

**TOWNSHIP OF O'HARA
ALLEGHENY COUNTY, PENNSYLVANIA**

**A RESOLUTION OF THE TOWNSHIP OF O'HARA RESTATING
RESOLUTION NO. R-18-2023, WHICH ESTABLISHED CERTAIN FEES
AND CHARGES FOR VARIOUS TOWNSHIP PERMITS AND SERVICES**

WHEREAS, Township Resolution No. R-18-2023 established certain fees and charges for various permits and services; and

WHEREAS, Township Council now desires to restate in its entirety Resolution No. R-18-2023.

NOW, THEREFORE, BE IT RESOLVED, that Council hereby repeals and restates in its entirety Resolution No. R-18-2023 by establishing the following fee schedule for Township permits and services:

I. Park Permit Fees

Monday – Thursday

A.	Shelter rental fee per day for Township Residents / Non-Profit Groups.....	\$ 50.00
	Damage Deposit.....	\$ 50.00
B.	Shelter rental fee per day for Township Businesses	\$ 90.00
	Damage Deposit.....	\$ 100.00
C.	Shelter rental fee per day for Non-Township Residents	\$ 95.00
	Damage Deposit.....	\$ 100.00
D.	Shelter rental fee per day for Non-Township Businesses	\$ 105.00
	Damage Deposit.....	\$ 100.00
E.	Beer permit fee per day for Township Residents / Non-Profit Groups.....	\$ 30.00
	Residents / Non-Profit Groups Damage Deposit.....	\$ 125.00
F.	Beer permit fee per day for Township Businesses.....	\$ 50.00
	Damage Deposit.....	\$ 300.00
G.	Beer permit fee per day for Non-Township Residents	\$ 55.00
	Damage Deposit.....	\$ 300.00
H.	Beer permit fee per day for Non-Township Businesses	\$ 60.00
	Damage Deposit.....	\$ 300.00

I. Park Permit Fees Continued

Monday – Thursday

I.	Gazebo permit fee per day for Township	\$ 45.00
	Residents / Non-Profit Groups	
	Damage Deposit.....	\$ 75.00
J.	Gazebo permit fee per day for Township Businesses.....	\$ 45.00
	Damage Deposit.....	\$ 75.00
K.	Gazebo permit fee per day for Non-Township Residents.....	\$ 50.00
	Damage Deposit.....	\$ 75.00
L.	Gazebo permit fee per day for Non-Township Businesses.....	\$ 55.00
	Damage Deposit.....	\$ 75.00
M.	Ball field permit fee per day / per field for Township	\$ 25.00
	Residents / Non-Profit Groups	
	Damage Deposit.....	\$ 50.00
N.	Ball field permit fee per day / per field for Township	
	Businesses	\$ 40.00
	Damage Deposit.....	\$ 50.00
O.	Ball field permit fee per day / per field for Non-Township	
	Residents	\$ 45.00
	Damage Deposit.....	\$ 50.00
P.	Ball field permit fee per day / per field for Non-Township	
	Businesses	\$ 50.00
	Damage Deposit.....	\$ 50.00

Friday – Sunday

A.	Shelter rental fee per day for Township	\$ 70.00
	Residents / Non-Profit Groups	
	Damage Deposit.....	\$ 50.00
B.	Shelter rental fee per day for Township Businesses	\$ 100.00
	Damage Deposit.....	\$ 100.00
C.	Shelter rental fee per day for Non-Township Residents.....	\$ 105.00
	Damage Deposit.....	\$ 100.00
D.	Shelter rental fee per day for Non-Township	\$ 110.00
	Businesses	
	Damage Deposit.....	\$ 100.00

