

City of Altoona – Fee Resolution 0004-26 Adopted 01/12/2026

AMENDED AND RESTATED FEE RESOLUTION NUMBER 0004-26

WHEREAS, January 12, 2026 City Council amended and re-stated said Fee Resolution 0153-25 of December 2025, to include: Business/Mercantile Related Licenses, Land Development Fees, Miscellaneous Planning Fees, Sidewalk Fund Fees, Planned Development Fees, Subdivision Fees, Zoning Fees.

SUBJECT	FEES
ADMINISTRATIVE FEES	
Clerical Services	
Clerical and Secretarial Services (Secretarial typing, deed and record research and in-depth utility information) to one-half (1/2) hour	\$ 25.00 up to one-half (1/2) hour
Photocopies - black and white	\$.25
Color	\$.50
24 x 36 Drawings (prepared using City copier)	\$ 5.00 and up to actual cost
Mailing fees	Actual cost of postage to nearest dollar
Returned Checks for Insufficient Funds	\$ 20.00 each
Certification of Real Estate Taxes	\$ 15.00 each
Copy of Birth Certificate (1886 to 1905)	\$ 2.00 each
City Map	\$ 5.00 plus postage at actual cost if mailing
No Lien Statement	\$ 20.00
All Credit Card and Online Payments	\$ 2.00 (minimum) or more based on the amount of the transaction

RIGHT TO KNOW/OPEN RECORDS - Based on Commonwealth of PA Office of Open Records Fee Schedule (updated December 30, 2022)

Photocopies - Black and White	\$.25 per page
Photocopies - Color	\$.50 per page
Specialized Documents (including but not limited to, non-standard sized documents and blueprints)	Up to actual cost
Postage	Actual Cost
Certification	\$ 5.00 per document
CD/DVD	\$ 1.00 per disc
Flash Drive	Up to actual cost
Facsimile	Up to actual cost
(If records are printed to send by fax, charges as noted above for black and white copies will be charged)	Credit card and online payment fees will apply
Credit Card Fees and Online Payment Fees -	Will Apply for All Credit Card and Online Right to Know/Open Records Payments as Referenced Under Administrative Fees
Other media	Up to actual cost

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ANIMALS – License Fees	
Regular:	
Male or Female Dogs	\$ 12.00
Neutered Male or Spayed Female Dogs	\$ 9.00
Lifetime for Male or Female Dogs	\$ 72.00
Lifetime License–Neutered Male or Spayed Female Dogs	\$ 54.00
Disabled Person or Senior Citizen:	
Male or Female Dogs	\$ 9.00
Neutered Male or Spayed Female Dogs	\$ 6.00
Lifetime for Male or Female Dogs	\$ 54.00
Lifetime License – Neutered Male or Spayed Female Dogs	\$ 36.00
Lost or stolen tags – replacement	\$ 3.00
PERMITS	
Residential Building Permit	\$ 40.00
Residential Building Permit Addition or Accessory Structure	\$ 50.00
Residential Building Permit New Residence	\$ 100.00
Residential Demolition Permit	\$ 40.00
Commercial Demolition Permit	\$ 60.00
Commercial Building Permit (Project Value \$0 - \$1000)	\$ 50.00
Commercial Building Permit (Project Value \$1001- \$5,000)	\$ 75.00
Commercial Building Permit (Project Value \$5001- \$10,000)	\$ 100.00
Commercial Building Permit (Project Value \$10,001- \$25,000)	\$ 125.00
Commercial Building Permit (Project Value \$25,001- \$50,000)	\$ 150.00
Commercial Building Permit (Project Value \$50,001- \$100,000)	\$ 175.00
Commercial Building Permit (Project Value Over \$100,000)	\$ 200.00 plus \$5.00 each additional thousand
Residential Building Plan Review Conducted by City:	
Single Family Dwelling Not over 3,500 s.f. *	\$ 75.00
Single Family Dwelling & Additions 3,500 s.f. * to 5,000 s.f *	\$ 125.00
Single Family Dwelling & Additions Over 5,000 s.f. *	\$ 175.00
Decks, porches, carports	\$ 25.00
Attached garages, additions, and detached accessory structures	\$ 50.00

