

THE BELOW ORDINANCE WILL BE CONSIDERED AT THE  
JANUARY 2, 2018 CITY COUNCIL MEETING

POSTED: DECEMBER 22, 2017

**CITY OF SPRING PARK  
SPRING PARK, MN**

**ORDINANCE 18-01**

**AMENDMENT AND RESTATEMENT OF CITY CODE  
APPENDIX A – SCHEDULE OF FEES AND CHARGES**

<b>Chapter 1. General Administration</b>		
	<i>Administrative Citations and Fines</i>	
§1-14	General fines for violations/citations	
	First offense	100.00
	Second offense	150.00
	Third offense (and all subsequent offenses)	200.00
	Fines for violation of Chapter 11 – Dock Permits	See below
	Fines for violation of Chapter 34 – Lawn Sprinkling	See below
<b>Chapter 4. Alcoholic Beverages</b>		
	<i>Alcohol</i>	
§4-31(c)	Beer, 3.2 on-sale	532.00
§4-31(a)	Beer, 3.2 off-sale	80.00
§4-31 (b)	Taproom, growler off-sale	100.00
§4-31 (d)	Taproom, on-sale	2,000.00
§4-31(c)	Liquor, intoxicating on-sale (payable in 2 equal installments on 6/1 and 12/31)	10,050.00
§4-31(e)	Liquor, intoxicating Sunday sale	200.00
§4-31(a)	Liquor, intoxicating off-sale	100.00
§4-92	Wine, on sale	1,064.00
<b>Chapter 6. Amusements and Entertainments</b>		
	<i>Amusement Device</i>	
§6-163	Owner	293.00
§6-165	Operator	37.40
	<i>Dance</i>	
§6-62	Single event	45.00
§6-105	Dinner dance – (payable in 2 equal installments on 6/1 and 12/31)	2,658.50

	<b><i>Music Concert</i></b>	
§6-70A	Single Event	45.00
§6-70A	Season	1,600
	<b><i>Special Event</i></b>	<u>Fee/Escrow</u>
§6-192	<u>Single Event</u> Permit	100. <del>00</del> /250
	<u>Single Event Permit with Live or Amplified Music</u>	<u>250/500</u>
	<u>Multi-Day Event Permit</u>	<u>250/1,000</u> <u>+ 100 for each</u> <u>additional day</u>

### Chapter 10. Buildings and Building Regulations and Signs

	<b><i>Building Permit</i></b>	
§10-33	Permit fees	See Building Code Fee Schedule
	Plan review	See Building Code Fee Schedule
	State surcharge	See Building Code Fee Schedule
	<b><i>Mechanical Permit</i></b>	See Building Code Fee Schedule
	<b><i>Shed/Accessory Building Permit</i></b>	See Building Code Fee Schedule
§42-64	<b><i>Fence Permit</i></b>	See Building Code Fee Schedule
§10-98	<b><i>Sign Permit</i></b>	
	Temporary Sign Permit	<del>235.00</del>
	<del>Temporary Sign Retainer</del>	<del>100.00</del>
	<del>Temporary Sign Late Application Fee</del>	<del>200.00</del>
	Permanent Sign Permit	75.00
	Permanent Sign Escrow Deposit	500.00
	Permanent/ <u>Temporary</u> Sign Late Application Fee	50.00

### Chapter 11. Docks

§11-12	Annual application fee – dock permit	200.00
§11-31	Violation – 1 <sup>st</sup> offense	250.00
§11-31	Violation – 2 <sup>nd</sup> offense	500.00
§11-31	Violation – 3 <sup>rd</sup> offense	750.00

