

DEPARTMENTAL FEE SCHEDULE FOR CITY SERVICES

Effective Date: 12/18/2023

CITY WIDE FEES	
Photo copy – material provided by the person making request	\$1.00 1 st page - .10 cents each additional page
Data Charges:	
Hourly Rate (charged by ¼ hour)	\$20.00
911 Call Transcript	\$25.00/hour
Physical Copies - up to 100 pages	\$0.25/page
Physical Copies - 101 pages or more	\$0.10/page
CD/DVD	\$5.00/disk
Flash Drive (4-8GB)	\$10.00
Flash Drive (16-32GB)	\$15.00
Notary Service	\$1.00
Certification Service	\$5.00/instance
3.5" x 5" Photo Prints	\$10.00 base plus \$0.25/photo
8" x 12" Photo Prints	\$10.00 base plus \$0.25/photo
ADMINISTRATION DEPARTMENT	
Amusements (theatre)	\$75.00 per screen per year
Circus	\$75.00 event
Fortune Telling	\$35.00 per day
Rollerskating License	\$200.00 per year
Intoxicating Liquor	
Private On-Sale	
Investigation Fee	\$150.00
Annual License Fee	\$2,500.00
Annual On-Sale Wine	\$550.00
Sunday On-Sale	\$200.00
Limited Season On-Sale	\$100.00 For licensees with service of less than thirty (30) days in a seasonal period less than six (6) months in duration.
Club On-Sale	
Club with under 200 members	\$300.00
201- 500 members	\$500.00
501- 1,000 members	\$650.00
1,001 – 2,000 members	\$800.00
More than 2,000	\$1,000.00
Sunday On-Sale	\$150.00
Private Off-Sale	\$150.00
Temporary On-Sale	\$20.00
Convention Facilities Transfer On-Sale	
City issued on-sale license	\$25.00
Adjacent municipality	\$100.00

Non-intoxicating malt liquor 3.2		
Annual on-sale		\$275.00
Annual off-sale		\$100.00
Temporary on-sale		\$25.00
Brewer Taprooms/Brewpubs		
Taproom/Brewpub Annual On-Sale		\$350.00 includes Sunday sales
Brewer Annual Off-sale (Growlers)		\$200.00
Synthetic Drug Establishments		\$600.00 annually
Sidewalk Café		\$25.00
Taxicabs		\$25.00 each vehicle
Fireworks		350.00 – tents, etc.) 100.00 – retail buildings (in store)
Peddlers, Solicitors and Transient Merchant (Resolution No. 06-110)		\$150.00 per year
Permit to keep Chickens		\$20.00 per year
AIRPORT		
Landing Fees		\$1.00 per 1,000 lbs
CENTRAL SCHOOL BUILDING		
Monthly Rental Fees		
Garden Level		\$Varies by Suite
1 st Floor		\$12.31 *
2 nd Floor		\$11.88 *
CIVIC CENTER		
Icetime		\$180.00/per hour
		\$75.00 per hour – Miner's Pavilion (non-GRAHA)
Dryfloor space	East Venue	\$700.00 per day – receptions/parties
		\$1,300.00 per day - commercial
		\$1,850.00 – Wedding Receptions
	West Venue	\$600.00 per day – receptions/parties
		\$1,200.00 per day – commercial
	Miner's Pavilion	\$20.00 per hour – sports
		\$100.00 half day event
		\$200.00 full day event
Lobby space		\$30.00 per hour (minimum 2 hours)
Tables		\$9.00 each
Chairs		\$1.00 each
Linens		TBD
Staging		\$20.00 per 4' x 8' section
Skate Sharpening		\$5.00
Public Skating		\$2.00 children & seniors

	\$3.00 adults
Open Hockey	\$7.00
Wall Advertising	\$600.00 per year
In-Ice Advertising	\$1,250.00 per year
Resurfacers Advertising	\$300 - \$1,500.00 per year
Dasher Advertising	\$800.00 per year for 1, \$1,200.00 per year for 2
Scoreboard Advertising	\$700.00 per year
Banner Advertising	\$750.00 per year
Wall Sign & 1 Dasher	\$1,200.00 per year
Wall Sign & 2 Dashers	\$1,600.00 per year
COMMUNITY DEVELOPMENT	
Building Permits	
\$1.00 - \$500.00	\$23.50 *
\$501.00 - \$2,000.00	\$23.75 * for the first \$500.00 plus \$3.50 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 - \$25,000.00	\$70.00 * for the first \$2,000.00 plus \$14.20* for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.65* for the first \$25,000.00 plus \$10.20* for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to 4100,000.00	\$650.20* for the first \$50,000.00 plus \$7.10* for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,003.70* for the first \$100,000.00 plus \$5.66* for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,266.10* for the first \$500,000.00 plus \$4.80* for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,664.85* for the first \$1,000,000.00 plus \$3.18* for each additional \$1,000.00 or fraction thereof
	Projects valued at greater than \$5,000,000.00 the City may, at its own discretion, negotiate this component of the building permit fee with the project owner/developer.
Annual building Permit (as per MN Rule 1300.0120, Subparts 2 and 3)	\$505.00*
Plan Review Fee	65% of the Permit fee
Plan Review Fee (Similar Plans)	25% of the Permit fee
State Surcharge	(As per MN Statute 16B.70)
Other Inspections and Fees:	
1. Outside of normal business hours	\$55.55/hour*
2. Re-inspection fees	\$55.55/hour*

