

West Brownsville Borough

238A Middle Street, West Brownsville, PA 15417

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Edward Beck

Code/Zoning Officer

724-562-0223

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Harshman CE Group, LLC

Borough Engineer – Building Permits

724-503-4125

www.HarshmanLLC.com

General Information

1. Depending on the purpose of the application, you may need one or both of the following:

- a. Zoning Permit – issued under West Brownsville Borough’s Zoning Ordinance
- b. Building Permit – issued under Pennsylvania Law as required

Zoning permits are nearly always required – Building Permits and Plan reviews are required for most significant residential construction or renovation projects.

2. No permit will be issued unless payment accompanies the application.
3. Once the application is complete, Zoning Permits will be reviewed and mailed within 30 days.
4. If your proposed activity requires a Building Permit, you may NOT begin until you receive BOTH Zoning and Building Permits.
5. Incomplete or illegible applications cannot be processed. You will be contacted if information is missing.
6. A sketch of your project is required.

Permit Applicant Information:

Name: _____

Mailing Address: _____

City, State, ZIP: _____

Phone: _____ Fax: _____

Email address: _____

Owner: _____ Rentor/Lessee: _____ Contractor: _____ Other: _____

Location of Proposed Work or Improvement:

Address: _____

Municipality _____ Zoning District _____

Parcel ID #: _____

Project: (Swimming Pool, demolition, Shed, garage, fence, driveway, signs, renovations, additions, etc.)

Setback Information: Front _____ ft Left _____ ft Back _____ ft Right _____ ft

Lot Size: $\frac{\quad}{\text{Width}} \times \frac{\quad}{\text{depth}} = \frac{\quad}{\text{sq. foot}}$ OR $\frac{\quad}{\text{Total Sq. Foot}}$

Contractor Info: (if applicable)

Name: _____

Address: _____

Phone: _____

Start Date: _____ Estimated Date of Completion: _____

Project Cost: \$ _____

I am aware that:

1. I cannot start any project until a Zoning/Building Permit has been issued by West Brownsville Borough
2. It is my responsibility to ensure that the site selected is free of buried utilities, rights-of-way, or other public or private easements
3. Neither the Zoning Officer or West Brownsville Borough may become involved in private disputes or any disputes regarding property lines.
4. It is my responsibility to make a PA One Call before any digging is done (1-800-242-1776)

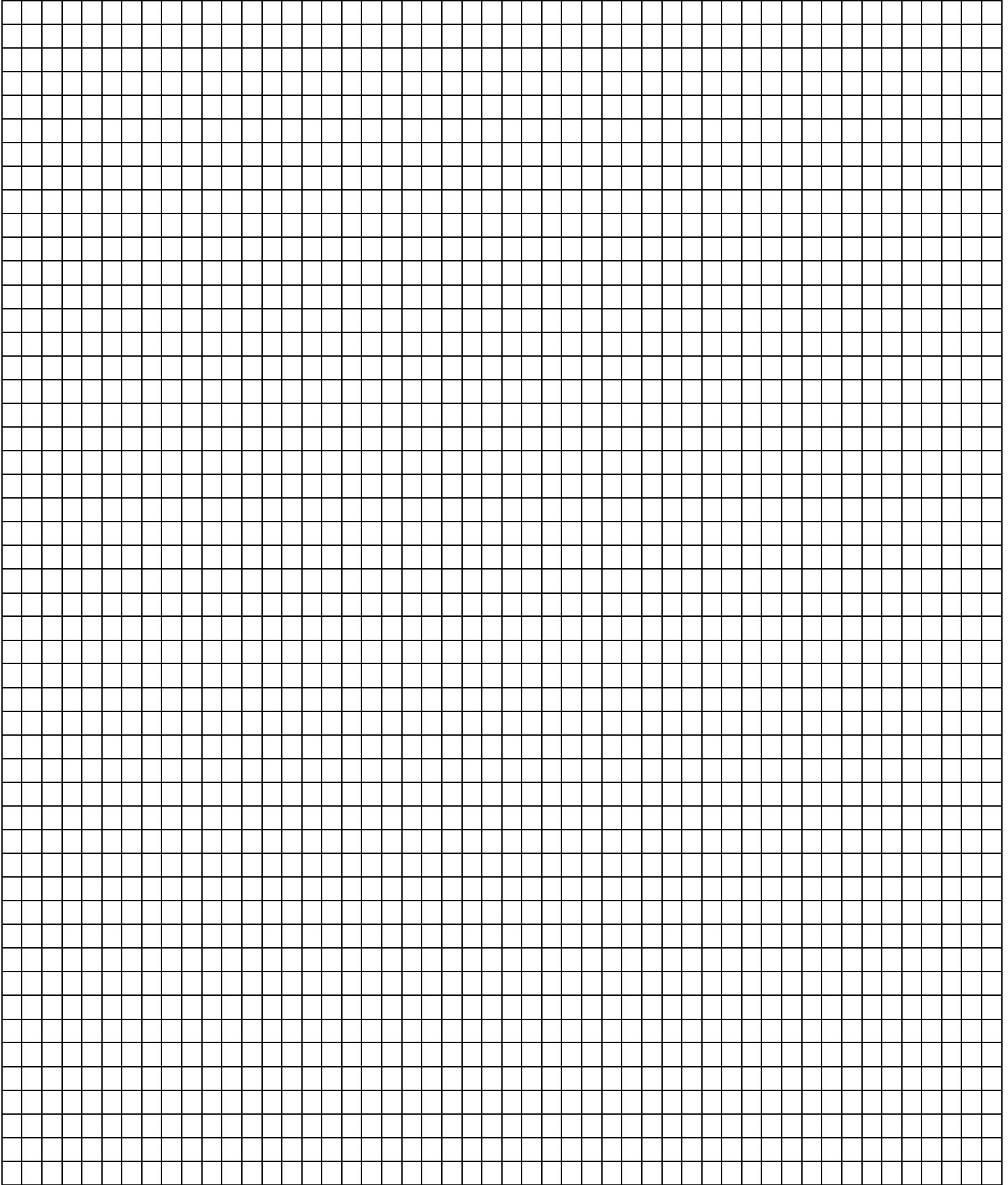
Applicant certifies that all information on this application is correct, and the work will be completed in accordance with the stated time frame on this application. Should it be determined that any of the information on this application be false, this application will become null and void.