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Minimum Fee	\$ 50.00
Commercial Building Plan Review Conducted by City:	
\$0 to \$1,000,000	.0013 x Project Value
\$1,000,000 To \$5,000,000	\$ 500.00 + .0004 x Project Value
Over \$5,000,000	\$1,000.00 + .00031 x Project Value
Accessibility	\$ 75.00
Minimum Fee	\$ 75.00
Building permit renewal	\$ 50.00
Building permit annual	\$ 150.00
Residential Electrical Permit	\$ 50.00
Commercial Electrical Permit	\$ 60.00
Electrical Plan Review Fee Conducted by City	25% of Building Plan Review
Minimum Fee Conducted by City	\$ 75.00
Residential Mechanical Permit	\$ 50.00
Commercial Mechanical Permit	\$ 60.00
Mechanical Plan Review Fee Conducted by City	25% of Building Plan Review
Minimum Fee Conducted by City	\$ 75.00
Residential Plumbing Permit	\$ 50.00
Commercial Plumbing Permit	\$ 60.00
Plumbing Plan Review Fee Conducted by City	25% of Building Plan Review
Minimum Fee Conducted by City	\$ 75.00
Inspections Conducted by Third Party	Third Party Fee Schedule
Plan Reviews Conducted by Third Party	Third Party Fee Schedule
PA DCED Required Fee to Each Permit	\$ 4.50
BUSINESS*/MERCANTILE RELATED LICENSES	
*Business licenses will be issued following a review by City Departments to ensure conformance with the Code of the City of Altoona and upon payment of the applicable fee	
Business Privilege License	\$ 125.00
Home Based Business License	\$ 50.00
Vendor	\$ 10.00 (plus \$10.00/vendor or public eating & drinking establishment)
Transient Retail Business - (Peddling & Soliciting):	
Initial License or application fee	\$ 100.00
per month or fraction thereof	\$ 100.00
CODE APPEALS BOARD	
Application for Appeal	\$ 500.00 plus all actual costs incurred

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CONTRACTOR LICENSE	\$ 100.00
HALFWAY/RECOVERY HOME, ROOMING/BOARDING HOME AND INSTITUTIONALIZED FACILITY LICENSE	\$ 500.00
ENGINEERING REVIEW*	
Handicap Parking Signs:	
New	\$ 125.00
Yearly Renewal	\$ 20.00
Sign Replacement or Move	\$ 75.00
Requested Regulatory and/or Guidance Signs:	
New	\$ 125.00
Yearly Renewal	\$ 20.00
Sign Replacement or Move	\$ 75.00
Driveways:	
Driveway Permit	\$ 150.00
Clerical Fee (Per location)	\$ 25.00
Driveway Sign and Installation	\$ 125.00
ENGINEERING AND ENVIRONMENTAL REVIEWS (Per Submission)*	
Engineering Plan Review Fee	\$ 275.00
Floodplain Elevation Permit	\$ 100.00
Floodplain Construction Permit	Greater of \$1,500.00 or 50% of building permit fee
Public Works – Engineering Storm Water Management Review:	If not included in 3 rd party review as a part of land development
Small - <75 LF of pipe and 3 inlets	\$ 200.00
Standard – 76-100 LF of pipe and 4 inlets and/or storage facility	\$ 400.00
Large - >700 LF of pipe, 4 or more inlets and multiple storage facilities	\$ 600.00
Annual BMP Stormwater Inspection Report Consultation (property owner's responsibility)	\$ 150.00
Long-Term Storm Water Maintenance Inspection Fees:	
Small System-<75 LF of piping and 3 inlets or less	\$2,500.00
Standard System-76-700 LF of pipe and 4 inlets and/or storage facility	\$3,000.00
Large System->701 LF of pipe, 4 or more inlets and multiple storage facilities	\$3,850.00

*In addition to these Engineering and Environmental Review fees, the City's legal, advertising costs and third-party review and inspection fees shall be imposed on the applicant in an amount equal to that which has been incurred by the City and will be collected from the applicant and a non-refundable estimate, determined by the City, of said fees shall be paid at the time of application. However, any required amounts in addition to the estimate, shall be paid prior to the issuance of a permit by the City or the issuance of any other required approval.

