

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

Date: November 4, 2019  
Item No.: 7.c

Department Approval



City Manager Approval



Item Description: Consider Adoption of the 2020 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 these regulatory functions to determine whether fee adjustments are necessary or if new fees should be established. Council reviewed proposed changes at their September 23, 2019 meeting.

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

Departmental Staff will be on hand at the Council meeting to address the new fees or suggested changes.

**POLICY OBJECTIVE**

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

**FINANCIAL IMPACTS**

Based on the recommended fee adjustments, it is projected that revised fees will generate revenues sufficient to cover the City's added regulatory costs. The applicable revenues and expenditures have been incorporated into the 2020 Budget.

**STAFF RECOMMENDATION**

Staff recommends that the City Council approve an ordinance and ordinance summary amending Chapter 314.05 adopting the 2020 Fee Schedule.

**REQUESTED COUNCIL ACTION**

Motion #1: Approve the attached ordinance amending Chapter 314.05 adopting the 2020 Fee Schedule.

Motion #2: Approve the attached ordinance summary.

Prepared by: Katie Bruno, Deputy City Clerk

Attachments: A: Summary of proposed changes  
B: Ordinance adopting the 2019 Fee Schedule  
C: Ordinance Summary  
D: Proposed 2020 Fee Schedule

## Summary of Substantive changes to the proposed 2020 Fee Schedule

### Finance Department

#### Lawful Gambling Regulatory Tax

The City's regulatory efforts associated with the conduct of lawful gambling activities in the city is offset by a *legally-restricted* tax on net receipts (gross sales less prizes paid). The tax is used for general licensing, financial activities review, police compliance checks, and other regulatory activities as needed. With the growth in the number of locations conducting lawful gambling activities as well as overall sales, the current 1.0% tax exceeds the amount necessary to support the City's on-going regulatory function. Staff recommends that the tax be lowered to 0.50% of net receipts for 2020.

Lawful gambling regulatory activities are captured in a separate fund, and do not impact the City's property tax levy.

### Fire Department

Fee/Charge Description	2019	2020
1. CPR Increase	\$80.00	\$100.00
2. Gasoline Stations	\$60.00	\$186.00
Gasoline pumps (private business)	\$130.00	\$186.00
3. Hotel / motel complaint inspections fee.	N/A	\$125.00
4. Response to Vehicle related emergencies	\$400.00	\$400.00
		+ \$48 per vehicle

#### Explanation of fee change:

1. CPR fee increase. The Fire Department is proposing an increase of \$20.00 per student for CPR certification training. The cost increase is due to departmental cost increases for personnel and supplies.
2. Gasoline Stations/Gasoline pumps (private business). The Fire Department is proposing an increase of \$126.00 per fuel station inspection. The current rates are not sufficient to cover the costs of the inspections and administrative time associated with the license.
3. Hotel / motel complaint inspections fee. The fire department is proposing a verified complaint inspection fee for hotel /motels. Over the past few years the number of complaints regarding fire code violations within the hotel / motels has increased steadily. This fee would be charged to hotels / motels for "verified complains". Inspectors would respond to the complaint, and if the complaint was verified the business would be charged for the time responding to and correcting the complaint.
4. Fire Department Response to Vehicle related emergencies. (Accidents, Vehicle fires, Hazard clean-up, Extrication). The Roseville Fire Department responds to several hundred vehicle related emergencies annually. This proposed fee would off-set the cost of responding to these emergency types, and is covered by most insurance. The fee is proposed at \$400.00 per incident with additional costs per vehicle. Estimated annual fee income would be \$34,000. This fee replaces the current "fire rescue and Extrication fee".

### Community Development

Fee/Charge Description	2019	2020
1. Public Nuisance Deviation fee	N/A	\$50.00
2. Residential Seasonal pool permit	\$25.00	N/A
3. Administrative fee for Council approved abatement	N/A	\$350.00
4. Residential Window replacement fee (flat fee)      valuation based		\$140.00

5. Electrical Permit fees	All	All
6. PUD Cancellation/escrow	N/A	\$250/\$500
7. Temporary Overnight Shelter License	N/A	\$350
8. Environmental Assessment Worksheet (EAW) fee	N/A	up to \$5,000

Explanation of fee change:

1. Ordinance has language referencing deviation application shall be accompanied by fee, however, no fee is provided in the Fee Schedule. This proposed fee reflects estimated staff time for processing of this specific deviation application. The expected annual revenue this fee could generate is deemed nominal at \$50-\$100, assuming 1-2 deviations are expected annually.
2. The permit for a residential seasonal pool had no inspection or enforcement component. The only tangible service was to provide guidelines. Since the City doesn't provide a service, we don't feel it's appropriate to require a permit or collect a fee, so we've stricken the permit requirement entirely after consultation with the City Attorney. Guidelines will still be provided to residents. It is not expected that any revenue will be lost by eliminating this application and fee, being few applications are submitted annually.
3. Staff has reviewed actual staff hours related to the Council approved abatements since 2016 and estimates a minimum of five staff hours per abatement is expended and that cost is proposed to be recovered via a fee. The expected annual revenue this fee could generate is estimated at \$2,450, assuming seven abatements per the calendar year (which is the running ten year average).
4. The Minnesota State Building Code offers exceptions to the valuation-based fee system, in favor of a flat fee, for certain residential permits. Staff wishes to move window replacement permits to a flat fee (roofing and siding previously moved to flat fee). Staff has reviewed twelve years of window replacement permit fees and current staff time related to the processing of these applications, inspections and re-inspections and have determined our costs can be recovered through a flat fee. Establishing a flat fee will reduce the permit cost, causing Roseville's fee to be more in-line with similar and neighboring communities. The expected revenue decline is estimated at \$8,000.
5. The City's contract electrical inspector, Tokle Inspections, has requested to increase permit fees as part of the contract renewal for inspection services. Per contract, Mr. Tokle sets the electrical fees and he has not increased these fees in many years. Per Mr. Tokle's contract, the City retains 20 percent of the fees and the contractor receives 80 percent. While some fees appear to be dramatically increasing (larger services & solar account for the largest permit fee increases), the fees most often applied are increasing between 10-12.5%. The expected revenue increase (City's portion only) is estimated at approximately \$2,500 - \$3,000, although this number could vary dramatically based on the type of electrical work that is done.
6. The Zoning Ordinance provides for a Planned Unit Development Cancellation process, yet no application, or associated fee, exists should the public wish to request a PUD Cancellation. Staff proposes a \$250 application fee, and a \$500 escrow, which should be sufficient to cover staff costs to process such a request. The expected annual revenue this fee could generate is deemed nominal at \$250, assuming one (or less) PUD cancellation is processed per year (escrow fees are pass-thru to 3<sup>rd</sup> parties).

7. The Temporary Overnight Shelter License fee is new in 2020 and relates to City Council adoption of an Ordinance on August 26, 2019 creating a Temporary Overnight Shelter License, replacing the formerly used Interim Use process. The proposed fee of \$350 would cover 2-3 hours of staff time for inspections and administrative costs to process the license. To date, only two properties would take advantage of this license, generating \$700 annually in fee revenue for 2020.
8. There are several upcoming projects that will trigger a mandatory Environmental Assessment Worksheet (EAW). The City of Roseville is the Responsible Governmental Unit for determining whether or not EAW's are complete and following the process established in Minnesota Statutes 116D.04. City staff do not have the full expertise for reviewing such documents and so there will be a need to have a third party review the EAW prior to City acceptance and release for public comment. Actual costs will be billed to the escrow with unused funds returned to the applicant.

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

**AN ORDINANCE AMENDING CHAPTER 314.05, FEE SCHEDULE  
ADOPTING THE 2020 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 2020 Fee Schedule is as shown in *Exhibit A*.

**SECTION 6. Effective Date.** This ordinance shall be effective January 1, 2020.

**Passed this 4th day of November, 2019**

*Ordinance: Adopting the 2020 Fee Schedule*

CITY OF ROSEVILLE

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

ATTEST:

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

Seal

City of Roseville

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

**AMENDING CHAPTER 314.05, FEE SCHEDULE  
ADOPTING THE 2019 FEE SCHEDULE**

The following is the official summary of Ordinance No. \_\_\_\_\_ approved by the City Council of Roseville on November 4, 2019:

An Ordinance amending Chapter 314.05 of the Roseville City Code adopting the 2020 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.cityofroseville.com](http://www.cityofroseville.com)

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

**City of Roseville**  
**2020 Proposed Fee Schedule**

**General Business Licenses and Permit Fees**

Fee Description	City Code	2019 Amount	2020 Amount	Comments
Amusement device (per machine)	303	15.00/machine	93.00/location	
Benches in right-of-way	703	50.00	50.00	
Assessment searches:				
Deferred or pending	n/a	-	-	
Historical	n/a	100.00	100.00	
Bowling alley:				
First alley	n/a	70.00	70.00	
Each additional alley	n/a	20.00	20.00	
Burial Permit	401	100.00	100.00	
Cigarettes, sale of	306	200.00	200.00	
Compost/woodchip delivery from Compost Site	n/a	40.00	40.00	
Construction noise variance	405	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	100.00	
Curb stop turn on/off fee	n/a	50.00	50.00	
Data / USB Drive Copies	n/a	10.00	10.00	
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 with micro chip	501	5.00	5.00	
2 Year: non-sterilized	501	35.00	35.00	
2 Year: non-sterilized with micro chip	501	25.00	25.00	
Lifetime: sterilized	501	30.00	30.00	
Lifetime: sterilized with micro chip	501	5.00	5.00	
Lifetime: non-sterilized	501	150.00	150.00	
Lifetime: non-sterilized with micro chip	501	100.00	100.00	
Duplicate or address change	501	5.00	5.00	
Special multiple: 2 Year	501	40.00	40.00	
Dog kennels	501	75.00	75.00	
Easement or right-of-way vacation	n/a	300.00	300.00	
Encroachment agreement application fee	n/a	300.00	300.00	
Erosion control escrow fee (per acre):				
Standard	1017	3,000.00	3,000.00	
Residential remodel (less than 1/4 acre)	1017	1,000.00	1,000.00	
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	
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	
Fertilizer:				
Sale of	408	30.00	30.00	
Applicator	408	100.00	100.00	
Firearms, sale of	310	30.00	30.00	
Fire Inspection:	902	93.00	93.00	
Commerical vent hood	902	93.00	93.00	
Natural gas-related emergencies		250.00	250.00	Per hour (contractor-related)
Fire rescue and extrication fee	n/a	400.00	400.00	
Fire safety training (per hour)	n/a	80.00	80.00	
Fireworks, sale of consumer:				
Existing retail	n/a	100.00	100.00	
Stand-alone, temporary	902	450.00	450.00	Incl. structure & product storage
Fuel storage tank removal inspection	902	170.00	170.00	Above or underground tanks



