

**SPRING LAKE PARK  
ORDINANCE 496**

**AN ORDINANCE REGARDING THE APPLICATION, ADMINISTRATION, AND  
ENFORCEMENT OF BUILDING, PLUMBING, AND ELECTRICAL CODES,  
INCLUDING PERMIT ISSUANCE, PLAN REVIEW, INSPECTIONS, AND FEE  
SCHEDULES**

**NOW THEREFORE**, be it ordained by the Council of the Spring Lake Park, in the State of Minnesota, as follows:

**SECTION 1:****AMENDMENT** “12.04.020 Application, Administration And Enforcement” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

AMENDMENT

12.04.020 Application, Administration And Enforcement

- A. The application, administration, and enforcement of the code shall be in accordance with Minnesota State Building Code. The code shall be enforced within the extraterritorial limits permitted by M.S. § 326B.121, subd. 2(d), as amended from time to time.
- B. This code shall be enforced by the Minnesota Certified Building Official designated by the City of Spring Lake Park, Minnesota to administer the code (M.S. § 326B.133), including plumbing plan review and inspections.
- C. ~~Prior to the installation of a system other than for a single-family dwelling with independent plumbing service, complete plumbing plans and specifications, together with any additional information that the Building Official may require, shall be submitted in duplicate and approved by the Building Official. No construction shall proceed except in accordance with the approved plans. Any alteration or extension of any existing plumbing system shall be subject to these same requirements. A plumbing system installation, as described herein, shall be subject to inspection as required by the State Plumbing Code. Fees for Plumbing Plan review shall be as specified for plan review in the city's fee schedule.~~Plumbing Permit Administration, Plan Review, and Inspections.
  - 1. All plumbing on private property within the city must comply with the provision of the state building and plumbing code and this article.
  - 2. Plans and specifications. Prior to the installation of a system of plumbing other than for a single-family dwelling, complete plans and specifications, together with any additional information that the building official may require, must be submitted and reviewed by the building official or their designee prior to permits and installation. Construction cannot proceed except in accordance with approved plans and specifications. Any alteration, extension, or repair of

an existing system is subject to these same requirements, unless waived by the building official in accordance with Minn. Rules, part 1300.0215.

3. Exceptions. Pursuant to Minn. Stat. § 326B.43, subd. 2(n), plumbing plans and specifications for the following projects must be submitted to the Minnesota Department of Labor and Industry for a full plan review:
  - a. State-licensed facilities as defined in M.S. § 326B.103, subd. 13;
  - b. Public buildings as defined in M.S. § 326B.103, subd. 11
  - c. Projects of a special nature for which department review is requested by either the municipality or the state.
4. Inspections. New plumbing systems or parts of existing plumbing systems that have been altered, extended, or repaired shall be inspected, tested, and approved by the building official or their designee in accordance with Minn. Rules, part 1300.0215 before the plumbing system is put into use. The building official shall perform the final inspection and witness the test. The building official shall approve the plumbing system if the system complies with the requirements of this Code, any permit requirements, and the requirements of any approved plans and specification. Plumbing system tests shall comply with Minn. Rules, Chapter 4714.
5. Covering of work. No building building drainage or plumbing system or part thereof shall be covered until it has been inspected, tested, and approved as herein prescribed.

#### D. Electrical Permit Administration, Plan Review and Inspections.

1. Authority. Pursuant to M.S. § 326B.36, subdivision 6, the city is authorized to designate an electrical inspector to issue permits, conduct inspections and enforce the State Electrical Code within the city's jurisdiction. The city hereby adopts this authority and establishes a process for the issuance of electrical permits.
2. Designation of electrical inspector. The City Council shall designate an electrical inspector who is licensed by the State of Minnesota and is qualified to issue permits and conduct inspections as required by the State Electrical Code. The electrical inspector shall act on behalf of the City in the issuance of electrical permits and the enforcement of electrical standards, in accordance with state law.
3. Issuance of electrical permits.
  - a. Any person or entity intending to perform electrical work within the city shall be required to obtain an electrical permit from the city before commencing work.
  - b. The application for an electrical permit shall be submitted on a form approved by the city and shall contain all necessary information as determined by the electrical inspector.
  - c. Upon approval of the application and payment of the applicable fee, the electrical inspector shall issue an electrical permit authorizing the work.
4. Inspections and Enforcement. The designated electrical inspector shall conduct all necessary inspections in accordance with the Minnesota State

Electrical Code to ensure that the electrical work complies with applicable safety standards. The inspector is authorized to enforce compliance and may issue correction notices or stop-work orders as necessary.

5. Fees. Fees for electrical permits shall be established by the City Council and shall be set by ordinance. Such fees shall be paid to the City at the time of the application for the permit.

**SECTION 2: FEE SCHEDULE.** The 2024 Fee Schedule is hereby amended as outlined in Exhibit A.

**SECTION 3: EFFECTIVE DATE.** This ordinance shall take effect upon its passage and publication in accordance with applicable law.

