.

PENNSYLVANIA UNIFORM CONSTRUCTION CODE
PART III – Plumbing Permit Fee Schedule

NON-RESIDENTIAL

(Commercial & Residential – other than One- and Two-Family Dwellings)

PERMIT FEES

Plumbing Only New Construction (5 inspections maximum)	
Plan review per 100 gross square feet or fraction thereof	\$5.00 \$200.00 minimum
Inspections per 100 gross square feet or fraction thereof	\$12.00 \$500.00 minimum

- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr. min.).*
- *Phased construction that requires additional inspections may be charged \$120.00/hr. (1 hr. min.).*

Plumbing Only Additions (5 inspections maximum)	
Plan review per 100 gross square feet or fraction thereof	\$5.00 \$200.00 minimum
Inspections per 100 gross square feet or fraction thereof	\$12.00 \$500.00 minimum

- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr. min.).*
- *Phased construction that requires additional inspections may be charged \$120.00/hr. (1 hr. min.).*

Plumbing Only Alterations (Number of inspections to be determined)	
Plan review per 100 gross square feet or fraction thereof	\$5.00 \$120.00 minimum
Inspections per 100 gross square feet or fraction thereof	\$12.00 \$250.00 minimum

- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr. min.).*
- *Phased construction that requires additional inspections may be charged \$120.00/hr. (1 hr. min.).*
- *Alterations that cannot be calculated by square footage will be calculated per miscellaneous plumbing only fees.*

Miscellaneous Plumbing Only (Number of inspections to be determined)	
Plan review 1% of total cost of construction (materials & labor)	\$120.00 minimum
2% of total cost of construction (materials & labor)	\$250.00 minimum

- *Cell towers, retaining walls, roofs, signs, ramps, decks, swimming pools etc.*
- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr. min.).*
- *Phased construction that requires additional inspections may be charged \$120.00/hr. (1 hr. min.).*
- *Any plumbing projects not covered elsewhere in Part III of this fee schedule shall be priced as miscellaneous plumbing only.*

Note: A \$4.50 surcharge per permit is required to be assessed on each permit issued, in accordance with Pennsylvania Act 157 of 2006.

PENNSYLVANIA UNIFORM CONSTRUCTION CODE
PART IV – Mechanical Permit Fee Schedule

NON-RESIDENTIAL

(Commercial & Residential – other than One- and Two-Family Dwellings)

PERMIT FEES

Mechanical Only New Construction (5 inspections maximum)	
Plan review per 100 gross square feet or fraction thereof	\$5.00 \$200.00 minimum
Inspections per 100 gross square feet or fraction thereof	\$12.00 \$500.00 minimum

- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr. min.).*
- *Phased construction that requires additional inspections may be charged \$120.00/hr. (1 hr. min.).*

Mechanical Only Additions (5 inspections maximum)	
Plan review per 100 gross square feet or fraction thereof	\$5.00 \$200.00 minimum
Inspections per 100 gross square feet or fraction thereof	\$12.00 \$500.00 minimum

- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr. min.).*

Mechanical Only Alterations	
Plan review per 100 gross square feet or fraction thereof	\$5.00 \$100.00 minimum
Inspections per 100 gross square feet or fraction thereof	\$12.00 \$250.00 minimum

- *Includes associated duct work/piping.*
- *Electrical hook-ups require an electrical permit.*
- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr. min.).*
- *Phased construction that requires additional inspections may be charged \$120.00/hr. (1 hr. min.).*
- *Alterations that cannot be calculated by square footage will be calculated per misc. fees.*

Commercial Hood and Duct Systems and Process Equipment Exhausts	
Plan review 1% of total cost of construction (materials and labor)	\$150.00 minimum
2% of total cost of construction (materials and labor)	\$300.00 minimum

- *Includes associated duct work/piping.*
- *Electrical hook-ups require an electrical permit.*
- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr min).*

Miscellaneous Mechanical only (Number of inspections to be determined)	
Plan review 1% of total cost of construction (materials and labor)	\$100.00 minimum
2% of total cost of construction (materials & labor)	\$200.00 minimum

- *Includes associated duct work/piping.*
- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr. min.).*
- *Phased construction that requires additional inspections may be charged \$120.00/hr. (1 h.r min.).*

Note: A \$4.50 surcharge per permit is required to be assessed on each permit issued, in accordance with Pennsylvania Act 157 of 2006.

PENNSYLVANIA UNIFORM CONSTRUCTION CODE
PART V – Fire Suppression & Detection Systems Permit Fee Schedule

NON-RESIDENTIAL

(Commercial & Residential – other than One- and Two-Family Dwellings)

PERMIT FEES

Fire Sprinkler Systems (Number of inspections to be determined)	
Plan review per 100 gross square feet or fraction thereof	\$1.50 \$250.00 Minimum
Inspection for 1 to 75 heads	\$350.00
Inspection for each additional head over 75	\$1.00
Fire line inspection per linear foot	\$0.15 \$350.00 Minimum
Fire pump inspection	\$450.00
Fire loop inspection per linear foot	\$0.15 \$350.00 Minimum

- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr. min.).*
- *Phased construction that requires additional inspections may be charged \$120.00/hr. (1 hr. min.).*

Fire Detection/Alarm Systems (Number of inspections to be determined)	
Plan review per 100 gross square feet or fraction thereof	\$1.50 \$250.00 Minimum
Inspections per 100 gross square feet or fraction thereof	\$10.00 \$250.00 Minimum

- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr. min.).*
- *Phased construction that requires additional inspections may be charged \$120.00/hr. (1 hr. min.).*

