



**City of North St. Paul
City Council
Workshop Meeting Agenda**

**January 16, 2024
5:15 PM**

The City Council Workshop Meeting will be conducted on **January 16, 2024** at 5:15 p.m. in the Council Chambers at City Hall, located at 2400 Margaret St., North St. Paul.

The City Council will also be meeting by interactive TV under Minn. Stat. 13D.02. Members of the public interested in joining remotely can connect with the following information:

The **January 16, 2024** Zoom meeting can be accessed at

<https://tinyurl.com/NSPCityCouncil>

(from a PC, Mac, tablet, iPhone, or Android device) or by phone at 1-929-205-6099

Participants accessing the meeting by phone please use the following meeting ID:

84409094358

You can also watch the meeting on our YouTube channel here: **tinyurl.com/NSPYouTube**

I. Call to Order

II. Roll Call

Council Member Cole
Council Member Schweer
Council Member Wong
Council Member Nordby
Mayor Monge

III. Adopt Agenda

IV. Topic(s)

- A. Presentation - Andrus Built
- B. Fee Schedule Amendment
- C. EDA Discussion

V. Other Business

VI. Adjournment

The next regularly scheduled City Council Workshop meeting is February 6, 2024.



To	Date
Honorable Mayor Monge and City Council	January 16, 2024
Agenda Placement # IV.A	
Topic(s)	
Subject	
Presentation - Andrus Built	
Background/Facts	
Refer to enclosure.	
Recommended Action	
N/A	
Attachments	
1. 17th Avenue Bid Proposal 12-14-2023	
Respectfully submitted, Brandy Howe, Community Development Director	

December 9, 2023
17th Avenue and Delaware
No. St. Paul, MN 55109

Proposed Land Development

We have been working with the City since last December trying to figure out the best layout for this property to be developed. One of the biggest problems is that out of the 2 ½ acre property there is about 1 ½ acres that is very narrow and will not allow enough room for a road or even driveways to go that length and be able to build houses as the lots would be too small with any kind of setbacks from the existing neighbors. So basically this long narrow section of the property is undevelopable and would need to be left as open space. Our first concept #1 we show a road / driveway ending in a cul-de-sac and on our concept plan #2 we show a road / driveway that is L shaped. One has 10 units and the other has 9 units which would be built as standalone townhome units. We had our excavating company put together a proposal on what the cost would be for the sewer, water, road, grading etc. and when we contacted them, they said they were already familiar with this site as another builder in 2018 had a letter of intent with the City to buy the property and put in 12 slab on grade townhomes. The builder then contacted them to work up a bid and in that process they discovered that site had a lot of bad soil from depths of 4' to 8' which were unsuitable to build a road / driveway, and the soil would also not support slab on grade townhomes, all the soil would need to be removed and replaced where ever the road and homes were built. The bid to develop either concept plan 1 or 2 came in at about \$675,000 and did not include any surveying, engineering or incidentals that would be needed to complete the project. If we add a conservative number of \$50,000 to that figure for those items we come up with \$725,000 to develop the property. When you divide that figure by 10 homes you come up with \$72,500 per lot and that does not include the cost of the land, which if purchased for the appraised value of \$ 100,000 would bring the total per lot cost to \$ 82,500. At that price it does not make it feasible to develop when the cost would be higher then what the lots would sell for. Which brings us to our latest concept plan which shows 10 units (5 twin homes) which 3 building facing 17th Avenue and 2 buildings facing Delaware Avenue. All the homes would be using the existing roads for their driveway access which makes the new development fit in much better with existing neighborhood as the homes on 17th Avenue would be sitting just like the existing homes next to them with the front of the homes facing 17th instead of the back of their homes facing 17th which would be the case if a shared road / driveway was installed like concept 1 or 2, the same goes for the homes that would be built on Delaware. These one level townhomes would all be built with full basement with a very similar look and design as the townhomes we are building on Kari Lane in North Saint Paul, (see attached) they just need to be redesigned a little to fit on the proposed lots. Each twin home would be a different siding color so that it would look and feel just like a normal housing development and blend into the existing neighborhood.

The reason for the full basements instead of slab on grade is based on the fact of the bad soil, by digging down 8' for the full basement we will be able to get past the bad soil and onto solid ground for our footings, then backfill with the existing soil and haul away the rest. There would still be plenty of cost associated with the trucking away of the bad soil but if we were to do slab on grade homes then all that soil would need to be replaced with good soil / sand before the slab could be poured which would more than double the cost.

To Summarize, we think this plan is the only feasible way to develop this property, and also by doing it this way, the homes will fit in seamlessly with the existing homes. Also by building one level townhomes, (A) the homes themselves would fit in with the majority of the homes in the neighborhood which are one level ramblers so they will not tower over the existing homes and look out of place, and (B) there is a huge demand for one level townhomes for the senior age residents of North Saint Paul who would like to downsize from their existing home, to also have all there living facilities on one level (washer and dryer), to belong to an association maintained community so they do not need to cut the grass or shovel their driveways, and to be able to stay in North Saint Paul where they have spent the majority of their lives.

We are proposing a purchase price of between \$100,000 and \$150,000 depending on the development requirements. We would purchase the land, develop the land (sewer, water, etc.) and build the townhomes ourselves (not sell the development to another builder) so we have complete control from start to finish and the City knows who they are dealing with right from the start. We would also be financing this entire project with our personal funds with no need for any bank loans.

Being long time business owners in North Saint Paul and being involved in several building projects in town and owning several buildings in town, we are committed to doing this project right just like all our past projects and endeavors.

Andrus Built LLC

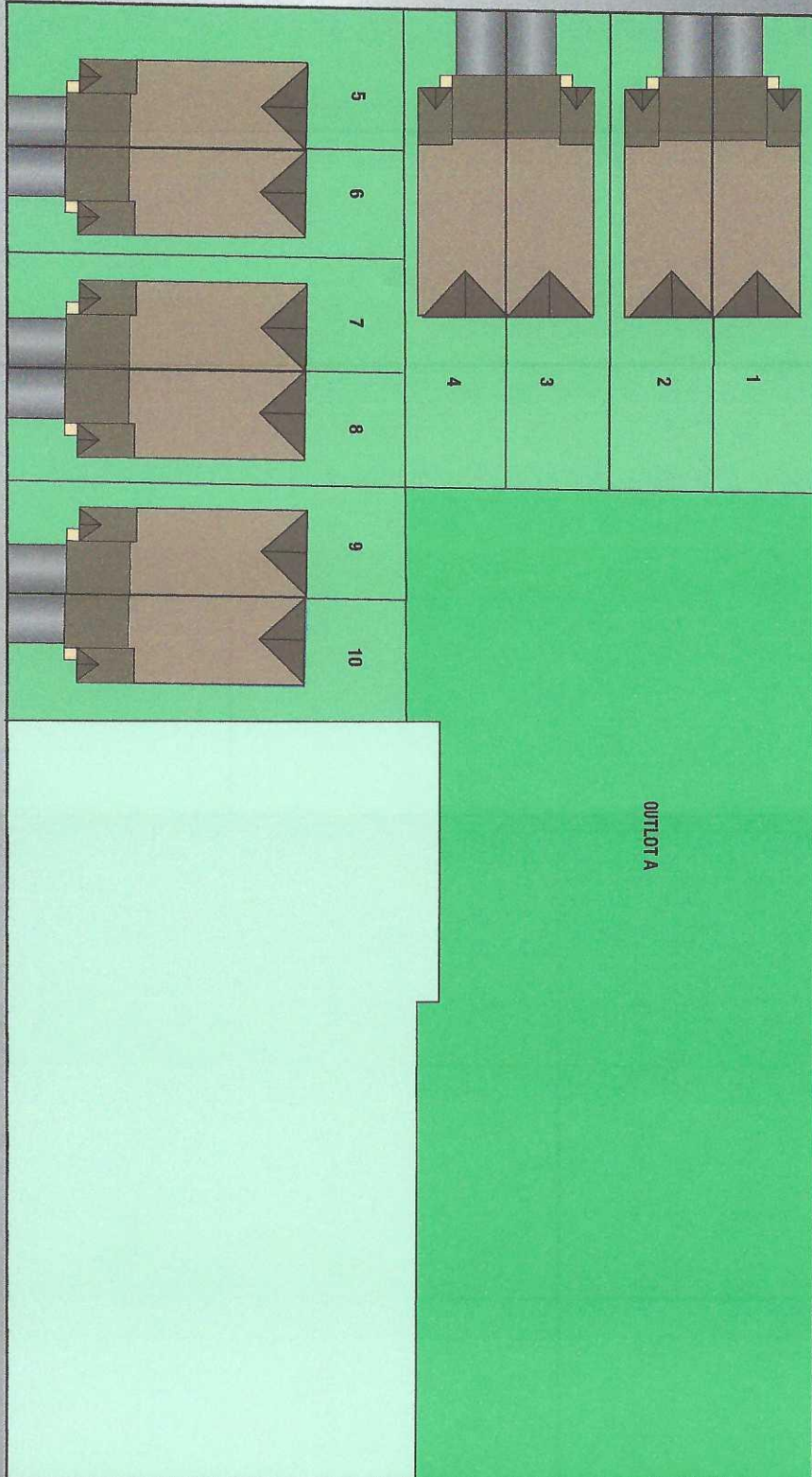
Luther Auctions / K&T North Saint Paul Investments LLC

Doug Andrus

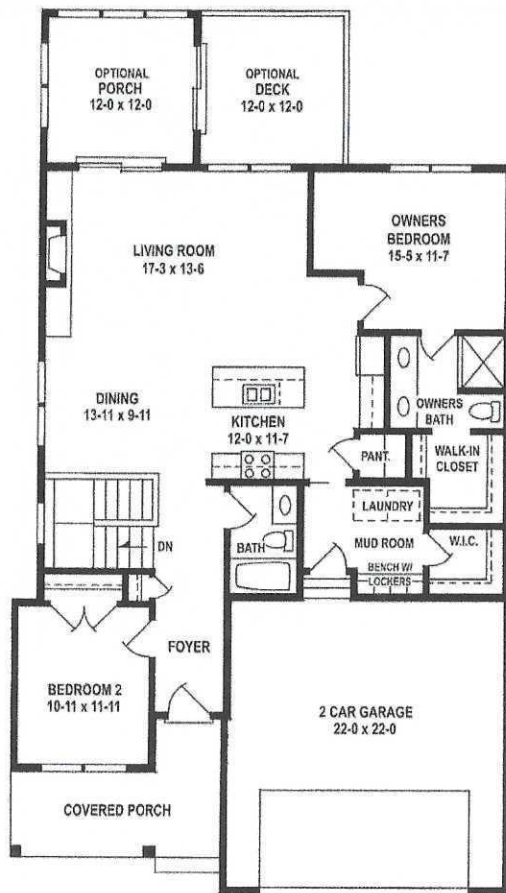
Tracy Luther

Delaware Avenue

17th Avenue East





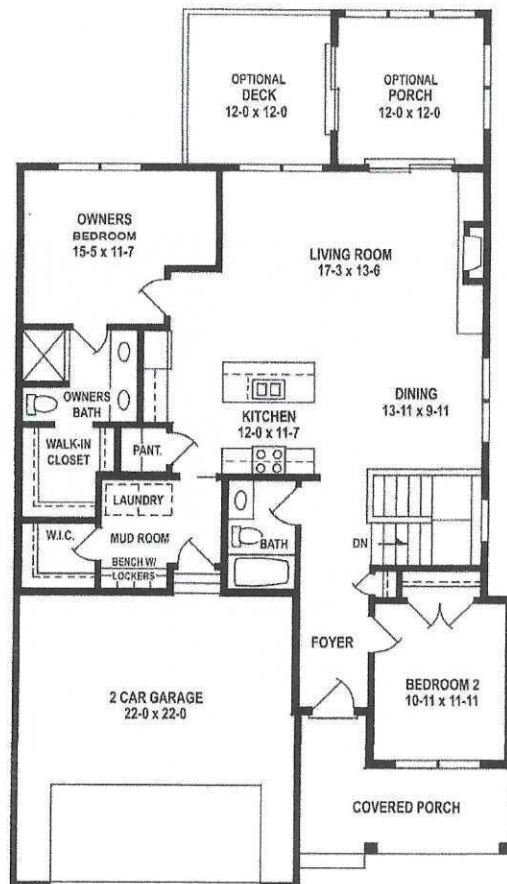


Main Level

Left Side Floor Plan



Lower Level



Main Level

Right Side Floor Plan



Lower Level

A hand-drawn diagram of a simple circuit. It consists of a battery (represented by two cells), a switch, and a light bulb connected in a loop.