**City of Roseville**  
**2020 Proposed Fee Schedule**

**General Business Licenses and Permit Fees**

Fee Description	City Code	2019 Amount	2020 Amount	Comments
Fuel storage tank: Installation of liquid fuel tank	902	170.00	170.00	Above or underground tanks
Fuel storage tank: Installation of liquefied fuel tank	902	170.00	170.00	Above or underground tanks
Game room	303	175.00	175.00	
Gasoline stations	310	130.00	186.00	
Gas pumps (private business)	310	60.00	186.00	
Horse	501	5.00	5.00	
Hospitals-veterinary	310	80.00	80.00	
Hotel/Motel Annual Inspection				
Base rate	n/a	435.00	435.00	Inspection services transferred
Per unit fee	n/a	3.00	3.00	from State Fire Marshall's
Follow-up inspection	n/a	125.00	125.00	Office
Verified complaint inspection	n/a	-	125.00	
Lawful gambling:				
One-time event	304	25.00	25.00	
On-going premise permit: net sales %	304	1%	0.5%	
On-going premise permit: net profits %	304	10%	10%	
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 Cental Park	302	20.00	20.00	
Sunday on-sale	302	200.00	200.00	
Special club: 51-200 members	302	300.00	300.00	
Special club: 201-500 members	302	500.00	500.00	
Special club: 501-1,000 members	302	650.00	650.00	
Special club: 1,001-2,000 members	302	800.00	800.00	
Special club: 2,001-4,000 members	302	1,000.00	1,000.00	
Special club: 4,001-6,000 members	302	2,000.00	2,000.00	
Special club: more than 6,000 members	302	3,000.00	3,000.00	
On-sale brewery taproom	302	750.00	750.00	
On-sale micro distillery cocktail room	302	750.00	750.00	
Off-sale intoxication liquor license	302	300.00	300.00	
Off-sale intoxication liquor license	302	200.00	200.00	See comment 'A' below
Sale outside of premises	302	25.00	25.00	
Investigation fee	302	300.00	300.00	
Massage therapist	309	100.00	100.00	
Massage therapy business establishment:				
License	309	300.00	300.00	
First-time applicant background check	309	150.00	150.00	
Open burning permit	n/a	120.00	120.00	Plus \$0.50 per required notice
Park dedication fee:				
Residential (per unit)	1103	4,000.00	4,000.00	
Non-residential (fair-market value %)	1103	10%	10%	See comment 'B' below
Pathway patching fee:				
Concrete sidewalk (2 panels)	n/a	675.00	675.00	
Bituminous (12' x 8')	n/a	550.00	550.00	
Pawn shop license	311	10,000.00	10,000.00	
Pawn shop + precious meter dealer license	311	13,000.00	13,000.00	
Pawn shop transaction 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	
Private hydrant inspections:				
1-4 hydrants	801	\$ 50.00	\$ 50.00	
> 4 hydrants	801	25.00	25.00	Cost per hydrant
Processing Fees	n/a	2%	2%	See comment 'C' below
Public improvement contract application fee	n/a	550.00	550.00	See comment 'D' below