FIRE	
Open Burning permit	\$ 50.00
Rooming Boarding House Inspection	\$ 70.00
Domiciliary Care Home	\$ 40.00
Tents/temporary membrane structure permit	\$ 50.00
Flammable Tanks – Remove/Install permit	\$ 100.00
Fireworks Display Permit	\$ 100.00
Fire Safety Inspection – Code Official	\$ 70.00 (per hour minimum fee)
Buildings less than 6,000 sq. ft.	\$ 70.00
Buildings 6001 to 25,000 sq. ft.	\$ 130.00
Buildings 25,000 to 75,000 sq. ft.	\$ 190.00
Buildings 75,000 to 150,000 sq. ft.	\$ 490.00
Buildings greater than 150,000 sq. ft.	\$ 550.00
Any inspection outside of the City is an additional \$20.00 for fuel and travel time	
Fire Safety Inspection – Self Inspection Online Form	\$ 36.00
Mail-in Form	\$ 40.00
Fire Photo Fee	\$ 2.00
Operational Permit Fee (Section 105)	\$ 25.00 (per permit)
Portable Fire Extinguisher Technician Certification	\$ 25.00
Automatic Fire Extinguisher System Technician Certification	\$ 25.00
CPR Training:	
American Red Cross Adult CPR/AED Class	\$ 50.00 per student
American Red Cross Adult and Child CPR/AED Class	\$ 50.00 per student
Includes: CPR card, four (4) hours of Personnel time (including prep and paperwork), one-way valve, equipment wear and tear, and nitril gloves..	
American Red Cross Adult First Aid/CPR/AED Class	\$ 55.00 per student
American Red Cross Adult and Child Aid/CPR/AED Class	\$ 55.00 per student
Includes: CPR and First Aid card, seven (7) hours of Personnel time (including prep and paperwork), one-way valve, equipment wear and tear, nitril gloves, and first aid training kit.	
American Red Cross CPR/AED for the Professional	\$ 45.00 per student

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Rescuer	
Includes: CPR card, five (5) hours of Personnel time (including prep and paperwork), one-way valve, equipment wear and tear, nitrile gloves, and student book.	
Optional items that we will offer to students:	
Pocket Mask	\$ 12.00
First Aid kit	\$ 30.00
Cost Recovery Fees	
Apparatus:	
Engine	\$ 350.00 Per Hour
Aerial/Ladder	\$ 400.00 Per Hour
Rescue	\$ 300.00 Per Hour
Squad/Utility/Support	\$ 150.00 Per Hour
Tanker/Tender	\$ 300.00 Per Hour
Equipment Service:	
SCBA	\$ 50.00 Each
Hose (Per 50')	\$ 25.00
Gas/Co Detector/Heat Gun	\$ 50.00 Per Use
Extinguisher (any class)	\$ 50.00 Per Use
Hand Tools	\$ 15.00 Each
Hydraulic Rescue Tools	\$ 200.00 Each
Scene Lighting	\$ 75.00 Per Hour
Oil Booms	\$ 20.00 Each
Oil Absorbent Sheets	\$ 10.00 Each
Oil Dry	\$ 35.00/Bucket
Portable Pumps	\$ 30.00 Per Hour
Power Tools	\$ 50.00 Each
Road Closing/Traffic Control	\$ 100.00 Per Hour
Salvage Covers	\$ 35.00 Each
Debris Cleanup/Removal	\$ 250.00 Each
Flares	\$ 8.00 Each
Ventilation Fans	\$ 50.00 Each
Thermal Imaging Cameras	\$ 100.00 Each
Foam	\$ 60.00 Per Gallon
Cribbing:	
Passenger	\$ 100.00 Each
Class B	\$ 200.00 Each
Trucks – Class A	\$ 500.00 Each
Stabilization Struts	\$ 50.00 Per Use
Latex Gloves	\$ 2.00 Per Pair