### Chapter 12. Businesses

	<b><i>Cigarette/Tobacco Products License</i></b>	
§12-82	License to sell	25.00

	<b><i>Massage Services</i></b>	
§12-213	Annual fee for establishment	250.00
§12-213	Investigation Fee for establishment license	150.00
§12-243	Annual Certificate to Practice Fee for person	100.00
§12-243	Investigation Fee – Certificate to Practice for person	150.00
<b>Chapter 13. Peddlers, Solicitors and Transient Merchants</b>		
§13-32	License	25.00
§13-32	Food Truck License	<del>50.00</del> 75.00
<del>§13-32</del>	<del>Food Truck Per Day Fee</del>	<del>5.00</del>
	<u>Investigation Fee (if investigation is required by City Code)</u>	<u>150.00</u>
<b>Chapter 26. Secondhand Goods</b>		
	<b><i>Pawnbroker</i></b>	
§26.61	License	25.00
§ 26-63	Investigation <u>Fee</u>	<del>10</del> 5.00
§ 26-64	Bond	1,000.00
<b>Chapter 28. Solid Waste Management</b>		
§ 28-62	<b><i>Solid Waste Collection License</i></b>	
	1 <sup>st</sup> Vehicle	50.00
	Each additional vehicle	25.00
§ 28-64	Performance Bond	1,000.00
<del>Art III</del>	<del><b><i>Recycling bin</i></b></del>	<del>10.00</del>
<b>Chapter 34. Utilities</b>		
§ 34-251	<b><i>Plumbing permit</i></b>	See Building Code Fee Schedule
	<b><i>Public utilities</i></b>	
§ 34-41	Sewer minimum charge per quarter per unit	7.50
	Sewer (per 1,000 gallons)	3.25
	Sewer/Met Council Charge (per 1,000 gallons)	2.50
§ 34-11	Sewer connection	50.00
	Water minimum charge per quarter per unit	12.00
§ 34-192	Water (per 1,000 gallons)	0-8999 2.50 9000-17,999 3.75 18,000+ 5.00
§ 34-221	Water connection	50.00
§ 34-224	Meter/ <u>radio read unit</u> installation or removal	35.00
	<u>Replace lost or damaged meter (due to tampering)</u>	<u>195.00</u>

	<u>Replace lost or damaged radio read unit (due to tampering)</u>	<u>140.00</u>
	Turn on or turn off	30.00
	Frost plate replacement	25.00
	Repair of meter/mounting horn/ <u>radio read unit</u>	40.00
	Test fee, residential per year	6.40
	Test fee, commercial per year	6.40
	<u>Second water meter fee</u>	<u>335.00</u>
§ 34-164	Special assessment search – water service application	10.00
§ 34-166	<b><i>Lawn Sprinkling Violations</i></b>	
	1 <sup>st</sup> violation	Written warning
	2 <sup>nd</sup> violation	50.00
	3 <sup>rd</sup> violation	75.00
	4 <sup>th</sup> violation	150.00
	Additional violations may result in misdemeanor prosecution	
	<u><b><i>Miscellaneous Fees</i></b></u> <u><b><i>Copies (for nonresidents and mailed)</i></b></u>	
	<del>Council agenda's each 0.50</del> year	<u>15.00</u>
	<del>Council minutes each 2.50</del> year	<u>75.00</u>
	<del>Planning Commission agenda's</del>	<u>0.50 ea/7.50 yr</u>
	<del>Planning Commission minutes</del>	<u>2.50 ea/50.00 yr</u>
	<del>Any of the above</del> single page	<u>0.25</u>
	<del>Copies</del> miscellaneous page	<u>0.25 per page</u> <u>after first 30</u> <u>pages</u>
	<del>Mailing Labels</del>	<u>10.00</u>
	Zoning Ordinance book	<u>50.00 Same as</u> <u>Copies</u>
	City Code book	<u>165.00 Same as</u> <u>Copies</u>
	<u>NSF check fee</u>	<u>30.00</u>
	<u>False alarm fee</u>	<u>1st 0.00</u> <u>2<sup>nd</sup> 0.00</u> <u>3<sup>rd</sup> 50.00</u> <u>4<sup>th</sup> 100.00</u> <u>5<sup>th</sup> + 250.00</u>
	<u>Candidate filing fee</u>	<u>2.00</u>