I. Park Permit Fees Continued

Friday – Sunday

E.	Beer permit fee per day for Township Residents / Non-Profit Groups	\$ 40.00
	Damage Deposit.....	\$ 125.00
F.	Beer permit fee per day for Township Businesses.....	\$ 75.00
	Damage Deposit.....	\$ 300.00
G.	Beer permit fee per day for Non-Township Residents	\$ 75.00
	Damage Deposit.....	\$ 300.00
H.	Beer permit fee per day for Non-Township Businesses	\$ 80.00
	Damage Deposit.....	\$ 300.00
I.	Gazebo permit fee per day for Township Residents.....	\$ 70.00
	Damage Deposit.....	\$ 75.00
J.	Gazebo permit fee per day for Township Businesses.....	\$ 100.00
	Damage Deposit.....	\$ 75.00
K.	Gazebo permit fee per day for Non-Township Residents.....	\$ 110.00
	Damage Deposit.....	\$ 75.00
L.	Gazebo permit fee per day for Non-Township Businesses.....	\$ 110.00
	Damage Deposit.....	\$ 75.00
M.	Ball Field permit fee per day / per field for Township Residents / Non-Profit Groups	\$ 30.00
	Damage Deposit.....	\$ 50.00
N.	Ball Field permit fee per day / per field for Township Businesses	\$ 55.00
	Damage Deposit.....	\$ 50.00
O.	Ball Field permit fee per day / per field for Non-Township Residents.....	\$ 60.00
	Damage Deposit.....	\$ 50.00
P.	Ball Field permit fee per day / per field for Non-Township Businesses	\$ 65.00
	Damage Deposit.....	\$ 50.00
Q.	Seasonal Ball Field permit fee per day / per field.....	\$ 400.00
	Adult Business League	
	Seasonal Damage Deposit per field	\$ 100.00

I. Park Permit Fees Continued

Friday – Sunday

- R. Seasonal Ball Field permit fee per day / per field.....\$ 15.00
Non-Profit Groups / Little League
Seasonal Damage Deposit per field\$ 25.00
- S. Island permit fee per year\$1,000.00
Fee for each member over 25 years of age using the island\$ 25.00
(*per ordinance No. 816*)
- T. Car Charging Fees.....First Hour – Free
.....Every Hour Thereafter \$ 2.25
.....Up to 8 hours

II. Construction Related Permit Fees

A. Building Permit Fees

- 1. Small Residential Projects – up to 200 square feet.....\$ 50.00
- 2. Commercial Building Roof Replacement.....\$ 200.00
- 3. All Other Building Projects – Refer to Attachment A
- 6. Permit Renewal of Expired Permit\$ 100.00
- 7. Miscellaneous Residential Permit Fees
 - a. Swimming Pool – Above-ground\$ 50.00
 - b. Swimming Pool – In-ground.....\$ 75.00
 - c. Shed under 200 square feet.....\$ 25.00
 - d. Fences\$ 25.00

B. Electrical Permit Fees

- 1. New Construction per dwelling unit.....\$ 300.00
Includes temporary, rough, final and service (four inspections)
Each additional inspection\$ 75.00
- 2. Repairs and Alterations per dwelling unit\$ 175.00
Includes two site visits; rough and final inspections
Each additional inspection\$ 75.00
- 3. All New Service Equipment up to 400A\$ 75.00
Plus \$10.00 per meter

4. Other Electrical Work – Includes one (1) site visit only unless otherwise noted

a.	Service Upgrade or Rewire	\$ 75.00
	Plus \$10.00 per each additional meter	
b.	Swimming Pool – Above-ground, Hot Tub	\$ 75.00
c.	Swimming Pool – In-ground	\$ 175.00
	Two site visits	
d.	Heating / AC Equipment, per unit	\$ 85.00
e.	Generators, per unit	\$ 135.00
f.	Transformers, per unit	\$ 80.00
g.	Appliance (dishwasher, disposal, etc.).....	\$ 75.00
h.	Septics, Grinders and related equipment	\$ 250.00

