



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## ORDINANCE O-25-20

### AMENDING CHAPTER 10 "BUILDINGS AND HOUSING" SECTION 10-2 "FEES" OF THE CODE OF THE BOROUGH OF HIGHLANDS

**WHEREAS**, Chapter 10, Section 10-2 of the Borough Code establishes various subcode fees; and

**WHEREAS**, the Construction Official has analyzed and evaluated the Borough Code and has recommended certain changes; and

**WHEREAS**, the governing body finds that these recommendations should be adopted for the general welfare of the Borough.

**NOW, THEREFORE, BE IT ORDAINED** by the governing body of the Borough of Highlands as follows:

#### SECTION I.

Borough Code Section 10-2 entitled "Fees" shall be amended by the following: (All additions are shown in **bold italics with underlines**. The deletions are shown as ~~strikeovers in bold italics~~):

#### Section 10-2. FEES.

##### § 10-2.1. Uniform Construction Code Fees.

a.-b. No change.

c. Fee Schedule. The basic construction permit fee shall be the sum of the parts computed on the basis of volume or cost of construction, the number of plumbing fixtures and pieces of equipment, the number of electrical fixtures and rating of electrical devices, the number of sprinklers, standpipes and detectors (smoke and heat) at the unit rates and/or the applicable flat fees as provided herein plus any special fees. The minimum fee for a basic construction permit covering any and all of the technical subcodes shall be ~~eighty-five dollars (\$85)~~ **one-hundred dollars (\$100)**.

For the purpose of determining estimated cost for renovations, alterations, repairs, and the external utility connection for pre-manufactured construction the applicant shall submit to the department such cost data as may be available and produced by the architect or engineer of record, or by a recognized estimating firm, or by the contractor. A bona fide contractor's bid, or contract if available, shall be submitted. The Construction Official and/or subcode official shall make the final decision regarding the estimated cost.

The fee for an application for a variation in accordance with N.J.A.C. 5:23-2.10 shall be ~~two hundred fifty dollars (\$250)~~ **as follows**:

**Use Group R-5: \$250.00**

**Class III other than R-5: \$350.00**

**Class I and II structures: \$600.00**

The fee for resubmission of an application for a variation shall be one hundred twenty-five dollars (\$125).

The fee to reinstate lapsed, suspended or revoked permits noted in N.J.A.C. 5:23-2.16(b) or N.J.A.C. 5:23-2.16(f) or otherwise shall be 10% of the cost of the original permit per outstanding subcode and not less than twenty-five dollars (\$25) per open (not final) subcode. This fee may

be waived at the discretion of the Construction Official.

Any fee not specifically contained within this fee schedule shall be based upon the State of New Jersey Department of Community Affairs Fee Schedule.

1. Building Subcode Fees

Use	Fee
Minimum building subcode fee	<del>\$85.00</del> <u>\$100.00</u>
Demolition of dwelling (1-&2 -family)	<del>\$250.00</del> <u>\$350.00</u>
Demolition of all other use groups	<del>\$350.00</del> <u>\$500.00</u>

2. Electric Subcode Fees.

Fixture/Equipment	Fee
Minimum subcode fee	<del>\$85.00</del> <u>\$100.00</u>
<del>Area lighting, 1 to 5 standards (greater than 8 feet)</del>	<del>\$100.00</del>
Area lighting, <u>per fixture over 5 standards</u>	\$25.00 each
Transformers/generators ( <u>Generator includes one transfer switch</u> ) [Amended 6-3-2013 by Ord. No. 2013-3090]	
1 kW <del>up</del> to and including <del>4</del> <u>5</u> kW	\$150.00
<u>6 kW to 15 kW</u>	<u>\$250.00</u>
<del>Greater than 45</del> <u>16</u> kW up to <del>and including 112.5</del> <u>30</u> kW	<del>\$250.00</del> <u>\$350.00</u>
Greater than <del>122.5</del> <u>30</u> kW	\$475.00
<u>Photovoltaic Systems (includes all electrical devices integral to the PV System)</u>	
<u>Use Group R-5</u>	<u>\$1,000.00 per structure</u>
<u>All other Use Groups</u>	<u>\$2,000.00 per structure</u>
<u>Energy Storage System (includes all electrical devices integral to the Storage System)</u>	
<u>R-5 Use Group</u>	<u>\$250.00 per individual storage unit</u>
<u>All other Use Groups</u>	<u>\$350.00 per individual storage unit</u>

3. Fire Protection Subcode Fees.

Minimum fire subcode fee	<del>\$85.00</del> <u>\$100.00</u>
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4. Plumbing Subcode Fees.