Applicant Signature(s)

Applicant Printed Name(s)

Date

Provide a sketch of your project including property lines, existing structures, setbacks, and CLEARLY indicate the proposed work.



**WEST BROWNSVILLE BOROUGH
WASHINGTON COUNTY, PENNSYLVANIA**

RESOLUTION NO. 9 OF 2025

A RESOLUTION OF THE WEST BROWNSVILLE BOROUGH, WASHINGTON COUNTY, COMMONWEALTH OF PENNSYLVANIA, SETTING FORTH A FEE SCHEDULE TO BE ADOPTED WITH THE PASSAGE OF THIS RESOLUTION

WHEREAS, the Borough of West Brownsville is authorized to charge certain fees including, but not limited to, Zoning Permit Fees and UCC Permit Fees.

NOW, THEREFORE, BE IT RESOLVED the Council of West Brownsville Borough hereby authorizes the proper Officer and/or Officers to take all necessary actions to enforce the following fee schedule which shall be implemented herewith:

<u>Type of Permit</u>	Residential & Agricultural Fee
Accessory Structures (New/Additions) - Sheds - Garages – up to 1,000 SF	\$35.00 flat \$35.00 flat
Other: - Fences	\$35.00 flat
Driveways	\$35.00 flat
<u>Type of Permit</u>	Commercial Fee
Signs	All Uses (0.005 percent) of entire cost of the commercial project including the cost of the commercial sign With \$35.00 minimum
Fences	\$0.20/SF

UCC FEE SCHEDULE 2025

Residential Building Permit Fee Schedule ¹	FEE
New Construction	\$0.55 per Gross SF \$550.00 minimum
Additions	\$0.85 per Gross SF, \$500.00 minimum
Repairs and Alterations	3% of the Construction Cost, \$105.00 minimum
Manufactured Homes	\$0.55 per Gross SF, \$400.00 minimum
Swimming Pools	Above Ground \$250.00, In Ground-\$600.00
Demolition	\$200.00 minimum
Non-Residential Building Permit Fee Schedule	
New Construction	\$1.00 per square foot, \$1,000.00 minimum
Additions	\$1.20 per square foot, \$1,200.00 minimum
Repairs and Alterations	2% of Construction Cost, \$750.00 minimum
Demolition	2% of Demolition Estimate, \$200.00 minimum Plus Electrical Permit, as per third party pricing
Plan Review Schedule	
Residential	\$200.00 per dwelling unit
Non-Residential	\$0.30 per gross SF, \$840.00 minimum
Non-Residential Electrical	Varies (Quoted After Plans Are Received)
Minimum Fee for Plan Review	\$200.00
Standard Rates by Municipality	
Certified Inspector	\$105.00 Per Hour
Code Enforcement	\$52.00 Per Mile ²
Mileage	0.655/mile

¹ It is noted that all UCC fees listed above shall be collected by the Borough Secretary. Fees shall be paid in the form of a certified bank check or money order and shall be due prior to the issuance of said permit.

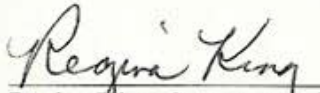
² All fees listed are the initial amount to be collected at the time of application. Based upon actual plan review and inspection time required, and/or re-inspections due to deficiencies, additional fees/costs may be required. All permits are subject to DCED fee as per State Act 13. Applicant is responsible for all plan review fees/costs prior to issuance of a building permit, and any additional or other fees/costs prior to final inspection and/or occupancy. Where construction cost is used to calculate permit fees, the cost must be substantiated with appropriate documentation include all labor, materials, & equipment for the work. No refunds will be issued after initiation of the application review process and/or issuance of any permits.

All hourly rates are port-to-port and will include related office/reporting time as applicable. All fees and/or costs in addition to initial fee(s) collected must be paid prior to issuance of occupancy permit. Additionally, all permit fees listed are UCC building permit fees only. Applicant is additionally responsible for any and all other costs, including inspection(s), as required by local municipality(ies) or applicable jurisdictions.

Resolved and enacted this 8th day of July, 2025

WEST BROWNSVILLE BOROUGH COUNCIL

ATTEST:

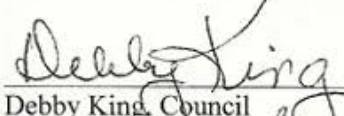

Regina King, Secretary


Mark R. Tobak, President


James Pflugh, Vice President

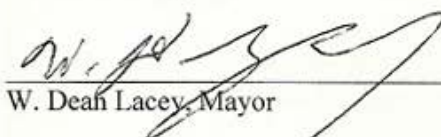

Richard Black, Council


Von Braddock, Council


Debby King, Council


Andrea Stimmell, Council


Irvin P. Toth, Council


W. Deah Lacey, Mayor