**City of Roseville**  
**2020 Proposed Fee Schedule**

**General Business Licenses and Permit Fees**

Fee Description	City Code	2019 Amount	2020 Amount	Comments
Public Nuisance Deviation Fee	407.1	-	50.00	
Recycling contractor	403	125.00	125.00	
Rental licensing:				
Multi-family annual inspection fee: Building	908	102.00	102.00	
Multi-family annual inspection fee: Per Unit	908	15.00	15.00	
Multi family: reinstatement	908	102.00	102.00	
Reinspection fee	908	93.00	93.00	After 1st inspection
Failure to renew within 30 days of exp.	908	500.00	500.00	Fee doubles every two weeks
Fee appeal to City Council	908	50.00	50.00	
Rental registration:				
Registration Fee	907	35.00	35.00	
Late renewal fee	907	35.00	35.00	
Administrative fee (per unit)	907	100.00	100.00	
Appeal	907	50.00	50.00	
Right of way permits:				
Hole (per hole)	707	400.00	400.00	
Trench	707	400.00	400.00	+ \$0.40 / lineal foot of trench
Boring	707	400.00	400.00	+ \$0.40 / lineal foot of boring
Non-excavation (obstruction)	707	50.00	50.00	+ \$0.06 / lineal foot
Roll-off container	707	50.00	50.00	
Extension	707	25.00	25.00	+ \$25.00 per week of extension
Oversize/overweight vehicle	707	30.00	30.00	
Penalty	707			
Curb cut	707	50.00	50.00	
New or revised wireless support structure	n/a	100.00	100.00	
Other Agency review	707	30.00	30.00	
Winter excavation surcharge	707	100.00	100.00	Amount per hole
Sewer connection fees	802	n/a	n/a	See separate section below
Sewer usage fees	802	n/a	n/a	Established separately
Soil contamination fee (per cubic yard)	406	1.00	1.00	max \$300
Solid waste hauler license	402	125.00	125.00	
Street patching fee:				
Half width without curb	n/a	700.00	700.00	
Half width with curb	n/a	1,300.00	1,300.00	
Full-width without curb	n/a	1,400.00	1,400.00	
Full-width with curb	n/a	2,600.00	2,600.00	
Sump pump waiver fee	802	50.00	50.00	
Sump pump surcharge fee (per month)	802	50.00	50.00	
Theaters (per viewing screen)	310	70.00	70.00	
Tree planting and removal	706	n/a	n/a	Established separately
Utility service location fee	n/a	100.00	100.00	
Vehicle impound fee (per day)	n/a	20.00	20.00	
Vehicle related emergency response	n/a	400.00	400.00	See Comment "e" below
Per vehicle involved	n/a	-	48.00	
Significant incident response larger /specialized response	n/a	-	see comments	Bill based on time and supplies
Water connection fees	801	n/a	n/a	See separate section below
Water meter deposit	801	n/a	n/a	Established separately
Water tower permit: private use	801	n/a	n/a	Established separately
Water usage fees	801	n/a	n/a	Established separately
Well permit	801	n/a	n/a	Established separately
Wireless tower lease agreement	1205	n/a	n/a	Negotiated

Comments:

- If MN Statute 340A.408, subd 3(c) are met
- Calculation is based on 10% 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.
- For 2018 and beyond, the fee is \$2 minimum or 2% of the fine, registration, permit, or license
- In addition to the \$550 base fee, an escrow fee of 4% of the total improvement cost is also collected

## City of Roseville

## 2020 Proposed Fee Schedule

## Administrative Fines

Fee Description	City Code	2019 Amount	2020 Amount	Comments
Alcohol Sales:				
Purchase, possession: underage	n/a	\$ 150.00	\$ 150.00	
Lending ID to underage person	n/a	100.00	100.00	
Selling alcohol: underage	n/a	250.00	250.00	
License holder	n/a	300.00	300.00	
Other violation	n/a	100.00	100.00	
Animals:				
Vicious animal	n/a	50.00	50.00	
Barking dog	n/a	50.00	50.00	
Animal at large	n/a	50.00	50.00	
Other violation	n/a	50.00	50.00	
City Code violation: general	n/a	100.00	100.00	
Consuming alcohol: unauthorized places	n/a	250.00	250.00	
Discharge, display of weapon	n/a	250.00	250.00	
Expired license plates	n/a	35.00	35.00	
Fats, Oil, Grease (FOG) Fines - Engineering				
FOG discharge resulting in blockage	n/a	500.00	500.00	Per incident
Failure to maintain records	n/a	100.00	100.00	Per incident
Failure to apply for license	n/a	50.00	50.00	
Fires:				
No open fires	n/a	250.00	250.00	
Fire code	n/a	250.00	250.00	
Fireworks: use, possession, sale	n/a	250.00	250.00	
Golf cart / ATV violation	n/a	50.00	50.00	
Illegal dumping	n/a	150.00	150.00	
Land use	n/a	100.00	100.00	
Licenses (not occurring elsewhere)	n/a	50.00	50.00	
Missing plate/tab	n/a	35.00	35.00	
Noise complaint	n/a	250.00	250.00	
Parking: snowbird	n/a	25.00	25.00	
Park ordinance violation	n/a	25.00	25.00	
Peddling	n/a	75.00	75.00	
Pet Store Requirements:				
1st violation (within a rolling 12 months)	501	1,000.00	1,000.00	
2nd violation (within a rolling 12 months)	501	1,500.00	1,500.00	
3rd violation (within a rolling 12 months)	501	3,000.00	3,000.00	
Property nuisance: Repeat	511	250.00	250.00	See Comment 'A' below
Public nuisance	n/a	100.00	100.00	
Regulated businesses	n/a	100.00	100.00	
Seat belts	n/a	25.00	25.00	
Signs	n/a	50.00	50.00	
Snowmobiles (use on public property)	n/a	50.00	50.00	
Tampering with civil defense system	n/a	250.00	250.00	
Tobacco Sales (License Holder):				
1st Violation (in 24 months)	306.09	300.00	300.00	
2nd Violation (in 24 months)	306.09	400.00	400.00	Plus <u>min.</u> 2-day License Susp.
3rd Violation (in 24 months)	306.09	800.00	800.00	Plus 7-day License Suspnsion
4th Violation (in 24 months)	306.09			
Tobacco Sales:				
Selling tobacco: underage	306.09	200.00	200.00	
Other violation		100.00	100.00	
Trapping Ordinance Violation	512	150.00	150.00	
Trespassing	n/a	150.00	150.00	
Wetland / Shore land	n/a	100.00	100.00	