C. Electrical Permits – Commercial

1.	New Construction	\$ 100.00
	Includes rough and final (two inspections)	
	Each additional inspection	\$ 75.00
	Plus All Itemized Fees for Equipment	
2.	Repairs and Alterations	\$ 175.00
	Includes two site visits; rough and final inspections	
	Each additional inspection	\$ 75.00
	Plus Itemized Fees Listed Below (3 – 14)	
3.	Outlets, fixtures, fractional HP motors	
a.	1 – 20	\$ 75.00
b.	1 – 100	\$ 95.00
c.	Each additional 100.....	\$ 75.00
4.	Services, Panel Boards, Disconnection, etc.	\$ 75.00
	Includes one site visit	
	Each additional meter	\$ 10.00
5.	Temporary Service, one site visit.....	\$ 95.00
6.	Permanent Service	
a.	Up to 200 amp, one site visit	\$ 95.00
b.	Over 200 amp, one site visit	\$ 110.00
c.	Each additional meter socket, per socket.....	\$ 15.00
7.	Signs, per unit	\$ 75.00
8.	Site Lighting	\$ 80.00
	Plus \$5.00 per fixture unit	
9.	Individual Equipment, per fixture	\$ 55.00

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- 10. Protective / Signaling System – each.....\$ 75.00
- 11. Power Outlets over 30 amps
 - a. 1 – 5 outlets\$ 75.00
 - b. Each additional\$ 5.00
- 12. Motors and Generators – 1 HP and larger
 - a. 1 – 5\$ 135.00
 - b. Each additional\$ 5.00
- 13. Non-Residential Radio, TV, Microwave – each.....\$ 122.00
- 14. Commercial / Public Swimming Pool.....\$ 350.00
- 15. Annual Swimming Pool Inspection\$ 250.00
- 16. Building Electrical Maintenance – Annual Permit\$ 246.00
- D. HVAC Permits – Residential
Pricing includes two (2) site inspections: one (1) rough; one (1) final
Additional Inspections required above minimum done at \$75.00 per additional visit
 - 1. Gas piping and fixtures
 - a. New work (gas oven, grills, etc.)\$ 85.00
 - b. New work over five (5) fixtures.....\$ 95.00
 - 2. Equipment Installation
 - a. Furnace or Heating Unit, per unit\$ 85.00
 - b. New / Replaced Duct Systems.....\$ 95.00

Plus .01 x Cost of Duct System
- E. HVAC Permits – Commercial
Pricing includes two (2) site inspections: one (1) rough; one (1) final
Additional Inspections required above minimum done at \$75.00 per additional visit
 - 1. Gas piping and fixtures
 - a. New work (gas oven, grills, etc.)\$ 95.00
 - b. New work over five (5) fixtures.....\$ 145.00
 - 2. Equipment Installation
 - a. Furnace or Heating Unit, per unit\$ 95.00
 - b. Type I or Type II Hood System, per unit.....\$ 125.00

- c. New / Replaced Duct Systems.....\$ 95.00
Plus .01 x Cost of Duct System
- F. Fire Suppression
Pricing includes two (2) site inspections: one (1) rough; one (1) final
Additional Inspections required above minimum done at \$75.00 per additional visit
1. Residential\$ 205.00
 2. Commercial\$ 350.00
 3. Hood Suppression\$ 225.00
- G. Fire Alarm Systems, Required or Non-Required
1. Residential\$ 95.00
 2. Commercial\$ 275.00
- H. UCC Board of Appeals Application Fees.....\$ 250.00
- I. Sign Permit Fees
1. Less than or equal to 30 square feet.....\$ 30.00
Per Face (2-sided = \$60.00)
 2. Greater than 30 square feet\$ 100.00
Per Face
- J. All Demolition Fees\$ 30.00
- K. Parking Lot Permit Fees
1. One cent (\$0.01) per square foot of paved area for new construction
 2. One-half cent (\$0.005) per square foot or resurfaced existing paved parking lots.
 3. Striping or re-striping of a parking lot\$ 50.00
**No additional charge for striping or restriping if done
in conjunction with paving or resurfacing.**
- L. Sanitary Sewer Conveyance Tap-In Fee
(This in no way changes the Special Purpose Part Tapping Fee of \$10,514.00)
1. Residential - per dwelling unit connection\$5,500.00