PROPOSED PRIVATE DRIVEWAY:
TOWNHOMES (PUD Overlay):
ADRES

TOTAL:	2,472 ACRES	10 UNITS
P.L.D. #012922350015		

PROPOSED BUILDING SETBACKS: *SETBACKS VARY, SEE PRELIMINARY PLAT GRAPHICS*
 SDE = 6 FEET

— This survey was prepared without the benefit of interview, screening, experiences and circumstances that would be in addition to those noted hereon. This survey is based on the information furnished by the insured and is not a statement or opinion of the insurance company.

— This concept plan was prepared by sampling survey data received from city staff of site and surrounding properties. No field survey has been performed to verify conditions, improvements or site boundaries. Property boundary dimensions per Certificate of Survey by C.R. Wenden & Associates, Inc. dated Dec. 15th, 2004.

PART OF SECTION 1, TOWNSHIP 29, RANGE 22, RAMSEY COUNTY,
MINNESOTA.

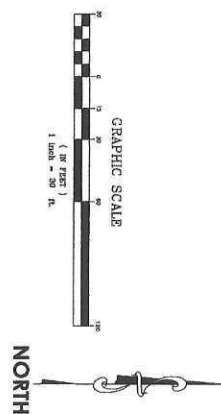
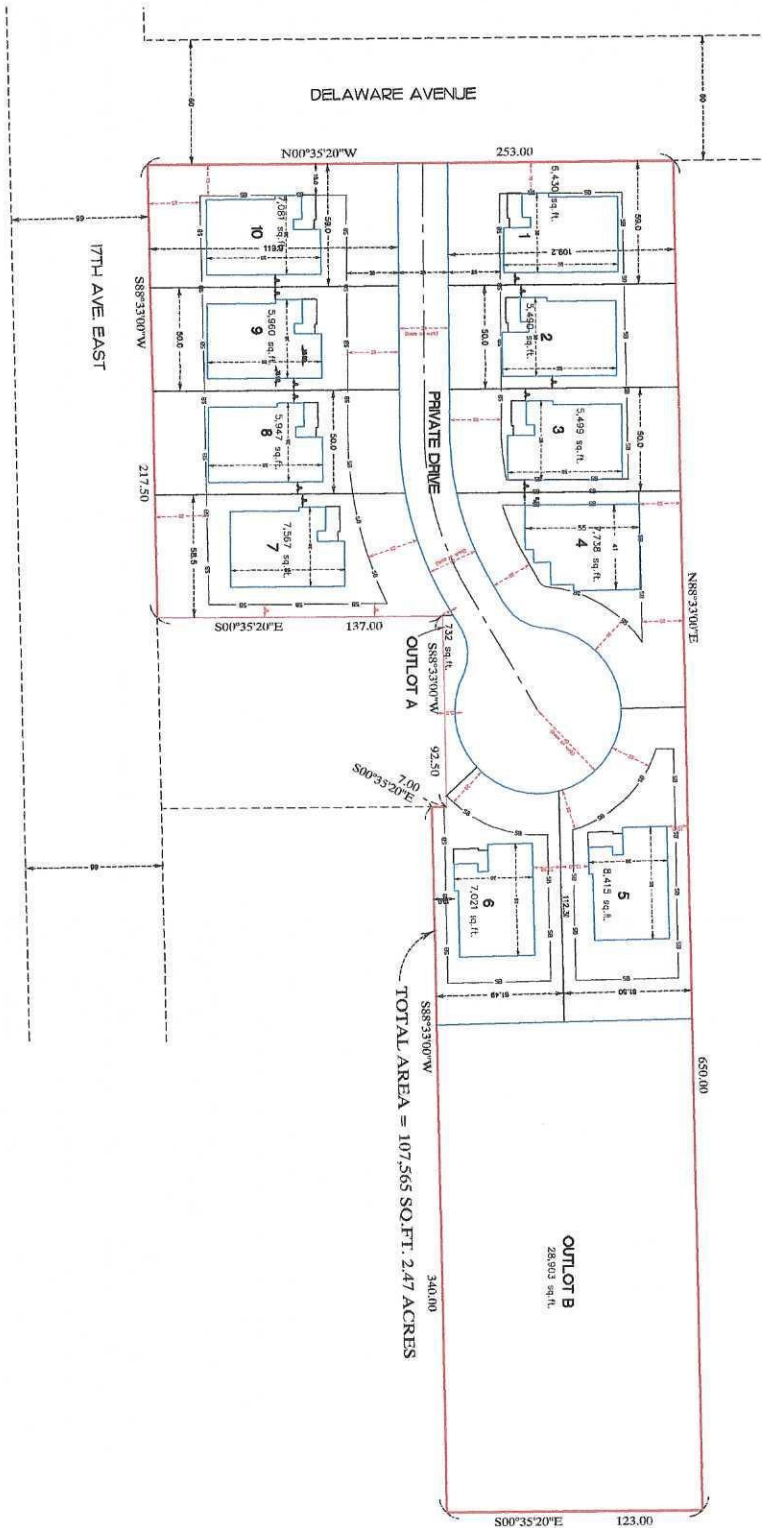
I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

ERIC R. MCKARYOUS

Date: DECEMBER 6th, 2022 Reg. No. 44125

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JOB #222270



Page 9 of 44

OUTLINES:
PROPOSED PRIVATE OWNERSHIP:
TELECOMS (PUD owned)

TOTAL	2,474 ACRES	10 UNITS
P.L.O. #012822350016		

- PROPOSED BUILDING STRUCTURES, *REBAR* W/RT. SEE PRELIMINARY PLAT CAPABILITIES
SDE = 6 FEET
CORNER SDE = 15 FEET
FRONT = 25 FEET (LOTS 1-3, 7-10)
FRONT = 20 FEET (CAL-DE-SAC, LOTS 4, 5 & 6)

This survey was prepared without the benefit of titlework. Certainly, opportunities and encumbrances may exist in addition to those shown hereon. This survey is subject to revision upon receipt of a title insurance commitment or otherwise title opinion.

This concept plan was prepared by compiling survey data received from city staff of site and surrounding properties. No field survey has been performed to verify conditions, improvements or site boundaries. Property boundary dimensions per Certificate of Survey by C.R. Winkler & Associates, Inc. dated Dec. 13th, 2004.

PART OF SECTION 1, TOWNSHIP 29, RANGE 22, RAMSEY COUNTY,
MINNESOTA.

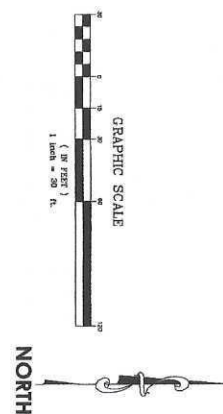
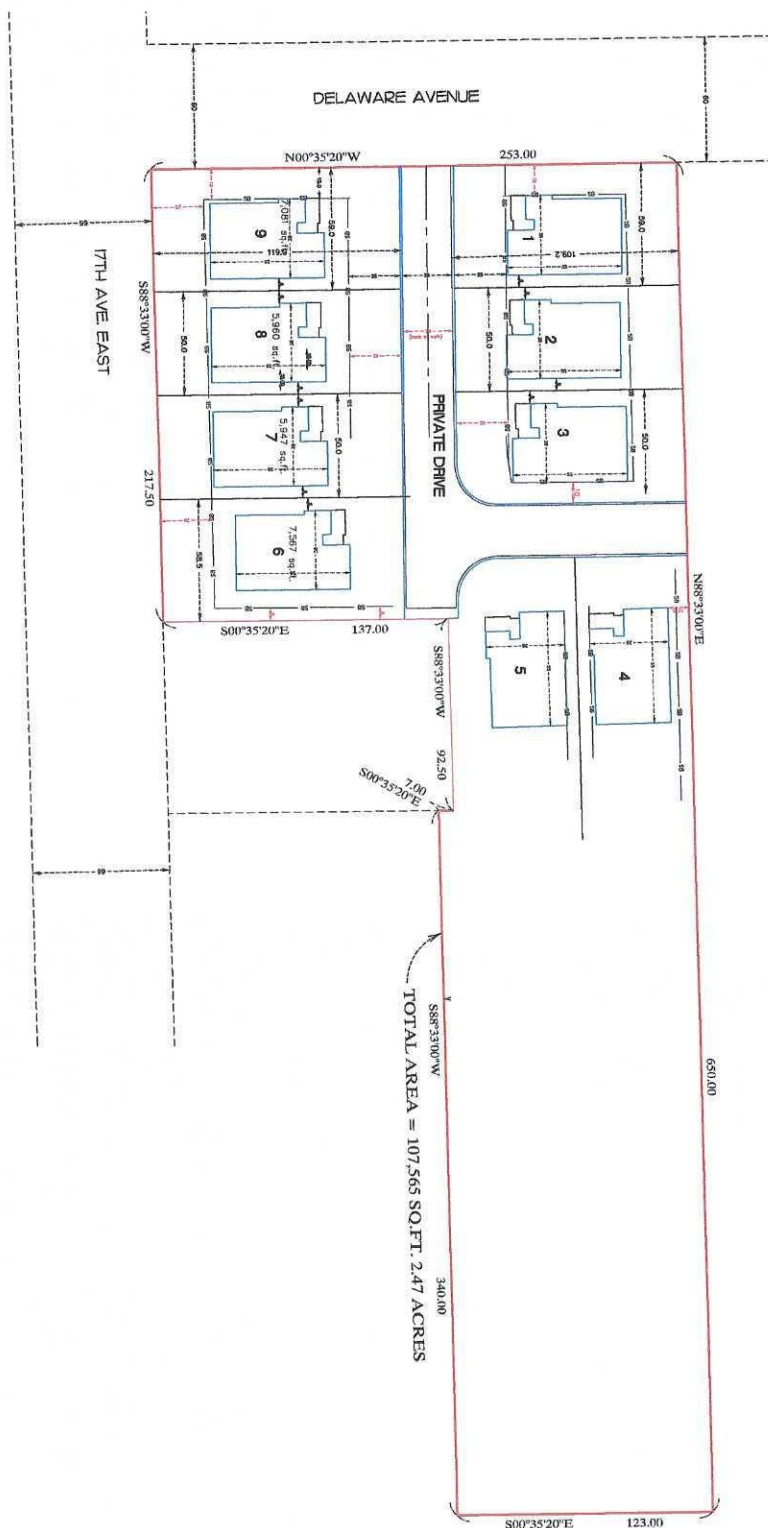
I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

ERIC R. WICKARTYOUS

Date: DECEMBER 6th, 2022 Reg. No. 44125

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JOB #222270





To	Date
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Honorable Mayor Monge and City Council	January 16, 2024
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Agenda Placement # IV.B

Topic(s)

Subject

Fee Schedule Amendment

Background/Facts

Refer to enclosed staff report.

