RESOLUTION 2025-26

A RESOLUTION OF THE BOROUGH OF WEST READING FIXING FEES

WHEREAS, the Borough Council of the Borough of West Reading, Berks County, Pennsylvania herehby establishes and adopts the following fees to be charged pursuant to the Code of Ordinances of the Borough of West Reading.

NOW THEREFORE, the Borough Council of the Borough of West Reading, intending to be legally bound hereby, consents to the adoption of the following resolution:

RESOLVED, attached hereto as Exhibit "A" and made a part hereof is the Borough Fee Schedule as amended.

DULY ADOPTED AND APPROVED this 16th day of September 2025.

BOROUGH OF WEST READING

By: _____
Ryan Lineaweaver, Council President

Attest: Cynthia Madeira
Cynthia Madeira, Borough Secretary

Examined and approved this 16th day of September 2025.

Samantha Kaag
Samantha Kaag, Mayor

RESOLUTION 2025-26

EXHIBIT "A"

FEE SCHEDULE

CODE DEPARTMENT

Description	Fee	Unit
ALARM PERMIT	$100.00	Each
ANIMALS (carrier pigeons, bees, domestic fowl/rabbits)	$30.00	Annually
BUILDING PERMIT - MINOR (includes 1st inspection)		
Under $5,000 in Value (initial application, one inspection, and administration fee)	$150.00	Plus state fee & required inspection(s)
Plan Review - Residential Alteration	$100.00 $75.00	1st hour Each additional hour
State Fee	$4.50	Each
Inspections as required	$75.00	Each
Building permit fees will be doubled if permit is not issued before work commences.		
BUILDING PERMIT - COMMERCIAL/RESIDENTIAL		
Project Value - $5,001 - $50,000	3%	Per $1,000 or fraction thereof, plus $50 administration fee and $4.50 state fee
Project Value - $50,001 - $3,000,000	1.50%	
Project Value - $3,000,001 and greater	0.75%	
State Fee	$4.50	
Plan Review - Commercial or New Structure (initial or revised)	$225.00 $150.00	1st hour Each additional hour
Additional Inspections (due to failed inspection)	$75.00	Each
Building permit fees will be doubled if permit is not issued before work commences.		
BURN PERMIT (temporary fireplaces/chimneys, etc.)	$50.00	Annually
BUSINESS PRIVILEGE LICENSE	$50.00	Annually
COMMERCIAL CERTIFICATE OF OCCUPANCY	$250.00	Pass or fail
DUMPSTER PERMIT/STORAGE TRAILER		
First Week	$100.00	Each dumpster
Each additional week (60 day maximum)	$50.00	Each dumpster
FIRE INSPECTION SERVICES	$150.00 $100.00	1st hour Each additional hour
GARAGE SALE PERMIT – (1st one is no charge)	$5.00 for 2nd	Only two per year by Ordinance
GREASE TRAP INSPECTION	$75.00	Each
Reinspection / No Show / Cancellation less than 24-hours prior	$75.00	Each
2nd & Subsequent No Shows / Cancellation less than 24-hours prior	$150.00	Each
PEDDLING, SOLICITING AND TRANSIENT SALES PERMIT		
Door-to-door: Weekly	$100.00	Per person
Door-to-door: Monthly	$250.00	Per person
Mobile Vendor: Annually	$300.00	Per person
PROPERTY TRANSFER INSPECTION (includes one reinspection)		
Inspection Fee – 1 unit	$150.00	
Inspection Fee – more than 1 unit	$50.00	Per unit (plus $150 initial unit fee)
If less than five business days' notice (not including holidays)	$300.00	
Additional reinspection	$75.00	2nd reinspection
	$100.00	3rd reinspection
	$125.00	4th reinspection
	$150.00	5th reinspection
PUBLIC RIGHT-OF-WAY LICENSE	$270.00	Annually
RENTAL HOUSING OCCUPANCY PERMIT		
1 – 10 units (per parcel)	$100.00	Per unit, per year
11 – 40 units (per parcel)	$75.00	Per unit, per year
41 – 75 units (per parcel)	$50.00	Per unit, per year
Includes biennial inspection (initial inspection and one reinspection)		
76 or more units (per parcel) *(does not include a reinspection) $30 per unit, per year = an average of $40 per unit during an inspection year, and $20 per unit for administration costs during non-inpsection years.*	$30.00	Per unit, per year
76 or more units reinspection	$100.00	Per unit
Inspection – 3rd visit	$100.00	Per unit
Inspection – 4th & subsequent visits	$200.00	Per unit