Comments:

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

## City of Roseville

## 2020 Proposed Fee Schedule

## Permit and Plan/Project Review Fees

<u>Fee Description</u>	<u>City Code</u>	<u>2019 Amount</u>	<u>2020 Amount</u>	<u>Comments</u>
Building Permit - Community Development:				
\$1 - \$500 valuation (total valuation)		\$ 31.00	\$ 31.00	
\$501 - \$2,000 valuation		31.00	31.00	For the first \$500 value; plus \$4.00 for each add'l \$100 value or fraction thereof
\$2,001 - \$25,000 valuation		83.50	83.50	For the first \$2,000 value; plus \$16.55 for each add'l \$1,000 value or fraction thereof
\$25,001 - \$50,000 valuation		464.15	464.15	For the first \$25,000 value; plus \$12.00 for each add'l \$1,000 value or fraction thereof
\$50,001 - \$100,000 valuation		764.15	764.15	For the first \$50,000 value; plus \$8.45 for each add'l \$1,000 value or fraction thereof
\$101,001 - \$500,000 valuation		1,186.65	1,186.65	For the first \$100,000 value; plus \$6.75 for each add'l \$1,000 value or fraction thereof
\$500,001 - \$1,000,000 valuation		3,886.65	3,886.65	For the first \$500,000 value; plus \$5.50 for each add'l \$1,000 value or fraction thereof
\$1,000,000 + valuation		6,636.65	6,636.65	For the first \$1,000,000 value; plus \$4.50 for each add'l \$1,000 value or fraction thereof
Inspections outside of normal business hours		70.00	70.00	Hourly rate
Re-inspection fees (hourly)		70.00	70.00	Per State Building Code
Misc. inspection/investigation fees (hourly)		70.00	70.00	
Add'l plan review fee required by revisions		70.00	70.00	Hourly rate
Building Permit - Engineering:				
\$1 - \$500 valuation		\$ 15.00	\$ 15.00	
\$501 - \$2,000 valuation		15.00	15.00	
\$2,001 - \$25,000 valuation		30.00	30.00	
\$25,001 - \$50,000 valuation		65.00	65.00	
\$50,001 - \$100,000 valuation		90.00	90.00	
\$100,001 - \$500,000 valuation		125.00	125.00	
\$500,001 - \$1,000,000 valuation		225.00	225.00	
\$1,000,000 +		350.00	350.00	
Demolition Permit Fee - Community Development				
Tenant improvement/remodeling		\$ 75.00	\$ 75.00	Prior to building permit
Structures not connected to utilities		96.00	96.00	
Structures connected to city utilities: residential		163.00	163.00	
Structures connected to city utilities: commercial		425.00	425.00	
Fire Safety Inspection Fee		8%	8%	% of building permit fee
Fire Plan Review Fee: New Construction (hourly)		93.00	93.00	
Fire Plan Review Fee: Existing				
** Plan Review Fee will be 65% of the calculation below **				
\$1 - \$2,000 valuation		93.00	93.00	Per Hour
\$2,001 - \$25,000 valuation		93.00	93.00	For the first \$2,000 value; plus \$21.00 for each add'l \$1,000 value or fraction thereof
\$25,001 - \$50,000 valuation		576.00	576.00	For the first \$25,000 value; plus \$15.40 for each add'l \$1,000 value or fraction thereof
\$50,001 - \$100,000 valuation		961.00	961.00	For the first \$50,000 value; plus \$10.70 for each add'l \$1,000 value or fraction thereof
\$101,001 - \$500,000 valuation		1,496.00	1,496.00	For the first \$100,000 value;