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Ladders	\$ 35.00 Per Use
Rescue/Medical Extrication (w/Hydraulics)	\$1,500.00 Per Patient
Generator	\$ 50.00 Per Hour
Hand Lights	\$ 5.00 Per Use
Fire Line Tape	\$.25 Per Foot
Service Fees:	
Copy of Incident Report	\$ 25.00
Vehicle Accident Fluid Spill	\$ 100.00 (per hour plus materials)
Fire Safety Training 1-25 Persons	\$ 30.00
Fire Safety Training 25+	\$ 60.00
Supervised Fire Drill	\$ 30.00
Supervised Disaster Drill	\$ 30.00
Fire Extinguisher Training 1-25 Persons	\$ 30.00
Fire Extinguisher Training 25+ Persons	\$ 60.00
Fire False Alarm Fees:	
1 st and 2 nd False Alarm	Written warning
3 rd and 4 th False Alarm	\$ 60.00 per alarm
5 th and 6 th False Alarm	\$ 180.00 per alarm
7 th and 8 th False Alarm	\$ 250.00 per alarm
9 th and 10 th False Alarm	\$ 350.00 per alarm
11 th or more False Alarm	\$ 500.00 per alarm
MECHANICAL DEVICE	
Mechanical, Electronic or Video Amusement Device	\$ 100.00 per device
Jukeboxes	\$ 50.00 per device
Late Fee	\$ 25.00 per device
PARKING RATES (MONTHLY) Effective 1/1/25	
Lot No.	Rate
6	\$ 45.00
16	\$ 50.00
17	\$ 50.00
20	\$ 50.00
24	\$ 46.00
Garage	\$ 55.00
PAWNBROKERS, JUNK AND SECONDHAND DEALERS	
Pawnbroker License	\$ 200.00
Junk Dealers License	\$ 200.00
Secondhand Dealers License	\$ 200.00

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Appeal Fee	\$ 200.00
New Location Removal Fee	\$ 25.00
Duplicate License Fee	\$ 25.00
PLANNING*	
Land Development Fees:	
A. Minor Site Plan	\$ 150.00
B. Major Site Plan	\$1,000.00
Sidewalk Fund Fees:	\$165.00/linear foot
A. Sidewalk without Curb	\$250.00/linear foot
B. Sidewalk with Curb	
Subdivision Fees:	
A. Minor Subdivision Plan	\$ 150.00
B. Major Subdivision Plan	\$ 600.00
Zoning Fees:	
A. Determination	\$ 15.00
B. Containerized Storage Permit	\$ 75.00
C. Amendment Request	\$ 700.00
D. Curative Amendment	\$ 700.00
E. Zoning Appeal - Variance	\$ 500.00
F. Zoning Appeal - Special Exception	\$ 500.00
G. Conditional Use	\$ 500.00
H. Other Hearing Before the Board	\$ 500.00
I. Zoning Permit	Greater of \$50.00 or 50% of Building Permit Fee
*In addition to these Planning fees, the City's legal and advertising costs will be collected from the applicant as specified by the Commonwealth of Pennsylvania Municipalities Planning Code (Act of 1968, P.L. 805, No. 247, as re-enacted and amended) and other applicable State law.	
POLICE	
Accident and Officer's Report	\$ 15.00
Criminal background check	\$ 30.00
Police officer application	\$ 25.00
Police Photographs	\$ 35.00
Noncriminal Connected Fingerprinting	\$ 30.00
Alarm Device Permit	\$ 45.00
False Alarm System Device Fees:	
First (1 st) to Third (3 rd) False Alarm	Warning letter each time