PASSED AND ADOPTED BY THE SPRING LAKE PARK COUNCIL

\_\_\_\_\_.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Councilmember Wendling	_____	_____	_____	_____
Councilmember Goodboe-Bisschoff	_____	_____	_____	_____
Councilmember Dircks	_____	_____	_____	_____
Councilmember Moran	_____	_____	_____	_____
Mayor Nelson	_____	_____	_____	_____

Presiding Officer

Attest

\_\_\_\_\_  
Robert Nelson, Mayor, Spring Lake Park

\_\_\_\_\_  
Daniel R. Buchholtz, Administrator,  
Clerk/Treasurer, Spring Lake Park

# Exhibit A

## CITY OF SPRING LAKE PARK 2024 FEE SCHEDULE (REVISED)

### 1. PERMIT FEE - VALUATION TABLE

Valuation	Permit Fee
\$1 to \$500	\$50.00
\$501 to \$2,000	\$28.00 for the first \$500 plus \$3.70 for each additional \$100 in value or fraction thereof; min. \$50.00
\$2,001 to \$25,000	\$83.50 for the first \$2,000 plus \$16.55 for each additional \$1,000 or fraction thereof
\$25,001 to \$50,000	\$464.15 for the first \$25,000 plus \$12.00 for each additional \$1,000 or fraction thereof
\$50,001 to \$100,000	\$764.15 for the first \$50,000 plus \$8.45 for each additional \$1,000 or fraction thereof
\$101,001 to \$500,000	\$1,186.65 for the first \$100,000 plus \$6.75 for each additional \$1,000 or fraction thereof
\$500,001 to \$1,000,000	\$3,886.65 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof.
\$1,000,001 and up	\$6,636.65 for the first \$1,000,000 plus \$5.00 for each additional \$1,000 or fraction thereof.

Pursuant to MN Rules Chapter 1300.0160, subpart 3, building permit valuations shall be set by the Building Official. For determining the permit valuation, the Building Official will use the supplied valuation with a minimum value as calculated by the current Building Valuation Data Table, published each May by the Department of Labor and Industry and other data, as needed, for projects not otherwise specified.

### 2. ELECTRICAL PERMIT FEES - VALUATION TABLE

<u>COMMERCIAL ELECTRICAL PERMIT</u>	
<u>Valuation</u>	<u>Permit Fee</u>
<u>\$1 to \$1,000</u>	<u>\$50.00 per trip</u>
<u>\$1,001 to \$2,000</u>	<u>\$50.00 for the first \$1,000 plus \$3.25 for each additional \$100 or fraction thereof</u>
<u>\$2,001 to \$25,000</u>	<u>\$82.00 for the first \$2,000 plus \$14.85 for each additional \$1,000 or fraction thereof</u>
<u>\$25,001 to \$50,000</u>	<u>\$423.55 for the first \$25,000 plus \$10.70 for each additional \$1,000 or fraction thereof</u>
<u>\$50,001 to \$100,000</u>	<u>\$691.05 for the first \$50,000 plus \$7.45 for each additional \$1,000 or fraction thereof</u>
<u>\$100,001 to \$500,000</u>	<u>\$1,063.55 for the first \$100,000 plus \$6.00 for each additional \$1,000 or fraction thereof</u>
<u>\$500,001 to \$1,000,000</u>	<u>\$3,463.55 for the first \$500,000 plus \$5.10 for each additional \$1,000 or fraction thereof</u>
<u>\$1,000,001 and up</u>	<u>\$6,013.55 for the first \$1,000,000 plus \$4.00 for each \$1,000 or fraction thereof</u>
<u>Solar fees</u>	<u>Same as residential solar fees</u>

As established in the Minnesota State Board of Electricians, March 1, 1972 Edition of Laws and Regulations - Licensing Electricians and Inspections of Electrical Installations as Amended. Minimum fee is \$50.00 per trip.