				plus \$8.60 for each add'l \$1,000 value or fraction thereof
\$500,001 - \$1,000,000 valuation	4,936.00	4,936.00		For the first \$500,000 value; plus \$7.10 for each add'l \$1,000 value or fraction thereof
\$1,000,000 + valuation	8,486.00	8,486.00		For the first \$1,000,000 value; plus \$5.70 for each add'l \$1,000 value or fraction thereof
Erosion control inspection permit:				
Less than 1 acre	1017	625.00	625.00	
1 to 5 acres	1017	900.00	900.00	
More than 5 acres	1017	1,400.00	1,400.00	
Shoreland district < 5,000 sq. ft.	1017	300.00	300.00	
Residential remodel (less than 1/4 acre)	1017	300.00	300.00	
Permit renewal (residential remodel)	1017	150.00	150.00	
Erosion control permit renewal:				
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	
Grading Permit Fee - Engineering:				
50 cubic yards or less		\$ 50.00	\$ 50.00	
51 - 250 cubic yards		100.00	100.00	
251 - 1,000 cubic yards		200.00	200.00	
1,001 - 10,000 cubic yards		350.00	350.00	
10,000 + cubic yards		650.00	650.00	
Stormwater drainage fees	803	n/a	n/a	Established separately
Stormwater impact fee (per cubic foot)	1017	30.00	30.00	
Stormwater residential permit:				
Initial	n/a	250.00	250.00	
Renewal (5 year term)	n/a	100.00	100.00	
Stormwater Permit Review				
Less than 1 acre	803	35.00	35.00	
1-5 acres	803	75.00	75.00	
More than 5 acres	803	125.00	125.00	
Non-compliance fine	n/a	100.00	100.00	
House Moving Permit Fee:				
Over private property only		\$ 95.00	\$ 95.00	
Over public streets		137.00	137.00	
Investigation fee (hourly)		70.00	70.00	
Manufactured Home Permit Fee (new installation)		275.00	275.00	
Mechanical Permit Fee - Residential:				
Air conditioning: replacement		61.00	61.00	
Warm air furnace: replacement		61.00	61.00	
Hot water boilers: replacement		61.00	61.00	
Unit heaters		61.00	61.00	
Swimming pool heaters		61.00	61.00	
New construction, misc. work & gas piping				\$61.00 minimum fee
Minimum fee		61.00	61.00	
Gas fireplace		61.00	61.00	
In floor heat		85.00	85.00	
Mechanical Permit Fee - Commercial (All)				
Plan Review Fee:		65%	65%	Plus \$61.00 % of permit fee
Plumbing Permit Fee: Residential				
Minimum fee		61.00	61.00	
Additional for each fixture opening		10.00	10.00	
Backflow prevention device		10.00	10.00	
Miscellaneous work				
Plumbing Permit Fee: Commercial				
Minimum fee				Plus \$61.00
Plan Review Fee				
Sewer Connection Permit Fee - Community Develop:				
Residential		\$ 96.00	\$ 96.00	
Commercial		303.00	303.00	

Repair	61.00	61.00	
Disconnect: residential	85.00	85.00	
Disconnect: commercial	169.00	169.00	
Sewer Connection/Inspection Permit Fee - Engineering:			
Connection: residential	25.00	25.00	
Connection: commercial	75.00	75.00	
Connection: repair	25.00	25.00	
Connection: inspection	75.00	75.00	
Disconnect: residential	25.00	25.00	
Disconnect: commercial	75.00	75.00	
Sign Permit Fee - Community Development:			
Permanent sign (minimum fee)	Per Building	Per Building	Permit Fee Sched. (\$55 min fee)
Annual sign	100.00	100.00	
Temporary sign	30.00	30.00	
Attention-getting device	30.00	30.00	
Swimming Pool Permit - Community Development:			
Residential: in-ground	212.00	212.00	
Residential: seasonal	25.00	-	Eliminate in 2020
Commercial	Per Building	Per Building	Permit Fee Sched. (\$55 min fee)
Swimming Pool Permit - Engineering	15.00	15.00	
Water Connection Permit Fee - Community Develop:			
Residential	96.00	96.00	
Commercial	303.00	303.00	
Repair	61.00	61.00	
Disconnect: residential	85.00	85.00	
Disconnect: commercial	169.00	169.00	
Water Connection/Inspection Permit Fee - Engineering:			
Connection: residential	25.00	25.00	
Connection: commercial	75.00	75.00	
Connection: repair	25.00	25.00	
Connection: inspection	75.00	75.00	
Disconnect: residential	25.00	25.00	
Disconnect: commercial	75.00	75.00	
Water Meter Program Fees - Engineering:			
Manual meter read surcharge	20.00	20.00	per quarter
Non-standard water meter no-read fee	50.00	50.00	
Denial of access to water meter	100.00	100.00	per quarter
Utility Disconnect Fee	5,000.00	5,000.00	
Miscellaneous Permit Fees:			
Administrative fee for Accelerated abatement	125.00	125.00	
Administrative fee-Council Approved Abatement		350.00	
Administrative fee: other zones	69.50	69.50	
Administrative fee: R1 or R2 zones	69.50	69.50	
Backflow prevention investigation fee	75.00	75.00	
Certificate of Occupancy: conditional	102.00	102.00	Special conditions
Certificate of Occupancy: copy	n/a	n/c	
Certificate of Occupancy: full	25.00	25.00	
City contractor license fee	63.00	63.00	
Construction deposit: commercial	5,000.00	5,000.00	
Construction deposit: residential	1,000.00	1,000.00	
Drain tile	115.00	115.00	
Driveway permits: residential replacement	55.00	55.00	
Driveway permits: residential expansion	75.00	75.00	Plus \$15 Engineering fee
Fence permits: residential	52.00	52.00	
Fence permits: commercial			
Footing/foundation permits: commercial	477.00		Per Building Permit Fee Schedule, Valuation
Footing/foundation permits: residential	102.00		Per Building Permit Fee Schedule, Valuation
Garage only (detached: roofing & siding)	56.00	56.00	
Other			
Outdoor sales/display permit: 1-5 occurrences	50.00	50.00	
Outdoor sales/display permit: 6-10 occurrences	75.00	75.00	
Outdoor sales/display permit: 11 or more	200.00	200.00	

