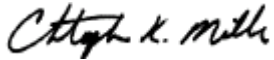


  
**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 11/09/15  
Item No.: 10.a

Department Approval



City Manager Approval



Item Description: Consider Changes to City Code Chapter 314.05: the 2016 Fee Schedule

**BACKGROUND**

Each year the City Council is asked to adopt a Fee Schedule which establishes the fees and charges for service for the City's regulatory functions. The presence of a fee schedule allows regulatory-type fees to be easily identified in one document, as opposed to being scattered throughout City Code. In addition, a fee schedule adopted on an annual basis provides the Council the opportunity to review fees for services in a comprehensive manner.

Over the past several months, Staff has reviewed the direct and indirect costs of the City's regulatory functions, to determine whether fee adjustments are necessary. In general, it was determined that the fees were appropriately set with a few exceptions. Based on this analysis, Staff recommends adjustments to the following existing fees:

- Building Permit & Plan Review Fees (various)
- Rental Registration Fees
- Right-of-Way Permit Fee
- Erosion Control Inspection Permit Fees
- Water & Sewer Connection Permit Fees

Staff is also recommended the establishment of several new fees. They include:

- Tree Preservation & Restoration Plan Application Fee - \$50.00
- Tree Preservation & Restoration Plan Escrow - Varies
- Sewer Connection Inspection Fee - \$75
- Water Connection Inspection Fee - \$75
- Manual Meter Read Surcharge - \$40 per quarter (billing cycle)
- Non-Standard Water Meter No Read Received Fee - \$50
- Denial of Access to Water Meter - \$100 per quarter (billing cycle)

Each of these new fees are described in greater detail below.

Tree Preservation Plan Fees

A Tree Preservation and Restoration Plan Application Fee is being added to cover the staff time needed to review and process the applications and coordinate the work of the outside consultant who will evaluate and ensure proper implementation of the Plans.

36 A Tree Preservation, Restoration and Landscaping Plan Escrow is being established to cover the cost of  
37 the outside consultant the City will use to evaluate tree preservation, restoration and landscaping plans  
38 and oversee their implementation. The amount of the escrow will be determined by the Community  
39 Development Staff based on the scope of the project.

40

#### 41 SAC Research Fee

42 An hourly SAC research fee is being added due to Metropolitan Council rule changes. City staff have  
43 been spending many more hours researching and appealing Met Council SAC charges in-order to  
44 financially benefit the applicant and/or property owner. This fee simply recovers the associated costs.

45

#### 46 Water & Sewer Related Fees

47 The sewer and water connection inspection fees reflect the actual staff costs of providing these services.  
48 The Manual Meter Read Surcharge and Non-standard Water Meter fee is associated with those water  
49 customers who elect *not* to have a new radio-read meter head installed. The proposed Denial of Access  
50 of Water Meter fee will allow us to charge water customers a fee if they deny the City access to the  
51 water meter. This allows us to penalize the customer without turning off the water. This fee will only  
52 commence once repeated attempts to gain access have been denied.

53

54 All of the Fee Schedule changes noted above are highlighted in yellow on the attached Fee Schedule,  
55 and generally reflect the need to recover increased regulatory costs, staff time related to special  
56 requests, or development-related impacts on city services.

57

58 The attached files contain the draft ordinance and ordinance summary to be considered at the Council  
59 meeting.

60

#### 61 **POLICY OBJECTIVE**

62 Adopting an annual fee schedule is consistent with governmental best practices and ensures that the  
63 City's regulatory functions are properly funded.

64

#### 64 **FINANCIAL IMPACTS**

65 Based on the recommended fee adjustments, it is projected that revised fees will generate revenues  
66 sufficient to cover the City's added regulatory costs. The applicable revenues and expenditures have  
67 been included in the 2016 Budget.

68

#### 68 **STAFF RECOMMENDATION**

69 Staff recommends that the City Council approve an ordinance amending Chapter 314.05 adopting the  
70 2016 Fee Schedule.

71

#### 71 **REQUESTED COUNCIL ACTION**

72 Motion #1: Approve the attached Ordinance amending Chapter 314.05 adopting the 2016 Fee  
73 Schedule.

74

75 Motion #2: Approve the attached ordinance summary.

76

Prepared by: Chris Miller, Finance Director  
Attachments: A: Ordinance adopting the 2016 Fee Schedule  
B: Ordinance Summary  
C: Proposed 2016 Fee Schedule

77

CITY OF ROSEVILLE  
ORDINANCE NO. \_\_\_\_

AN ORDINANCE AMENDING CHAPTER 314.05, FEE SCHEDULE  
ADOPTING THE 2016 FEE SCHEDULE

THE CITY OF ROSEVILLE HEREBY ORDAINS:

**SECTION 1. Purpose.** The City of Roseville annually adopts a Fee Schedule which establishes the fees and charges for service for the City’s regulatory functions. The presence of a fee schedule allows regulatory-type fees to be easily identified in one document, as opposed to being scattered throughout City Code. In addition, a fee schedule adopted on an annual basis provides the City Council the opportunity to review fees for services in a comprehensive manner.