**RESIDENTIAL ELECTRICAL PERMIT**  
**(Single Family Homes, Apartments and Condominiums)**

<u>Item</u>	<u>Fee</u>
<u>Residential Panel Replacement</u>	<u>\$110.00</u>
<u>Sub Panel</u>	<u>\$50.00</u>
<u>New Service or Power Supply (Circuits)</u>	<u>Add \$16.00 for each additional 100 amps</u>
<u>0 to 300 amp</u>	<u>\$55.00</u>
<u>400 amp</u>	<u>\$71.00</u>
<u>New Service or Power Supply (Feeders)</u>	<u>Add \$6.00 for each additional 100 amps</u>
<u>0 to 100 amp</u>	<u>\$9.00</u>
<u>101-200 amp</u>	<u>\$15.00</u>
<ul style="list-style-type: none"> <li>• <u>Minimum permit fee is \$50.00 plus \$1.00 state surcharge. This is for one inspection only. Minimum fee for rough-in and final inspection is \$100.00 plus \$1.00 state surcharge.</u></li> <li>• <u>Maximum fee for single family dwelling or townhouse not over 200 amps (no max if service is over 200 amps) is \$200.00 plus \$1.00 state surcharge.</u></li> <li>• <u>Failed inspections are an additional \$50.00 each</u></li> </ul>	
<u>Apartment or Condominium Complex</u> <u>(Does not cover service, unit feeders or house panels)</u>	<u>\$90.00 per unit</u>
<u>Swimming Pool and Hot Tub</u>	<u>\$100.00 plus circuits at \$9 per circuit – includes 2 inspections</u>
<u>Addition/Remodel/Basement Finish</u>	<u>\$100.00 (includes up to 10 circuits and 2 inspections)</u>
<u>Residential Accessory Structure</u>	<u>Greater of \$55.00 for panel plus \$9 per circuit or \$100 for 2 inspections</u>
<u>Street and Parking Lot Lights</u>	<u>\$5 per standard</u>
<u>Transformers and Generators:</u>	
<u>Up to 10 kva</u>	<u>\$5.00</u>
<u>11 to 74 kva</u>	<u>\$45.00</u>
<u>75 to 299 kva</u>	<u>\$60.00</u>
<u>Over 299 kva</u>	<u>\$165.00</u>
<u>Retrofit Lighting</u>	<u>\$0.85 per fixture</u>
<u>Sign Transformer or Driver</u>	<u>\$9.00 per transformer</u>
<u>Low Voltage Fire Alarm, Low Voltage Heating and Air Conditioning Control Wiring</u>	<u>\$0.85 per device</u>
<u>Residing Jobs</u>	<u>\$50.00 first unit, \$35.00 for each additional unit</u>
<u>Reinspection Fee</u>	<u>\$50.00</u>
<u>Solar Fees:</u>	
<u>0kw to 5kw</u>	<u>\$90.00</u>
<u>5.1kw to 10kw</u>	<u>\$150.00</u>
<u>10.1kw to 20kw</u>	<u>\$225.00</u>
<u>20.1kw to 30kw</u>	<u>\$300.00</u>
<u>30.1kw to 50kw</u>	<u>\$375.00</u>
<u>40.01kw and larger</u>	<u>\$375.00 plus \$25.00 for each additional 10kw</u>
<u>Electrical Inspection Fee: Furnace, Air Conditioning, Bath Fan, Fireplace or Receptical for Water Heater Vent</u>	<u>\$40.00</u>
<ul style="list-style-type: none"> <li>• <u>Refunds must be requested in writing. No refunds unless more than the minimum fee. Refunds are minus the City's 20% handling fee.</u></li> <li>• <u>Permit fee is doubled if the work starts before the permit is issued.</u></li> </ul>	

- Min. fee permits expire in 6 months; permits over the min. fee and up to \$250, expire in 1 year.

### 3. RESIDENTIAL PERMIT FEES

Item	Fee
Maintenance Permit Fees (re-roof, re-side, re-door/garage door, re-window, if replacing existing opening)	Valuation based permit
Plumbing Permit Fees:	
Per Fixture Fee	\$75.00 plus \$9.00 per fixture after five (5) fixtures (includes each of any of the following: floor drains, toilets, bidets, sinks, hose bibs, laundry, dishwasher and/or refrigerator connections, water heater, whole-house humidifier, water softener, lawn irrigation system, shower, tub, sump pump, future rough-in fixture and water supply pipe replacement)
Lawn Irrigation System	\$60.00
Fixture Maintenance (replacing a previously existing fixture or appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done)	\$60.00
Fire Suppression	Valuation based permit
Mechanical Permit Fees	
AC (only); Furnace (only); Air Exchanger; Sheet Metal/Duct Work; Gas Appliance (inc. Fireplace Insert) Gas, oil piping; Steam, hot water heating	\$40.00/unit; minimum fee \$80.00
Fire Place Masonry	Valuation based; building permit required
Fixture Maintenance (replacing a previously existing fixture or appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done)	\$60.00

### 4. COMMERCIAL PERMIT FEES

Item	Fee
Plumbing	Valuation based; minimum fee \$95.00
Mechanical	Valuation based; minimum fee \$95.00
Gas line minimum (unless included with other mechanical work)	\$95.00
Irrigation system	Valuation based; minimum fee \$95.00
Fire Sprinkler Systems	Valuation based; building permit required
Fire Alarm Systems	Valuation based

### 5. MISCELLANEOUS PERMIT FEES

Item	Fee	Reference
Billboards	\$250.00 per billboard side	§16.24.020
Temporary Signs	\$35.00 per side per 14 day period Maximum of 3 permits or six weeks per year	§16.24.020
Permanent Signs	\$75.00 for the first 40 square feet plus \$1.25 for	§16.24.020

	each additional square feet thereafter	
Fire Alarm Systems	\$100.00	§9.08
Tank Installation (fuel, oil, gas, etc.)	Valuation based; no surcharge	§9.16
Tank Removal (fuel, oil, gas, etc.)	Valuation based; no surcharge	§9.16
Temporary Structures (Tents < 200 sq. ft.)	\$50.00	§12.12
Moving Principal Structure	\$175.00 per building (plus \$1.00 surcharge)	§12.24
Moving Accessory Structure (400 sq. ft. or less)	\$25.00	§12.24
Moving Accessory Structure (< than 400 sq. ft.)	\$50.00 per building (plus \$1.00 surcharge)	§12.24

## 6. SURCHARGES

Building Surcharge: Unless otherwise stated, where the fee for the permit is based upon valuation, the surcharge is as follows:

Valuation of Work	Surcharge Computation
\$1,000,000 or less	.0005 x valuation
\$1,000,000 to \$2,000,000	\$500 + .0004 x (Value - \$1,000,000)
\$2,000,000 to \$3,000,000	\$900 + .0003 x (Value - \$2,000,000)
\$3,000,000 to \$4,000,000	\$1,200 + .0002 x (Value - \$3,000,000)
\$4,000,000 to \$5,000,000	\$1,400 + .0001 x (Value - \$4,000,000)
Greater than \$5,000,000	\$1,500 + .00005 x (Value - \$5,000,000)
For fixed-fee permits	\$1.00 per permit (or .0005 of the permit fee if fee exceeds \$1,000).