No Show / Cancelleation less than 24-hours prior	$100.00	Per appointment
Third & subsequent requests for inspection cancellation	$400.00	Per appointment
Failure to renew rental occupancy permit	$10.00	Per unit, per 10-day period
Failure to renew permit following a 30-day lapse of an expired permit	$100.00	Per unit
Rental Permit Reinstatement Fee	$100.00	Per unit
Illegal rentals and failure to renew registration will result in fees being doubled.		
SIDEWALK CAFÉ		
Annual fee due by January 31st	$75.00	Annually
Late fee if application is not filed by February 1st	$125.00	
SIGN PERMIT		
Initial or New Commercial Sign	$100.00	Each
	$50.00	Each additional sign permitted simultaneously
STORAGE OF ABANDONED VEHICLES PERMIT		
Annual fee	$50.00	Per vehicle
STREET/SIDEWALK OPENING PERMIT		
Sidewalk	$100.00	Per opening
Basic Street	$150.00	Per opening
Mains – First 100 feet or fraction thereof	$200.00	
Each additional 100 feet or fraction thereof	$50.00	
One-time extension request	$50.00	Valid for 90 days
Additional Inspections as required	$70.00	Each
Permit fees will double if permit is not issued before work commences.		
WATER/SEWER TAP-IN		
Joint Municipal Authority of Wyomissing Valley Sewer Tap-in fee	Per JMA	
Borough of West Reading Sewer Tap-in fee	$1,702.89	Per EDU
Borough of West Reading Water Tap-in fee	$1,500.15	Per EDU
WIRELESS COMMUNICATION FACILITY (WCF) APPLICATION		
Collocated WCF	$1,000.00	
Small WCF (collocated)	$500.00	For up to five (5) small WCFs in single application, $100 for each small WCF thereafter in same application
Small WCF (requiring new/replacement wireless support structure)	$1,000.00	
Tower-Based WCF	$2,500.00	
ZONING ORDINANCE	$25.00	With map $50.00
SUBDIVISION AND LAND DEVELOPMENT ORDINANCE	$25.00	
ZONING PERMIT – Residential and New Business	$100.00	
ZONING PERMIT – Commercial	$150.00	
ZONING HEARING BOARD		
Residential	$900.00	
Commercial (all businesses & apartment buildings with 3 or more units)	$1,500.00	
LIQUOR LICENSE TRANSFER FEE	$1,000.00	
CONDITIONAL USE	$750.00	
BOARD OF APPEALS MEETING	$100.00	Time extension request $50.00
BOARD OF APPEALS HEARING	$400.00	
HOUSING REVIEW BOARD APPEAL (rental property)	$100.00	
LAND DEVELOPMENT & SUBDIVISION APPS (preliminary plan)	$1,000.00	
LAND DEVELOPMENT & SUBDIVISION APPS FINAL PLAN	$1,000.00	
MINOR SUBDIVISION	$500.00	
SKETCH PLAN	Actual Review Fee	
RECREATION DEPARTMENT		
BONFIRE PERMIT		
Bonfire	$150.00	
Parade	$100.00	+ Police services
PLAYGROUND FEES ***10% discount for resident registrations paid in-full by April 25th***		
Resident Half-Day Program	$250.00	Each child
Non-Resident Half-Day Program	$350.00	Each child
Field Trip	$155.00	Per child
POOL FEES		