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Fourth (4 th) False Alarm and each additional	\$ 60.00 per alarm
PROPERTY MAINTENANCE	
Re-inspection Fee (Section 103.6)	\$ 75.00
Additional re-inspection Fee (Section 106.6)	\$ 225.00
Code Appeals Fee	\$ 500.00
Survey Inspection Fee	\$ 75.00/hr
IPMC* Inspection Fee necessitated by IFC** Inspection	\$ 50.00
*International Property Maintenance Code	
**International Fire Code	
Foreclosed Property Registration	\$ 500.00
Rental Registration:	
Conditional Housing Permits – Annual	\$ 60.00 per dwelling unit for first four (4) units & \$20.00 each additional unit per building
Residential rental unit license (annual)	\$ 60.00 per dwelling unit for first four (4) units & \$20.00 each additional unit per building
Residential rental unit license late fee	\$ 20.00 per unit
Rental Inspection no show fee	\$ 75.00
Re-inspection fee	\$ 0.00 for initial re-inspection
Subsequent re-inspection	\$ 75.00 for each thereafter
Transfer Fee	\$ 35.00
Rental Revocation Reinstatement Fee	\$ 100.00
Vacant Buildings:	
Vacant less than one year	\$ 0.00
Vacant at least one year but less than two years	\$ 500.00
Vacant at least two years but less than three years	\$1,000.00
Vacant for at least three years but less than five years	\$2,000.00
Vacant for at least five years but less than ten years	\$3,500.00
Vacant for at least ten years	\$5,000.00 plus \$500.00 for each year in excess of ten (10) years
Demolition Permit:	
Garage/Shed/Accessory Structure	\$ 40.00
Residential	\$ 100.00 plus Sewer Cap Fee
Commercial	\$ 200.00 plus Sewer Cap Fee
PUBLIC EATING AND DRINKING PLACES	
PLCB Noise Exemption Request	\$1,000.00
PLCB Other requests	\$1,000.00
PUBLIC GATHERINGS*	
Application Fee for All Applicants	\$ 25.00 non-refundable; upon application

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	submission
Heritage Plaza Rental Fee	\$ 75.00 (in addition to \$25.00 application fee)
*The Heritage Plaza Rental Fee may be waived by the City Manager for charitable and/or religious organizations recognized by the Commonwealth of PA (proof required)	
SEXUALLY ORIENTED BUSINESSES	
Sexually Oriented Business Initial Permit	\$ 500.00
Sexually Oriented Business Annual Permit Renewal	\$ 500.00
SEWER	
Sewer Tap permits outside City (clerical fee)	\$ 25.00
Sewer Cap Inspection Permits	\$ 100.00
SOLID WASTE	
Waste Dumpster/Container Permit Fee	\$ 60.00
STREETS AND IMPROVED RIGHT-OF-WAY	
Permit – General Street Opening/Maintenance Work	\$ 150.00
Permit – New Construction (pre-application meeting required)	Actual Cost Negotiated Amount Based Upon Inspections Costs
Restoration Fee – City right-of-way	\$ 600.00 plus \$150.00 per sq. yd. disturbed above 4 sq. yd.
Restoration Fee – City contracted restoration	Actual Costs plus 5% for contract administration and inspection
Street Opening maintenance within 7 years of paving	\$ 500.00
Stormwater Tapping/Inspection	\$ 250.00
Vacation Requests	Actual Cost plus \$300.00
TAXES	
Delinquent Flat Rate Occupational Tax, Local Services Tax, and Per Capita Tax:	
A. Individual Taxpayer Delinquent Notice – Non-filing or lack of required documentation:	
1. First Delinquent Notice	\$ 5.00
2. Second Delinquent Notice	\$ 10.00
3. Preparation of Criminal Complaint	\$ 20.00
B. Individual Taxpayer Delinquent Notice – Unpaid Taxes:	
1. First Non-payment Notice	\$ 5.00
2. Second Non-payment Notice	\$ 10.00
3. Payment Schedule Fee:	
a. 0-6 months	\$ 20.00
b. 6-12 months	\$ 30.00
c. 12-18 months	\$ 40.00
d. 18 months or more	\$ 50.00
4. Wage Attachment	\$ 40.00