## 7. BUILDING PERMIT RELATED FEES (COMMERCIAL AND RESIDENTIAL)

Item	Fee	Reference
Contractor Licenses	\$65.00 per Year State License	§12.08
Contractor's License Verification Fee	\$5.00 per Permit	§12.08
Investigation Fee <u>(building, plumbing and electrical)</u>	Equivalent to permit fee (when work commences without an approved permit)	§12.04
Plan Review Fee	65% of permit fee for residential and commercial projects	§12.04
Master Plan	When submittal documents for similar plans are approved, plan review fees shall not exceed 25% of normal building permit fee established and charged for same structure. Original structure plan review fee is 65% of permit fee	§12.04
Review of State Approved Plans	25% of the Plan Review required by the adopted fee schedule (for orientation to the plans)	§12.04
<del>Plumbing Plan Review</del>	<del>State Fee Schedule</del>	<del>§12.04</del>
Residential Site Inspection (required for all new construction -- new homes, detached garages, accessory structures)	\$60.00	§12.04
Commercial Site Inspection (required for all new	\$90.00	§12.04

construction – new buildings and accessory structures)		
Fire Inspection Fee	\$75.00/hr.	§9.16
Certificate of Occupancy fee	\$200.00 Commercial/Industrial Business \$150.00 Residential	§12.12
Temporary Certificate of Occupancy – Escrow	\$500.00 – Residential \$1,000.00 – Commercial	§12.12
Demolition –Commercial	Based on valuation; minimum \$250.00	§16.60
Demolition -- Residential	Based on valuation; minimum \$150.00	§16.60
Exterior Structures:		
Driveway	\$60.00	§12.52.040
Retaining Wall (under 4’ in height)	\$60.00	§16.28.030
Retaining Wall (over 4’ in height)	Based on valuation	§12.04
Fence (under 7’ in height)	\$60.00	§16.28.030
Fence (over 7’ in height)	Based on valuation	§12.04
Shed (under 200 square feet)	\$60.00	§16.20.070
Shed (over 200 square feet)	Based on valuation	§12.04
Seasonal Swimming Pools (over 24” and 5,000 gallons, installed entirely above grade and located in the same place in yard year after year)	\$80.00 (one time fee)	§12.04
Permanent and In-ground Swimming Pools	Based on valuation	§12.04
Pre-moved in single family dwelling	\$175.00 plus travel time and mileage from City Hall (as calculated by Google Maps)	§12.04
Pre-moved in accessory structure	\$175.00 plus travel time and mileage from City Hall (as calculated by Google Maps)	§12.04
Connection fee – moved in structure (does not include foundation/interior remodel)	\$200.00	§12.04
Connection fee – plumbing	\$50.00	§12.04
Connection fee – mechanical	\$50.00	§12.04
Manufactured home installation (does not include foundation/interior remodel)	\$200.00 plus connection fees (if applicable)	§12.04
Site work for manufactured, prefab or moved in home (foundation, basement, etc)	Based on valuation	§12.04

## **8. PLUMBING PLAN REVIEW FEES**

<b><u>Item</u></b>	<b><u>Fee</u></b>
<b><u>Plan Review Fees: Building, Fire Suppression and Fire Alarm Permits</u></b>	<b><u>65% of the building permit fee established under Section 1</u></b>
<b><u>Plan Review Fees: Commercial Mechanical Permits</u></b>	<b><u>10% of the permit fee when project valuation exceeds \$30,000</u></b>
<b><u>Plan Review Fees: Public, Commercial and Industrial Plumbing Permits:</u></b>	
<b><u>    Systems with both water distribution and drain, waste and vent system and having:</u></b>	
<b><u>        25 or fewer drainage fixture units</u></b>	<b><u>\$150.00</u></b>



<u>26 to 50 drainage fixture units</u>	<u>\$250.00</u>
<u>51 to 150 drainage fixture units</u>	<u>\$350.00</u>
<u>151 to 249 drainage fixture units</u>	<u>\$500.00</u>
<u>250 or more drainage fixture units</u>	<u>\$3.00 per drainage fixture unit; maximum of \$4,000</u>
<u>Interceptors, separators or catch basins</u>	<u>\$70.00 per interceptor, separator or catch basin</u>
<u>Building sewer service only</u>	<u>\$150.00</u>
<u>Building water service only</u>	<u>\$150.00</u>
<u>Building water distribution system only; no drainage system</u>	<u>\$5.00 per supply fixture unit or \$150.00, whichever is greater</u>
<u>Storm drainage system</u>	<u>\$minimum fee of \$150.00 or \$50.00 per drain opening, up to a maximum of \$500 and \$70 per interceptor, separator or catch basin design.</u>
<u>Manufactured home or campground</u>	
<u>1 to 25 sites</u>	<u>\$300.00</u>
<u>26 to 50 sites</u>	<u>\$350.00</u>
<u>51 to 125 sites</u>	<u>\$400.00</u>
<u>126 or more sites</u>	<u>\$500.00</u>
<u>Revision of previously reviewed or incomplete plans:</u>	
<u>Review of plans for which the city has issued two or more requests for additional information, per review</u>	<u>\$100 per review or 10% of the original fee, whichever is greater</u>
<u>Proposer-requested revision with no increase in project scope</u>	<u>\$50.00 or 10% of the original fee, whichever is greater</u>
<u>Proposer-requested revision with an increase in project scope</u>	<u>\$50.00 plus the difference between the original project fee and the revised project fee.</u>
<ul style="list-style-type: none"> <li><u>If a permit applicant submits an application that requires plan review and decides not to proceed with the project after the plan review has been completed, the applicant shall pay the plan review fee.</u></li> <li><u>Where a plan review fee is performed and charged, the minimum plan review fee for all permits is \$50.00</u></li> </ul>	