2. Commercial

- a. Total calculated occupant load x 10 gallons per day per employee =
Total projected sewage flow (gallons per day)
- b. Flow per EDU per Township Tap Fee Calculation = 238 gallons per day
- c. Total projected sewage flow / flow per EDU of 238 gallons per day =
Total EDUs represented by the facility
- d. Total Tap Fee = Total EDUs x \$5,500.00

M. Storm Sewer Tap-In Fee per connection\$ 250.00

N. Sanitary Sewer Replacement/Building Permit.....\$ 50.50
 State Fee\$ 4.50
 TOTAL Permit Fee\$ 55.00

O. Public Street and Right-Of-Way Opening Fees

1. For openings up to 25 square feet\$ 100.00
2. For each additional 25 square foot opening or part thereof,
 above 25 square feet\$ 25.00

P. Grading and Excavation Fees

1. For projects under 500 cubic yards.....\$ 50.00
2. For projects over 500 cubic yards.....\$ 200.00
 Plus \$50.00 per week for inspection fees for estimated
 duration of project. Any excess will be refunded, or if
 inadequate, an additional deposit will be required

III. Zoning and Land Use Fees

A. Zoning Hearing Board Appeals

1. Residential\$ 300.00
2. Non-Residential\$ 425.00
3. Validity Challenge\$ 500.00
4. Residential Code Violation Appeal\$ 125.00

B.	Commercial Communication Towers	
1.	Antenna (new and/or replacement).....	\$1,000.00
2.	Tower	\$7,500.00
C.	Conditional Uses (Except Riverfront Unit Development “RUD”).....	\$ 400.00
1.	RUD Preliminary	\$1,000.00
	Plus:	
	Residential (per unit).....	\$ 30.00
	Non-Residential per 10,000 s.f. of building footprint or	\$ 300.00
	fraction thereof	
	Open Area (per acre).....	\$ 50.00
2.	RUD Final	\$ 750.00
	Plus:	
	Residential (per unit).....	\$ 15.00
	Non-Residential per 10,000 s.f. of building footprint or	\$ 150.00
	fraction thereof	
	Open Area (per acre).....	\$ 50.00
D.	Backyard Chickens	\$ 50.00
E.	Major Outdoor Seating	\$ 50.00
F.	Minor Outdoor Seating	\$ 5.00
G.	Change of Zoning	\$ 500.00
	Plus Per Acre	\$ 50.00
H.	Curative Amendment	\$ 500.00
	Plus Additional Costs Incurred	
I.	Certificate of Occupancy	\$ 25.00
J.	Home Occupation	
1.	Initial Application and Inspection.....	\$ 50.00
2.	Annual Renewal	\$ 25.00
K.	Temporary Use Permits	
1.	Temporary Outdoor Activity Permit.....	\$ 250.00
2.	Sidewalk Sale	\$ 50.00
3.	Temporary Storage Structure Valid for 60 Days	\$ 25.00

4.	30-Day Renewal of Temporary Storage Structure Permit.....	\$ 25.00
	Additional Extension as Deemed Necessary by Zoning Officer	
L.	Planning Commission Review – Miscellaneous.....	\$ 400.00
M.	Land Development Review	
1.	Preliminary Review	\$ 600.00
	Plus Per Acre Basic Review Fee	\$ 50.00
	Plus Additional Technical Costs which may be incurred	
2.	Final Review	\$ 400.00
	Plus Per Acre Basic Review Fee	\$ 20.00
	Plus Additional Technical Costs which may be incurred	
3.	Minor (Preliminary and Final at same time).....	\$ 400.00
N.	Subdivision Review	
1.	Preliminary Review	\$ 400.00
	Plus Per Acre Basic Review Fee	\$ 40.00
	Plus Additional Technical Costs which may be incurred	
2.	Final Review	\$ 300.00
	Plus Per Acre Basic Review Fee	\$ 10.00
	Plus Additional Technical Costs which may be incurred	
3.	Minor Subdivision or Lot Line Revision.....	\$ 300.00
	(Preliminary and Final at same time)	
O.	Planned Residential Development (“PRD”)	
1.	Preliminary Review	\$ 500.00
	Plus Per Acre	\$ 25.00
	Plus Additional Technical Costs which may be incurred	
2.	Final Review	\$ 500.00
	Plus Per Acre	\$ 10.00
	Plus Additional Technical Costs which may be incurred	
P.	Planning Commission Review of Signs for.....	\$ 100.00
	Determination of Bonus Criteria	
Q.	Zoning Certification Request.....	\$ 25.00