**SECTION 2. Other Fee References**

By enacting this ordinance, all fee amounts previously established and contained herein are hereby amended as submitted.

**SECTION 3. Authority**

The authority to enact the fees identified herein is established by City Code.

**SECTION 4. Penalty**

Failure to pay the fees identified herein is subject to penalties and interest as established by City Code.

**SECTION 5. Fee Schedule**

The 2016 Fee Schedule is as shown in *Exhibit A*.

**SECTION 6. Effective Date.** This ordinance shall be effective upon adoption and publication.

**Passed this 9th day of November, 2015.**

114 *Ordinance: Adopting the 2016 Fee Schedule*

115

116

117

118 CITY OF ROSEVILLE

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BY: \_\_\_\_\_  
Daniel J. Roe, Mayor

122

123

124 ATTEST:

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126

127

\_\_\_\_\_  
Patrick Trudgeon, City Manager

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136 Seal

137

City of Roseville

ORDINANCE SUMMARY NO. \_\_\_\_

AMENDING CHAPTER 314.05, FEE SCHEDULE  
ADOPTING THE 2016 FEE SCHEDULE

The following is the official summary of Ordinance NO. \_\_\_\_\_ approved by the City Council of Roseville on November 9th, 2015:

An Ordinance amending Chapter 314.05 of the Roseville City Code adopting the 2016 Fee Schedule which establishes the fees and charges for service for the City’s regulatory functions.

A printed copy of the ordinance is available for inspection by any person during regular office hours in the office of the City Manager at the Roseville City Hall, 2660 Civic Center Drive, Roseville, Minnesota 55113. A copy of the ordinance and summary shall also be posted on the web page of the City of Roseville ([www.ci.roseville.mn.us](http://www.ci.roseville.mn.us)).

Attest: \_\_\_\_\_  
Patrick Trudgeon, City Manager



# 2016 Fee Schedule

Effective January 1, 2016

Prepared by the Department of Finance

Table of Contents

	<b>Page</b>
General Business Licenses and Permit Fees.....	2-5
Administrative Fines.....	6
Building Permit & Plan Review Fees.....	7-16
Electrical Permits.....	17-18

## General Business Licenses and Permit Fees

Item / Description	City Code	2015 Amount	2016 Amount
Amusement device – per machine	303	\$ 15.00	\$ 15.00
Benches in right-of-way	703	50.00	50.00
Assessment searches			
• Deferred / Pending	N/A	0.00	0.00
• Historical	N/A	100.00	100.00
		70.00	
Bowling alley			
• First alley	303	70.00	70.00
• Each additional alley	303	20.00	20.00
Burial Permit	401	100.00	100.00
Cigarettes, sale of	306	200.00	200.00
Compost and Woodchip Delivery from Compost Site	N/A	40.00	40.00
Construction noise variance	405.03	450.00	450.00
Conversation parlors	308	10,000.00	10,000.00
Copy charges per page	N/A	0.25	0.25
CPR Training charge per student	N/A	80.00	80.00
Daycare facility inspection fee	N/A	40.00	40.00
Dog and cat license			
• 2 Year; sterilized	501	10.00	10.00
• 2 Year; sterilized and micro chipped	501	5.00	5.00
• 2 Year; non-sterilized	501	35.00	35.00
• 2 Year; non-sterilized and micro chipped	501	25.00	25.00
• Lifetime; sterilized	501	30.00	30.00
• Lifetime; sterilized and micro chipped	501	5.00	5.00
• Lifetime; non-sterilized	501	150.00	150.00
• Lifetime; non-sterilized, but micro chipped	501	100.00	100.00
• Duplicate / address change	501	5.00	5.00
• Special multiple; 2 Year	501	40.00	40.00
Dog kennels	501	75.00	75.00
DVD / VHS Copy	N/A	5.00	5.00
Encroachment Agreement Application fee	N/A	300.00	300.00
Erosion control inspection permit			
Less than 1 acre	1017	600.00	625.00
1 to 5 acres	1017	880.00	900.00
More than 5 acres	1017	1,320.00	1,400.00
Erosion control permit <i>renewal</i>			
Less than 1 acre	1017	220.00	220.00
1 to 5 acres	1017	320.00	320.00
More than 5 acres	1017	480.00	480.00
Erosion control escrow fee	1017	3,000/acre	3,000/acre
Excavation, grading, and surfacing	705	See below	See below