Outdoor storage/display permit: 1-5 occurrences	50.00	50.00	
Outdoor storage/display permit: 6-10 occurrences	100.00	100.00	
Outdoor storage/display permit: 11 or more	200.00	200.00	
Outdoor temporary event: 1-5 occurrences	50.00	50.00	+ Fire \$125 inspection fee (b)
Outdoor temporary event: 6-10 occurrences	100.00	100.00	+ Fire \$125 inspection fee (b)
Outdoor temporary event: 11 or more occurrences	200.00	200.00	+ Fire \$125 inspection fee (b)
Parking lot repair	250.00	250.00	See comment (a)
Replacement inspection card	21.00	21.00	
Residential siding replacement flat fee	140.00	140.00	
Residential window replacement flat fee	92.00	140.00	
Residential wood burning fireplace	92.00	92.00	
Re-stamping job site plan sets	31.00	31.00	
Roofing flat fee (residential)	140.00	140.00	
Miscellaneous Permit Fees Continued:			
SAC administration fee	36.00	36.00	
SAC research fee: hourly Rate	70.00	70.00	
Shed permits (residential < 120 square feet)	52.00	52.00	
Shed permits (residential 121-200 square feet)	75.00	75.00	Plus \$15 Engineering fee
Solar panel/renewable energy equipment install	1.28 % of job cc	1.28 % of job cc	or \$160 minimum fee
Verification fee: age of structure on property	5.00	5.00	
Verification fee: electrician/plumber state license	1.00	1.00	
Verification fee: lead abatement certificate	1.00	1.00	
Verification fee: sewer/water bond certificate	1.00	1.00	
Verification fee: state contracting license	1.00	1.00	See Comment (c)

Comments:

- (a) Fee amount if < 25% of total surface is replaced not exposing sub-base, otherwise add'l fees are imposed  
 (b) An additional \$125 fire inspection fee will be charged if using a tent or other membrane structure of 400 s.f. or larger  
 (c) Verification fee required for all trades with State licenses or bonds

## City of Roseville

## 2020 Proposed Fee Schedule

## Community Development Miscellaneous Fees

Fee Description	City Code	2019 Amount	2020 Amount
Accessory Dwelling Unit permit	n/a	\$ 100.00	\$ 100.00
Administrative deviation	n/a	110.00	110.00
Attorney, consultant review & analysis	n/a		
City Address Book (11x17) – existing PDF maps	n/a	100.00	100.00
Comprehensive Plan – amendment	n/a	1,725.00	1,725.00
Comprehensive Plan on CD	n/a	20.00	20.00
Conditional Use:			
Residential	n/a	510.00	510.00
Commercial	n/a	775.00	775.00
Copying (per sheet)	n/a	0.25	0.25
<b>EAW Review Escrow</b>	n/a	-	up to 5,000
Hardscape improvement permit		75.00	75.00
Interim Use	n/a	1,475.00	1,475.00
Interim Use extension	n/a	1,025.00	1,025.00
Landscape Plan:			
Application fee	n/a	200.00	200.00
Escrow	n/a	500.00	500.00
Land Division Variation Fee	n/a	375.00	375.00
Maps – 8 ½ x 11 (b & w) – existing PDF maps	n/a		
Maps – 8 ½ x 11 (color) – existing PDF maps	n/a	1.00	1.00
Maps – 11 x 17 (color) – existing PDF maps	n/a	2.00	2.00
Maps – 17 x 22 (color) – existing PDF maps	n/a	10.00	10.00
Maps – 22 x 34 (color) – existing PDF maps	n/a	20.00	20.00
Maps – 34 x 44 (color) – existing PDF maps	n/a	40.00	40.00
Master Sign Plan:			
Residential/institutional	n/a	250.00	250.00
Commercial	n/a	350.00	350.00
Open House fee			
Application fee	n/a	1,100.00	1,100.00
Escrow	n/a	500.00	500.00
Planned Unit Development:			
Amendment	n/a	\$ 1,210.00	\$ 1,210.00
Sketch plan PUD open house application fee	n/a	800.00	800.00
Sketch plan PUD application fee	n/a	350.00	350.00
PUD Concept Plan: open house application	n/a	800.00	800.00
PUD Concept Plan: application fee	n/a	2,500.00	2,500.00
PUD Concept Plan: escrow	n/a	4,200.00	4,200.00
PUD Final Plan: application fee	n/a	1,200.00	1,200.00
PUD Final Plan: escrow fee	n/a	1,800.00	1,800.00
PUD Cancellation: application fee		-	250.00
PUD Cancellation: escrow fee		-	500.00
Planning Commission agendas/year (mailed)	n/a	10.00	10.00
Planning Commission minutes/year (mailed)	n/a	15.00	15.00
Public Financing & Business Subsidy:			
Application fee	n/a	1,500.00	1,500.00
Escrow	n/a	15,000.00	15,000.00
Rezoning of project site or parcel	n/a	1,475.00	1,475.00
Staff research time (per hour)	n/a	69.50	69.50
Subdivision:			
Escrow (minimum)	n/a	2,500.00	2,500.00
Minor Subdivision	n/a	675.00	675.00
Escrow data collection, analysis (per hour)	n/a	69.50	69.50
Preliminary Plat	n/a	1,375.00	1,375.00
Final Plat	n/a	510.00	510.00
Tree preservation:			
Restoration & Landscape Plan Application	n/a	300.00	300.00