3. Inspections for which no fee is specifically indicated	\$55.55/hour*			
4. Additional plan review required by changes, additions, or revisions to plans	\$55.55/hour*			
5. Investigation Fee	\$55.55/hour*			
6. Work commencing without building permit.	Investigative Fee/Double building permit fee. (as per MN Rule 1300.0160, Subpart 8).			
7. For use of outside consultants for plan checking and inspections or both.	Actual costs, including administrative and overhead			
8. Investigating and resolving Property Maintenance Code violations	\$55.55/hour*			
Flat fees for small Residential projects	Base Permit Fee	Plan Check Fee	State Surcharge Fee	Total Fee
Re-roofing	\$60.00		\$1.00	\$61.00
Garage Door	\$40.00		\$1.00	\$41.00
Siding Replacement	\$60.00		\$1.00	\$61.00
All Regulated Signs-requiring structural review.	\$57.88	\$37.62	\$1.00	\$96.50
Detached Steps/Deck over 30" high (non-enclosed)	\$40.30	\$26.20	\$1.00	\$67.50
Attached Steps/Deck (non-enclosed)	\$79.70	\$51.80	\$1.00	\$132.50
Covered porch (non-enclosed)	\$113.03	\$73.47	\$1.00	\$186.50
Fence over 6 feet in height	\$57.88	\$37.62	\$1.00	\$96.50
Retaining Wall -Over 4 feet in height	\$57.88	\$37.62	\$1.00	\$67.50
Egress Windows (new)	\$40.30	\$26.20	\$1.00	\$67.50
Residential Window replacement	\$60.00		\$1.00	\$61.00
Furnace-Replacement	\$40.30	\$26.20	\$1.00	\$67.50
Water Heater/Softener	\$40.30	\$26.20	\$1.00	\$67.50
Replace sink, toilet, faucet, tub (minor repairs)	\$14.50		\$1.00	\$15.50
Residential & Commercial Demolitions	\$40.00*		\$1.00	\$41.00
Fireplaces -& free standing stoves (Gas or Wood)	\$54.85*	\$35.65	\$1.00	\$91.50
Emergency Number Sign	\$75.00 each			
Comprehensive Plan	\$15.15* each			
Comprehensive Plan Appendix	\$25.25* each			
Zoning Letter	\$35.35* each			
Zoning Map	\$15.15*each			
Zoning Ordinance	\$30.30* each			
Subdivision Ordinance	\$5.05* each			
Zoning Permit (Residential)	\$55.55*			
Zoning Permit (Commercial)	\$65.65*/hour (actual cost)			
Fill Permit	\$75.75*			
Sign permit (for signs not requiring structural review)	\$55.55*			

Conditional Use Permit	\$505.00*
Conditional Use Permit-General Sales and Service with a building footprint greater than 70,000 s.f. (Res. 07-35)	Total Actual Cost Incurred by the City (\$3,500 deposit required via escrow agreement)
Environmental Assessment Worksheet preparation, review and processing	Total Actual Cost Incurred by the City (\$10,000 deposit required via escrow agreement)
Subdivision	\$2,525.00*
Minor Subdivision (Res: 13-71)	\$1,200.00
Payment in Lieu of Commercial Land Dedication	\$135.00 per Worker
Planned Unit Development	\$2,525.00*
Rezoning or zoning Text Amendment	\$505.00*
Variance	\$252.50*
Right-of-Way/Easement	\$505.00*
Rental Permit Fees (Annually)	
1 unit residential	\$100.00
Duplex residential (2 units)	\$150.00
Multi-Unit Residential Buildings	
3 – 6 units	\$200.00/building
7 – 10 units	\$300.00/building
11 – 12 units	\$360.00/building
13 – 24 units	\$500.00/building
25 units & up	\$700.00/building
Other fees charged when incurred:	
Re-inspection fee for 3 rd and each additional inspection require for compliance	\$100.00/each
Complaint-based inspection (with validated violation)	\$100.00/each
Late Rental Registration Penalty	\$100.00/each
Reinstatement Fee of Suspended Rental License	\$500.00/each
First-time Rental Registration Fee (Rental Initiation Fee)	\$400.00/each <i>Not including first year registration.</i>
Failure to Transfer Ownership of Penalty	\$100.00/each
Operating without a License Penalty	\$500.00/each
Appeal (Rate applies to each structure involved in the appeal.)	\$200.00/each
Failure to Designate a Local Manager	\$100.00/each
ENGINEERING DEPARTMENT	
Right of Way Improvement permit	\$50.00
After-the-Fact ROW Permit	Two times original permit fee
Bench Pad	\$900.00
Small Wireless Facility Fees	
Permit Application Fee	\$1,000.00/unit (new structure); \$500 (existing structure)