## **8.9. OTHER INSPECTIONS AND FEES**

Re-inspection Fee	\$63.25	§12.04
Inspections outside of normal business hours (will include travel time both ways – 2 hour min.)	\$63.25/hour	§12.04
Inspections for which no fee is indicated; Miscellaneous and Special Services (1/2 hour minimum)	Building Official - \$95.00/hour	§12.04
Additional Plan Review required by changes, additions, or revisions to approved plans (1/2 hour minimum)	Building Official - \$95.00/hour	§12.04
Special Investigation Fee (work started without a permit)	100% of the permit fee	§12.04
Duplicate permit card fee	\$25.00 – short card (8½ x 7) \$50.00 – long card (8½ x 14)	§12.04
Lead Certification (for eligible construction)	\$5.00	§12.04

(contractor Lead Certification verification)		
Permit Renewal (within 6 months of expiration)	50% of fee	§12.04
Permit Renewal (> 6 months after expiration)	Valuation of remaining work; new permit required	§12.04
Pre-Final inspection (new home/structure	\$63.25	§12.04
No Show Fee	\$63.25	§12.04
Refunds		
Plan Review (if plan review has not begun)	100%	§12.04
Plan Review (if plan review has started	50%	§12.04
Plan review (if plan review has been completed)	0%	§12.04
Permit fee (if work not started) within 6 months of permit issuance	80%	§12.04
Permit fee (if work has started)	0%	§12.04
Maintenance permits	0%	§12.04

## 9.10. ZONING / DEVELOPMENT

Item	Fee	Reference
Comprehensive Plan Amendment	\$750.00/amendment plus \$1,000.00 escrow	
Conditional Use Permit (CUP): R-1 District	\$150.00 plus \$300.00 Escrow	§16.56
Conditional Use Permit (CUP) All other Districts	\$500.00 plus \$1,500.00 Escrow	§16.56
Conditional Use Permit (CUP) Amendment	Same as CUP Fee	§16.56
Site Plan/Concept Plan Review Fee	\$400.00 plus \$1,000.00 Escrow	§16.20.060
Interim Use Permit (IUP): R-1 District	\$150.00 plus \$300.00 Escrow	§16.58
Interim Use Permit (IUP): All other districts	\$500.00 plus \$1,500.00 Escrow	§16.58
Park Dedication Fee – Commercial/Industrial	3% fair market of improved/unimproved land value or monetary fund by discretion of City.	§14.12.050
Park Dedication Fee - Residential	\$2,472.00 per unit	§14.12.050
Planned Unit Development (PUD)	\$750.00 plus \$1,500.00 Escrow	§16.48
Planned Unit Development (PUD) Amendment	\$375.00 plus \$1,500.00 Escrow	§16.48
Planned Unit Development (PUD) Refund Policy	All but \$40.00 of the permit fee can be refunded within 100 days of application if no work done.	§16.48
Rezoning / Text Amendment	\$500.00 plus \$1,000.00 Escrow	§16.60.050
Minor Subdivision & Lot Combination Fee	\$200.00 plus \$500.00 Escrow	§14.28
Major Subdivision – Preliminary Plat	\$400.00 plus \$5,000.00 Escrow	§14.08
Major Subdivision – Final Plat	\$400.00 plus \$1,000.00 Escrow	§14.08
Variance: R-1 District	\$200.00 plus \$300.00 Escrow	§16.60.040
Variance: All Other Districts	\$500.00 plus \$1,500.00 Escrow	§16.60.040
Street or Easement Vacation	\$250.00 per property	§16.20.160
Zoning Letter	\$100.00	

Applicants are responsible for all costs incurred associated with the filing, review and processing of development applications. Such fees are to be paid in escrow up front or upon receipt of statement from the City of Spring Lake Park. Fees may include but are not limited to costs for consultants retained by the City, consultant planning services, attorney, and engineer fees. A

deposit may also be       —required to cover costs of public notices, materials and staff time spent in the review, research or preparation of materials associated with this application. The applicant shall be responsible for all reasonable incurred costs in excess of the initial deposit amount. Payment of park dedication fees is required with subdivision applications. Application fees are not refundable.