	Restoration & Landscape Plan Escrow	n/a	500.00	500.00
Temporary Overnight Shelter License		3.10 and Title 10		350.00
Variance:				
	Residential	n/a	360.00	360.00
	Non Residential	n/a	475.00	475.00
Variance appeal fee:				
	Residential	n/a	150.00	150.00
	Commercial	n/a	300.00	300.00
Zoning Code text amendment		n/a	1,425.00	1,425.00
Zoning Code on CD		n/a	20.00	20.00
Zoning compliance letter: data collection & analysis		n/a	69.50	69.50

Comments:

- (a) Item is free on City website, and available for review at City Hall and Roseville Librar
- (b) If multiple requests (e.g. subdivision, variance), for the same application, the most exp fee is charged.
- (c) Maps/data created as a custom request are charged time and materials rate. GIS Coordi hourly rate
- (d) Amount listed under the PUD and Subdivision Escrow is the minimum amount require  
A higher amount, as determined by the City, may be required for projects that will t of time. Costs shall be paid as part of this escrow.
- (e) The Temporary Overnight Shelter License fee is new in 2020 and relates to City Coun on August 26, 2019 creating a Temp. Overnight Shelter License, replacing the former!

Comments

See Comment (a)  
See Comment (b)  
See Comment (a)

See Comment (b)  
See Comment (b)

depending on project complexity

See Comment (b)  
See Comment (b)

See Comment (c)  
See Comment (a)  
See Comment (a)  
See Comment (a)  
See Comment (a)  
See Comment (a)

See Comment (a)  
See Comment (a)

Nonrefundable

See Comment (d)

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See Comment (e)

See Comment (b)  
See Comment (b)

See Comment (b)  
See Comment (a)  
Per hour (1 hour minimum)

y.  
ensive permit application

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rd for the application.  
ake a significant amount

cil adoption of an Ordinance  
y used Interim Use process.

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## City of Roseville

2020 Proposed Fee Schedule

## Electrical Permit Fees: Community Development

Electrical Permit Fee Description	City Code	2019	2020	Comments
		Amount	Amount	
Minimum fee	n/a	\$ 40.00	\$ 45.00	No refunds available
Services, changes for services:				
0 to 300 amp	n/a	\$ 50.00	\$ 55.00	
400 amp	n/a	58.00	71.00	
500 amp	n/a	72.00	87.00	
600 amp	n/a	86.00	103.00	
800 amp	n/a	114.00	135.00	
1,000 amp	n/a	142.00	167.00	
1,100 amp	n/a	156.00	183.00	
1,200 amp	n/a	170.00	199.00	
Add \$16 for each additional 100 amps				
Circuits, changes for services:				
0 to 100 amp	n/a	\$ 8.00	\$ 9.00	
101 to 200 amp	n/a	15.00	15.00	
201 to 300 amp	n/a	20.00	21.00	
301 to 400 amp	n/a	25.00	27.00	
401 to 500 amp	n/a	30.00	33.00	
501 to 600 amp	n/a	35.00	39.00	
601 to 700 amp	n/a	40.00	45.00	
Add \$6 for each additional 100 amps				
Solar Fees:				
0kw-5kw	n/a		90.00	
5.1kw-10kw	n/a		150.00	
10.1kw-20kw			225.00	
20.1kw-30kw	n/a		300.00	
30.1kw-49.9kw	n/a		375.00	
50kw-and larger	n/a		400.00	
Add \$25 for each additional 10kw	n/a		25.00/10kw	
Residential panel replacement	n/a	\$ 100.00	\$ 110.00	
Residential sub panel	n/a	40.00	45.00	
Minimum fee:				
Inspection only	n/a	40.00	45.00	Plus \$1 State surcharge
Rough-in & final	n/a	80.00	90.00	Plus \$1 State surcharge
Single-family dwelling/townhouse < 200 amps *	n/a	175.00	190.00	Plus \$1 State surcharge
Apartment buildings (per unit)	n/a	70.00	80.00	Excludes cover svc, unit feeders & house panels
Swimming pool (up to two inspections)	n/a	80.00	90.00	
Additions, remodels, basement additions	n/a	80.00	90.00	Up to 10 circuits & 2 inspections
Accessory structure:				
Panel	n/a	50.00	55.00	
Per circuit	n/a	8.00	9.00	
Inspection	n/a	80.00	90.00	
Traffic signals (per standard)	n/a	7.00	8.00	
Street & parking lot lights (per standard)	n/a	4.00	5.00	
Transformers & Generators:				
Up to 10 KVA	n/a	10.00	5.00	
11-74 KVA	n/a	40.00	40.00	
75-299 KVA	n/a	60.00	60.00	
300+ KVA	n/a	150.00	165.00	
Retro-fit lighting (per fixture)	n/a	0.65	0.85	
Sign transformer (each)	n/a	8.00	9.00	
Low voltage fire alarm, low voltage heating and air cc	n/a	0.75	0.85	
Re-inspection fee (in addition to others)	n/a	40.00	45.00	
Hourly rate for carnivals	n/a		90.00	

## Comments:

\* Fee covers a maximum of three inspections

\*\* Permit fee is doubled if work is started before permit is issued

\*\*\* Minimum fee electrical permits are not refundable