Co-location Rent	\$175.00 per year per site		
Monthly Fee for Electrical Service per radio node less than or equal to 100 max watts	\$73.00 per radio node		
Monthly Fee for Electrical Service per radio node over 100 max watts	\$182.00 per radio node		
Stormwater Permit Application			
Residential	\$25.00		
Commercial/Industrial (0 ac – 1 ac)	\$100.00		
Commercial/Industrial (1 ac – 3+ ac)	\$175.00		
Commercial/Industrial (3+ ac)	\$300.00		
Stormwater Pollution Prevention Deposit			
Residential	\$500.00		
Commercial/Industrial	\$1,000.00/\$100,000 or project cost		
Stormwater Utility Rates	As of 5/1/2020	As of 1/1/2021	As of 1/1/2022
Single-Family	\$8.00	\$8.50	\$8.75
Multi-Family	\$29.24	\$31.07	\$31.98
Commercial	\$44.78	\$47.58	\$48.98
Industrial	\$44.78	\$47.58	\$48.98
Institutional	\$39.72	\$42.20	\$43.44
City Map	\$10.00		
Prints:			
24/24	\$3.50 each		
24/36	\$5.00 each		
36x48	\$10.00		
Aerials contours (hard copies)	\$40.00 first copy - \$5.00 additional copy of same		
Aerial electronic photos (1 photo 160 acres)	\$150.00		
Aerial prints 8 ½ x 11 with property and utility	\$10.00 per parcel		
GIS Technician	\$32.47/Hour		
FINANCE DEPARTMENT			
Assessment Certificates	\$15.00		
Fax	\$2.00 first page (10¢ each additional page)		
Worthless Check	\$30.00		
FIRE DEPARTMENT			
Fire report	See City wide fees relative to photo copies		
Itasca Cty false alarm ordinance – 4 th false alarm and up	\$500.00		
Yearly Day Care/Foster Care	\$50.00		
Inspection fees	\$50.00		

Inspection Fees: First Fire Inspection Second Inspection only if violation isn't fixed or substantial progress is not made on violations Each additional inspection Complaint based inspections (considered a first inspection) Requested fire inspection Storage of Flammable Liquids: Bulk storage of flammable liquids Bulk storage of liquefied petroleum (LP) Each station dispensing liquefied petroleum (LP) Above or underground fuel tank installation Underground tank removal Hotel Inspection Fees: Base fire inspection fee (includes one follow-up inspection) <ul style="list-style-type: none">Up to 35 rooms36 to 100 rooms101 or more rooms Follow-up inspection fee (if more than one)	.00	
	\$125.00	
	\$100.00 increments up to \$500.00	
	.00	
	\$50.00/hour (\$50.00 minimum)	
	\$150.00/year	
	\$150.00/year	
	\$50.00/year	
	\$50.00	
	\$50.00	
	\$435.00	
	\$6.00/room	
	\$7.00/room	
	\$8.00/room	
	\$225.00	
ITASCA CALVARY CEMETERY		
Standard Grave	Resident	Non-Resident
Grave Site Purchase	\$350.00	\$600.00
Casket Burial		
Interment/Grave Excavation	\$600.00	\$600.00
Interment/Grave (after hours & Saturdays)	\$900.00	\$900.00
Interment (holidays & Sundays)	\$1,250.00	\$1,250.00
Disinterment	\$1,500.00	\$1,500.00
Re-Interment	\$600.00	\$600.00
Cremains Burial		
Interment	\$150.00	\$150.00
Interment (after hours, weekends, holidays)	\$250.00	\$250.00
Disinterment	\$200.00	\$200.00
Infant Grave		
¼ Grave Site Purchase	\$190.00	\$310.00
Interment	\$170.00	\$170.00
Interment (after hours, weekends & holidays)	\$270.00	\$270.00
Disinterment	\$350.00	\$350.00
Stone Setting Fee		
Single	\$75.00	\$75.00
Double	\$100.00	\$100.00
Forms		
2" Border	\$100.00	\$150.00