Recommended Action

N/A

Attachments

1. CC Staff Report 1-16-2024 Fee Schedule
2. Proposed 2024 Fee Schedule Amendment
3. Rum River 2024 Model Fee Schedule

Respectfully submitted,
Brandy Howe, Community Development Director

City of North St. Paul

City Council Report

From: Brandy Howe, Community Development Director
Meeting Date: January 16, 2023
Agenda Item: 2024 Fee Schedule Amendment



INTRODUCTION

The City Council adopted a fee schedule for permits, licenses, and city services. City staff annually reviews the fee schedule and propose adjustments as necessary. In December 2023, the City entered a contract with a new building official, which necessitated an update to the building permit and inspection fees. After review at a Council workshop and a public hearing, City Council adopted an updated 2024 fee schedule on December 19, 2023. After the December meeting, comments were received during the public comment portion of the January 5, 2024, City Council meeting regarding the updated building permit fees. The mayor requested staff to respond to those comments.

In preparing the 2024 fee schedule update, staff referred to the attached *Rum River Consultants Permit and Inspection Fees Recommendation*¹. At the time, it was the staff's understanding that the fees listed in this document reflected the amount to be collected by Rum River under their contract (75 percent of the total permit fee). With that in mind, the fees in the 2024 adopted fee schedule were increased by 25 percent to ensure that the city retained its established portion of the permit fees for the services that staff provides. In investigating the fees per the mayor's direction, staff have since verified with Rum River that the amounts listed in their recommendation document were intended to be the total fee for permits, not Rum River's percentage per the contract. Staff therefore recommend an amendment to the 2024 adopted fee schedule that will reduce the building permit and inspection fees by 25 percent. Refer to the enclosed proposed draft 2024 Fee Schedule Amendment.

COMPARISON OF BUILDING PERMIT FEES 2023 TO 2024

In response to the mayor's request to respond to comments received on January 5, the Mayor and City Manager asked for an apples-to-apples comparison of the 2023 and 2024 building permit fees. The tables on the following pages compare the 2024 residential and commercial building permit and inspection fees (based on the recommended fee schedule rates described above) to the 2023 fees (last amended in October 2023).

¹ Note that not all fees included on this model fee schedule are required for North St. Paul or covered under the Rum River contract, such as septic systems and rental licensing.

Residential Building Permit Fees

Residential Building Permit Fees	2023 Fees	Proposed 2024 Fees
Residential building permit	Value based; minimum fee of \$50.00	Value based; minimum fee of \$100.00
Plan review fee	65% of permit fee	65% of permit fee; min. \$50.00
Master plan review	25% of permit fee	25% of permit fee
Basement finish permit (includes plan)	Value based	Max. \$500.00, which may include 65% plan review
Demolition permit	Value based	\$200.00
Pre-moved in single family dwelling	\$175.00 + travel time and mileage from city hall	\$250.00 (additional fees incurred only if exceeding 60 miles from jurisdiction)
Pre-moved in accessory structure	\$125.00 + travel time and mileage	Value based
Manufactured home installation	\$200 + connection fees	\$175.00
Site work for manufactured home	Value based	N/A

Plumbing Permits	2023 Fees	Proposed 2024 Fees
Base fee*	\$50.00 base + \$12.00 per fixture	\$125.00; \$185.00 if water heater and conditioner installed and inspected simultaneously
Drain tile	Value based	Value based
SAC charge (Met Council)	\$2,485.00	\$2,485.00
Sewer hook-up inspection	75% plan review	\$125.00
Water hook-up inspection	75% plan review	\$125.00
Sewer access charge (per unit)	\$550.00	\$550.00
Water access charge (per unit)	\$800.00	\$800.00
Connection fee - moved in structure	\$200.00	N/A
Connection fee - plumbing	\$50.00	N/A

*Includes each of any of the following: Floor Drains, Toilets, Bidets, Sinks, Hose Bibs, Laundry, Dishwasher, or Refrigerator connections, Water Heater, Whole-house Humidifier, Water Softener, Lawn Irrigation System, Shower, Tub, Sump Pump, and each future rough-in fixture, and water supply pipe replacement.

Mechanical Permits	2023 Fees	Proposed 2024 Fees
New construction mechanical (includes HVAC, mechanical ventilation system, and gas lines)	Per fixture (see below)	\$150.00 flat fee (per dwelling unit)
Addition, alteration, remodel, or replacement	Per fixture (see below)	\$125.00 flat fee (not per fixture)
Basement finish mechanical	Per fixture (see below)	\$125.00, if not rental property and the owner is performing the work the mechanical permit is included with their building permit fee
Furnace	\$80.00	\$125.00; \$185.00 Furnace and air conditioner units installed and inspected simultaneously
Magic Pack	\$80.00	\$125.00
Air Conditioner	\$65.00	\$125.00
Air Exchanger/Ventilation	\$65.00	\$125.00
Gas Fireplace	\$65.00	\$125.00
Garage heater	\$65.00	\$125.00
Gas Piping	\$65.00	\$125.00
Unit Heater	\$65.00	\$125.00
Other (duct work, etc.)	\$65.00	\$125.00
Boiler, In-floor Heat	\$65.00	\$125.00
Radon mitigation	Value based	Value based
Gas Line, Bath Fan, Kitchen Fan	\$65.00 min.; \$32.50 each	\$125.00
Connection fee - mechanical	\$50.00	N/A

Over-the-Counter Permits	2023 Fees	Proposed 2024 Fees
Roof, siding, exterior door, window	Value based	\$125.00
Electric Fee	2023 Fees	Proposed 2024 Fees
Electric service fee	\$650.00	\$650.00
Inspections	2023 Fees	Proposed 2024 Fees
Residential site inspection	\$60.00; includes initial sediment and erosion control (SEC)	No additional fee
	0.0006 x building permit value \$150.00 min. on new home or commercial \$50 min for other construction) Required for all building permits except re-roof, re-siding, decks and interior remodels	
Sediment and erosion control (SEC)		No additional fee
Pre-final inspection - new home or structure	\$60.00	No additional fee
	\$50.00 each; Correction orders on all permits; address is not posed; inspection record card is not posted or provided at worksite; approved plans not readily available; full access to the site is not provided; no show; deviations from approved plans without approval	
Reinspection**		\$95.00 per hour/inspection (whichever is greater); issued only when a second correction order is issued or there is a no show
Inspections outside of normal business hours	\$75.00 per hour (will include travel time both ways - 2 hour min.)	Saturday inspections and extended hours - no additional fee if approved ahead of time; Emergency requests - \$150 per hour/min. charge of 2 hours (no additional travel)
	1/2 hour min. Designated Building Official \$125/hour Senior Building Official \$95/hour Fire Inspector \$90/hour Building Inspector \$75/hour Other Staff \$75/hour	
Special investigation inspection		\$125.00 per hour (billed at tenth of an hour)
Other Fees	2023 Fees	Proposed 2024 Fees
Processing fee	\$15.00	\$15.00
License verification	\$5.00	\$5.00
Lead certification verification	\$5.00	\$5.00
Additional plan review required by changes to approved plans	\$75.00/hour (1/2 hour minimum)	\$95.00/hour
Change of use/occupancy	\$100.00 if no construction permits required	Value based (\$300.00 min.)
Permit renewal within 6 months of expiration	50% of permit fee	No additional fee
Permit renewal after 6 months of expiration (new permit required)	Value based on remaining work	No additional fee
Special investigation fee (work started without a permit)	100% of permit fee	As specified in MN Rules 1300.010, subpart 8
Park dedication	\$900 per unit	\$900 per unit

**Re-inspection Fee - A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made. On valuation-based building permits, this fee is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of the code, but as controlling the practice of calling for inspections before the job is ready for such inspection or re-inspection. Re-inspection fees shall also be assessed when 1) the address of the jobsite is not posted, 2) the inspection record card is not posted or provided at the worksite, 3) the approved plans are not readily available for the inspector, 4) full access to the site is not provided for the inspector, 5) the inspector is not met by the responsible individual (no show), 6) on residential (IRC) maintenance permits where corrections are required to be inspected, and 7) deviations from the approved plans occur without prior building official approval. Re-inspection fees are due on or before the re-inspection.

Commercial Building Permit Fees

Commercial Building Permits	2023 Fees	Proposed 2024 Fees
Commercial building permit	Value based	Value based
Plan review fee	65% of permit fee	65% of permit fee; min. \$50.00
Master plan review	25% of permit fee	25% of permit fee
Review of state approved plans	25% of permit fee	No additional fee
Cell tower permit review	Value based	Value based
Demolition permit	Value based	Value based
Mechanical Permits	2023 Fees	Proposed 2024 Fees
Plan review	65% of permit fee	65% of permit fee, min. \$50.00; 10% of permit fee when job valuation exceeds \$30,000.00
Commercial mechanical	Value based	Value based
Radon mitigation	Value based	Value based
Gas line if not included with other mechanical work	\$95.00	Value based
Plumbing Permits	2023 Fees	Proposed 2024 Fees
Commercial plumbing	Value based	Value based
SAC charge (Met Council)	\$2,485.00	\$2,485.00
Sewer hook-up (per unit)	\$550.00	\$550.00
Water hook-up (per unit)	\$800.00	\$800.00
Inspections	2023 Fees	Proposed 2024 Fees
Commercial site inspection	\$90.00; includes initial sediment and erosion control (SEC)	No additional fee
Sediment and erosion control (SEC)	0.0006 x building permit value (min. \$150.00 on new home or commercial, \$50 min for other non-exempt construction)	No additional fee
Pre-final inspection - structure	\$60.00	No additional fee
Other Fees	2023 Fees	Proposed 2024 Fees
Processing fee	\$15.00	\$15.00
License verification	\$5.00	\$5.00
Lead certification verification	\$5.00	\$5.00
Additional plan review required by changes to approved plans	\$75.00/hour (1/2 hour min.)	\$95.00/hour

Project Examples

The following tables demonstrate how the permit fees would be applied to specific projects per the 2023 and 2024 schedules as well as the 2023 MNSPECT versus 2024 Rum River Consulting contracts.

New Construction

The following permits are required for a new home construction: building permit, plumbing permit, mechanical permit, and electrical permit. Several of the fees charged to the applicant go to other agencies. These include the sewer access charge (SAC), that is paid to Met Council, and the state surcharge. The city retains the park dedication fee as well as the local water, sewer, and electric service access fees.

New construction projects are value-based set by MN Statute 326B.153, meaning the fee is determined based on the overall project cost and the total value of all construction work, including materials and labor, for which the permit is being issued. Under both the MNSPECT and Rum River contracts, the building official retains 75% of the plan review and building permit fees to cover their services. However, in addition, MNSPECT charged a separate site inspection fee as well as a sediment and erosion control inspection fee. Under the Rum River contract, these services are covered under their 75% share of the building permit fee. Additionally, MNSPECT retained the \$5.00 license verification fee that will be retained by the City under the 2024 contract with Rum River.

Building Permit Fees

Address: 2105 Kari Lane						
Project: New Construction						
Building Permit: BP-23-18	2023 Fees	MNSPECT	City Share	2024 Fees	Rum River	City Share
Plan review	\$1,697.87	\$1,273.40	\$424.47	\$1,697.87	\$1,273.40	\$424.47
Building permit	\$2,612.10	\$1,959.08	\$653.03	\$2,612.10	\$1,959.08	\$653.03
Electric service	\$650.00	\$0.00	\$650.00	\$650.00	\$0.00	\$650.00
SAC charge (MetCouncil)	\$2,485.00	\$0.00	\$0.00	\$2,485.00	\$0.00	\$0.00
Sewer access (local)	\$550.00	\$0.00	\$550.00	\$550.00	\$0.00	\$550.00
Water access (local)	\$800.00	\$0.00	\$800.00	\$800.00	\$0.00	\$800.00
Park dedication	\$900.00	\$0.00	\$900.00	\$900.00	\$0.00	\$900.00
Site inspection	\$60.00	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00
SEC inspection	\$195.00	\$195.00	\$0.00	\$0.00	\$0.00	\$0.00
License verification	\$5.00	\$5.00	\$0.00	\$5.00	\$0.00	\$5.00
State surcharge	\$162.50	\$0.00	\$0.00	\$162.50	\$0.00	\$0.00
Processing fee	\$15.00	\$0.00	\$15.00	\$15.00	\$0.00	\$15.00
Total	\$10,132.47	\$3,492.48	\$3,992.49	\$9,877.47	\$3,232.48	\$3,997.49

Plumbing Permit Fees

The new construction plumbing fees in 2023 were based on a flat fee of \$50.00 plus a \$12.00 per fixture fee. Under the 2024 fee schedule the plumbing permit fee is a flat fee of \$150.00 per new residential dwelling unit. The City Public Works department retains the \$175.00 water meter and the \$185.00 remote water meeting fees and is the agency that installs these meters.