IV. Soliciting and Canvassing Fees

- A. Registration Certificate for Individuals, Organizations or.....\$ 45.00
Businesses per Person Soliciting or Canvassing **For Profit**, Per Month or any
part thereof
- B. Registration Certificate for Individuals, Organizations or.....\$ 175.00
Businesses per Person Soliciting or Canvassing **For Profit**, Per Balance of any
Calendar Year

V. Administrative and Other Service Fees

- A. Municipal Certification (Lien Letter) With 5 Days Advance Notice\$ 25.00
- B. Municipal Certification (Lien Letter) With Less Than 5 Days\$ 50.00
Advance Notice
- C. Purchase of Township Subdivision and Land
Development Ordinance\$ 25.00
- D. Purchase of Township Zoning Ordinance.....\$ 25.00
- E. Purchase of Township Street Map\$ 5.00
- F. Purchase of Hometown Hero Banner\$ 125.00
- G. Purchase of Township Zoning Map.....\$ 8.00
- H. Commercial / Industrial Fire Safety Inspection Fee\$ 50.00

<2,000 s.f.
.....\$ 75.00
2,000 s.f. ≤ 10,000 s.f.
.....\$ 100.00
10,000 s.f. ≤ 50,000 s.f.
.....\$ 125.00
>50,000 s.f.
High Hazard Use Group in Building\$ 25.00
Additional
- I. Notary Services – Non-Township ResidentsPer Current Notary Fee
Schedule as Established By Law
- J. Rental Property License, Inspection and Tenant Registration Fee
 - 1. Single or Multiple Rental Units with Various Floor Plans\$ 120.00
Per Unit, Bi-Annually
 - 2. Ten or More Contiguous Rental Units with Verified Similar.....\$ 70.00
Floor Plan, Inspected at One Time Per Unit, Bi-Annually

BILL NO. B-57-2023**RESOLUTION NO. R-43-2023**

- K. Purchase of Copy of Township Police Report.....\$ 15.00
- L. Township Street Sweeper Rental Fee\$ 100.00
Per Hour
- M. Fee for Use of Township Police Officers with Four (4) Hour Minimum....\$ 155.00
Per Hour
- N. Use of Police Vehicles by Police Officer\$ 115.00
Per Vehicle, Per Day
- O. Sanitary Sewer Certification
1. Residential\$ 100.00
2. Commercial\$ 200.00
<2,000 s.f.
.....\$ 275.00
2,000 s.f. ≤ 10,000 s.f.
.....\$ 325.00
10,000 s.f. ≤ 50,000 s.f.
.....\$ 400.00
>50,000 s.f.
- P. Copies for Public, Per Page 8 ½" x 11"\$.25
8 ½" x 14"\$.50
11" x 17"\$.75
Larger copy\$ 2.00
Copy from other sourceAt Cost
- Q. Copies Related to Right to Know Requests As Outlined in the Official Right
To Know Law Fee Schedule
- R. Public Service Employee Addressing Private Property Issue with
Three (3) Hours Minimum\$ 120.00
..... Per Hour
- S. Use of Equipment or Vehicles by Public Service Employee While
Addressing Private Property Issue, Per Unit, Per Hour\$ 75.00