ANSUL or Alternate Fire Suppression System (Number of inspections to be determined)	
Plan review 1% of total cost of construction (materials and labor)	\$150.00 Minimum
2% of total cost of construction (materials and labor)	\$300.00 Minimum

- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr. min.).*
- *Phased construction that requires additional inspections may be charged \$120.00/hr. (1 hr. min.).*
- *Utility water connection fee per plumbing fee schedule.*

Sprinkler System Alterations Only (2 inspections)	
Plan review 1% of total cost of construction (materials & labor)	\$150.00 Minimum
2% of total cost of construction (materials & labor)	\$300.00 Minimum

- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr. min.).*
- *Additional inspections charge re-inspection fees.*
- *Building, Plumbing, Mechanical and Electrical permit fees are additional.*
- *Any sprinkler or alarm system projects not covered elsewhere in Part V of this fee schedule shall be priced as sprinkler system alterations only.*

Note: A \$4.50 surcharge per permit is required to be assessed on each permit issued, in accordance with Pennsylvania Act 157 of 2006.

**TOWNSHIP OF WORCESTER
MONTGOMERY COUNTY, PENNSYLVANIA**

RESOLUTION 2026-03

A RESOLUTION TO APPOINT THE TOWNSHIP AUDITOR

WHEREAS, Worcester Township may and does utilize an appointed auditor, as permitted by the Second Class Township Code;

NOW, THEREFORE, the Board of Supervisors appoints Bee, Bergvall & Co. to fulfill the duties of this position, relative to the Township accounts for Fiscal Year 2025, as per Section 917 of the Second Class Township Code.

RESOLVED THIS 5TH DAY OF JANUARY 2026

FOR WORCESTER TOWNSHIP

By: _____, Board of Supervisors

Attest: _____
Dan DeMeno, Secretary

TOWNSHIP OF WORCESTER
MONTGOMERY COUNTY, PENNSYLVANIA

RESOLUTION 2026-04

**A RESOLUTION TO DISPOSE OF CERTAIN PUBLIC RECORDS
IN ACCORDANCE WITH THE MUNICIPAL RECORDS ACT AND THE MUNICIPAL
RECORDS MANUAL, AS AMENDED**

WHEREAS, Worcester Township ("Township") declared its intent to follow the public records retention schedule and disposal procedures as set forth in the Municipal Records Manual, as last revised, and as published by the Pennsylvania Historical and Museum Commission; and,

WHEREAS, in accordance with Act 428 of 1968, as last amended, each individual act of public record disposition shall be approved by a resolution adopted by the governing body;

NOW, THEREFORE, BE IT RESOLVED: the Board of Supervisors hereby authorizes the Township Secretary to dispose of the following public records:

- AL-I** General correspondence files and housekeeping records — 2020 and prior
- AL-8** Bids, Proposals, Price Quotes and Qualified Contractor Memos, Contracts and Agreements — 2014 and prior
- AL-12** Ethics Commission Statements of Financial Interest — 2020 and prior
- AL-14** Grant Administration Records — dispose of when funder says it is appropriate
- AL-17** Insurance Policies and Settled Claims — 2018 and prior
- AL-19** Litigation Case Files — closed cases of no administrative or legal value
- AL-20** Liquid Fuel Tax Records — 2018 and prior
- AL-21** Mailing Lists — Obsolete or superseded
- AL-25** Municipal Lien Files — One year after resolution
- AL-29** Oaths of Municipal Officials — 2020 and prior
- AL-35** Public Meeting/Hearing Notices and Proof of Publications — 2015 and prior
- AL-45** Treasurer's Bond Certificates — 2018 and prior
- AL-46** Right to Know Requests — 2023 and prior
- FN-I** Account Distribution Summaries (Treasurer's Reports) — 2018 and prior
- FN-2** Accounts Payable Files and Ledgers — 2018 and prior

FN-3	Accounts Receivable Files and Ledgers — 2018 and prior
FN-4	Annual Audit and Financial Reports — 2018 and prior
FN-5	Annual Budgets and Related Records — related records 2018 and prior
FN-8	Balance Sheet — 2018 and prior
FN-9	Bank Statements and Reconciliations — 2018 and prior
FN-10	Cancelled Checks — 2018 and prior
FN-11	Check Registers — 2018 and prior
FN-12	Daily Cash Records — 2022 and prior
FN-13	Deposit Slips — 2018 and prior
FN-14	Depreciation Schedules — Life of equipment plus three years. (equipment disposed of in 2021)
FN-15	Expense Reports — 2018 and prior
IT-1	Computer Inventory Records — computers removed from service in 2021 and prior
IT-4	Equipment Records — life of equipment
PR-5	Park Program Files — 2023 and prior
PR-7	Park Use Records — 2022 and prior
PL-2	Employee Payroll Adjustment Records — 2021 and prior
PL-4	Payroll Deduction Authorizations — dispose of 4 years (2021 and prior) after cancelled or superseded
PL-5	Payroll Earnings and Deductions Register — 2021 and prior
PL-14	Time Cards and Attendance Records — 2022 and prior
PL-16	Wage & Tax Statements — 2021 and prior
PS-2	Applications for Employment (Not Hired) — 2023 and prior
PS-8	Employee Personnel Records — Employees leaving 2020 and prior
PS-10	Job Descriptions and Announcements — 2020 and prior
PZ-2	Building and Housing Construction Records — 2018 and prior

RESOLVED THIS OF 5TH DAY OF JANUARY 2026

FOR WORCESTER TOWNSHIP

By: _____, Board of Supervisors

Attest: _____
Dan DeMeno, Secretary

Attest: _____
Dan DeMeno, Secretary