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## 10.11. MISCELLANEOUS FEES

Item	Fee	Reference
Copy of City Code & Comp. Plan	\$150.00	
Annual Financial Report	\$25.00	
Adopted Annual Budget	\$25.00	
Copy of any Code Chapter	\$10.00	
Copy of Zoning Code	\$50.00	
Capital Improvement Plan	\$10.00	
Assessment Search Fee	\$25.00	
Administrative Fee for Certification to Tax Roll	\$125.00/parcel	
Photocopies per Page	\$ .25 per sheet (8½ x 11; b/w) \$ .50 per sheet (11 x 17; b/w) \$1.00 per sheet (8½ x 11; color) \$2.00 per sheet (11 x 17; color) \$4.00 per sheet (large plan sheet)	
Certified Copies	\$5.00 plus photocopy fee	
Non-Resident Notary Fee	\$2.00	
Video/DVD Copy Fee	\$20.00	
Filing Fee for Public Office	\$15.00 (no sales tax)	M.S. 205.13
Insufficient Funds (NSF) checks/Credit Card Chargebacks	\$35.00	
Mailed City Council Agendas	\$60.00/year	
Mailed Planning Commission Agendas	\$30.00/year	
Mailed City Council Minutes	\$150.00/year	
Mailed Planning Commission Minutes	\$75.00/year	
Mailed City Council Meeting Packets	\$250.00/year	
Mailed Planning Commission Meeting Packets	\$200.00/year	
Residential Address Labels	\$100.00	
Map Copies	Small - \$1.00 Large - \$15.00 Zoning (Ledger) - \$5.00	
City Mowing	Cost plus \$75.00/mo. Administration fee	
Credit Card Transaction Fees Utility E-Billing with Online Payment (USTI) E-checks (ACH) All other Transactions	Actual cost Actual cost Actual cost	
Scanning Fee	\$100.00 per building permit/zoning application if full size plans are not provided in electronic format	

## 11.12. Police Administration

Item	Fee	Reference
Excess Alarm Fee – Police Calls/year	1 <sup>st</sup> – 3 <sup>rd</sup> No Charge; 4 <sup>th</sup> + - \$75.00 for each	§9.08
Excess Alarm Fee – Fire Calls/year	1 <sup>st</sup> – 2 <sup>nd</sup> No Charge 3 <sup>rd</sup> - \$75.00 Each after doubles the previous charge	§9.08
Finger Printing – Residents Only	\$25.00/set	
Digital Photos	\$30.00 plus costs	
Digital Recordings	\$30.00	
Electronic copies to Digital Media	\$50.00 per disc	
Police Records Check/Clearance Letters/Certified Copies	\$5.00	

## 12.13. Administrative Offenses (Chapter 34)

Item	Fee	Reference
Abandoned, Wrecked or Inoperable Vehicle	\$50.00	§9.04
Animals	\$75.00	§9.12
Dog running at large	\$75.00	§9.12.010
Dog/Cat Must be Vaccinated	\$75.00	§9.12.010
Dog/Cat Must be Licensed	\$75.00	§9.12.010
ATV Violation	\$50.00	§7.04.030
Blocking Driveways	\$50.00	§7.08.020
Building Code Violations	\$100.00	§12.04
Critical Water Deficiency Declaration Ordinance or Emergency Conservation Regulations Violation	warning letter - 1 <sup>st</sup> offense \$100.00 - 2 <sup>nd</sup> offense \$200.00 - 3 <sup>rd</sup> offense \$300.00 - 4 <sup>th</sup> and subsequent offense	§5.04.050/ §5.04.010
Deposit Debris onto Roadway	\$50.00 for 1 <sup>st</sup> offense, \$75.00 for 2 <sup>nd</sup> offense \$100.00 for 3 <sup>rd</sup> + offense	§9.04.010
Expired License Plates – Motorized Vehicle	\$50.00	§16.20.120
Fire Code Violations	\$100.00	§9.16
Fire Hydrant	\$50.00	§9.16
Fire Lane	\$50.00	§9.16
Fire Prevention Violations	\$50.00	§9.16
Fireworks Violations	\$100.00	§9.20.020
Flammable Products	\$100.00	§9.16
Garage Sale Violations	\$50.00	§11.04.02
General Municipal Water and Water Violations	\$50.00	§1.04.200
Handicap Parking Violation	\$200.00	§7.04.010
Housing Code Violations	\$100.00	§12

Illegal Garbage Dumping	\$100.00	§9.20.020
Inoperable Vehicles Parked on Street	\$50.00	§9.04.010
Intoxicating Beverages in Parks and Other Public Areas	\$50.00	§11.08.010
Junk or Debris	\$50.00	§9.20.020
Keys in Ignition	\$50.00	§7.01
License and Permit Violations	\$100.00	§1.04.200
License Plat/Tags Missing – Motorized Vehicle	\$50.00	§16.20.120
Load Limit Violation	\$100.00	§7.04.020
Loud Parties/Noise (City Noise Codes)	\$50.00	§9.20.020
Missing Address Numbers	\$50.00	§12.20
Other Illegal Parking	\$50.00	§7.08
Outdoor Storage of Wood	\$50.00	§9.20.020
Park Hours Violation	\$50.00	§9.28.010
Parking at Park After Park Hours	\$50.00	§9.28.010
Public Nuisances	\$50.00	§9.20.020
Regulated Business Activity	\$100.00	§1.04.200
Rental Code Violations	\$50.00/Unit	§12.16
Seasonal Parking Violation	\$50.00	§7.08.020
Sign Code Violations	\$100.00	§16.24
Snowmobile Violation	\$50.00	§7.04.040
Bicycle Violation	\$25.00	§7.04.050
Subdivision Regulation	\$100.00	§14
Trespass	\$100.00	§11.04.010
Trucks Parking on Restricted Route	\$50.00	§7.08.020
Road Restriction Violation	\$100.00	§7.04.020
Waste Disposal Violations	\$50.00	§5.08
Weeds and Grass	\$50.00	§9.20.030
Zoning Code Violations	\$100.00	§16