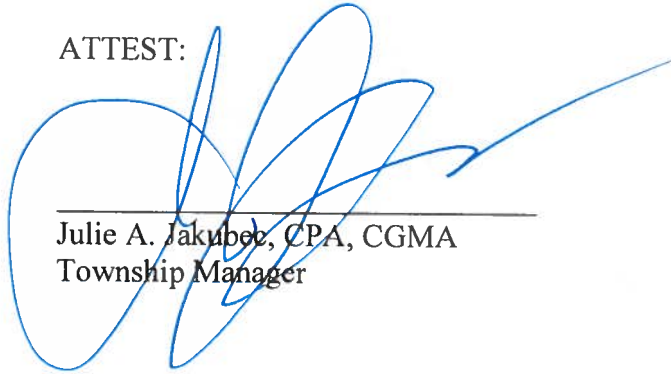
NOW, THEREFORE, BE IT FURTHER RESOLVED by the Council of the Township of O'Hara that the permit fees and other charges enumerated herein shall take effect immediately.

BILL NO. B-57-2023

RESOLUTION NO. R-43-2023

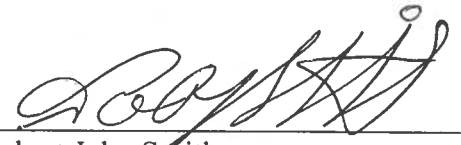
RESOLVED by Council vote of 7 to 0 this 14th day of November, 2023.

ATTEST:



Julie A. Jakubec, CPA, CGMA
Township Manager

TOWNSHIP OF O'HARA



Robert John Smith
President of Council

Adopted Denny, Jr. - Hughes 7 - 0 11/14/2023

Attachments: Notary Fee Schedule
Official RTKL Fee Schedule

ATTACHMENT A

All Other Building Projects
Billing Rates for Inspection Services

Fee Per Square Foot of Construction (Gross aggregate) ^{1, 2, 5}		
Group	Description	Fee Per Square Foot
A-1	Assembly - Theaters	.450
A-2	Assembly - Nightclubs, restaurants, bars, banquet halls	.450
A-3	Assembly - Churches	.400
	Assembly - General, community halls, libraries, museums	.400
A-4	Assembly – Arenas	.400
B	Business	.450
E	Education	.400
F-1	Factory and Industrial – Moderate hazard	.350
F-2	Factory and Industrial – Low hazard	.300
H-1	High Hazard – Explosives	.400
H2- through H-4	High Hazard	.400
H-5	Hazardous Production	.400
I-1	Institutional – Supervised environment	.400
I-2	Institutional – Incapacitated	.400
I-3	Institutional – Restrained	.400
I-4	Institutional – Day care	.400
M	Mercantile	.400
R-1	Residential – Hotels	.400
R-2	Residential – Multiple family	.400
R-3 ^{3, 4, 6}	Residential – One and two family	.450
R-4	Residential – Care/Assisted living	.400
S-1	Storage – Moderate hazard	.350
S-2	Storage – Low hazard	.300
U	Utility - Miscellaneous	.300

- 1 Gross aggregate shall include the sum of the square footage of each floor including basement, not to exceed 100,000 s.f. p.f.
- 2 Fee includes all UCC required inspections (Building general, mechanical, energy, and accessibility). Change of use occupancy inspections \$150.00 fee.
- 3 Square footage for residential one and two family dwellings shall include the sum of the square footage of each floor including basement, including decks and porches. Unfinished Basements shall be calculated at .10 s.f. Additions to residential structures shall be the base rate per schedule, Plus \$100.00.
- 4 Manufactured (HUD) homes shall be inspected for a flat fee of \$450.00 plus \$200.00 where basement provided.
5. Alterations to existing structures shall be calculated at seventy-five percent (75%) of the chart rate + \$200.00 for the renovated area.
- 6 Decks, roof replacement, etc. accessory to one and two family dwellings shall be inspected for a fee of \$160.00.