<b>Chapter 42. Zoning/Planning</b>		
§42.15	<b><i>Land use (Single Family/2 Family Residential)</i></b>	Fee/Escrow
	Variance request	250/500
	Vacation of public street, right of way or easement	150/1,000
	Rezoning application	200/300
	Conditional use permit	200/500
	Simple lot combination	100/1,000
	Site Plan/Building Plan Review	250/750
	Subdivision – Concept Plan Review	0/0
	Subdivision – Preliminary Plat Review	300/1,000
	Subdivision – Final Plat	300/1,000
	Environmental Review	300/750
	Ordinance Amendment or Rezoning	200/300
	Appeals	0/0
	Administrative Approvals	50/100
§42.15	<b><i>Land use (Multi-family Residential &amp; Commercial Land Use)</i></b>	Fee/Escrow
	Variance request	300/1,000
	Vacation of public street, right of way or easement	300/500
	Rezoning application	300/500
	Conditional use permit	300/1,000
	Simple lot combination	300/1,000
	Site Plan Review	300/1,000
	Subdivision –Concept Plan Review	300/1,000
	Subdivision –Preliminary Plat Review	300/1,000
	Subdivision – Final Plat	300/1,000
	Environmental Review	300/750
	Ordinance Amendment or Rezoning	300/500
	Appeals	250/500
	Administrative Approvals	50/100

# CITY OF SPRING PARK BUILDING CODE FEE SCHEDULE

## Residential Fees

**(for permits that are issued over-the-counter and have flat-rate fees)**

*(Definition of residential: **IRC-1 Single Family Dwelling:** Any building that contains one dwelling unit used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or occupied for living purposes. **IRC-2 Two-Family Dwelling:** Any building that contains two separate dwelling units with separation either horizontal or vertical on one lot used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or occupied for living purposes. **IRC-3 – Townhouse:** Definition: A single-family dwelling unit constructed in a group of two or more attached units in which each unit extends from the foundation to the roof and having open space on at least two sides of each unit. Each single-family dwelling unit shall be considered to be a separate building. Separate building service utilities shall be provided to each single-family dwelling unit when required by other chapters of the State Building Code. **IRC-4 Accessory Structure:** Definition: A structure not greater than 3000 ft<sup>2</sup> in floor area, and not over two stories in height, the use of which is customarily accessory to and incidental to that of the dwelling(s) and which is located on the same lot.*

### **Maintenance Permit Fees:**

- Re-Roof: \$38.50 (see handout for building permit requirements) + State surcharge
- Re-Side: \$38.50 (see handout for building permit requirements) + State surcharge
- Re-Window: \$38.50 replacement of same size windows (Exception: egress windows – see handout)
- Re-Door (Exterior): \$38.50 replacement of same-size exterior doors
- Garage (overhead) door: \$38.50 replacement of same size doors

### **Zoning Permit Fees:**

- Shed (under 200 sq. ft.) \$38.50; no state surcharge
- Fence (under 7' in height) \$38.50; no state surcharge
- Retaining Wall (under 4' in height) \$38.50; no state surcharge

(Sheds over 200 sq. ft., fences over 7' in height and retaining walls over 4' in height require building permits submitted for plan review and permit fees are based on valuation)

### **Plumbing Permit Fees:**

- New fixtures: \$5.00 per fixture with \$50.00 minimum fee
- Plumbing change outs (water heaters and water softeners): \$20.00 each plus state surcharge

### **Mechanical Permit Fees:**

- New appliances: \$38.00 each (furnace, air conditioner, in-floor heating system, gas water heater) plus state surcharge
- Gas Line (with mechanical permit): \$10.00 per gas line, \$20.00 minimum, plus state surcharge
- Gas Line only permit: \$45.00 plus state surcharge
- Fire Place insert – \$38.50 plus state surcharge
- Fire Place (masonry) – Building permit required; fee based on valuation

## Commercial Fees

(all projects not defined as residential above)

ALL Commercial permit applications require plan review, and permit fees are based on valuation (includes, reroof, re-side, re-window, and re-door).

Plumbing and Mechanical Permit Fees - Valuation Based Permits (1.25% of contract price) with minimum fees as follows:

- Building Permit minimum: \$75.00
- Plumbing minimum: \$55.00 + state surcharge
- Mechanical minimum: \$55.00 + state surcharge
- Gas line minimum: \$45.00 + state surcharge

Commercial Plumbing Plan Review:

Building Sewer and/or Water Service Only	\$150.00
Plumbing System:	
25 or fewer drainage fixture units	\$150.00
26-50 drainage fixture units	\$250.00
51-150 drainage fixture units	\$350.00
151-249 drainage fixture units	\$500.00
250 + drainage fixture units	\$3.00 X # of drainage fixture units (max. \$4,000)
Interceptors/Separators	\$70.00/each
Storm Drainage System Minimum	\$150.00
Internal Roof drain opening	\$50.00/each; max. of \$500.00
Storm Water Interceptor, Separator, or Catch Basin	\$70.00/each