4" Border	\$150.00	\$200.00
Military	VA Designates price	
PARKS AND RECREATION		
User Fees (softball, baseball & soccer leagues)	\$10.00 per player	
Veteran's Park Pavilions	\$25.00 per day per pavilion (no fee for non-profit)	

POLICE DEPARTMENT	
Pound Fee	\$10.00/day
Disposal of Animals:	
Dog	100% of Vet Charges
Cat	100% of Vet Charges
Vehicle Tow Fees	Rate charged by towing company to the City.
Funeral Escort	\$50.00
CBD Parking Permits	\$25.00 annually
Golf Cart Permit Fee	\$25.00 annually
False Alarm	N/C 1 st through 3 rd false alarm \$50.00 4 th false alarm \$75.00 5 th false alarm \$100.00 6 th false alarm \$125.00 7 th false alarm \$150.00 8 th false alarm \$175.00 9 th false alarm \$500.00 10 th false alarm \$500.00 all calls after 10 th
POLICE ADMINISTRATIVE PENALTIES	
Alcohol – Consuming Alcohol in unauthorized places	\$60.00
Animals:	
Vicious animal	\$50.00
All other animal violations	\$25.00
Registration of a Dangerous Dog (Res. 06-61)	\$500.00
Fireworks:	
Illegal Use, Possession	\$250.00
Miscellaneous:	
Curfew	\$25.00
Failure to apply for license	\$100.00
Golf cart and all terrain vehicle violations	\$60.00
Illegal dumping	\$50.00
Noise complaints	\$50.00
Noise complaints second violation in 12 months	\$100.00
Park ordinance violations	\$25.00

Public nuisance	\$100.00
Snowmobile Violations	\$60.00
Skateboard violations	\$40.00
Trespassing	\$50.00
Display for sale vehicles (Ord. 23.7-D1)	\$50.00
Parking:	
Fire Lane	\$50.00
Blocking Fire Hydrant	\$50.00
Failure to pay all parking fines after 30 days	50.00
Traffic:	
Exhibition Driving (Prohibited)	\$60.00
Speed (1-10 mph over posted limit)	\$60.00* (as required by State Statute 5-21-09)
Stop Signs Violation	\$60.00* (as required by State Statute 5-21-09)
Unreasonable Acceleration	\$60.00* (as required by State Statute 5-21-09)
Mufflers 169.69 (Add) Hitching 169.46 (Add) Unsafe Equipment 169.47 Headphones/TV Screen 169.471 Use of Wireless Comm. Device 169.475 Vehicle Lighting 169.48 Headlamps 169.49 Rear lamps 169.50 Clearance & Marker Lamps 169.51 Projecting load; light or flag 169.52 Slow moving vehicle, no sign 169.522 Lights for parked vehicles 169.53 Lights on all vehicles 169.53 Auxiliary lights 169.56 Vehicle Signals 169.57 Identification lamps 169.58 Warning Lights 169.59 Distribution of light 169.60 Composite Beam 169.61 Number of lamps 169.63 Prohibited lights 169.64 Specs for lightning & other devices 169.65 Brakes 169.67 Horn, siren 169.68 Motor vehicle noise limits 169.693 Rear view mirror 169.70 Windshield 169.71 Tire surface; metal studs 169.72 Tires considered unsafe 169.723/169.724 Bumpers, safeguards 169.73 Wheel flaps on truck & trailer 169.733 Automobile fenders 169.734	\$60.00* (as allowed by State Statute 5-21-09)

Safety glass 169.74 Flares, flags or reflectors required 169.75	
Citation Hearing Fee	\$30.00
Weapons:	
Discharge of Display of Pellet/Guns	\$50.00
PUBLIC WORKS	
Equipment Hourly rates: **	
Pickups	\$25.00
Trucks / Plows	\$45.00
Heavy equipment	\$80.00
Mowing Equipment	\$25.00
Chipper, compressor, steamer	\$25.00
Lawn movers/weed eaters	\$15.00
Ice Resurfacer (Zamboni)	\$175.00
Materials: **	
Cold Mix	\$130.00/ton
Sand	\$15.00/yard
Straight Salt	\$75.00/yard
Treated Salt	\$90.00/yard
Paint	\$13.37/gal.
Magnesium Chloride	\$1.50/gal.
Mailbox installation	\$275.00 (includes post and mailbox)
** Rates apply to contract services provided for Intergovernmental agencies such as Itasca County, MNDOT, ICC, School District 318, and the DNR. Hourly wage and benefits to be included in addition to listed hourly equipment rates. The only exception is the fee for the ice resurfacer	