## General Business Licenses and Permit Fees - continued

Item / Description	City Code	2015 Amount	2016 Amount
False alarm fees – Police			
• Third false alarm	506	100.00	100.00
• Fourth	506	200.00	200.00
• Fifth	506	300.00	300.00
• Sixth	506	400.00	400.00
• Seventh and all subsequent alarms	506	500.00	500.00
False alarm fees – Fire			
• Third false alarm	506	300.00	300.00
• Fourth	506	400.00	400.00
• Fifth and all subsequent alarms	506	500.00	500.00
• Construction-related	N/A	150.00	150.00
Fertilizer, sale of	408	30.00	30.00
Fertilizer, applicator	408	100.00	100.00
Firearms, sale of	310	30.00	30.00
Fireworks, sale of consumer (existing retail)	N/A	100.00	100.00
Fireworks, sale of consumer (stand-alone, temporary)	N/A	350.00	350.00
Fire rescue and extrication fee	N/A	400.00	400.00
Fire safety training	N/A	80.00 / hr	80.00 / hr
Fuel storage tank inspection	N/A	100.00	100.00
Game room	303	175.00	175.00
Gas pumps – private business	310	60.00	60.00
Gasoline stations	310	130.00	130.00
Horse	501	5.00	5.00
Hospitals-veterinary	310	80.00	80.00
Lawful gambling			
One time event	304	25.00	25.00
Premises	304	3% of gross receipts	3% of gross receipts
Required contributions	304	10% of net profits	10% of net profits
Leaf Pickup fee		55.00	55.00

## General Business Licenses and Permit Fees - continued

Item / Description	City Code	2015 Amount	2016 Amount
Liquor licenses:			
• On sale intoxicating liquor license	302	7,000.00	7,000.00
• On sale wine license (75 seats or less)	302	750.00	750.00
• On sale wine license (75+ seats)	302	1,500.00	1,500.00
• Temporary on sale (3 days)	302	50.00	50.00
• Temporary on sale in Central Park	302	20.00	20.00
• Sunday on sale license	302	200.00	200.00
• Special club license	302		
51-200 members	302	300.00	300.00
201-500	302	500.00	500.00
501-1,000	302	650.00	650.00
1,001-2,000	302	800.00	800.00
4,001-6,000	302	1,000.00	1,000.00
More than 6,000	302	2,000.00	2,000.00
• On sale brewery taproom	302	3,000.00	3,000.00
• On sale microdistillery cocktail room	302	750.00	750.00
• Off sale intoxicating liquor license	302	750.00	750.00
• Off sale intoxicating liquor (if conditions of MN Statute 340A.408 (Sub. 3c) are met	302	300.00	300.00
	302	200.00	200.00
Liquor License – investigation fee	302	300.00	300.00
Liquor License – sale outside of premises	302	25.00	25.00
Massage therapist	309	100.00	100.00
Massage therapy business establishment	309	150.00 / 300.00	150.00 / 300.00
Meter Deposits	N/A	See below	See below
Open burning permit	N/A	90.00	90.00
Park Dedication – residential	1103	3,500.00/unit	3,500.00/unit
Park Dedication – other (b)	1103	7.0 % of fmv	7.0% of fmv
Pawn Shop license	311	10,000.00	10,000.00
Pathway patching fee			
Concrete sidewalk – 2 panels		675.00	675.00
Bituminous (12' x 8')		500.00	500.00
Pawn shop and precious metal dealer license	311	13,000.00	13,000.00
Pawn shop fee (per transaction)	N/A	2.90	2.90
Pool and billiards			
First table	303	70.00	70.00
Each additional table	303	20.00	20.00
Precious metal dealer	311	10,000.00	10,000.00
Public improvement contract application fee (a)	N/A	550.00	550.00
Recycling contractor	403	125.00	125.00
Rental Registration (Housing) (d)	907	25.00	35.00
Rental Registration – Mid Year (Jan 1-Jun 30) (d)	907	12.50	17.50

**General Business Licenses and Permit Fees - continued**

Item / Description	City Code	2015 Amount	2016 Amount
Rental Registration – Administrative Fine	907	100.00 per unit	100.00 per unit
Right-of-way permits	703, 707	325.00	400.00
Sewer connection fees	802	see below	see below
Sewer usage fees	802	separate resolution	separate resolution
Soil contamination	406	\$1/cu.yd. up to \$300	\$1/cu.yd. up to \$300
Solid waste hauler	402	125.00	125.00
Stormwater drainage fees	803	separate resolution	separate resolution
Stormwater residential permit		250.00	250.00
Stormwater residential permit renewal (5-years)	n/a	100.00	100.00
Street patching fee (c)	n/a	650 / 1,300	650 / 1,300
Theaters – per viewing screen	310	70.00	70.00
Tree planting and removal	706	separate ordinance	separate ordinance
Utility service location fee	N/A	100.00	100.00
Vehicle forfeiture impound fee (per day)	N/A	20.00	20.00
Water connection fees	801	see below	see below
Water usage fees	801	separate resolution	separate resolution
Water tower permit – private use	801	separate resolution	separate resolution
Well permit	801	separate resolution	separate resolution
Wireless permit fee	1205	Negotiated	Negotiated

- (a) In addition to the \$550 base fee, a charge of 4% (increased from 3%) of the total improvement cost is also collected. This fee is an escrow and is estimated only. Actual costs will be collected when the improvements are completed.
- (b) Calculation is made on 7% of the estimated fair market value of unimproved land, as determined by the Ramsey County Assessor's office on the date of approval of the plat or subdivision.
- (c) Street patching fee is \$650 without a curb, and \$1,300 with a curb.
- (d) Includes technology fee.