Fixture/Equipment	Fee
Minimum plumbing subcode fee	<del>\$85.00</del> <u>\$100.00</u>
A/C-condenser/inverter split system. <u>A system shall consist of one (1) outside compressor/condenser unit and any number of inside evaporator coil/air handlers.</u>	<del>\$125.00</del> <u>\$150.00</u>
<u>Stack (each)</u>	<u>\$25.00</u>

5. Certificate and Other Fees.

(a) Certificate of occupancy based on change of use: \$175.00.

(b) Temporary Certificate of Occupancy Renewal: \$100.00

~~(b)~~ (c) The fee for a certificate of continued occupancy issued under N.J.A.C. 5:23-2.23(c): \$175.00.

~~(c)~~ (d) Application for change of use analysis: \$350.00.

~~(d)~~ (e) UCC certificate and other fees. The fee for a certificate of continued occupancy issued in response to work performed without construction permits pursuant to and described in DCA Bulletin 06-1 shall be \$125.00 per subcode having jurisdiction over the work performed. This fee shall be in addition to any permit fees required for work performed.

~~(e)~~ (f) Elevator Devices. The Elevator Unit at the Department of Community Affairs performs all plan review and inspection services of elevator devices and equipment for the Borough.

~~(f)~~ (g) The fees established, effective and published by DCA for plan review, inspections, variations, etc., shall be in the amount as noted in N.J.A.C. 5:23-4 and N.J.A.C. 5:23-12 respectively. A copy of the current DCA fee schedule is available upon request and adopted herein. Annual permits. Annual permit requirements are as follows:

(1) The fee to be charged for an annual construction permit shall be charged annually. This fee shall be a flat fee based upon the number of maintenance workers who are employed by the facility, and who are primarily engaged in work that is governed by a subcode. Managers, engineers and clericals shall not be considered maintenance workers for the purpose of establishing the annual construction permit fee. Annual permits may be issued for building/fire protection, electrical and plumbing.

(2) Fees for annual permits shall be as follows:

(i) One to 25 workers (including foremen): \$667.00/worker; each additional worker over 25, \$232.00/worker.

(ii) Prior to the issuance of the annual permit, a training registration fee of \$140.00 per subcode and a list of not more than three individuals to be trained per subcode shall be submitted by the applicant to the Department of Community Affairs, Bureau of Code Services, Education Unit, along with a copy of the construction permit (Form F170). Checks shall be made payable to "Treasurer, State of New Jersey." The Department shall register these individuals and notify them of the courses being offered.

~~(g)~~ (h) Hourly Charges: The fee for development-wide inspection of homes after the certificate of occupancy ordered pursuant to N.J.A.C. 5:23-2.35 or otherwise shall be:

(1) The hourly charge shall be an amount equal to twice the hourly base salary paid to the licensed code official(s) performing the work, or the hourly fees charged to the municipality by a consulting professional contracted to provide such services;

(2) The fees, charges, accounting procedures and limits shall be set in accordance with and subjected to N.J.A.C. 5:23-4.17(d)1 through 5:23-4.17(d)5.

**NOTE TO CODIFIER: All other portions of this Section remain the same.**

**SECTION II. SEVERABILITY.** If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance, which shall otherwise remain in full force and effect.

**SECTION III. REPEALER.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

**SECTION IV. EFFECTIVE DATE.** This Ordinance shall take effect after final passage as provided by law.

First Reading and Set Hearing Date for O-25-20:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

This is a Certified True copy of the Original Ordinance on file in the Municipal Clerk’s Office.

DATE OF VOTE: August 20, 2025

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Nancy Tran, Municipal Clerk  
Borough of Highlands

Public Hearing for O-25-20:

	INTRODUCED		SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES							
CHELAK							
MELNYK							
OLSZEWSKI							
BROULLON							

This is a Certified True copy of the Original Ordinance on file in the Municipal Clerk’s Office.

DATE OF VOTE: September 3, 2025

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Carolyn Broullon, Mayor

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Nancy Tran, Municipal Clerk  
Borough of Highlands