Fire Sprinkler Systems require regular building permit; fees are based on valuation; no state surcharge

Fire Alarm Systems require regular building permit; fees are based on valuation

Demolition fees are based on valuation (contractor's cost estimate) and require a regular building permit

## Valuation Based Fees

(Residential and Commercial building permit fees when plan review is required):

<u>Value up to (and including):</u>	<u>Fee</u>	<u>For the first</u>	<u>Plus</u>	<u>For each additional:</u>
\$0 - \$500	\$38.50	\$500	-	-
\$500.01 - \$2,000	\$38.50	\$500	\$3.36	\$100 or fraction thereof
\$2,000.01 - \$25,000	\$88.90	\$2000	\$15.40	\$1000 or fraction thereof
\$25,000.01-\$50,000	\$443.10	\$25,000	\$11.11	\$1000 or fraction thereof
\$50,000.01-\$100,000	\$720.85	\$50,000	\$7.70	\$1,000 or fraction thereof
\$100,000.01-\$500,000	\$1,105.85	\$100,000	\$6.16	\$1,000 or fraction thereof
\$500,000.01-\$1,000,000	\$3,569.85	\$500,000	\$5.23	\$1,000 or fraction thereof
\$1,000,000.01 +	\$6,184.85	\$1,000,000	\$4.02	\$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.

## Building Permit Related Fees – commercial and residential

- **Plan Check/Document Evaluation fee**: 65% of the Permit Fee for Residential and Commercial Projects. All valuation-based permits require plans/documents to be submitted for review
- **Residential Site Inspection (including initial S.E.C.)**, required for all new construction (new homes, detached garages, accessory structures): \$45.00
- **Commercial Site Inspection (including initial S.E.C.)**, required for all new construction (new buildings and accessory structures): \$90.00
- **S.E.C. (Soil and Erosion Control)** \$.0005 x permit valuation for all *Building* Permits except re-roof, reside, window replacement, decks & interior remodels. Minimum \$200.00 new home or commercial construction; minimum \$50.00 on any other non-exempt construction.
- **Demolition Permit Fees**: Based on valuation; regular building permit required.
- **Exterior Structures**:

Retaining Wall (over 4' in height):	based on valuation
Fence (over 7' in height):	based on valuation
Sheds (over 200 sq. feet):	based on valuation
- **Pre-moved in single family dwelling – code compliance inspection**: \$165.00 plus travel time and mileage from municipality office (as calculated by Google maps)
- **Pre-moved in accessory structure – code compliance inspection**: \$125.00 plus travel time and mileage from municipality office (as calculated by Google maps)
- **Connection fee – Moved in structure**: \$275.00 (does not include foundation/interior remodel)
- **Manufactured home installation**: \$275.00 (does not include foundation/interior remodel) plus connection fees (if applicable)
- **Electric Permit fees**: See separate electric fee schedule

## State Surcharge Fees

**State Surcharge**: Schedule is based on the currently adopted State Surcharge Table – per MN Statute 326B.148

State Surcharge is applicable on all permits unless otherwise noted.

## Other Inspections and Fees

1. **Re-inspection Fee** - A re-inspection fee may be assessed for each inspection or reinspection 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. Reinspection 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. Payment shall be made payable to the Municipality: **\$60 each**

2. **Inspections outside of normal business hours** (will include travel time both ways – 2 hour minimum): **\$120/hr**

3. **Inspections for which no fee is indicated, Miscellaneous and Special Services**

(1 hour minimum): **\$60/hr**

4. **Additional Plan Review required by changes, additions, or revisions to approved plans**

(½ hour minimum) **\$60/hr**

5. **Special Investigation fee (work started without obtaining a permit)** – applies whether permit is issued or not: **100% of permit fee**

6. **Copy charge** (black/white 8 ½ x 11) – per side \$.25/sheet

*Permit Valuation is based on supplied construction value with a minimum of the calculated value from the approved building department valuation schedule.*

Adopted by the City Council of Spring Park on the 2nd day of January, 2018

City of Spring Park

By \_\_\_\_\_

Jerome P. Rockvam, Mayor

Attest:

By \_\_\_\_\_

Theresa Schyma, City Clerk