**Meter Deposit Fees**

Meter	2015	2016
Res. 5/8" Meter	\$190.00	\$190.00
3/4" Meter	215.00	215.00
1" Meter	240.00	240.00
1.5" Meter	440.00	440.00
2" Meter Disc	535.00	535.00
2" Meter Compound	1,340.00	1,340.00
3" Meter Compound	1,910.00	1,910.00
6" Meter Compound	5,430.00	5,430.00

**Administrative Fines**

Item / Description	City Code	2015 Amount	2016 Amount
Alcohol and Tobacco Sales:			
Purchase, possession - underage		\$ 150.00	\$ 150.00
Lending ID to underage person		100.00	100.00
Selling tobacco – underage		200.00	200.00
Selling alcohol – underage		250.00	250.00
License holder	N / A	300.00	300.00
Other violation		100.00	100.00
Parking:			
Snowbird	N / A	25.00	25.00
Fires: No open fires		25.00	25.00
Fire Code	N / A	100.00	100.00
Animals:			
Vicious animal		50.00	50.00
Barking dog		50.00	50.00
Animal at large		50.00	50.00
Other animal violation	N / A	50.00	50.00
Miscellaneous:			
Building code		100.00	100.00
Fill permits		100.00	100.00
Failure to apply for license		50.00	50.00
Fireworks – use, possession, sale		250.00	250.00
Land use		100.00	100.00
Licenses (not occurring elsewhere)		50.00	50.00
Illegal dumping		150.00	150.00
Consuming alcohol-unauthorized places		250.00	250.00
Tampering with Civil Defense System		250.00	250.00
Seat belts		25.00	25.00
Expired license plates		35.00	35.00
Missing plate/tab		35.00	35.00
Trespassing		150.00	150.00
Golf cart / ATV violation		50.00	50.00
Noise complaint		250.00	250.00
Park ordinance violation		25.00	25.00
Peddling		75.00	75.00
Property nuisance starting with 3 <sup>rd</sup> call(a)	511	75.00	75.00
Public nuisance		100.00	100.00
Regulated businesses		100.00	100.00
Signs		50.00	50.00
Snowmobiles		50.00	50.00
Discharge, display of weapon	N / A	250.00	250.00
Wetland / Shore land		100.00	100.00

(a) Beginning with the 3rd call, the cost is \$250 plus the costs related to the call up to \$2,000.

**Building Permit and Plan Review Fees**

City Code Sections; 307, 801, 802, 901, 1014

Building Permit Fee – Zoning and Inspections:

Permit fee to be based on job cost valuation. The determination of value or valuation shall be made by the building official. The value to be used in computing the building permit and building plan review fees shall be the total of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment.

Total Valuation	2015 Amount	2016 Amount
\$1 - \$500	\$31.00	\$31.00
\$501 - \$2,000	\$31.00 for the first \$500 value, plus \$4 for each additional \$100 value or fraction thereof	\$31.00 for the first \$500 value, plus \$4.00 for each additional \$100 value or fraction thereof
\$2,001 - \$25,000	\$83.50 for the first \$2,000 value, plus \$16.55 for each additional \$1,000 value or fraction thereof	\$83.50 for the first \$2,000 value, plus \$16.55 for each additional \$1,000 value or fraction thereof
\$25,001 - \$50,000	\$464.15 for the first \$25,000 value, plus \$12.00 for each additional \$1,000 value or fraction thereof	\$464.15 for the first \$25,000 value, plus \$12.00 for each additional \$1,000 value or fraction thereof
\$50,001 - \$100,000	\$764.15 for the first \$50,000 value, plus \$8.45 for each additional \$1,000 value or fraction thereof	\$764.15 for the first \$50,000 value, plus \$8.45 for each additional \$1,000 value or fraction thereof
\$100,001 - \$500,000	\$1,186.65 for the first \$100,000 value, plus \$6.75 for each additional \$1,000 value or fraction thereof	\$1,186.65 for the first \$100,000 value, plus \$6.75 for each additional \$1,000 value or fraction thereof
\$500,001 - \$1,000,000	\$3,886.65 for the first \$500,000 value, plus \$5.50 for each additional \$1,000 value or fraction thereof	\$3,886.65 for the first \$500,000 value, plus \$5.50 for each additional \$1,000 value or fraction thereof
In excess of \$1,000,000	\$6,636.65 for the first \$1,000,000 value, plus \$4.50 for each additional \$1,000 value or fraction thereof	\$6,636.65 for the first \$1,000,000 value, plus \$4.50 for each additional \$1,000 value or fraction thereof
Inspections outside of normal business hours	\$67.25	\$68.50
Re-inspection fees (per State Building code)	\$67.25	\$68.50
Misc. inspection fees	\$67.25	\$68.50
Add'l plan review fee required by revisions	\$67.25	\$68.50

