

**RESOLUTION 2026-5**

**A RESOLUTION OF THE BOROUGH OF WEST READING FIXING FEES**

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

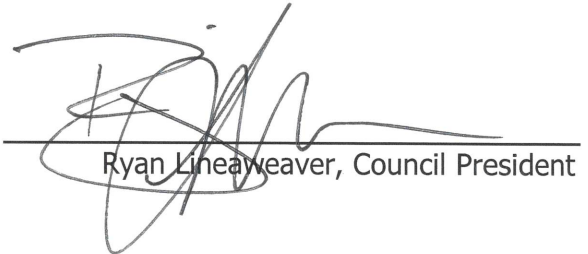
**NOW THEREFORE**, the Borough Council of the Borough of West Reading, intending to be legally bound hereby, consents to the adoption of the following resolution:

**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 November 2025.

**BOROUGH OF WEST READING**

By:



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Ryan Lineaweaver, Council President

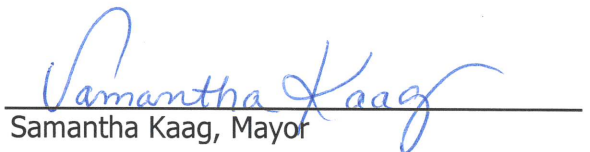
Attest:



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Cynthia Madeira, Borough Secretary

Examined and approved this 17th day of February 2026.



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Samantha Kaag, Mayor

**RESOLUTION 2026-5**

**EXHIBIT "A"**

**FEE SCHEDULE**

**CODE DEPARTMENT**

Description	Fee	Unit
<b>ALARM PERMIT</b>	\$100.00	Each
<b>ANIMALS</b> (carrier pigeons, bees, domestic fowl/rabbits)	\$30.00	Annually
<b>BUILDING PERMIT - MINOR</b> (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	1st hour
State Fee	\$75.00	Each additional hour
Inspections as required	\$4.50	Each
<i>Building permit fees will be doubled if permit is not issued before work commences.</i>		
<b>BUILDING PERMIT - COMMERCIAL/RESIDENTIAL</b>		
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	1st hour
Additional Inspections (due to failed inspection)	\$150.00	Each additional hour
Additional Inspections (due to failed inspection)	\$75.00	Each
<i>Building permit fees will be doubled if permit is not issued before work commences.</i>		
<b>BURN PERMIT</b> (temporary fireplaces/chimneys, etc.)	\$50.00	Annually
<b>BUSINESS PRIVILEGE LICENSE</b>	\$50.00	Annually
<b>COMMERCIAL CERTIFICATE OF OCCUPANCY</b>	\$250.00	Pass or fail
<b>DUMPSTER PERMIT/STORAGE TRAILER</b>		
First Week	\$100.00	Each dumpster
Each additional week (60 day maximum)	\$50.00	Each dumpster
<b>FIRE INSPECTION SERVICES</b>	\$150.00	1st hour
	\$100.00	Each additional hour
<b>GARAGE SALE PERMIT</b> – (1 <sup>st</sup> one is no charge)	\$5.00 for 2 <sup>nd</sup>	Only two per year by Ordinance
<b>GREASE TRAP INSPECTION</b>	\$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
<b>PEDDLING, SOLICITING AND TRANSIENT SALES PERMIT</b>		
Door-to-door: Weekly	\$100.00	Per person
Door-to-door: Monthly	\$250.00	Per person
Mobile Vendor: Annually	\$300.00	Per person
<b>PROPERTY TRANSFER INSPECTION</b> (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	2 <sup>nd</sup> reinspection
	\$100.00	3 <sup>rd</sup> reinspection
	\$125.00	4 <sup>th</sup> reinspection
	\$150.00	5 <sup>th</sup> reinspection
<b>PUBLIC RIGHT-OF-WAY LICENSE</b>	\$270.00	Annually
<b>RENTAL HOUSING OCCUPANCY PERMIT</b>		
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
<i>Includes biennial inspection (initial inspection and one reinspection)</i>		
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-inspection years.	\$30.00	Per unit, per year
76 or more units reinspection	\$100.00	Per unit
Inspection – 3 <sup>rd</sup> visit	\$100.00	Per unit
Inspection – 4 <sup>th</sup> & subsequent visits	\$200.00	Per unit

