


REQUEST FOR COUNCIL ACTION

Date: November 8, 2021
Item No.: 7.d

Department Approval

City Manager Approval



Item Description: Review Proposed Changes to the 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. Based on this analysis, Staff recommends adjustments, as detailed in the attached summary.

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

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.

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.

REQUESTED COUNCIL ACTION

Review the attached fee schedule in advance of the final consideration of an ordinance amending the 2022 Fee Schedule to be presented as part of the overall 2022 Budget.

Prepared by: Katie Bruno, Deputy City Clerk
Attachments: A. Summary of proposed changes
B. Proposed 2021 Fee Schedule

Summary of substantive changes to the proposed 2022 Fee Schedule

Administration

General Business Licenses and Permit Fees:

Remove the Background Check Fee for first time applicants for Massage Therapy Establishments.

Increase the fee for Massage Therapy Establishments and Massage Therapist by \$25 to cover the cost for annual background checks.

Add a new fee for Special Event License, \$75

Administrative Fines:

Add a new fee for Property Nuisance: Repeat, Commercial Lodging Establishment \$250 (Comment b, more than 10 calls per calendar month).

Community Development

General Business Licenses and Permit Fees:

Add the following new fees:

- Short-Term Rental License, \$515
- Failure to renew w/in 5 days, \$100
- Administrative fine, \$100

Community Development Miscellaneous Fees:

Add the following new fee:

- Appeal of Administrative Decision, \$100

Increase the EAW Review Escrow from up to \$5,000 to up to \$15,000

Finance

General Business Licenses and Permit Fees:

Add Returned Check/ACH fee \$30

Fire

General Business Licenses and Permit Fees:

Increase the fee for Fire Inspection and Commercial Vent Hood Inspection from \$93 to \$105.

Add a new Inspection Fee of \$105 per hour for *Outside of Normal Business Hours*.

Increase the Reinspection Fee for rental licensing from \$93 to \$105.

Permit and Plan/Project Review Fees:

Increase the fee for Fire Plan Review for new and existing construction projects from \$93 to \$105.

Public Works

General Business Licenses and Permit Fees

Compost/woodchip delivery from Compost Site	CURRENT: \$40	PROPOSED: \$50
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Easement or right-of-way vacation	CURRENT: \$300	PROPOSED: \$475
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Encroachment agreement application fee	CURRENT: \$300	PROPOSED: \$475
Pathway patching fee:		
Concrete sidewalk (2 panels)	CURRENT: \$675	PROPOSED: \$750
Bituminous (12' x 8')	CURRENT: \$550	PROPOSED: \$700
Street patching fee:		
Half width without curb	CURRENT: \$700.00	PROPOSED: \$900
Half width with curb	CURRENT: \$1,300.00	PROPOSED: \$1400
Full-width without curb	CURRENT: \$1,400.00	PROPOSED: \$1500
Full-width with curb	CURRENT: \$2,600	PROPOSED: \$3,000

All of these fees are increasing due to rising construction costs (street and pathway patching fees) or increased staff and administrative costs (software licenses, technology, etc.)

City of Roseville
2022 Proposed Fee Schedule

General Business Licenses and Permit Fees

<u>Fee Description</u>	<u>City Code</u>	<u>2021 Amount</u>	<u>2022 Proposed Amount</u>	<u>Comments</u>
Benches in right-of-way	703	50.00	50.00	
Assessment searches:				
Deferred or pending	n/a	-		
Historical	n/a	100.00	100.00	
Burial Permit	401	100.00	100.00	
Cigarettes and tobacco products, sale of	306	200.00	200.00	
Compost/woodchip delivery from Compost Site	n/a	40.00	50.00	
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	100.00	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	475.00	
Encroachment agreement application fee	n/a	300.00	475.00	
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	105.00	
Commerical vent hood	902	93.00	105.00	
Natural gas-related emergencies		250.00	250.00	Per hour (contractor-related)
Outside of normal business hours			105.00	Per hour (minimum 2 hours)
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
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
Gasoline stations	310	186.00	186.00	