Resident Family Rate (2 adults & 2 children (under 17))	$335.00	
Discounted Rate if Paid by May 1st	$310.00	
Each Additional Child	$30.00	
Babysitter	$135.00	
Resident 3 to 12 years of age ***10% discount if paid in-full by April 25th***	$90.00	
Resident 13 to 60 years of age ***10% discount if paid in-full by April 25th***	$130.00	
Resident 61+ years of age ***10% discount if paid in-full by April 25th***	$70.00	
Non-Resident Family Rate (2 adults & 2 children (under 17))	$615.00	
Non-Resident 3 to 12 years of age	$165.00	
Non-Resident 13 to 60 years of age	$215.00	
Non-Resident 61+ years of age	$165.00	
Resident / Student – Day Pass	$10.00	
Non-Resident – Day Pass	$20.00	
Resident – 6 Day Pass	$50.00	
Resident after 4:00 p.m.	$5.00	
Non-Resident after 4:00 p.m.	$10.00	
Initial Membership Card	FREE	
Replacement Membership Card	$10.00	
Groups (BCIU, Lauer's Park, Kool Kamp etc.)	$8.00	Per person
SWIM LESSONS		
Resident, semi-private rate (consists of 1-2 members)	$100.00	Per person
Non-resident, semi-private rate	$200.00	Per person
POOL PARTIES (4-hour minimum):		
Attendees	$10.00	Per person
Non-Resident Pool Party (+ attendees fee)	$100.00	
Tent Rental – Pop-up	$25.00	
Tent Rental – Large Tent	$50.00	
Lifeguard Rate	$10.25	Per hour, per lifeguard
Manager Rate	$15.00	Per hour
Snack Bar Rate	$10.00	Per hour
RENTAL FEES		
Resident Ballfield/Field Rental	$125.00	Per game
Non-Resident Ballfield/Field Rental	$225.00	Per game
Bicentennial House – Resident	$205.00	Per day
Bicentennial House – Non-Resident	$380.00	Per day
Bicentennial House – Employee/Volunteer (No charge for 1st rental per calendar year)	$125.00	Per day
Bicentennial House Weekday Rental (Mon-Thurs excluding holidays) Resident	$100.00	Per day
Bicentennial House Weekday Rental (Mon-Thurs excluding holidays) Non-Resident	$175.00	Per day
Bicentennial House - School / Non-Profit	$225.00	Per day
Meeting Room - 0-4 Hours	$50.00	
Meeting Room - 4 + Hours	$75.00	
Meeting Room - After Hours (1700 - 0800)	$50.00	Per hour
Pavilion with Kitchen Rental – Resident	$200.00	Per day
Pavilion with Kitchen Rental – Non-Resident	$375.00	Per day
Pavilion with Field – Resident	$275.00	Per day
Pavilion with Field – Non-Resident	$425.00	Per day
Bicentennial and Pavilion After Hour Key Service	$50.00	Per visit
Pavilion – Employee/Volunteer (No charge for 1st rental per calendar year)	$100.00	Per day
Pavilion with Field – Schools / Non-Profit	$325.00	Per day
Tent Rental	$50.00	Per day
Pavilion - Hourly (no bathroom access)	$20.00	Per hour
VENDOR FEES (Park Area)		
Food Vendor	$100.00	Per event
Alcohol Vendor	$175.00	Per event
GENERAL ADMINISTRATION		
CERIFICATION FEES FOR WATER/SEWER	$45.00	Per parcel
SEWER JET SERVICE FEE (single family residential parcels only)	$5.00	Per quarter
WATER SERVICE RECONNECTION FEE (business hours 0700-1500)	$75.00	Per parcel
WATER SERVICE RECONNECTION FEE (after hours 1500-0700)	$225.00	Per parcel

TESTING OF WATER METER	Actual Expense Incurred	
WATER METER REPLACEMENT (if meter testing has met standards for accuracy)	$150.00	Each
CERTIFICATION FEES FOR REAL ESTATE TAXES	$25.00	Per parcel
CERTIFICATION OF A PUBLIC RECORD	$2.00	Per record
PHOTOCOPIES (black & white)	$0.25	Per page
PHOTOCOPIES (color)	$0.50	Per page
RETURNED CHECKS	$25.00	
NO PARKING SIGNS	$1.00	Per sign, valid 1-3 days
	$3.00	Per sign, valid 4-7 days
	$5.00	Per sign, valid 8-14 days
RECYCLE BIN – 18 GALLON (1 free per residence)	$15.00	Each
RECYCLE BIN WITH LID – 25 GALLON (1 free per residence)	$25.00	Each
METERED PARKING	$1.25	Per hour
SPECIAL EVENT/PUBLIC GATHERING	$50.00	Per event
CONCRETE BARRICADES (broken or lost barriers will be billed $100 each)	$50.00	Each
SAW HORSE BARRICADES (broken or lost barriers will be billed $70 each)	$10.00	Each
WATER FILLED JERSEY BARRICADES (broken or lost barriers will be billed $300 each)	$100.00	Each
BANNERS ON LIGHT POLES	$50.00	Each
BANNERS ACROSS STREETS	$175.00	Each
CONES (broken or lost cones will be billed $20 each)	$2.00	Each
STREET CLEANING	$75.00	Per hour, plus laborer hourly rate
DUMP TRUCK / PICKUP TRUCK w/ TRAILER	$50.00	Per hour, plus laborer hourly rate
STREET CLOSURE PERMIT (event or contractor)	$25.00	Per block, per day
SERVICES		
ADMINISTRATIVE	$50.00	Per hour, per laborer
CODE ENFORCEMENT OFFICER	$52.00	Per hour, per officer
PARKING ENFORCEMENT OFFICER	$30.00	Per hour, per officer
PUBLIC WORKS	$65.00	Per hour, per laborer
POLICE	$100.00	Per hour, per officer
ENGINEER	Actual Expense Incurred	
SOLICITOR	Actual Expense Incurred	
Special event rental price includes delivery and pick-up from event site.		
POLICE DEPARTMENT		
CRIMINAL HISTORY RECORD INFORMATION ACT 18 PA.C.S. §9102, ET SEQ.		
Initial Processing Fee	$250.00	
Electronic storage devices such as DVDs, flash drives, and external hard drives	Actual Cost	
Retrieval	$100.00	Per hour
Redactions	$100.00	Per hour
Photocopying	$0.40	Per page
Legal work	$195.00	Per hour
Postage	Actual Cost	
ACCEPTABLE FORMS OF PAYMENT:		
► CASH* ► CHECK ► MONEY ORDER ► CREDIT CARD		
*Bulk coins will not be accepted.		