No Show / Cancellation 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
<i>Illegal rentals and failure to renew registration will result in fees being doubled.</i>		
<b>SIDEWALK CAFÉ</b>		
Annual fee due by January 31 <sup>st</sup>	\$75.00	Annually
Late fee if application is not filed by February 1 <sup>st</sup>	\$125.00	
<b>SIGN PERMIT</b>		
Initial or New Commercial Sign	\$100.00	Each
	\$50.00	Each additional sign permitted simultaneously
<b>STORAGE OF ABANDONED VEHICLES PERMIT</b>		
Annual fee	\$50.00	Per vehicle
<b>STREET/SIDEWALK OPENING PERMIT</b>		
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
<i>Permit fees will double if permit is not issued before work commences.</i>		
<b>WATER/SEWER TAP-IN</b>		
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
<b>WIRELESS COMMUNICATION FACILITY (WCF) APPLICATION</b>		
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	
<b>ZONING ORDINANCE</b>	\$25.00	With map \$50.00
<b>SUBDIVISION AND LAND DEVELOPMENT ORDINANCE</b>		
<b>ZONING PERMIT – Residential and New Business</b>	\$100.00	
<b>ZONING PERMIT – Commercial</b>	\$150.00	
<b>ZONING HEARING BOARD</b>		
Residential	\$900.00	
Commercial (all businesses & apartment buildings with 3 or more units)	\$1,500.00	
<b>LIQUOR LICENSE TRANSFER FEE</b>	\$1,000.00	
<b>CONDITIONAL USE</b>	\$750.00	
<b>BOARD OF APPEALS MEETING</b>	\$100.00	Time extension request \$50.00
<b>BOARD OF APPEALS HEARING</b>	\$400.00	
<b>HOUSING REVIEW BOARD APPEAL</b> (rental property)	\$100.00	
<b>LAND DEVELOPMENT &amp; SUBDIVISION APPS</b> (preliminary plan)	\$1,000.00	
<b>LAND DEVELOPMENT &amp; SUBDIVISION APPS FINAL PLAN</b>	\$1,000.00	
<b>MINOR SUBDIVISION</b>	\$500.00	
<b>SKETCH PLAN</b>	Actual Review Fee	
<b>RECREATION DEPARTMENT</b>		
<b>BONFIRE PERMIT</b>		
Bonfire	\$150.00	
Parade	\$100.00	+ Police services
<b>PLAYGROUND FEES</b> <i>10% discount for resident registrations paid in-full by April 24th</i>		
Resident Half-Day Program	\$250.00	Each child
Non-Resident Half-Day Program	\$350.00	Each child
Field Trip	\$160.00	Per child
<b>POOL FEES</b>		

Resident Family Rate (2 adults & 2 children (under 17))	\$335.00	
Discounted Rate if Paid by May 1st	\$310.00	
Each Additional Child	\$35.00	
Babysitter	\$135.00	
Resident 3 to 12 years of age <i>10% discount if paid in-full by April 24th</i>	\$90.00	
Resident 13 to 60 years of age <i>10% discount if paid in-full by April 24th</i>	\$130.00	
Resident 61+ years of age <i>10% discount if paid in-full by April 24th</i>	\$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 5:00 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
<b>SWIM LESSONS</b>		
Resident, semi-private rate (consists of 1-2 members)	\$105.00	Per person
Non-resident, semi-private rate	\$205.00	Per person
<b>POOL PARTIES (4-hour minimum):</b>		
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	\$12.00	Per hour, per lifeguard
Manager Rate	\$18.00	Per hour
Snack Bar Rate	\$10.00	Per hour
<b>RENTAL FEES</b>		
Resident Ballfield/Field Rental	\$125.00	Per game
Non-Resident Ballfield/Field Rental	\$225.00	Per game
Bicentennial House – Resident	\$210.00	Per day
Bicentennial House – Non-Resident	\$390.00	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
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
<b>VENDOR FEES (Park Area)</b>		
Food Vendor	\$105.00	Per event
Alcohol Vendor	\$180.00	Per event
<b>GENERAL ADMINISTRATION</b>		
<b>CERIFICATION FEES FOR WATER/SEWER</b>	\$45.00	Per parcel
<b>VACANT PREMISES FEE - MONTHLY</b>	\$9.90	Per month
<b>VACANT PREMISES FEE - QUARTERLY</b>	\$29.70	Per quarter
<b>SEWER JET SERVICE FEE (single family residential parcels only)</b>	\$5.00	Per quarter
<b>WATER SERVICE RECONNECTION FEE (business hours 0700-1500)</b>	\$75.00	Per parcel
<b>WATER SERVICE RECONNECTION FEE (after hours 1500-0700)</b>	\$225.00	Per parcel
<b>TESTING OF WATER METER</b>	Actual Expense Incurred	