City of Roseville
2022 Proposed Fee Schedule

General Business Licenses and Permit Fees

<u>Fee Description</u>	<u>City Code</u>	<u>2021 Amount</u>	<u>2022 Proposed Amount</u>	<u>Comments</u>
Gas pumps (private business)	310	186.00	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 from State Fire Marshall's Office
Per unit fee	n/a	3.00	3.00	
Follow-up inspection	n/a	125.00	125.00	
Verified complaint inspection	n/a	125.00	125.00	
Lawful gambling:				
One-time event	304	25.00	25.00	
On-going premise permit: net sales %	304	0.5%	0.5%	
On-going premise permit: net profits %	304	10%	0.10	
Liquor Licenses:				
On-sale intoxicating liquor license	302	\$ 7,000.00	\$ 7,000.00	
On-sale non-intoxicating liquor license	302	\$ 100.00	\$ 100.00	
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	
Off-sale brewery taproom	302	300.00	300.00	
On-sale micro distillery cocktail room	302	750.00	750.00	
Off-sale micro distillery cocktail room	302	300.00	300.00	
Off-sale intoxicating liquor license	302	300.00	300.00	
Off-sale intoxication liquor license	302	200.00	200.00	See comment 'A' below
Off-sale non-intoxication liquor license	302	30.00	30.00	
Sale outside of premises	302	25.00	25.00	
Investigation fee	302	300.00	300.00	
Message therapist	309	100.00	125.00	
Message therapy business establishment:				
License	309	300.00	325.00	
First-time applicant background check	309	150.00		
Open burning permit	n/a	120.00	120.00	Plus \$0.50 per required notice
Park dedication fee:				
Residential (per unit)	1103	4,250.00		
Non-residential (fair-market value %)	1103	10%		See comment 'B' below
Pathway patching fee:				
Concrete sidewalk (2 panels)	n/a	675.00	750.00	
Bituminous (12' x 8')	n/a	550.00	700.00	
Pawn shop license	311	10,000.00	10,000.00	
Pawn shop + precious metal dealer license	311	13,000.00	13,000.00	
Pawn shop transaction fee (per transaction)	n/a	2.90	2.90	
Precious metal dealer	311	3,000.00	3,000.00	
Private hydrant inspections:				
1-4 hydrants	801	\$ 75.00	\$ 75.00	
> 4 hydrants (each)	801	25.00	25.00	Cost per hydrant
Processing Fees	n/a	2%	\$ 0.02	See comment 'C' below
Public improvement contract application fee	n/a	550.00	550.00	See comment 'D' below
Public Nuisance Deviation Fee	407.1	50.00	50.00	
Recycling contractor	403	125.00	125.00	

City of Roseville
2022 Proposed Fee Schedule

General Business Licenses and Permit Fees

<u>Fee Description</u>	<u>City Code</u>	<u>2021 Amount</u>	<u>2022 Proposed Amount</u>	<u>Comments</u>
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	105.00	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	
Returned Check/ACH			30.00	
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
Short-Term Rental License	909		515.00	
Failure to renew w/in 5 days	909		100.00	
Administrative fine	909		100.00	
Soil contamination fee (per cubic yard)	406	1.00	1.00	max \$300
Solid waste hauler license	402	125.00	125.00	
Special Event License			75.00	
Street patching fee:				
Half width without curb	n/a	700.00	900.00	
Half width with curb	n/a	1,300.00	1,400.00	
Full-width without curb	n/a	1,400.00	1,500.00	
Full-width with curb	n/a	2,600.00	3,000.00	
Sump pump waiver fee	802	50.00	50.00	
Sump pump surcharge fee (per month)	802	50.00	50.00	
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	48.00	
Significant incident response larger /specialized response	n/a	see comments	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:

- (a) If MN Statute 340A.408, subd 3(c) are met
- (b) 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.

City of Roseville
2022 Proposed Fee Schedule

General Business Licenses and Permit Fees

	<u>Fee Description</u>	<u>City Code</u>	<u>2021 Amount</u>	<u>2022 Proposed Amount</u>	<u>Comments</u>
(c)	For 2018 and beyond, the fee is \$2 minimum or 2% of the fine, registration, permit, or license				
(d)	In addition to the \$550 base fee, an escrow fee of 4% of the total improvement cost is also collected				