Pennsylvania Department of State

NOTARY PUBLIC FEE SCHEDULE

LAST REVISED MAY 28, 2005

and as proposed by § 161.2(a) of the Department's proposed regulations

Taking acknowledgment	\$5.00
Taking acknowledgment (each additional name)	\$2.00
Administering oath or affirmation (per individual taking oath or affirmation)	\$5.00
Taking verification on oath or affirmation (no matter how many signatures)	\$5.00
Witnessing or attesting a signature (per signature)	\$5.00
Certifying or attesting a copy or deposition (per certified copy)	\$5.00
Noting a protest of a negotiable instrument (per page)	\$3.00

**OOR**

Office of Open Records

OFFICIAL RTKL FEE SCHEDULE

Section 1307 of the Right-To-Know Law (RTKL) requires the Office of Open Records (OOR) to establish a fee schedule for Commonwealth agencies and local agencies. The RTKL requires the OOR to review the fee schedule biannually.

The OOR adopted this Official RTKL Fee Schedule on Dec. 30, 2022.

Record Type / Delivery Method	Fee
Black & White Copies (first 1,000)	Up to \$0.25 per copy. (1)
Black & White Copies (beyond 1,000)	Up to \$0.20 per copy. (1)
Color Copies	Up to \$0.50 per copy. (2)
Specialized Documents (3)	Up to actual cost.
Records Delivered via Email or Other Electronic Method	No additional fee may be imposed. (4)
CD / DVD	Up to actual cost, not to exceed \$1.00 per disc.
Flash Drive	Up to actual cost.
Facsimile	Up to actual cost. (5)
Other Media	Up to actual cost.
Redaction	No additional fee may be imposed. (6)
Conversion to Paper	Up to \$0.25 per page. (7)
Photographing a Record	No additional fee may be imposed. (8)
Postage	Up to actual cost of USPS first-class postage.
Certification	Up to \$5.00 per record. (9)

Footnotes:

1. A "copy" is either a single-sided copy, or one side of a double-sided copy, on 8.5"x11" or 8.5"x14" paper.
2. A "copy" is either a single-sided copy, or one side of a double-sided copy, on 8.5"x11" or 8.5"x14" paper.
Note that a requester may ask for black and white copies even if the original is in color and color copies are available.
3. Including, but not necessarily limited to, non-standard sized documents and blueprints.
4. If a requester asks to receive records which require redactions in electronic format and the agency is unable to securely redact the records by electronic means, an agency may print the records to provide for secure redaction, then scan them in for delivery by email. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.
5. If an agency must print records to send them by facsimile, the agency may charge the fees noted above for B&W copies.
6. If a requester seeks records requiring redaction and the agency is unable to securely redact the records by electronic means, an agency may copy or print the records to provide for secure redaction.
Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.
7. If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media, unless the requester specifically requests for the record to be duplicated in the more expensive medium. *See §1307(d).*
8. This assumes the requester is using his or her own camera, such as a cellphone camera, to photograph the records. *See Muenz v. Township of Reserve, OOR Dkt. AP 2015-1021, 2015 PA O.O.R.D. LEXIS 1176.* If redaction is required prior to the requester being granted access to photograph records and the agency is unable to securely redact the records by electronic means, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.
9. Under the RTKL, an agency may impose "reasonable fees for official certification of copies if the certification is at the behest of the requester and for the purpose of legally verifying the public record." The OOR recommends no more than \$5 per record to certify a public record. Certification fees do not include notarization fees.