<b>WATER METER REPLACEMENT</b> (if meter testing has met standards for accuracy)	\$150.00	Each
<b>CERTIFICATION FEES FOR REAL ESTATE TAXES</b>	\$25.00	Per parcel
<b>CERTIFICATION OF A PUBLIC RECORD</b>	\$2.00	Per record
<b>PHOTOCOPIES</b> (black & white)	\$0.25	Per page
<b>PHOTOCOPIES</b> (color)	\$0.50	Per page
<b>RETURNED CHECKS</b>	\$25.00	
<b>MEETING ROOM</b> 0-4 Hours	\$50.00	
<b>MEETING ROOM</b> 4 + Hours	\$75.00	
<b>MEETING ROOM</b> After Hours (1700 - 0800)	\$50.00	Per hour
<b>NO PARKING SIGNS</b>	\$1.00	Per sign, valid 1-3 days
	\$3.00	Per sign, valid 4-7 days
	\$5.00	Per sign, valid 8-14 days
<b>RECYCLE BIN – 18 GALLON</b> (1 free per residence)	\$15.00	Each
<b>RECYCLE BIN WITH LID – 25 GALLON</b> (1 free per residence)	\$25.00	Each
<b>METERED PARKING</b>	\$1.50	Per hour
<b>SPECIAL EVENT/PUBLIC GATHERING</b>	\$50.00	Per event
<b>CONCRETE BARRICADES</b> (broken or lost barriers will be billed \$100 each)	\$50.00	Each
<b>SAW HORSE BARRICADES</b> (broken or lost barriers will be billed \$70 each)	\$10.00	Each
<b>WATER FILLED JERSEY BARRICADES</b> (broken or lost barriers will be billed \$300 each)	\$100.00	Each
<b>BANNERS ON LIGHT POLES</b>	\$50.00	Each
<b>BANNERS ACROSS STREETS</b>	\$175.00	Each
<b>CONES</b> (broken or lost cones will be billed \$20 each)	\$2.00	Each
<b>STREET CLEANING</b>	\$75.00	Per hour, plus laborer hourly rate
<b>DUMP TRUCK / PICKUP TRUCK w/ TRAILER</b>	\$50.00	Per hour, plus laborer hourly rate
<b>STREET CLOSURE PERMIT</b> (event or contractor)	\$25.00	Per block, per day
<b>SERVICES</b>		
<b>ADMINISTRATIVE</b>	\$50.00	Per hour, per laborer
<b>CODE ENFORCEMENT OFFICER</b>	\$52.00	Per hour, per officer
<b>PARKING ENFORCEMENT OFFICER</b>	\$30.00	Per hour, per officer
<b>PUBLIC WORKS</b>	\$65.00	Per hour, per laborer
<b>POLICE</b>	\$100.00	Per hour, per officer
<b>ENGINEER</b>	Actual Expense Incurred	
<b>SOLICITOR</b>	Actual Expense Incurred	
<i>Special event rental price includes delivery and pick-up from event site.</i>		
<b>POLICE DEPARTMENT</b>		
<b>CRIMINAL HISTORY RECORD INFORMATION ACT 18 PA.C.S. §9102, ET SEQ.</b>		
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	
<b>ACCEPTABLE FORMS OF PAYMENT:</b>		
▶ CASH* ▶ CHECK ▶ MONEY ORDER ▶ CREDIT CARD		
*Bulk coins will not be accepted.		