**Building Permit and Plan Review Fees - continued**Building Permit Fee – Engineering:

Total Valuation	2015 Amount	2016 Amount
\$1 - \$500	\$ 5	\$ 5
\$501 - \$2,000	5	5
\$2,001 - \$25,000	25	25
\$25,001 - \$50,000	50	50
\$50,001 - \$100,000	75	75
\$100,001 - \$500,000	100	100
\$500,001 - \$1,000,000	200	200
In excess of \$1,000,000	300	300

Demolition Permit Fee:

Description	2015 Amount	2016 Amount
Tenant improvmt/remodeling prior to building permit	\$73.00	\$75.00
Structures not connected to utilities	94.00	96.00
Residential structures connected to city utilities	160.00	163.00
Commercial structures connected to city utilities	\$415.00	\$425.00

Electrical Permit Fee:

Set through yearly contract with Contract Electrical Inspector

Fire Safety Inspection Fee:

An amount equal to eight percent (8%) of the amount determined by the Building Permit Fee (except for single-family dwellings) to be charged and used to defray the cost of fire safety inspections (Ord. 1237, 3-13-2000, eff. 5-1-2000)

Grading Plan Review Fee – Planning & Zoning:

Description	2015 Amount	2016 Amount
50 cubic yards or less	\$79	\$80
51 – 10,000 cubic yards	\$156.00 for the first 1,000 cubic yards, plus \$10.00 for each additional 1,000 yards or fraction thereof	\$160.00 for the first 1,000 cubic yards, plus \$10.00 for each additional 1,000 yards or fraction thereof
10,001 – 100,000 cubic yards	\$312.00 for the first 10,000 cubic yards, plus \$5.00 for each additional 10,000 yards or fraction thereof	\$318.00 for the first 10,000 cubic yards, plus \$5.00 for each additional 10,000 yards or fraction thereof
In excess of 100,000 cubic yards	\$832.00 for the first 100,000 cubic yards, plus \$10.00 for each additional 10,000 yards or fraction thereof	\$848.00 for the first 100,000 cubic yards, plus \$10.00 for each additional 10,000 yards or fraction thereof

**Building Permit and Plan Review Fees - continued**Grading Plan Review Fee – Engineering:

Description	2015 Amount	2016 Amount
50 cubic yards or less	\$ 25.00	\$ 25.00
51 – 10,000 cubic yards	25.00	25.00
10,001 – 100,000 cubic yards	50.00	50.00
In excess of 100,000 cubic yards	75.00	75.00

Grading Permit Fee – Planning & Zoning:

Description	2015 Amount	2016 Amount
50 cubic yards or less	\$79	\$80
1 – 1,000 cubic yards	\$104.00 for the first 100 cubic yards, plus \$20.00 for each additional 100 yards or fraction thereof	\$106.00 for the first 100 cubic yards, plus \$20.00 for each additional 100 yards or fraction thereof
1,001 – 10,000 cubic yards	\$312.00 for the first 1,000 cubic yards, plus \$31.00 for each additional 1,000 yards or fraction thereof	\$318.00 for the first 1,000 cubic yards, plus \$32.00 for each additional 1,000 yards or fraction thereof
10,001 – 100,000 cubic yards	\$624.00 for the first 10,000 cubic yards, plus \$102.00 for each additional 10,000 yards or fraction thereof	\$636.00 for the first 10,000 cubic yards, plus \$104.00 for each additional 10,000 yards or fraction thereof
In excess of 100,000 cubic yards	\$1,560.00 for the first 100,000 cubic yards, plus \$82.00 for each additional 10,000 yards or fraction thereof	\$1,590.00 for the first 100,000 cubic yards, plus \$84.00 for each additional 10,000 yards or fraction thereof

Grading Permit Fee – Engineering:

Description	2015 Amount	2016 Amount
50 cubic yards or less	\$ 25.00	\$ 25.00
1 – 1,000 cubic yards	25.00	25.00
1,001 – 10,000 cubic yards	50.00	50.00
10,001 – 100,000 cubic yards	75.00	75.00
In excess of 100,000 cubic yards	100.00	100.00

**Building Permit and Plan Review Fees - continued**Investigation Fee: Work without a Permit

Whenever any work for which a permit is required from the city has been commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee required by this code. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this code nor from any penalty prescribed by law.

Manufactured Home Permit Fee:

Description	2015 Amount	2016 Amount
New installation	\$ 270.00	\$ 275.00

Mechanical Permit Fee - Residential:

Description	2015 Amount	2016 Amount
Air conditioning – new	\$ 48.00	\$ 49.00
Air conditioning – replacement	60.00	61.00
Warm air furnace – new	100.00	102.00
Warm air furnace - replacement	60.00	61.00
Hot water boilers – new	100.00	102.00
Hot water boilers – replacement	60.00	61.00
Unit heaters	60.00	61.00
Swimming pool heaters	60.00	61.00
Misc. work & gas piping	1.28% of job cost	1.28% of job cost
Minimum fee	60.00	61.00
Gas fireplace	60.00	61.00
In floor heat	84.00	85.00
Solar panel installation	\$1.28 % of job cost / \$156.00 min fee	\$1.28 % of job cost / \$160.00 min fee

Mechanical Permit Fee - Commercial:

Description	2015 Amount	2016 Amount
All commercial work	1.28% of job cost / \$60.00 min fee	1.28% of job cost / \$61.00 min fee

House Moving Permit Fee:

Description	2015 Amount	2016 Amount
Over private property only	\$93.00	\$95.00
Over public streets	135.00	137.00
Investigation fee per hour	\$67.00	\$68.50



**Building Permit and Plan Review Fees - continued**Plumbing Permit Fee:

Description	2015 Amount	2016 Amount
Administrative/minimum fee	\$ 60.00	\$ 61.00
Additional for each fixture opening	10.00	10.00
Miscellaneous work	1.28% of job cost	1.28% of job cost
Backflow prevention verification	\$ 27.00	\$ 28.00

Plan Review Fee:

When a building permit is required and a plan is required to be submitted, a plan checking fee shall be paid. Plan checking fees for all buildings, except for construction costs in R-1 and R-2 zones which do not involve new single family structures and are of less than seven thousand dollars (\$15,000.00), shall be sixty five percent (65%) of the building permit fee as set forth in Section 901.06 of this chapter, except as modified in M.S.B.C. Section 1300. (Ord. 1110, 4-13-1992)

The plan review fees specified are separate fees from the permit fees and are in addition to the permit fees.

When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items an additional plan review fee shall be charged.

Expiration of plan review:

Applications for which no permit is issued within 180 days following the date of application shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the building official. The building official may extend the time for action by the applicant for a period not exceeding 180 days on request by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken. No application shall be extended more than once. In order to renew action on an application after expiration, the applicant shall resubmit plans and pay a new plan review fee.

Refund Fee:

The building official may authorize refunding of any fee paid hereunder which was erroneously paid or collected.

The building official may authorize a refunding of permit fees paid when no work has been done under a permit issued in accordance with this code.

The building official may authorize a refunding of plan review fees paid when an application for a permit for which a plan review fee has paid is withdrawn or canceled before any plan reviewing is done.

The building official shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment.

**Building Permit and Plan Review Fees - continued**Multi-Family Rental Licensing:

Description	2015 Amount	2016 Amount
Multi-Family Rental License annual fee	\$ 20.00/unit + \$100.00/building	\$ 20.00/unit + \$102.00/building
Reinstatement fee	\$100.00	\$102.00
Per Unit Re-inspection fee (after 1 <sup>st</sup> re inspection)	\$65.00	\$66.00
Failure to renew license within 30 days of expiration: Penalty Fee	\$500 (penalty will double every two weeks until license is paid)	\$500 (penalty will double every two weeks until license is paid)
Appeal to Council	0.00	\$50.00

Sewer Connection Permit Fee – Planning & Zoning:

Description	2015 Amount	2016 Amount
Residential	\$ 94.00	\$ 96.00
Commercial	297.00	303.00
Repair	60.00	61.00
Disconnect – residential	84.00	85.00
Disconnect – commercial	\$ 166.00	\$ 169.00

Sewer Connection/Inspection Permit Fee – Engineering:

Description	2015 Amount	2016 Amount
Connection: Residential	\$ 5.00	\$ 25.00
Connection: Commercial	25.00	75.00
Connection: Repair	5.00	25.00
Connection: Inspection	n/a	75.00
Disconnect – residential	25.00	25.00
Disconnect – commercial	75.00	75.00

Sign Permit Fee:

Utilize building permit fee schedule. No plan review fee

Description	2015 Amount	2016 Amount
Permanent Sign – minimum fee	\$ 55.00	\$ 55.00
Annual Sign	100.00	100.00
Temporary Sign	25.00	30.00
Attention-Getting Device	25.00	30.00

**Building Permit and Plan Review Fees - continued**Swimming Pool Permit Fee – Planning & Zoning:

Description	2015 Amount	2016 Amount
Residential In-ground pool	\$ 208.00	\$ 212.00
Residential Seasonal pool	24.00	25.00
Commercial pool	Utilize building Permit fee Schedule	Utilize building Permit fee Schedule

Swimming Pool Permit Fee – Engineering:

Description	2015 Amount	2016 Amount
Residential pool	\$ 15.00	\$ 15.00

Water Connection Permit Fee – Planning & Zoning:

Description	2015 Amount	2016 Amount
Residential	\$ 94.00	\$ 96.00
Commercial	297.00	303.00
Repair	60.00	61.00
Disconnect – residential	84.00	85.00
Disconnect – commercial	\$ 166.00	\$ 169.00

Water Connection/Inspection Permit Fee – Engineering:

Description	2015 Amount	2016 Amount
Connection: Residential	\$ 5.00	\$25.00
Connection: Commercial	25.00	75.00
Connection: Repair	5.00	25.00
Connection: Inspection	n/a	75.00
Disconnect – residential	25.00	25.00
Disconnect – commercial	75.00	75.00
Water main tapping fee	325.00	0.00

Water Meter Program Fees – Engineering:

Description	2015 Amount	2016 Amount
Manual Meter Read Surcharge	n/a	\$ 40.00/qtr.
Non-Standard Water Meter No-Read Fee	n/a	50.00
Denial of Access to Water Meter	n/a	\$ 100.00/qtr.