Address: 2105 Kari Lane						
Project: New Construction						
Plumbing Permit: PL-23-1	2023 Fees	MNSPECT	City Share	2024 Fees	Rum River	City Share
Plumbing fixture fee	\$204.00	\$153.00	\$51.00	\$150.00	\$112.50	\$37.50
Res plumbing permit	\$50.00	\$37.50	\$12.50	\$0.00	\$0.00	\$0.00
Water meter	\$175.00	\$0.00	\$175.00	\$175.00	\$0.00	\$175.00
Remote water reader	\$185.00	\$0.00	\$185.00	\$185.00	\$0.00	\$185.00
State surcharge	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$0.00
Processing fee	\$15.00	\$0.00	\$15.00	\$15.00	\$0.00	\$15.00
Total	\$630.00	\$190.50	\$438.50	\$526.00	\$112.50	\$412.50

Mechanical Permit Fees

Similar to plumbing permits, under the 2023 fee schedule, the mechanical permit fees were charged per fixture, with a minimum charge of \$50.00 per permit. Under the 2024 fee scheduled, all mechanical systems are reviewed and inspected under the new construction per unit flat fee of \$150.00.

Address: 2105 Kari Lane						
Project: New Construction						
Mech. Permit: ME-23-212	2023 Fees	MNSPECT	City Share	2024 Fees	Rum River	City Share
New construct mechanical (per unit)	\$0.00	\$0.00	\$0.00	\$150.00	\$112.50	\$37.50
Air conditioner	\$65.00	\$48.75	\$16.25	\$0.00	\$0.00	\$0.00
Bath/kitchen fan	\$65.00	\$48.75	\$16.25	\$0.00	\$0.00	\$0.00
Duct work	\$65.00	\$48.75	\$16.25	\$0.00	\$0.00	\$0.00
Furnace	\$80.00	\$60.00	\$20.00	\$0.00	\$0.00	\$0.00
Gas piping	\$65.00	\$48.75	\$16.25	\$0.00	\$0.00	\$0.00
Ventilation system	\$65.00	\$48.75	\$16.25	\$0.00	\$0.00	\$0.00
State surcharge	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$0.00
Processing fee	\$15.00	\$0.00	\$15.00	\$15.00	\$0.00	\$15.00
Total	\$421.00	\$303.75	\$116.25	\$166.00	\$112.50	\$52.50

Electrical Permit Fees

The 2023 electrical permitting fees were not modified and are not proposed for change in this amendment. The city contracts with Tokle Inspections, Inc. for electric plan review and inspection services. Tokle retains 80 percent of the permit fees under their contract.

Address: 2105 Kari Lane						
Project: New Construction						
Electric Permit: ELC-23-28	2023 Fees	Tokle	City Share	2024 Fees	Tokle	City Share
Res electrical permit	\$200.00	\$160.00	\$40.00	\$200.00	\$160.00	\$40.00
State surcharge	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$0.00
Processing fee	\$15.00	\$0.00	\$15.00	\$15.00	\$0.00	\$15.00
Total	\$216.00	\$160.00	\$55.00	\$216.00	\$160.00	\$55.00

Total of All Residential New Construction Permit Fees

The total 2023 permit fees for this residential new construction example were \$11,399.47. If this project were completed based on the 2024 fee schedule, the total fees would be \$10,785.47, a savings of \$614.00 to the customer.

Address: 2105 Kari Lane								
New Construction	2023 Fees	MNSPECT	Tokle	City Share	2024 Fees	Rum River	Tokle	City Share
Total	\$ 11,399.47	\$ 4,290.48	\$ 160.00	\$ 4,602.24	\$ 10,785.47	\$ 3,617.48	\$ 160.00	\$ 4,517.49

Roof and Siding Example

The following example is a building permit pulled to replace a roof on a detached garage and replace siding on the house and garage. Under the 2023 fee schedule, permit fees for roof and siding projects are value-based, meaning the fee is determined based on the overall project cost and the total value of all construction work, including materials and labor, for which the permit is being issued. Under MN Administrative Rules 1300.0160, Subpart 4., roofing, siding, windows, and doors for one or two-family dwellings, and plumbing, mechanical, and electrical permits may be based on valuation or a fixed fee. Under the 2024 fee schedule, the fees for such projects are proposed as fixed fees at a rate of \$125.00.

In the example that follows, the total permit fee charged to the applicant in 2023 was \$585.13; under the 2024 fee schedule the applicant would pay \$291.08, a savings of \$293.97.

Permit #: BP-23980						
Project: Roof garage only; siding house and detached garage						
	2023 Fees	MNSPECT	City Share	2024 Fees	Rum River	City Share
Building permit	\$544.05	\$408.04	\$136.01	\$0.00	\$0.00	\$0.00
Roof permit	\$0.00	\$0.00	\$0.00	\$125.00	\$93.75	\$31.25
Siding permit	\$0.00	\$0.00	\$0.00	\$125.00	\$93.75	\$31.25
Lead cert. verification	\$5.00	\$5.00	\$0.00	\$5.00	\$0.00	\$5.00
License verification	\$5.00	\$5.00	\$0.00	\$5.00	\$0.00	\$5.00
State surcharge	\$16.08	\$0.00	\$0.00	\$16.08	\$0.00	\$0.00
Technology fee	\$15.00	\$0.00	\$15.00	\$15.00	\$0.00	\$15.00
Total	\$585.13	\$418.04	\$151.01	\$291.08	\$187.50	\$87.50

Plumbing Example

The following example is a residential plumbing permit to replace a water heater and water softener. In the 2023 fee schedule the city charged a base plumbing fee of \$50 plus a fixed rate of \$12.00 per fixture. The 2024 fee schedule charges a flat rate of \$125.00 for a plumbing permit (per fixture), or \$185.00 when water heaters and softeners are installed and inspected simultaneously. In this instance the overall fees are greater for customers under the 2024 fee schedule than 2023. This is the one permit type that is an increase for customers under the 2024 fee schedule.

Permit #: PL-23-49						
Project: Replace water heater and water softener						
	2023 Fees	MNSPECT	City Share	2024 Fees	Rum River	City Share
Plumbing fixture fee	\$24.00	\$18.00	\$6.00	\$0.00	\$0.00	\$0.00
Res plumbing permit	\$50.00	\$37.50	\$12.50	\$185.00	\$138.75	\$46.25
State surcharge	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$0.00
Technology fee	\$15.00	\$0.00	\$15.00	\$15.00	\$15.00	\$15.00
Total	\$90.00	\$55.50	\$33.50	\$201.00	\$153.75	\$61.25

OTHER FEE SCHEDULE AMENDMENTS

The special event permit was updated from the 2023 to 2024 fee schedule without adequate explanation of the change. This procedural error occurred due to the lack of clarity in the 2023 fee schedule.

Special Event Permits

Chapter 122 of the Municipal Code regulates special events and requires a permit for such. Applicants must provide detailed information about the special event which is evaluated for public safety considerations by Police, Fire, and Public Works staff prior to making a recommendation for approval to the City Council. The 2024 fee schedule establishes an \$80 fee for special event permits, whereas no fee was collected prior to 2024. Staff recommends that the \$80 permit fee be retained to cover staff costs associated with plan review and processing.

Per Chapter 122 of the Municipal Code, a special event is defined as “any temporary, outdoor privately sponsored event open to the general public and held on public or privately owned property.” However, per the code, special events are not the following:

- Any permanent place of worship, stadium, athletic field, arena, theatre, auditorium, or fairs conducted pursuant to M.S. Chapter 38. Special events or activities permitted or permitted by other state laws or regulations of the City of North St. Paul, including publicly sponsored activities in the local park system and any other established special event operating prior to adoption of this chapter.
- Family gatherings, including family reunions, graduation parties, baptisms, confirmations, weddings, and the like.
- Garage sales.
- Events such as but not limited to National Night-Out established through the City of North St. Paul.

According to this definition, it is unclear whether events like the Church of St. Peter’s Fall Festival would require a special event permit. The event is held outdoors on church grounds, but the exemption seems to apply to the indoor worship space within the building. In the past, staff have required a permit for the St. Pete’s Fall Festival (with no fee). An ordinance amendment is suggested to clarify the eligibility requirements for the exception.

Special Event Vendor License

Chapter 122.12 regulates vendors at special events. Section (D) indicates that all special event vendors shall pay an inspection fee as determined by the City Council. Exception to the fee following shall be exempt from the city fee: public charities as defined by IRS Code 501C(3), any government institution, or

any business headquartered in North St. Paul. Section 122.12(E) indicates that “any special event conducted by a public charity as defined by IRS Code 501C(3) is subject to one special event vendor fee for all vendors conducting business at the special event.”

According to these requirements, it is staff’s interpretation that if the Church of St. Peter’s or the History Cruiser supply vendors at their events, one umbrella special event vendor license would be required (assuming they are both 501C(3) charities).

The 2024 Fee Schedule indicates that an \$80 fee is required for special event vendors on a per event basis, \$80 unless they are public charities as defined by IRS Code 501C(3), any governmental institution or any business headquartered in the City of North St. Paul. Under the 2023 fee schedule, staff processed these applications on an annual rather than per event basis. Staff recommends reverting back to the annual requirement.

ATTACHMENT

1. Rum River Consultants Permit and Inspection Fees Recommendation
2. Proposed draft 2024 Fee Schedule Amendment



Municipal Fee Schedule 2024

Adopted December 19, 2023

Amended February 6, 2024

Table of Contents

Administrative Fees	3
Animal Fees	3
Business Licenses	4
Building Permit and Inspection Fees	5
Contractor Licenses and Construction Permits.....	8
Electric Permit Fees	10
Equipment Charges	12
Fire Department Fees.....	13
Rental Property Registration and Inspections.....	13
Event Permits	14
Planning & Zoning Fees	14
Park and Recreation Fees.....	15
Police Department Fees	16
Public Works Fees	16
Electric Utility Rates.....	17
Garbage Rates	18
Water Utility	18
Miscellaneous Utility Fees.....	20

ADMINISTRATIVE FEES

Type	Fee	Unit	Authority
Administrative fees for tax exempt bonds	Based on project	Per instance	§110.30
Candidate filing fee for Mayor/City Council	\$15.00	Each filing	
City staff, attorney	Hourly rate	Actual	
City staff, building official	Hourly rate	Actual	
City staff, clerical	Hourly rate	Actual	
City staff, department head/supervisor	Hourly rate	Actual	
City staff, engineer	Hourly rate	Actual	
City staff, field staff (PW, electric)	Hourly rate	Actual	
City staff, manager	Hourly rate	Actual	
Copies – black/white letter/legal size*	\$0.25	Per sheet	
Copies – black/white ledger size*	\$0.50	Per sheet	
Copies – color letter/legal size*	\$1.00	Per sheet	
Copies – color ledger size*	\$2.00	Per sheet	
Copies – large sheet plan*	\$4.00	Per sheet	
Copies – poster size*	\$5.00	Per sheet	
Incident report (city)	\$2.00	Per page	
NSF check charge	\$30.00	Each	
Notary	\$5.00 + \$1.00 per page over 5 pages	Each instance	
Photograph (print)	\$5.00	Each print	
Photograph (digital)	\$40.00 \$11.00	Per CD Per print	
Property and special assessment verification	\$30.00	Each instance	
Service fee for credit/debit payments	2.25% of transaction amount	Each instance	
Processing fee	\$15.00	Applicable to all license, permit, and planning and zoning applications	
*City business only			

ANIMAL FEES

Animal Impoundment

Type	Fee	Unit	Authority
Cat/dog impoundment	Actual cost	Each instance	§95.15, §95.40
Cremation	Actual cost	Each instance	
Daily boarding	Actual cost	Each instance	
Disposal (not euthanized)	Actual cost	Each instance	
Euthanasia	Actual cost	Each instance	§95.43
Veterinary services	Actual cost	Each instance	§95.16

Animal Registration

Type	Fee	Unit	Authority
Bees	\$25.00	Annual	§95.23(B)
Chickens	\$25.00	Annual	§95.23(A)
Dog kennel license	\$25.00	Biennial	§95.25
Dangerous Animal	\$450.00	Annual	§95.19(G)3
Trapping license	\$25.00	Each instance	§95.02
Potentially Dangerous Animal	\$225.00	Annual	§95.19(G)3

BUSINESS LICENSES

All licenses require insurance. Minimum liability - \$1,000,000 per occurrence, \$2,000,000 aggregate, \$500,000 worker's comp as applicable. Each license or permit holder shall obtain an insurance policy naming the applicant and the city as insureds, providing for bodily injury.