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5. Preparation of Civil Complaint	Actual Cost Plus \$20.00 Preparation Fee
C. Current Cost of restricted Certified Mail Fees will be added to Second Delinquent Notice mailed	
TOWING	
Towing License and/or Renewal License	\$ 250.00
URBAN REDEVELOPMENT FEES	
Urban Redevelopment fees shall be established by resolution by the Redevelopment Authority of Altoona, and shall reasonably reflect the cost to the Authority	
UTILITIES	
Small Cell Wireless Facility Fees**:	
1. Proposed New Location (pole) Application Fee	\$1,000.00*
2. Co-Location Application Fee	\$ 500.00 (1 of 5 facilities on existing poles)
a. Each additional facility (on same application)	\$ 100.00 (above 5 facilities up to a maximum of 20 facilities per application)
3. City Review Fees:	
a. New Pole Location	\$ 200.00 for the 1 st submission, \$150.00 for each additional submission
b. Co-Locations (per 1)	\$ 150.00 for the 1 st submission, \$75.00 for each additional submission
4. Recurring Annual Fee Includes GIS maintenance, updating insurance information and billing, and ROW inspection (if necessary)	\$ 270.00
5. Make-Ready work by Municipality (by Department or sub-contracted forces)	Actual Costs + 5% Admin Fee
*3 rd Party Fees relating to the City Solicitor or Subject Matter Expert (if needed for dispute) will be billed by Invoice to the applicant and must be paid prior to the issuance of a permit(s)	
**In addition to Small Cell Facility Fees, the applicant will also be responsible for building and electrical permit(s) and review costs (See applicable sections)	
Aerial and Underground Facilities (non-small cell) in City Right-of-Way:	
1. Pole Replacement/Erection/Inspection (including new installation)	\$ 100.00 each
2. Annual License Fee:	
a. Overhead Lines	\$.05/linear foot
b. Underground Lines	\$ 1.00/linear foot
3. Right-of-Way Master License Agreement	Reimbursement of actual fees associated with the execution of the agreement or the agreed upon amount
4. Make-Ready work by Municipality (by Department or Sub-contracted forces)	Actual Costs +5% Admin Fee

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Construction Inspection of Facilities	Actual Costs +5% Admin Fee
VEHICLES AND TRAFFIC	
Parking Violations:	
Within an intersection	\$ 25.00
On a crosswalk	\$ 25.00
In a safety zone marked by a sign or yellow paint	\$ 25.00
Within 20 feet of the intersection of the curb line or if non, then within 15 feet of the intersection of property lines at an intersection of streets, provided that this provision does not apply at alley intersections	\$ 25.00
Within 20 feet of the driveway entrance to any fire station, and directly across the street from such entrance	\$ 25.00
Within 15 feet of a fire hydrant	\$ 25.00
In front of any private driveway	\$ 25.00
On a sidewalk	\$ 25.00
Alongside or opposite any street excavation or obstruction where such stopping, standing or parking would obstruct traffic	\$ 25.00
On the running side of one-way streets	\$ 25.00
Within 30 feet of and upon the approach to, any official flashing signal, stop sign or traffic signal located at the side of the street	\$ 25.00
At any place where official traffic signs have been erected prohibiting standing or parking	\$ 25.00
In alleys	\$ 25.00
Other than with the right wheels parallel with the curb and not more than 12 inches away from it	\$ 25.00
Longer than the time set forth on erected signs in restricted areas	\$ 5.00
In front of any hotel entrance	\$ 25.00
In a fire lane	\$ 25.00
On a snow emergency route	\$ 25.00
Unauthorized parking within a designated handicapped parking space	\$ 25.00
Booting Fee	\$ 50.00 plus fine and costs
Any other parking violations not otherwise provided	\$ 25.00