**Building Permit and Plan Review Fees - continued**Residential Property Improvement Permit Fee (Fences, Walls, Sheds, Driveways, Drain Tile System) – Planning & Zoning:

Description	2015 Amount	2016 Amount
Driveway permits	\$ 50.00	\$ 55.00
Fence permits – residential	67.00	52.00
Fence permits - commercial	Use Permit Fee Schedule	Use Permit Fee Schedule
Shed permits	57.00	52.00
Drain tile	115.00	115.00
Plan Review Fee – Hourly Rate	0.00	68.50
Other – utilize building permit fee schedule		

Miscellaneous Fees:

Description	2015 Amount	2016 Amount
Minimum roofing fee	\$ 100.00	\$ 102.00
Garage only re-roofing fee	55.00	56.00
Minimum window replacement fee	90.00	92.00
Minimum siding replacement fee	90.00	92.00
Administrative fee for abatement per hour	67.25	68.50
Wood burning fireplace	90.00	92.00
Verification of state contracting license	5.00	5.00
Replacement inspection card	20.00	21.00
Re-stamping job site plan sets	30.00	31.00
Certificate of Occupancy – conditional	100.00	102.00
Certificate of Occupancy – full	0.00	0.00
Certificate of Occupancy – copy	0.00	0.00
City contractor license fee	92.00	94.00
Administrative fee – R1 or R2 zones	67.25	68.50
Administrative fee – other zones	67.25	68.50
Footing/foundation permits – residential	100.00	102.00
Footing/foundation permits – commercial	468.00	477.00
Construction deposit – residential	800.00	800.00
Construction deposit – commercial	4,000.00	4,000.00
SAC Admin Fee	35.00	36.00
SAC Research Fee – Hourly Rate	0.00	68.50
Lead Abatement License Fee	5.00	5.00
Property Age Verification Fee	5.00	5.00
Outdoor storage/display permit: 1 occurrence	50.00	50.00
Outdoor storage/display permit: multiple	75.00	75.00
Outdoor sales/display permit: 1 occurrence	50.00	50.00
Outdoor sales/display permit: multiple	75.00	75.00
Outdoor temporary event: 1 occurrence	50.00	50.00

Outdoor temporary event: multiple	75.00	75.00
Outdoor storage/display permit: 1-5 occurrences	0.00	50.00
Outdoor storage/display permit: 6-10 occurrences	0.00	100.00
Outdoor storage/display permit: 11 or more	0.00	200.00
Outdoor sales/display permit: 1-5 occurrences	0.00	50.00
Outdoor sales/display permit: 6-10 occurrences	0.00	75.00
Outdoor sales/display permit: 11 or more	0.00	200.00
Outdoor temporary event: 1-5 occurrences	0.00	50.00
Outdoor temporary event: 6-10 occurrences	0.00	75.00
Outdoor temporary event: 11 or more	0.00	200.00

### Community Development Department Permit and Miscellaneous Fees

Item/Permit	2015 Amount	2016 Amount
City Consultant and/or City Attorney Review/Research - Comm./Industrial/Multi-family land use, subdivision, economic development, utility, building permit review, traffic, or development or redevelopment projects or proposals payable as escrow or at building permit	100% of direct cost billed to applicant	100% of direct cost billed to applicant
Planned Unit Development – Amendment #	400	410
Planned Unit Development – Escrow (Amendment)****	\$2,000 minimum	\$2,000 minimum
PUD Escrow (historical data collection & analysis; site plan & survey review & analysis; city approval analysis; letter creation)	Staff hourly rate/1.9 times per hour. \$50.00 per hour minimum	\$68.50 per hour One hour minimum
Rezoning of Project Site or Parcel** #	650	675
Zoning Code Text Amendment** #	600	625
Comprehensive Plan – Amendment** #	900	925
Conditional Use - Residential** #	500	510
Conditional Use - Commercial** #	750	775
Subdivision – Escrow****	2,500 minimum	2,500 minimum
Minor Subdivision #	650 minimum	675 minimum
Subdivision Escrow (historical data collection & analysis; site plan & survey review & analysis; city approval analysis; letter creation)	Staff hourly rate/1.9 times per hour. \$50.00 per hour minimum	\$68.50 per hour One hour minimum
Subdivision – Preliminary Plat #	550	575
Subdivision - Final Plat #	500	510
Tree Preservation Restoration & Landscape Plan Application	0.00	50.00
Tree Preservation Restoration & Landscape Plan Escrow	0.00	As determined by Comm. Dev. Staff
Variance - Residential** #	350	360
Variance – Non Residential** #	450	475
Interim Use** #	650	675
Interim Use extension** #	200	225
Administrative Deviation #	100	110
Zoning Compliance Letter (historical data collection & analysis; site plan & survey review & analysis; city approval analysis; letter creation)	Staff hourly rate/1.9 times per hour. \$50.00 per hour minimum	\$68.50 per hour One hour minimum