Alcoholic Beverage Licenses

Type	Fee	Unit	Authority
Brewer taproom on-sale	\$2,500.00	Annual	\$117.20
Brewer, small off-sale	\$150.00	Annual	\$117.20
Brewpub off-sale	\$150.00	Annual	\$117.20
Brewpub on-sale	\$5,000.00	Annual	\$117.20
Club, Minnesota Buyer's Club	Paid directly to state	Annual	\$117.20
Club, special	\$300.00	Annual	\$117.20
Liquor license investigation fee	\$500.00	Annual	\$117.20
Liquor and beer off-sale	\$200.00	Annual	\$117.20
Liquor and beer on-sale	\$5,000.00	Annual	\$117.20
Liquor, Sunday	\$200.00	Annual	\$117.20
Malt liquor (3.2) off-sale	\$200.00	Annual	\$117.20
Malt liquor (3.2) on-sale	\$150.00	Annual	\$117.20
Micro distillery cocktail room on-sale	\$2,500.00	Annual	\$117.20
Micro distillery off-sale	\$150.00	Annual	\$117.20
On-sale wine	\$2,000.00	Annual	\$117.20
Temporary on-sale, liquor	\$25.00	Annual	\$117.20
Temporary on-sale, malt liquor (3.2)	\$25.00	Annual	\$117.20
Temporary on-sale, liquor license or premises extensions	\$25.00	Per event	\$117.20

Business Licenses

Type	Fee	Unit	Authority
Adult use license	\$3,000	Annual	\$120.05
Adult use investigation fee	\$5,000	As warranted	\$120.09
Amusement park, show, circus license (temp – less than 30 days)	\$350.00 (1 st day) \$25.00 (each add. day)	Each	\$111.02
Amusement park, show, circus license (permanent)	\$2,000 (initial license) \$150.00 (renewal)	Annual	\$111.02
Auction and auctioneer license	\$25.00	Annual	\$114.02
Body Art Enterprise	\$2,000.00	New	
Body Art Enterprise Renewal	\$150.00	Annual	
Christmas tree sales license	\$250.00	Annual	\$111.03
Cigarette and tobacco sales	\$300.00	Annual	\$118.03
Courtesy bench license	\$70 per bench	Annual	\$116.01
Fireworks, retail sales permit	\$100.00	Annual	\$133.03
Fireworks, vendor permit	\$250.00	Annual	\$133.03
Gas station	\$85.00 + \$15.00 per nozzle	Annual	\$121.02
Lawful gambling license	\$150.00	Annual	Chapter 112
Motion picture/video theater license	\$25.00	Annual	\$111.01
Outside theater	\$25.00	Per event	
Pawn shop	\$3,000	Annual	\$124.03
Pawn shop investigation	\$500.00	Initial	
Pawn shop investigation outside MN	\$10,000.00	Initial	
Pawn shop bond	\$5000.00	Annual	
Pawn shop billable transaction fee	\$2.90	Per Transaction	

Peddlers, solicitors, transient merchant license	\$100.00 + \$75.00 per employee	Annual	\$119.03
Special event vendor license (see also special event permit)	\$80 ¹	Per-event Annual	\$122.12(B)
Taxicab license	\$25.00	Annual/ per taxi	\$115.02
Therapeutic massage enterprise	\$150.00	Annual	\$110.26
Therapeutic massage practitioner	\$150.00	Annual	\$110.26
Unattended collection bins	\$50.00	Annual	\$134.02
¹ Exemptions: 501c(3) charities, government institution, businesses headquartered in North St. Paul.			

BUILDING PERMIT AND INSPECTION FEES

The administration and issuance of permits and the collection of fees shall be as authorized in Minnesota Statutes, Chapter 326B, Minnesota Administrative Rules 1300.0120 and 1300.0160, and as provided by this fee schedule. Fees are to be commensurate with the service provided. Permit fees not specifically identified within this fee schedule are based on the valuation determined by Subdivision 2.

Subd. 1. Permit and inspection fees for residential building, commercial building, fire suppression, fire alarm, commercial mechanical, and commercial plumbing. The minimum fee for processing these permits is \$100.00.

Total Valuation	Permit Fee
\$1.00 to \$2,000	\$100.00 minimum
\$2,001 to \$25,000	\$100.00 for the first \$2,000 plus \$16.55 for each \$1,000 or fraction thereof, to and including, \$25,000
\$25,001 to \$50,000	\$464.15 for the first \$25,000 plus \$12.00 for each \$1,000 or fraction thereof, to and including, \$50,000
\$50,001 to \$100,000	\$764.15 for the first \$50,000 plus \$8.45 for each \$1,000 or fraction thereof, to and including, \$100,000
\$100,001 to \$500,000	\$1,186.65 for the first \$100,000 plus \$6.75 for each \$1,000 or fraction thereof, to and including, \$500,000
\$500,001 to \$1,000,000	\$3,886.65 for the first \$500,000 plus \$5.50 for each \$1,000 or fraction thereof, to and including, \$1,000,000
\$100,00,001 and up	\$6,636.65 for the first \$1,000,000 plus \$4.50 for each \$1,000 or fraction thereof

Subd. 2. Project Valuation Determination. The Designated Building Official has the authority and responsibility to determine project valuation for the purposes of establishing applicable plan review and permit fees. Valuation data may be referenced from the State of Minnesota and/or the International Code Council.

Subd. 3. Plan Review Fees. Where a plan review fee is performed and charged, the minimum plan review fee for all permits is \$50.00. Plan review fees for building, fire suppression, and fire alarm permits shall be sixty-five percent (65%) of the building permit fees as set forth in Subdivision 1 of this Section. Plan review fees for similar plans are set forth in Minnesota Rules 1300.0160.

Plan review fees for all commercial mechanical permits shall be ten percent (10%) of the permit fee when a project job valuation is determined to exceed \$30,000.00.

In the event a permit applicant submits an application that requires plan review and decides not to proceed with the building project after the plan review has been completed, the plan review fee will be billed by the jurisdiction to the permit applicant.

Subd. 4. State Surcharge on Building, Mechanical, and Plumbing Permits. In addition to the permit fees established in this fee schedule, a surcharge fee shall be collected on all permits issued for work governed by the Minnesota State Building Code in accordance with Minnesota Statutes, Section 326B.148.

Subd. 5. Refunds. The jurisdiction may refund up to 80% of the permit fees in which no work has been done and no inspections have been made. Requests for refunds must be made by the permit applicant in writing within 180 days

of issuance. Within 10 days of receipt, the Building Official must review the refund request and determine the amount to be refunded or deny the refund request for cause.

No refunds will be approved or granted for the following: plan review fees, state surcharge fees, re-inspection fees, or any other services that have previously been rendered.

Subd. 6. Work Without a Permit. Work commenced without a permit may result in additional fees as specified in MN Rules 1300.010, Subpart 8.

Subd. 7. Validity, Expiration and Suspension or Revocation of Permits. The validity, expiration, and suspension or revocation of permits shall be as provided by MN Rules 1300.0120, Subparts 10, 11, and 12.

Subd. 8. Residential Mechanical Permit Fees for Structures Regulated under the Minnesota Residential Code.

New construction mechanical (includes HVAC system, mechanical ventilation system, and gas lines)	\$150.00 200.00 per unit
Addition, alteration, remodel, or replacement mechanical	\$125.00 170.00
Basement finish mechanical	\$125.00 170.00 , if not a rental property and the owner is performing the work, the mechanical permit fee is included with their building permit fee
Fireplace	\$125.00 170.00
Garage heater	\$125.00 170.00
Gas lines	\$125.00 170.00
Miscellaneous mechanical appliance	\$125.00 170.00
All other minor mechanical work	\$125.00 170.00
Furnace and air conditioner units installed and inspected simultaneously	\$185.00 250.00

Subd. 9. Residential Plumbing Permit Fees for Structures Regulated Under the Minnesota Residential Code.

New construction plumbing	\$150.00 200.00 per unit
Addition, alteration, remodel, or replacement (if not a rental property and the owner is performing the work, the plumbing permit is included in the building permit fee)	\$125.00 170.00 , if not a rental property and the owner is performing the work, the plumbing permit fee is included with their building permit fee
Water heater	\$125.00 170.00
Water conditioning system	\$125.00 170.00
Water heater and water conditioning system units installed and inspected simultaneously	\$185.00 250.00
Miscellaneous plumbing fixtures	\$125.00 170.00
SAC charge (regulated by Met Council)	\$2,485.00
Municipal sewer connection permit inspection (private property)	\$125.00 170.00
Municipal water connection permit inspection (private property)	\$125.00 170.00
Municipal sewer access charge (SAC) (property line to right-of-way)	\$550.00
Municipal water access charge (WAC) (property line to right-of-way)	\$800.00

Subd. 10. Other Permits and Fees.