**13.14. Licenses** (All licenses subject to a 10% late fee where applicable.)

**A. General Business Licenses**

Item	Fee	Reference
Administrative Application Fee	\$50.00	
Amusement Devices and Centers	\$15.00 per location plus \$15.00 per machine	§11.24
Automobile Sales, New and Used	\$300.00/year	§11.20
Amusement Rides, Carnivals, Circuses	\$130.00 for first day plus \$20.00 for each additional day	§9.36
Boxing and Wrestling Processing Fee	Regulated by the State of Minnesota	
Cigarette and Tobacco License Fee	\$150.00/year	§11.12
Dance	\$100.00/year	
Lower Potency Hemp Edible Retailer Application Fee	\$125.00/year	§11.50.040

Lower Potency Hemp Edible Retailer License Fee (Initial & Renewal)	\$125.00/year	§11.50.040
Food Sales & Service Application Fee	\$100.00/Application	§11.32
Garbage and Rubbish Hauler	\$50.00/1 <sup>st</sup> Truck & \$15.00 additional	§5.08
Criminal Investigation Fee – General Business Licenses (first time applicants)	\$50.00	§11.48
Sexually Oriented Business License Fee	\$10,000.00/yr	§11.44.040
Sexually Oriented Business Initial Investigation Fee	\$1,500.00	§11.44.050
Special Event Permit	\$100.00/event	§9.36.050
Special services fee escrow	125% of estimated cost for required City services/resources	§9.36.080
<b>Pawn Shops</b>		
Non-Refundable Application Fee (includes cost of investigation)	New - \$500.00 Renewal - \$100.00	§11.16
New Manager Investigation Fee	\$150.00	§11.16
Annual License	\$6,250.00	§11.16
Billable Transaction Fee	\$2,192.00/year	§11.16
Performance Bond	\$5,000.00	§11.16
<b>Peddlers / Transient Merchants</b>		
Permits	Transient - \$100.00 SUP + \$150.00 Escrow Peddlers - \$60.00/day, \$200.00/month, \$500.00/year	§11.04
Investigation fee	\$10.00 investigation fee for each new peddler	§11.04
I.D. Card	\$5.00/person	§11.04
Criminal Investigation Fee – Peddler/ Transient Merchant Licenses (first time applicants)	\$50.00	§11.48
<b>Therapeutic Massage</b>		
Partnership/Corporation License	\$350.00 + \$200.00 - Background Check	§11.40
Technician License	\$100.00 + \$100.00 - Background Check	§11.40

## B. Liquor Licenses

Item	Fee	Reference
On-Sale Intoxicating	Class A - \$6,200.00/yr Class B - \$9,300.00/yr	§11.08.010
On-Sale Wine	\$500.00/yr	§11.08.010
On-Sale Malt Liquor/3.2 Beer	\$300.00/yr	§11.08.010
Off-Sale Intoxicating	\$310.00/yr	§11.08.010
Off-Sale 3.2% Malt Liquor	\$100.00/yr	§11.08.010
Brewer Tap Room	\$400.00/yr	§11.08.010
On-Sale Brewer Pub License	\$400.00/yr	§11.08.010
Off-Sale Brewer Pub License	\$100.00/yr	§11.08.010
Cocktail Room License	\$400.00/yr	§11.08.010
Culinary Class Ltd. On-Sale Malt Liquor/Wine	\$300.00/yr	§11.08.010

Consumption and Display – City Fee	\$250.00/yr	§11.08.010
Club	\$300.00/yr	§11.08.010
Sunday On Sale	\$200.00/yr	§11.08.010
Two A.M. Closing Permit	\$100.00/yr	§11.08.010
Liquor Licensing Investigation Fee	\$500.00 (in state) Actual cost not to exceed \$10,000 (out of state)	M.S. 340A.412
Temporary 3.2% Liquor License Fee	\$25.00/Event	§11.08.010
Temporary Intoxicating Liquor License Fee	\$50.00/Event	§11.08.010

### C. Animal Licenses

Item	Fee	Reference
Spayed or neutered – Cats and Dogs	\$10.00/yr	§9.12
Unsprayed or Unneutered – Cats and Dogs	\$15.00/yr	§9.12
Duplicate tags	\$2.00 per	§9.12
Dangerous Dog Registration	\$500.00/yr	§9.12.020
Kennel – Residential	\$50.00/yr	§9.12
Kennel – Commercial	\$100.00/yr	§9.12
Criminal Background Check – Kennel License (first time applicant)	\$50.00	§11.48
Impound Fee	1 <sup>st</sup> offense - \$75.00 plus Animal Hospital fees as outlined in Animal Control agreement 2 <sup>nd</sup> offense - \$125.00 plus Animal Hospital fees as outlined in Animal Control agreement 3 <sup>rd</sup> offense - \$175.00 plus Animal Hospital fees as outlined in Animal Control agreement 4 <sup>th</sup> and subsequent offense - \$325.00 plus Animal Hospital Fees as outlined in Animal Control agreement	§9.12