Residential Variance Appeal Fee	150	150
Commercial Variance Appeal Fee	300	300
Master Sign Plan – residential/institutional	250	250
Master Sign Plan – commercial	350	350
Accessory Dwelling Unit Permit	100	100
Tax Increment Finance (establishment of district or review of proposal, including city consultants)	\$15,000 deposit – minimum fee plus consultants fees	\$15,000 deposit – minimum fee plus consultants fees
Planning Commission Agendas/Year (mailed)	10.00*	10.00*
Planning Commission Minutes/Year (mailed)	15.00*	15.00*
Comprehensive Plan CD	20.00*	20.00*
Zoning Code CD	20.00*	20.00*
Research Staff Time	Staff hourly rate/1.9 times per hour. \$50.00 per hour minimum	<b>\$68.50 per hour</b> <b>One hour minimum</b>
Copying	\$.25/sheet	\$.25/sheet
Maps*** – 8 ½ x 11 (black and white) – existing PDF maps	No Charge*	No Charge*
Maps – 8 ½ x 11 (color) – existing PDF maps	1.00*	1.00*
Maps – 11 x 17 (color) – existing PDF maps	2.00*	2.00*
Maps – 17 x 22 (color) – existing PDF maps	10.00*	10.00*
Maps – 22 x 34 (color) – existing PDF maps	20.00*	20.00*
Maps – 34 x 44 (color) – existing PDF maps	40.00*	40.00*
City Address Book (11x17)* – existing PDF maps	100.00 per book*	100.00 per book*

\* Free/no charge on internet city home page and available for review at library and city hall

\*\* If multiple requests (such as a subdivision, a variance, and a conditional use permit) are part of one application, City charges only for most expensive permit application

\*\*\* Maps/data that are to be created as custom requests are to be charged at a time and materials rate. (GIS Coordinator hourly rate times 1.9 multiplier)

\*\*\*\* The amount listed under the PUD and Subdivision Escrow is the minimum amount required for the application. A higher amount, as determined by the City, may be required for projects that will take a significant amount of time. City Attorney costs shall be paid as part of this escrow.

# Includes technology fee

**Electrical Permit Fees**

- A. Minimum fee for each separate inspection of an installation, replacement, alteration or repair is limited to one inspection only:

2015 Amount	2016 Amount
\$ 35.00	\$ 40.00

- B. Services, changes of service, temporary services, additions, alterations or repairs on either primary or secondary services shall be computed separately:

Description	2015 Amount	2016 Amount
0 to 300 amp	\$50.00	\$ 50.00
301 to 400 amp	58.00	58.00
401 to 500 amp	72.00	72.00
501 to 600 amp	86.00	86.00
601 to 800 amp	114.00	114.00
801 to 1,000 amp	142.00	142.00
1,001 to 1,100 amp	156.00	156.00
1,101 to 1,200 amp	170.00	170.00
Add \$14 for each add'l 100 amps		

- C. Circuits, installation of additions, alterations, or repairs of each circuit or sub-feeder shall be computed separately, including circuits fed from sub-feeders and including the equipment served, except as provided for in (D) through (K):

Description	2015 Amount	2016 Amount
0 to 30 amp	\$ 8.00	\$ 8.00
31 to 100 amp	10.00	10.00
101 to 200 amp	15.00	15.00
201 to 300 amp	20.00	20.00
301 to 400 amp	25.00	25.00
401 to 500 amp	30.00	30.00
501 to 600 amp	35.00	35.00
601 to 700 amp	40.00	40.00
Add \$5 for each add'l 100 amps		

Description	2015 Amount	2016 Amount
Residential panel replacement	N/A	\$ 100.00
Residential sub panel	N/A	40.00
Minimum fee: Inspection only	N/A	\$40.00 plus \$1 State Surcharge
Minimum fee: Rough-in & Final	N/A	\$80.00 plus \$1 State Surcharge

Minimum fee: Single-family dwelling or townhouse not over 200 amps (3 inspections max)	N/A	\$175.00 plus \$1 State Surcharge
Apartment buildings: per unit (excludes cover service, unit feeders & house panels)	N/A	70.00
Swimming pool (up to 2 inspections)	N/A	80.00
Additions, remodels, or basement additions (up to 10 circuits and 2 inspections)	N/A	80.00
Accessory structures: panel	N/A	50.00
Accessory structures: per circuit	N/A	8.00
Accessory structures: inspection	N/A	80.00
Traffic signals: per standard	N/A	7.00
Street & Parking lot lights: per standard	N/A	4.00
Transformers and generators: up to 10KVA	N/A	10.00
Transformers and generators: 11-75KVA	N/A	40.00
Transformers and generators: 76-299KVA	N/A	60.00
Transformers and generators: over 299KVA	N/A	150.00
Retro fit lighting (per fixture)	N/A	0.65
Sign transformer (per each)	N/A	8.00
Remote control & signal circuits (per device)	N/A	0.75
Re-inspection fee (in addition to all others)	N/A	40.00
** Permit Fee is doubled if work is started before permit is issued **		