Accessory structures	Refer to Subd. 1 table. A 65% plan review may apply
Structure additions, alterations	Refer to Subd. 1 table. A 65% plan review may apply
Structure remodel	Refer to Subd. 1 table. A 65% plan review may apply
Basement finishes	Max. fee = \$500.00, which may include plan review (Refer to Subd. 1 table. A 65% plan review)
Deck	Refer to Subd. 1 table. A 65% plan review may apply
Residential structure moving (additional fees incurred)	\$250.00 330.00

exceeding 60 miles from the jurisdiction)	
Residential roofing	\$125.00 170.00
Residential siding	\$125.00 170.00
Residential window replacement (same size)	\$125.00 170.00
Residential demolition	\$200.00 Refer to Subd. 1 table. A 65% plan review may apply
Commercial demolition	Refer to Subd. 1 table. A 65% plan review may apply \$270.00
Manufactured home setup (foundation/connection only)	\$175.00 230.00
Solar/Photovoltaic Systems Residential (up to 3.5kW)	\$175.00 230.00
Solar/Photovoltaic Systems Residential (over 3.5kW)	Refer to Subd. 1 table. A 65% plan review may apply
Solar/Photovoltaic Systems Commercial	Refer to Subd. 1 table. A 65% plan review may apply
Residential irrigation system, including backflow prevention	\$125.00 170.00
Association, commercial, industrial, multi-family irrigation system	Refer to Subd. 1 table. A 65% plan review may apply
Miscellaneous commercial or residential building permits for which no fee is specifically indicated	Refer to Subd. 1 table. A 65% plan review may apply
Temporary Heating Equipment	\$150.00 200.00
Inspections which no fee is specifically indicated	\$125.00 per hour
Additional plan review required by changes, additions, or revisions to previously approved plans	\$95.00 per hour
Re-inspection fees	\$95.00 per hour/inspection (whichever is greater)
Inspections outside of normal business hours	\$150.00 per hour (minimum charge of 2 hours)
Change of Use/Occupancy	Refer to Subd. 1 table. A 65% plan review may apply. (minimum fee of \$300.00)
State license verification – <u>contractor license verification</u>	\$5.00
Lead certification for eligible construction – contractor lead certification verification	\$5.00

CONTRACTOR LICENSES AND CONSTRUCTION PERMITS

Contractor Licenses

Type	Fee	Unit	Authority
General contractor license	\$80.00	Annual	\$110.28
Lawn fertilizer applicator license	\$80.00	Annual	\$96.15
Mechanical contractor license	\$80.00	Annual	\$110.02
Refuse collection license	\$220.00	Annual	\$55.08
Tree trimming license	\$80.00	Annual	\$110.02
Trenching contractor license (Commercial plumbing and utility permit)	\$80.00 (\$0 for licensed plumber)	Annual	\$110.27

Electric Permits

Type	Fee
Large commercial	Determined case by case
Temporary services installation	
Overhead service drop not over 100 feet	\$200.00
Underground tap adjacent to pedestal or pad mount transformer max distance 5 feet	\$150.00
Underground utility installation	
New residential and small commercial single phase up to 200 amp*	\$650.00 +\$6.00 for frost charges
Rewire from overhead to underground single phase up to 200 amp	\$650.00 +\$6.00 for frost charges
Deposits	
Apartment units	\$75.00
Commercial and industrial	\$150.00 min.
Rental housing	\$150.00
Meter tests	
Faulty meter	\$0
Requested by customer	\$75.00
Pole attachments	
Pole attachment (per pole, per year)	\$10.00
Radio meter	
Waive/decline radio meter (monthly)	\$150.00
Reconnect changes	
During working hours	\$25.00
Residential and Commercial Lighting Service	Additional fees may apply
LED 53 watt/HPS 100 watt	\$9.00
LED 101 watt/HPS 250 watt	\$13.75
400 watt	\$19.80
1,000 watt	\$52.00
Governmental units – N. St. Paul owned Lighting Service	Additional fees may apply
LED 53 watt/HPS 100 watt	\$9.00
LED 101 watt/HPS 250 watt	\$13.75
400 watt	\$19.80
Governmental units Lighting Service	Additional fees may apply
100 watt	\$4.50
250 watt	\$7.95
400 watt	\$11.35
Bus Shelter Lighting Service	Additional fees may apply
Based on shelter design	\$5.00 min.
Installation of wire to service shelter	Time/materials

Grading and Excavation

Type	Fee
Grading/excavation 0 to 9,999 SF	\$0
Grading/excavation 10,000 to 43,560 SF	\$400.00
Grading/excavation >1 acre	\$1,000.00; Escrow \$1,000; +MPCA review

Right-of-Way Permits

Type	Fee	Unit	Authority
Dumpster permit (3-day minimum)	\$100.00 base fee + 20.00 per day	Per day	
Curb deposit	\$600.00	Each	
Sidewalk encroachment permit	\$75.00	Annually	\$94.22
Right of Way Registration	\$220.00	Annual	\$94.34
Right-of-way vacation	\$500.00 + Escrow \$1,000 min.		\$94.03, \$94.55
Temporary storage/moving container	\$100.00 base fee + 20.00	Per day	
Right-of-Way Permit			
Base Fee	\$80.00		<u>\$94.37</u>
Boring/tunneling – underground utility/telecom	\$0.50	Per lineal foot	
Open trench – underground utility/telecom	\$0.65	Per lineal foot	
Overhead utility/telecom	\$0.10	Per lineal foot	
Per additional excavation – paved area	\$40.00		
Per additional excavation – unpaved area	\$20.00		
Curb deposit	\$600.00		

Trenching Permit

Type	Fee
Residential	
As-Built deposit	\$250.00
Base fee	\$35.00
Fire service	\$30.00
Sewer service	\$30.00
Storm service	\$30.00
Water service	\$30.00
State surcharge	\$1.00
Commercial	
As-Built deposit	\$250.00
Base fee	\$95.00
Inspection fee	Value x \$0.0125
State surcharge	Value x \$0.0005

ELECTRIC PERMIT FEES

Electric Permit-Residential

Type	Fee	Unit
Change Panel in Same Location	\$110.00	
Change Sub Panel in Same Location	\$50.00	
Service/Power Supply	0-300 Ampere:\$55.00 400 Ampere: \$71.00 Add for each additional 100 amp: \$16.00	
Feeders/Circuits	0-100 amps: \$9.00 101-200 amps: \$15.00 201-300 amps: \$21.00 301-400 amps: \$27.00 401-500 amps: \$33.00	
Transformers and Generators	Up to 10KVA: \$5.00 11KVA to 74KVA: \$45.00 75KVA to 299KVA: \$60.00 Over 299KVA: \$165.00	
Accessory Structure	\$55.00 + Circuit Fees or \$100.00 for 2 trip fees, whichever is greater	Per Structure
Addition, Remodel or Basement Finish	\$100.00	
Apartment Buildings	\$90.00	Per Unit
Retro fit Lighting per fixture	\$0.85	
Traffic Signals	\$8.00	Per Standard
Street Lights and Lot Lights	\$5.00	Per Pole
Transformers	\$9.00	Each
Remote Control or Signal Wiring	\$0.85	Per Device
Swimming Pools (per trip + circuit fee)	\$100.00	
Circuits	\$9.00	Each
Re-inspection Fee	\$50.00	
Minimum Fee	\$50.00	
Special Inspection/Services	\$80.00/hr.	
Inspection of Transient Projects	Power Supply: \$100.00 Rides, Devices or Concessions: \$50.00/unit	
Single Family Dwelling or Townhouse not over 200 amps Maximum Fee	\$200.00	
Separate/Reinspection Inspection	\$50.00	
Fee for work started without permit	Double permit fee	
Solar Fees	0kw to 5kw: \$90.00 5.1kw to 10kw: \$150.00 10.1kw to 20kw: \$225.00 20.1kw to 30kw: \$300.00 30.1kw to 40kw: \$375.00 40.1kw and larger (add \$25.00 for each additional 10kw): \$375.00	
Electronic inspections select items pre-approved	\$40.00	
Trip Fee	\$50.00	
Add the following to all permits	State Surcharge: \$1.00 Processing Fee: \$15.00	
Note: No refunds issued for permits under \$50 before the processing fee is applied		
Refunds requests must be in writing-minus city handling fee of 20%		

Electric Permit-Commercial

\$50 per trip or the fees below, whichever is greater

Valuation		Description
\$1.00	\$1,000	\$50.00 per trip
\$1,001	\$2,000	\$50.00 for the first \$1000 plus \$3.25 for each additional \$100 or fraction thereof, to and including \$2000
\$2,001	\$25,000	\$82.00 for the first \$2000 plus \$14.85 for each additional \$1000 or fraction thereof, to and including \$25000
\$25,001	\$50,000	\$423.55 for the first \$25000 plus \$10.70 for each additional \$1000 or fraction thereof, to and including \$50000
\$50,001	\$100,000	\$691.05 for the first \$50000 plus \$7.45 for each additional \$1000 or fraction thereof, to and including \$100000
\$100,001	\$500,000	\$1063.55 for the first \$100000 plus \$6 for each additional \$1000 or fraction thereof, to and including \$500000
\$500,001	\$1,000,000	\$3463.55 for the first \$500000 plus \$5.10 for each additional \$1000 or fraction thereof, to and including \$1000000
\$1,000,001	And Up	\$6013.55 for the first \$1000 plus \$4 for each additional \$1000 or fraction thereof
Reinspection fee (in addition to all other fees)		\$50.00
Investigative fee (working without a permit)		Fee is doubled
Refunds issued only for permits over \$50		

EQUIPMENT CHARGES

Costs below are charges that would be used in working on city facilities for customer convenience. If we work only on customer facilities with no relation to city facilities, then labor charges are 1½ times rate listed below.

Type	Fee	Unit
½ ton truck	\$30.00	Hourly rate
¾ ton truck	\$35.00	Hourly rate
1-ton dump truck	\$50.00	Hourly rate
2½ ton truck	\$50.00	Hourly rate
Air compressor	\$35.00	Hourly rate
Air hammer with compressor	\$45.00	Hourly rate
Auger truck	\$100.00	Hourly rate
Backhoe 410	\$75.00	Hourly rate
Backhoe 710	\$90.00	Hourly rate
Bit roller	\$25.00	Hourly rate
Bucket truck, single	\$100.00	Hourly rate
Bucket truck, double	\$90.00	Hourly rate
Chainsaw	\$15.00	Hourly rate
Chipper	\$65.00	Hourly rate
Ditching machine (Ditch Witch) w/trailer	\$40.00	Hourly rate
Flusher truck	\$55.00	Hourly rate
Generator (small 6,000 watt)	\$25.00	Hourly rate
Loader (4-wheel)	\$90.00	Hourly rate
Materials	actual cost + 35% overhead	
Omni generator (Dec. 1975)	\$50.00	Hourly rate
Operator cost	actual cost + 35% overhead	
Pump	\$15.00	Hourly rate
Skid loader	\$80.00	Hourly rate
Sweeper	\$90.00	Hourly rate
Tamper	\$15.00	Hourly rate
Trench/backhoe	\$85.00	Hourly rate
Vactron trailer	\$75.00	Hourly rate
Vactor truck	\$120.00	Hourly rate

FIRE DEPARTMENT FEES

Fire Alarms and Lock Boxes

Type	Fee	Unit	Authority
False alarm (3rd) per calendar year	\$250.00	Each	
False alarm (4 th and thereafter) per year	\$500.00	Each	\$99.02
Fire lock box – S3 surface mount	\$159.00	Each	
Fire lock box – R2 recessed mount	\$199.00	Each	

Fire Department Inspections

Type	Fee	Unit	Authority
Abatement	\$240.00	Per hour	\$98.23
Daycare/foster care inspection	\$50.00	Each	
Minnesota schools, includes two follow-up inspections or on-site consultations	\$0.014	Per square foot	
Additional follow-up inspections	\$0.005	Per square foot	

RENTAL PROPERTY REGISTRATION AND INSPECTIONS

Type	Fee	Unit	Authority
Single family residential			\$155.01
Initial registration	\$150.00	Each	\$155.01
Annual renewal	\$100.00	Each	\$155.01
No entry fee	\$50.00	Each	\$155.01
Transfer fee	\$25.00	Each	\$155.01
Reinspection	\$50.00	Each	\$155.01
Late fees – 30 days	10%	Each	\$155.01
Late fees – 60 days	25%	Each	\$155.01
Late fees – 90 days	50%	Each	\$155.01
Two family residential (duplex)			\$155.01
Initial registration	\$200.00	Each	\$155.01
Annual renewal	\$150.00	Each	\$155.01
No entry fee	\$75.00	Each	\$155.01
Transfer fee	\$50.00	Each	\$155.01
Reinspection	\$75.00	Each	\$155.01
Late fees – 30 days	10%	Each	\$155.01
Late fees – 60 days	25%	Each	\$155.01
Late fees – 90 days	50%	Each	\$155.01
Multifamily residential (3+ units)			\$155.01
Initial registration	\$200.00	Each	\$155.01
Annual renewal (per building)	\$150.00	Each	\$155.01
Inspection year base fee	\$150.00 + \$10 per unit	Each	
No entry fee	\$75.00	Each	\$155.01
Transfer fee	\$50.00	Each	\$155.01
Reinspection	\$75.00	Each	\$155.01
Late fees – 30 days	10%	Each	\$155.01
Late fees – 60 days	25%	Each	\$155.01
Late fees – 90 days	50%	Each	\$155.01