### D. Rental Housing Licenses

Item	Fee	Reference
Single Family	\$250.00	§12.16
Duplex	\$325.00	§12.16
Apartment	\$500.00 per Building plus \$50.00 per Unit	§12.16
Reinspection Fee	\$150.00 after the 2 <sup>nd</sup> inspection	§12.16
Revoked Rental Housing License Reinstatement Fee	Five (5) times the annual licensing fee	§12.16
Excessive Consumption Fee: rental/non-rental	\$50.00 per incident	§12.16
Conversion Fee	\$1,000.00 includes 1 <sup>st</sup> year registration fee	§12.16
Late Conversion Fee	\$1,500.00	§12.16

### E. Vacant Property Licenses

Item	Fee	Reference
Residential Unit	\$200.00	§12.28
Monitoring Fee	\$20.00 per visit	§12.28



## **14.15. SPRING LAKE PARK ATHLETIC FIELDS**

<b>Item</b>	<b>Fee</b>	<b>Reference</b>
Picnic Shelter Reservation Fees:		
Under 50 People - Resident	\$25.00 (taxable) plus \$100.00 deposit	
Under 50 People – Non-Resident	\$50.00 (taxable) plus \$100.00 deposit	
Over 50 People - Resident	\$50.00 (taxable) plus \$100.00 deposit	
Over 50 People – Non-Resident	\$100.00 (taxable) plus \$100.00 deposit	
Able Park Activity Building:		
Resident	\$50.00 (taxable) plus \$100.00 deposit	
Non-Resident	\$75.00 (taxable) plus \$100.00 deposit	
Field/Rink Reservation Fee	\$50.00 (taxable) plus \$100.00 deposit	
Special Event (Multiple Facilities)	\$100.00 (taxable) plus \$100.00 deposit	
Triangle Park (Special Event) - Resident	\$25.00 (taxable) plus \$100.00 Deposit	
Triangle Park (Special Event) – Non-Resident	\$50.00 (taxable) plus \$100.00 Deposit	
Athletic Field/Rink Lighting Fee	\$40.00 (taxable), up to 4 hours	
Athletic Field Use by Youth Sports Teams	\$12.00 per rostered player per sports season	
Tennis/Pickleball Court:		
Resident	\$10.00 (taxable)	
Non-Resident	\$20.00 (taxable)	

## **15.16. WATER, SEWER, STREET AND OTHER FEES**

### **A. Water**

<b>Item</b>	<b>Fee</b>	<b>Reference</b>
Water Availability Charge (WAC)	\$1,540.00/Unit (City determines # of units)	§5.04
Water Connection/Disconnect and/or Demo Inspection Fee	Residential - \$50.00 Commercial – \$75.00	§5.04
Water Connection Inspection Fee – New Residential Connection	\$50.00 (plus WAC)	§5.04
Water Connection Inspection Fee – New Commercial Connection	\$75.00 (plus WAC)	§5.04
Connection and Reconnection Fee	\$125.00/Hour (\$187.50/Hour after Business Hours)	§5.04
Water Meter Installation Fee	3/4” – 1” meter - \$75.00 Over 1” meter - \$100.00	§5.04
Water Meters and Parts	Cost plus 2%	§5.04
Water General Repair/Inspection	\$75.00	§5.04
Call out Fee	Regular Business Hours N/C – After Business Hours O.T. Fees apply (minimum \$100.00)	§5.04
Estimated Water Meter Reading	1 <sup>st</sup> est. – \$25.00 2 <sup>nd</sup> est. - \$50.00 3 <sup>rd</sup> and subsequent est. - \$75.00	§5.04
Disconnect Tag Fee	\$25.00	§5.04

**B. Sewer**

<b>Item</b>	<b>Fee</b>	<b>Reference</b>
Sewer Access Charge (SAC)	\$2,485.00/Unit (M.C. determines no. of units)	§5.04
SAC Administrative Fee	\$350.00/Unit (based on M.C. unit count)	§5.04
Sewer Connection/Disconnection and/or Demo Inspection Fee	\$50.00 – Residential \$75.00 - Commercial	§5.04
Sewer Hook-up Fee – New Only	\$145.00 (plus SAC)	§5.04
Sewer General Repair/Inspection	\$75.00	§5.04
Call out Fee	Regular Business Hours N/C – After Business Hours O.T. Fees apply (minimum \$100.00)	§5.04

**C. Street**

<b>Item</b>	<b>Fee</b>	<b>Reference</b>
Load Limits Permit Fee	\$25.00/entry/truck	§7.04.020
Street Opening Permit	\$150.00 permit fee plus \$1,000 Security Fee	
Right of Way Permit (ROW) - Excavation Permit	\$150.00	§12.48
ROW - Obstruction Permit	\$50.00	§12.48
ROW - Permit Extension	\$25.00	§12.48
ROW Security Fee	Subject to the Discretion of the Public Works Director	§12.48
Small Cell Wireless Fees	Maximum fee allowed under Statute	M.S. 237.163(6)