Additional Notes:

- **Fees May Be Waived:** All fees established herein may be waived at the discretion of the agency.
- **Medium Requested:** A record being provided to a requester shall be provided in the medium requested if it exists in that medium; otherwise, it shall be provided in the medium in which it exists. *See § 701.*
- **Other Statutory Fees:** If a statute other than the RTKL governs the amount an agency may charge for a certain type of record, the other statute controls. For example, a Recorder of Deeds may charge a copy fee of 50 cents per uncertified page and \$1.50 per certified page (42 P.S. § 21051). Police departments may charge up to \$15 for a copy of a vehicle accident report (75 Pa.C.S. §3751 (b)(2)); the Philadelphia Police Department may charge up to \$25 per copy (*Id.* at (b)(3)). State police are authorized to charge "\$5 for each copy of the Pennsylvania State Police full report of investigation." (75 Pa.C.S. §1956(b)). Other examples include the History Code, the Municipalities Planning Code, and the Criminal History Record Information Act.
- **Inspection of Redacted Records:** If a requester wishes to inspect, rather than receive copies of, records which contain both public and non-public information, the agency may redact the non-public information. An agency may not charge the requester for the redaction itself. However, if an agency is unable to securely redact the records by electronic means, the agency may charge (in accordance with the OOR's Official Fee Schedule) for any copies it must make in order to securely redact the material before allowing the requester to view the records. If, after inspecting the records, the requester chooses to obtain the copies, no additional fee may be charged.

- **Enhanced Electronic Access:** If an agency offers enhanced electronic access to records in addition to making the records accessible for inspection and duplication by a requester, the agency may establish user fees specifically for the provision of the enhanced electronic access. The user fees for enhanced electronic access may be a flat rate, a subscription fee for a period of time, a per-transaction fee, a fee based on the cumulative time of system access, or any other reasonable method and any combination thereof. Such fees shall not be established with the intent or effect of excluding persons from access to records or duplicates thereof or of creating profit for the agency. **NOTE: Fees for enhanced electronic access must be reasonable and must be pre-approved by the OOR. Please submit enhanced electronic access fee requests to the OOR.**
- **Fee Limitations:** Except as otherwise provided by statute, the RTKL states that no other fees may be imposed unless the agency necessarily incurs costs for complying with the request, and such fees must be reasonable. No fee may be imposed for an agency's review of a record to determine whether the record is a public record subject to access under the RTKL. No fee may be charged for searching for or retrieval of documents. An agency may not charge staff time or salary for complying with a RTK request. No fee may be charged for an agency's response letter.
- **Prepayment:** Prior to granting a request for access in accordance with the RTKL, an agency may require a requester to prepay an estimate of the fees authorized under this section if the fees required to fulfill the request are expected to exceed \$100. Once the request is fulfilled and prepared for release, the OOR recommends that the agency obtain payment prior to releasing the records.
- **Questions:** If you have any questions regarding the OOR's Official Fee Schedule, please contact the OOR.

More About Enhanced Electronic Access Fees

The RTKL permits agencies to offer enhanced electronic access for records in addition to making records available to the public through other means. Pursuant to Section 1307(e) of the RTKL, the OOR must approve any user fees established for enhanced electronic access. After receiving approval from the OOR, an agency may charge a fee for the use of its enhanced electronic access system.

To date, the OOR has issued the following approvals under Section 1307(e):

- Monroe County - Assessment Records, Tax Claim Records, and GIS Data (PDF) - Mar. 15, 2021
- Pike County - Assessment and GIS Data (PDF) - Aug. 26, 2019
- Dauphin County - Delinquent Tax File (PDF) - Jun. 17, 2019
- Department of State - Notary Public Master Lists & Related Electronic Data (PDF) - Aug. 3, 2018
- Department of Conservation and Natural Resources - Subscription to PA*IRIS Partnership (PDF) - May 12, 2011
- Department of State - Corporate Filings Subscription Agreement & UCC Filings Subscription Agreement (PDF) - May 29, 2009
- Dean v. Lycoming County (OOR Dkt. 2009-0282) - Specialized GIS Files (PDF) - FD Issued May 29, 2009

Enhanced Electronic Access Fee Application Form

Agencies seeking approval of fees for enhanced electronic access under Section 1307(e) of the RTKL should complete this form and submit it to the OOR:

[Enhanced Electronic Access Fee Application Form](#)