City of Roseville

2022 Proposed Fee Schedule

Administrative Fines

<u>Fee Description</u>	<u>City Code</u>	<u>2021 Amount</u>	<u>2022 Proposed Amount</u>	<u>Comments</u>
Alcohol Sales (License Holder):				
Off-sale 1st Violation	302.15	1,000.00	1,000.00	no suspension
Off-sale 2nd Violation (in 36 months)	302.15	2,000.00	2,000.00	3 day suspension
Off-sale 3rd Violation (in 36 months)	302.15	2,000.00	2,000.00	7 day suspension
Off-sale 4th Violation (in 36 months)	302.15	Revocation	Revocation	
Alcohol Sales (License Holder):				
On-sale 1st Violation	302.15	1,000.00	1,000.00	1 day suspension
On-sale 2nd Violation (in 36 months)	302.15	2,000.00	2,000.00	5 day suspension
On-sale 3rd Violation (in 36 months)	302.15	2,000.00	2,000.00	15 day suspension
On-sale 4th Violation (in 36 months)	302.15	Revocation	Revocation	
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
Commercial Lodging Establishment			250.00	See Comment 'b' 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):				

City of Roseville
 2022 Proposed Fee Schedule
Administrative Fines

<u>Fee Description</u>	<u>City Code</u>	<u>2021 Amount</u>	<u>2022 Proposed Amount</u>	<u>Comments</u>
1st Violation	306.09	1,000.00	1,000.00	
2nd Violation (in 36 months)	306.09	2,000.00	2,000.00	Plus 3-day License Suspension
3rd Violation (in 36 months)	306.09	2,000.00	2,000.00	Plus 7-day License Suspension
4th Violation (in 36 months)	306.09	Revocation	Revocation	
Tobacco Sales:				
Selling tobacco: underage	306.09	250.00	250.00	
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

(b) More than 10 calls per calendar month

City of Roseville

2022 Proposed Fee Schedule

Permit and Plan/Project Review Fees

<u>Fee Description</u>	<u>City Code</u>	<u>2021 Amount</u>	<u>2022 Proposed 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	105.00	
Fire Plan Review Fee: Existing		0	0	
** Plan Review Fee will be 65% of the calculation below **		0	0	
\$1 - \$2,000 valuation		93.00	105.00	Per Hour
\$2,001 - \$25,000 valuation		93.00	105.00	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:		0	0	
Less than 1 acre	1017	1,000.00	1,000.00	
1 to 5 acres	1017	1,500.00	1,500.00	
More than 5 acres	1017	2,000.00	2,000.00	
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	\$ 500.00	\$ 500.00	
1 to 5 acres	1017	750.00	750.00	
More than 5 acres	1017	1,000.00	1,000.00	
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)		-	-	Plus \$61.00
Plan Review Fee:		65%	65%	% 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		0	0	
Minimum fee		-	-	Plus \$61.00
Plan Review Fee		0%	0%	
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	
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	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/c	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	Per Building	Per Building	Permit Fee Schedule, Valuation
Footing/foundation permits: residential	Per Building	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	140.00	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 cost	1.28 % of job cost	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

2022 Proposed Fee Schedule

Community Development Miscellaneous Fees

<u>Fee Description</u>	<u>City Code</u>	<u>2021 Amount</u>	<u>2022 Proposed Amount</u>	<u>Comments</u>
Accessory Dwelling Unit permit	n/a	\$ 100.00	\$ 100.00	
Administrative deviation	n/a	110.00	\$ 110.00	
Appeal of Administrative Decision	n/a		\$100	
Attorney, consultant review & analysis	n/a			
City Address Book (11x17) – existing PDF maps	n/a	100.00	\$ 100.00	See Comment (a)
Comprehensive Plan – amendment	n/a	1,725.00	1,725.00	See Comment (b)
Comprehensive Plan on CD	n/a	20.00	20.00	See Comment (a)
Conditional Use:				
Residential	n/a	510.00	510.00	See Comment (b)
Commercial	n/a	775.00	775.00	See Comment (b)
Copying (per sheet)	n/a	0.25	0.25	
EAW Review Escrow	n/a	up to 5,000	up to 15,000	depending on project complexity
Hardscape improvement permit	n/a	75.00	75.00	
Interim Use	n/a	1,475.00	1,475.00	See Comment (b)
Interim Use extension	n/a	1,025.00	1,025.00	See Comment (b)
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			See Comment (c)
Maps – 8 ½ x 11 (color) – existing PDF maps	n/a	1.00	1.00	See Comment (a)
Maps – 11 x 17 (color) – existing PDF maps	n/a	2.00	2.00	See Comment (a)
Maps – 17 x 22 (color) – existing PDF maps	n/a	10.00	10.00	See Comment (a)
Maps – 22 x 34 (color) – existing PDF maps	n/a	20.00	20.00	See Comment (a)
Maps – 34 x 44 (color) – existing PDF maps	n/a	40.00	40.00	See Comment (a)
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	n/a	250.00	250.00	
PUD Cancellation: escrow fee	n/a	500.00	500.00	
Planning Commission agendas/year (mailed)	n/a	10.00	10.00	See Comment (a)
Planning Commission minutes/year (mailed)	n/a	15.00	15.00	See Comment (a)
Public Financing & Business Subsidy:			\$ -	
Application fee	n/a	1,500.00	1,500.00	Nonrefundable
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	See Comment (d)
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	250.00	250.00	
Variance:				
Residential	n/a	360.00	360.00	See Comment (b)
Non Residential	n/a	475.00	475.00	See Comment (b)
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	See Comment (b)
Zoning Code on CD	n/a	20.00	20.00	See Comment (a)
Zoning compliance letter: data collection & analysis	n/a	69.50	69.50	Per hour (1 hour minimum)