EVENT PERMITS

Type	Fee	Unit	Authority
Block party ¹	\$20*	Per event	§123.03
Citywide garage sale	\$20	Each	
Special event permit ² (see also special event vendor license)	\$80	Per event	§122.03
Art and Culture Programming			
Recreational programming	Varies	Per event	
City-Sponsored Art Festival Booth Fee			
Autumn Arts Festival 10x10 ^{3**}	\$65.00	Booth	
Autumn Arts Festival 10x20 ^{3**}	\$100.00	Booth	
Autumn Arts Festival Emerging Artist ^{3**}	\$35.00	Booth	
^{*1} National Night Out exempt from permit fee ² Special events are temporary, outdoor privately sponsored event open to the general public and held on public or privately owned property. Excludes (1) any permanent place of worship, stadium, athletic field, arena, theatre, auditorium, or fairs conducted pursuant to M.S. Chapter 38; (2) special events or activities permitted or permitted by other state laws or regulations of the City of North St. Paul, including publicly-sponsored activities in the local park system; (3) family gatherings, including family reunions, graduation parties, baptisms, confirmations, weddings, and the like; (4) garage sales; (5) events such as but not limited to National Night-Out established through the City of North St. Paul. ^{**3} Fee for space only; artists must provide own tent and tables			

PLANNING & ZONING FEES

Type	Fee	Unit	
Landscape escrow (new development)	\$1,000	Each	§154.004(C)2d
Park dedication – residential	\$900	Per dwelling unit	
Park dedication – nonresidential	\$2,795	Per acre	
Storm water pollution prevention plan	Escrow value based	Per project	§154.010(K)9
Comprehensive Plan amendment	\$1,000 +Escrow \$2,500	Each	§154 – Table 1
Conditional Use Permit (CUP)	\$500.00 +Escrow \$1,000	Each	§154.004(F)
Driveway permit	\$75.00	Each	§154.003
Fence permit	\$75.00	Each	§154.010(A)
Home Occupation Permit	\$100.00 +Escrow \$500	Each	§154.010(D)
Interim Use Permit	\$500.00 +Escrow \$500	Each	§154.004(G)
Membrane structure	\$100.00	Each	§154.010(D)1
Parking lot resurfacing	\$75.00	Each	§154.003
PUD concept plan	\$500.00 +Escrow \$2,500	Each	§154.008(C)
PUD preliminary plan	\$500.00 +Escrow \$2,500	Each	§154.008(C)
PUD final plan	\$500.00 +Escrow \$2,500	Each	§154.008(C)
PUD amendment	\$500.00 +Escrow \$1,000	Each	§154.008(C)
Rain garden – residential	\$0 less than 10 SF \$50.00 >10 SF	Each	§154.004(D)35
Rain garden – commercial	\$100.00 + Escrow \$750	Each	§154.004(D)35
Retaining wall – under 4’ in height	\$65.00	Each	§154.010(A)
Shed – under 200 SF	\$75.00	Each	
Sign permit	\$100 + \$0.25 per SF	Each	§157.003
Site plan amendment	\$500.00 +Escrow \$1,000	Each	§154.004(H)
Site plan pre-application meeting Escrow if consultants in attendance	\$0 if only city staff Escrow \$300	Each	§154.004(H)
Site plan review	\$500.00 + Escrow \$1,000	Each	§154.004(H)
Special commission meeting	\$200.00	Each meeting	
Subdivision - minor subdivision	\$500.00+ Escrow \$500	Each	§153.21
Subdivision - preliminary plat	\$500.00+ Escrow \$2,500	Each	§153.21
Subdivision - final plat	\$500.00+ Escrow \$2,500	Each	§153.21
Swimming pool – above ground	\$80.00	Each	

TIF district application	\$1,000.00+ Escrow \$15,000	Each	
Variance – residential	\$300+ Escrow \$500	Each	\$154.004(E)
Variance – nonresidential	\$750.00+ Escrow \$1,000	Each	\$154.004(E)
Variance – sign	\$500	Each	\$157.014
Zoning map or text amendment	\$500.00+Escrow \$1,000	Each	\$154.004(D)
Zoning verification letter	\$100.00	Each	

PARK AND RECREATION FEES

Type	Fee	Unit	Authority
Athletic Fields			
Ballfield rental per field – weekday or evening	\$75.00	Per day	Ballfield rental policy
Ballfield rental per field - weekend and holiday	\$150.00	Per Day	
Ballfield rental – tournament	\$300.00	Per day	
Ballfield rental – additional maintenance	\$300.00	Per request	
Lights	\$25.00	Per hour/per field	
NSP Non-Profit Practice Rate*	No fee		
Equipment Rental			
Buckthorn puller 5-day rental	\$100.00 deposit, billed if no returned in 30 days	Each instance	N/A
Canoe storage rental	Resident: \$50.00 Nonresident: \$75.00	Per season	Park Reservation Policy
Facility Rental**			
Casey Lake pavilion rental – weekday	Resident: \$250.00 +\$300.00 deposit Nonresident: \$400.00 +\$350.00 deposit	Per day	Park Reservation Policy
Casey Lake pavilion rental – weekend and holidays	Resident: \$400.00 + \$300.00 deposit Nonresident: \$550.00 +\$350.00 deposit	Per day	
Hause Park pavilion rental – weekday	Resident: \$175.00 +\$150.00 deposit Nonresident: \$250.00 +\$150.00 deposit	Per day	
Hause Park pavilion rental - weekend	Resident: \$200.00 + \$150.00 deposit Nonresident: \$275.00 + \$150.00 deposit	Per day	
Shelter, Colby Hills Park	Resident: \$50.00 +\$50.00 deposit Nonresident: \$65.00 +\$50.00 deposit	Per day	
Shelter, Northwood Park			
Shelter, Silver Lake			
*Applies only to North St. Paul nonprofit organizations that provide youth sports. Field prep is not included when fields are reserved at the nonprofit practice rate. Applicants for this rate shall provide proof of nonprofit status, proof of liability insurance, and proof that at least 50% of the team roster are North St. Paul residents. **Additional fees may apply; refer to Park Reservation Policy			

POLICE DEPARTMENT FEES

Type	Fee	Unit
DVD, CD, or USB copies	15.00	Each
False alarm (3rd) per calendar year	\$250.00	Each
False alarm (4 th and thereafter) per year (Authority: §99.02)	\$500.00	Each
Fingerprinting (resident or employee)	\$0	Each
Fingerprinting (nonresident)	\$20.00	Each
Fingerprinting – 1 st card	\$20.00	Each
Fingerprinting – additional card	\$5.00	Each
Incident report (city)	\$2.00	Per page
Photographs (hardcopy)	\$5.00	Each
Photographs (digital)	\$5.00	Each
Police officer – regular hours	\$106.00	Per hour
Police officer – holiday hours	\$168.00	Per hour
Records – 911 audio	\$20.00	Subject only
Records – body cam video (w/notarized release)	\$30.00	Subject only
Records – photographs	\$20.00	Thumb drive
Records – report copies (hard copy)	\$0.25	Per page
Records – report (digital)	\$0	Each
Records – squad video	\$30.00	Subject only
Research	\$50.00	Per clerical hour

PUBLIC WORKS FEES

Type	Fee
After public works services	\$240.00
Meter charges	
¾” meter	\$175.00
1” meter	\$275.00
1½” meter	\$1,595.00
2” meter	\$1,850.00
3” meter	\$2,200.00
Hydrant meter rental (Per 1,000 gallons)	\$5.00; \$50.00 min.; \$3,000.00 deposit
New residential construction (collected on plumbing permit)	\$175.00
Radio reader	\$185.00
Radio reader replacement	\$185.00
Remote water reader	\$140.00
Replace frost-damaged water meter	\$175.00
RPZ filing fee (per device)	\$25.00
Water turn on/off during business hours	\$0

ELECTRIC UTILITY RATES

Type	Fee	Unit
E1 Residential Electric Service		
Overhead	\$9.50	Monthly
Consumption Charge (per kWh)	\$0.1143	October-May
Consumption Charge (per kWh)	\$0.1251	June-September
E6 Residential Electric Service		
Underground	\$11.56	Monthly
Consumption Charge (per kWh)	\$0.1143	October-May
Consumption Charge (per kWh)	\$0.1251	June-September
E3 Small Commercial Service		
Service Charge	\$11.56	Monthly
Consumption Charge (per kWh)	\$0.1121	October-May
Consumption Charge (per kWh)	\$0.1244	June-September
E4 Commercial Service		
Service Charge	\$26.20	Monthly
Consumption Charge (kWh)	\$0.0715	
E5 Demand Charge (related to E4 service)		
Consumption Charge (per KW)	\$9.41	October-May
Consumption Charge (per KW)	\$13.07	June-September
Large Commercial Service		
Service Charge	\$26.20	Monthly
Consumption Charges (per kWh)	\$0.0710	
Demand Charge (related to large commercial service)		
Consumption Charge (per KW)	\$9.41	October-May
Consumption Charge (per KW)	\$13.07	June-September
Time of Day Service		
Service Charge	\$29.28	Monthly
Consumption Charge (per kWh)	\$0.0790	On Peak
Consumption Charge (per kWh)	\$0.0496	Off Peak
Consumption Charge (per kWh)	\$0.0593	Weekend
North St. Paul Street Lighting		
Street Lighting	\$2.00	Monthly
North St. Paul Franchise Fee (per kWh)		
Residential	\$5.00	Monthly
Small Commercial	\$15.00	Monthly
Commercial	\$80.00	Monthly
Large Commercial	\$300.00	Monthly
Oakdale Franchise Fee (per kWh)		
Residential	3%	Monthly
Commercial	3%	Monthly
Large Commercial	3%	Monthly
Public Street Lighting	3%	Monthly
MuniPumping	3%	Monthly
Clean Energy Choice for Residential		
50% renewal	\$1.00	Monthly
75% renewal	\$2.00	Monthly
100% renewal	\$3.00	Monthly
Clean Energy Choice for Commercial		
Per kWh	\$0.0010	
Residential Solar Credit (per kWh)		
Consumption credit (per kWh)	\$0.1143	October-May
Consumption credit (per kWh)	\$0.1251	June-September

GARBAGE RATES

Type	Fee	Unit
35 Gallon		
Garbage	\$7.70	Monthly
Solid Waste Management Tax (SWM) 9.75%	\$0.75	Monthly
County Environmental Charge (CEC 28%)	\$2.16	Monthly
65 Gallon		
Garbage	\$11.07	Monthly
Solid Waste Management Tax (SWM) 9.75%	\$1.08	Monthly
County Environmental Charge (CEC 28%)	\$3.10	Monthly
95 Gallon		
Garbage	\$13.59	Monthly
Solid Waste Management Tax (SWM) 9.75%	\$1.33	Monthly
County Environmental Charge (CEC 28%)	\$3.81	Monthly
160 Gallon (two carts)		
Garbage	\$24.66	Monthly
Solid Waste Management Tax (SWM) 9.75%	\$2.40	Monthly
County Environmental Charge (CEC 28%)	\$6.90	Monthly
Recycling Rates (no tax or CEC)		
Recycling service	\$7.50	Monthly
Yard Waste Disposal Rates (optional, no tax or CEC)		
Yard waste disposal	\$7.00	Monthly
Disposal	\$2.00	Per Bag