Comments:

- (a) Item is free on City website, and available for review at City Hall and Roseville Library.
- (b) If multiple requests (e.g. subdivision, variance), for the same application, the most expensive permit application fee is charged.
- (c) Maps/data created as a custom request are charged time and materials rate. GIS Coordinator at 1.9 times hourly rate
- (d) 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. Costs shall be paid as part of this escrow.

City of Roseville

2022 Proposed Fee Schedule

Electrical Permit Fees: Community Development

Electrical Permit Fee Description	City Code	2021	2022 Proposed	Comments
		Amount	Amount	
Minimum fee	n/a	\$ 45.00	\$ 45.00	No refunds available
Services, changes for services:				
0 to 300 amp	n/a	\$ 55.00	\$ 55.00	
400 amp	n/a	71.00	71.00	
500 amp	n/a	87.00	87.00	
600 amp	n/a	103.00	103.00	
800 amp	n/a	135.00	135.00	
1,000 amp	n/a	167.00	167.00	
1,100 amp	n/a	183.00	183.00	
1,200 amp	n/a	199.00	199.00	
Add \$16 for each additional 100 amps			-	
Circuits, changes for services:				
0 to 100 amp	n/a	\$ 9.00	\$ 9.00	
101 to 200 amp	n/a	15.00	15.00	
201 to 300 amp	n/a	21.00	21.00	
301 to 400 amp	n/a	27.00	27.00	
401 to 500 amp	n/a	33.00	33.00	
501 to 600 amp	n/a	39.00	39.00	
601 to 700 amp	n/a	45.00	45.00	
Add \$6 for each additional 100 amps			-	
Solar Fees:				
0kw-5kw	n/a	90.00	90.00	
5.1kw-10kw	n/a	150.00	150.00	
10.1kw-20kw		225.00	225.00	
20.1kw-30kw	n/a	300.00	300.00	
30.1kw-49.9kw	n/a	375.00	375.00	
50kw-and larger	n/a	400.00	400.00	
Add \$25 for each additional 10kw	n/a	25.00/10kw	25.00/10kw	
Residential panel replacement	n/a	\$ 110.00	\$ 110.00	
Residential sub panel	n/a	45.00	45.00	
Minimum fee:				
Inspection only	n/a	45.00	45.00	Plus \$1 State surcharge
Rough-in & final	n/a	90.00	90.00	Plus \$1 State surcharge
Single-family dwelling/townhouse < 200 amps *	n/a	190.00	190.00	Plus \$1 State surcharge
Apartment buildings (per unit)	n/a	80.00	80.00	Excludes cover svc, unit feeder & house panels
Swimming pool (up to two inspections)	n/a	90.00	90.00	
Additions, remodels, basement additions	n/a	90.00	90.00	Up to 10 circuits & 2 inspectio
Accessory structure:				
Panel	n/a	55.00	55.00	
Per circuit	n/a	9.00	9.00	
Inspection	n/a	90.00	90.00	
Traffic signals (per standard)	n/a	8.00	8.00	
Street & parking lot lights (per standard)	n/a	5.00	5.00	
Transformers & Generators:				
Up to 10 KVA	n/a	5.00	5.00	
11-74 KVA	n/a	40.00	40.00	
75-299 KVA	n/a	60.00	60.00	
300+ KVA	n/a	165.00	165.00	
Retro-fit lighting (per fixture)	n/a	0.85	0.85	
Sign transformer (each)	n/a	9.00	9.00	
Low voltage fire alarm, low voltage heating and air cc	n/a	0.85	0.85	
Re-inspection fee (in addition to others)	n/a	45.00	45.00	
Hourly rate for carnivals	n/a	90.00	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