WATER UTILITY

Wastewater Rates

Type	Fee	Unit	Authority
Wastewater Service – per 1,000 Gallons			
5/8” to 1” Water Service	\$37.21	Monthly	\$56.03
1 ½” or larger water service	\$74.35	Monthly	\$56.03
Consumption Charges (per 1,000 gallons)			
0 to 7,000 Gallons	\$3.58	Monthly	\$56.03
7,001 to 20,000 Gallons	\$4.05	Monthly	\$56.03
20,001 Gallons or More	\$4.52	Monthly	
Wastewater Service – per Gallon			
5/8” to 1” Water Service	\$37.21	Monthly	
1 ½” or larger water service	\$74.35	Monthly	
Consumption Charges (per gallon)			
0 to 7,000 Gallons	\$0.00358	Monthly	
7,001 to 20,000 Gallons	\$0.00405	Monthly	
20,001 Gallons or More	\$0.00452	Monthly	
Wastewater Service-flat sewer			
Connection Charge	\$55.08	Monthly	
Maplewood Wastewater Service			
Consumption Charges (per gallon)	Rate set by Maplewood	Monthly	
Consumption Charges (per 1,000 gallons)		Monthly	

Water Rates

Type	Fee	Unit	Authority
Water Service – per 1,000 Gallons			
5/8” to 1” Water Service	\$11.92	Monthly	57.04
Consumption Charges (per gallon)			
0 to 7,000 Gallons	\$3.49	Monthly	57.04
7,001 to 20,000 Gallons	\$4.57	Monthly	57.04
20,001 Gallons or More	\$6.64	Monthly	57.04
Water Service – per 1000 Gallons			
1 ½” or larger water service	\$23.60	Monthly	57.04
Consumption Charges (per gallon)			
0 to 7,000 Gallons	\$3.46	Monthly	57.04
7,001 to 20,000 Gallons	\$4.53	Monthly	57.04
20,001 Gallons or More	\$6.58	Monthly	57.04
Maplewood Water Service – per 1000 Gallons			
5/8” to 1” Water Service	\$12.07	Monthly	57.04
Consumption Charges (per gallon)			
0 to 7,000 Gallons	\$3.49	Monthly	57.04
7,001 to 20,000 Gallons	\$4.57	Monthly	57.04
20,001 Gallons or More	\$6.64	Monthly	57.04
Water Service – per Gallon			
5/8” to 1” Water Service	\$11.92	Monthly	57.04
Consumption Charges (per gallon)			
0 to 7,000 Gallons	\$0.00349	Monthly	57.04
7,001 to 20,000 Gallons	\$0.00457	Monthly	57.04
20,001 Gallons or More	\$0.00664	Monthly	57.04
Water Service – per Gallon			
1 ½” or larger water service	\$23.60	Monthly	57.04
Consumption Charges (per gallon)			
0 to 7,000 Gallons	\$0.00346	Monthly	57.04
7,001 to 20,000 Gallons	\$0.00453	Monthly	57.04
20,001 Gallons or More	\$0.00658	Monthly	57.04
Maplewood Water Service – per Gallon			
5/8” to 1” Water Service	\$12.07	Monthly	57.04
Consumption Charges (per gallon)			
0 to 7,000 Gallons	\$0.00349	Monthly	57.04
7,001 to 20,000 Gallons	\$0.00457	Monthly	57.04
20,001 Gallons or More	\$0.00664	Monthly	57.04
Includes 15 cent charge for Fire Hydrant rental. Water consumption consumed by commercial users is subject to sales tax. 57.04 Sewer & Water Rules and Regulations, Prices and Units – Charges for service shall be a continuing lien until paid upon property served.			

Surface Water Rates

Type	Fee	Unit	Authority
Single family, two-family, townhomes (one residential equivalency factor (REF))	\$11.32	Dwelling	\$56.04
Multifamily residential (one residential equivalency factor (REF) per unit)	\$11.32	Dwelling	\$56.04
Nonresidential Percent Impervious (multiplied by one REF, based on Ramsey County GIS parcel data)	\$11.32		\$56.04
Raingarden incentive discount	35%		
Open space, streets and lakes, undeveloped	Exempt		

MISCELLANEOUS UTILITY FEES

Utility late payment charge	5% of balance due	Each instance
Waive/decline radio meter	\$150.00	Monthly

Rum River Consultants Permit and Inspection Fees Recommendation

The administration and issuance of permits and the collection of fees shall be as authorized in Minnesota Statutes, Chapter 326B, Minnesota Administrative Rules 1300.0120 and 1300.0160, and as provided by this fee schedule. Fees are to be commensurate with the service provided. Permit fees not specifically identified within this fee schedule are based on the valuation determined by Subdivision 2.

Subd. 1. Permit and Inspection Fees for Residential Building, Commercial Building, Fire Suppression, Fire Alarm, Commercial Mechanical, and Commercial Plumbing. The minimum fee for processing these permits is \$100.00.

Total Valuation	Permit Fee
\$1.00 to \$2,000.00	\$100.00 Minimum
\$2,001.00 to \$25,000.00	\$100.00 for the first \$2,000.00 plus \$16.55 for each additional \$1,000.00 or fraction thereof, to and including \$25,000
\$25,001.00 to \$50,000.00	\$464.15 for the first \$25,000.00 plus \$12.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000
\$50,001.00 to \$100,000.00	\$764.15 for the first \$50,000.00 plus \$8.45 for each additional \$1,000.00 or fraction thereof, to and including \$100,000
\$100,001.00 to \$500,000.00	\$1,186.65 for the first \$100,000.00 plus \$6.75 for each additional \$1,000.00 or fraction thereof, to and including \$500,000
\$500,001.00 to \$1,000,000.00	\$3,886.65 for the first \$500,000.00 plus \$5.50 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000; and
\$1,000,001.00 and up	\$6,636.65 for the first \$1,000,000.00 plus \$4.50 for each additional \$1,000.00 or fraction thereof

Subd. 2. Project Valuation Determination. The Designated Building Official has the authority and responsibility to determine project valuation for the purposes of establishing applicable plan review and permit fees. Valuation data may be referenced from the State of Minnesota and/or the International Code Council.

Subd. 3. Plan Review Fees. Where a plan review fee is performed and charged, the minimum plan review fee for all permits is \$50.00. Plan review fees for building, fire suppression, and fire alarm permits shall be sixty-five percent (65%) of the building permit fees as set forth in Subdivision 1 of this Section. Plan review fees for similar plans are set forth in Minnesota Rules 1300.0160.

Plan review fees for all commercial mechanical permits shall be ten percent (10%) of the permit fee when a project job valuation is determined to exceed \$30,000.00.

In the event a permit applicant submits an application that requires plan review and decides not to proceed with the building project after the plan review has been completed, the plan review fee will be billed by the jurisdiction to the permit applicant.

Subd. 4. State Surcharge on Building, Mechanical, and Plumbing Permits. In addition to the permit fees established in this fee schedule, a surcharge fee shall be collected on all permits issued for work governed by the Minnesota State Building Code in accordance with Minnesota Statutes, Section 326B.148.

Subd. 5. Refunds. The jurisdiction may refund up to 80% of the permit fees in which no work has been done and no inspections have been made. Requests for refunds must be made by the permit applicant in writing within 180 days of issuance. Within 10 days of receipt, the Building Official must review the refund request and determine the amount to be refunded or deny the refund request for cause.

No refunds will be approved or granted for the following: plan review fees, state surcharge fees, re-inspection fees, or any other services that have previously been rendered.

Subd. 6. Work Without a Permit. Work commenced without a permit may result in additional fees as specified in MN Rules 1300.010, Subpart 8.

Subd. 7. Validity, Expiration and Suspension or Revocation of Permits. The validity, expiration, and suspension or revocation of permits shall be as provided by MN Rules 1300.0120, Subparts 10, 11, and 12.

Subd. 8. Residential Mechanical Permit Fees for Structures Regulated under the Minnesota Residential Code.

New construction mechanical (includes HVAC system, mechanical ventilation system, and gas lines)	\$150.00 per unit
Addition, alteration, remodel, or replacement mechanical	\$125.00
Basement finish mechanical	\$125.00
Fireplace	\$125.00
Garage heater	\$125.00
Gas lines	\$125.00
Miscellaneous mechanical appliance	\$125.00
All other minor mechanical work	\$125.00
Furnace and air conditioner units installed and inspected simultaneously	\$185.00

Subd. 9. Residential Plumbing Permit Fees for Structures Regulated Under the Minnesota Residential Code.

New construction plumbing	\$150.00 per unit
Addition, alteration, remodel, or replacement	\$125.00
Basement finish	\$125.00
Water heater	\$125.00
Water conditioning system	\$125.00
Miscellaneous plumbing fixtures	\$125.00
Municipal sewer connection	\$125.00
Municipal water connection	\$125.00
Water heater and water conditioning system units installed and inspected simultaneously	\$185.00

Subd. 10. Other Permits and Fees.

Accessory structures	Refer to Subd. 1 table. A 65% plan review may apply.
Structure additions, alterations	Refer to Subd. 1 table. A 65% plan review may apply
Structure remodel	Refer to Subd. 1 table. A 65% plan review may apply
Basement finishes	Refer to Subd. 1 table. A 65% plan review may apply
Deck	Refer to Subd. 1 table. A 65% plan review may apply
Fence over 7 feet high	Refer to Subd. 1 table. A 65% plan review may apply
Residential structure moving (additional fees incurred exceeding 60 miles from the jurisdiction)	\$250.00
Residential roofing	\$125.00
Residential siding	\$125.00
Residential window replacement (same size)	\$125.00

Commercial demolition	Refer to Subd. 1 table. 65% plan review may apply
Residential demolition	\$200.00
Manufactured home set-up (foundation and connections only)	\$175.00
Solar/Photovoltaic Systems Residential (up to 3.5kW)	\$175.00
Solar/Photovoltaic Systems Residential (over 3.5kW)	Refer to Subd. 1 table. 65% plan review may apply
Solar/Photovoltaic Systems Commercial	Refer to Subd. 1 table. 65% plan review may apply
Residential irrigation system, including backflow prevention	\$125.00
Association, commercial, industrial, multi-family irrigation system	Refer to Subd. 1 table. 65% plan review may apply
Miscellaneous commercial or residential building permits for which no fee is specifically indicated	Refer to Subd. 1 table, 65% plan review may apply
Temporary Heating Equipment	\$150.00
Inspections which no fee is specifically indicated	\$125.00 per hour
Additional plan review required by changes, additions, or revisions to previously approved plans	\$95.00 per hour
Re-inspection fees	\$95.00 per hour/inspection – whichever is greater (minimum charge of 1 hour)
Inspections outside of normal business hours	\$150.00 per hour (minimum charge of 2 hours)
Change of Use/Occupancy	Refer to Subd. 1 table. 65% plan review may apply (minimum fee of \$300.00)
Septic System - Residential New or Replacement	\$350.00
Septic System - Commercial New or Replacement	Refer to Subd. 1 table. 65% plan review may apply
Septic System - Tank Replacement/Holding Tank	\$175.00
Operating Permit	\$200.00 Annually
Maintenance/Pumping Permit	\$10.00 Triennial

Subd. 11. Rental Licensing.

Rental Housing Licensing (Annual Fee/Biennial Inspection)	Fee	Fee Notes
Single Family, Duplex, Triplex, Townhome, Condo	\$185	per unit
Multi-Family (4+ units)	\$175	per building
Multi-Family (4+ units)	\$25	per unit
Reinspection Fee (after initial inspection and follow-up inspection)	\$100	per inspection
1-15 Days late Fee for All Licenses	50%	of license fee
16+ Days late Fee for All Licenses	100%	of license fee
Point of Conversion Fee	\$750	



To	Date
Honorable Mayor Monge and City Council	January 16, 2024
Agenda Placement # IV.C	
Topic(s)	
Subject	
EDA Discussion	
Background/Facts	
Recommended Action	
Attachments	

None

Respectfully submitted,
Jack Brooksbank, City Attorney