



CITY OF SPRING PARK  
WORK SESSION AGENDA  
OCTOBER 15, 2018 – 6:00 PM  
SPRING PARK CITY HALL

---

(Work Session discussion times are approximate)

1. 6:00 – MNSPECT CONTRACT DISCUSSION

- a. Scott Qualle will be in attendance to discuss changes to the proposed contract for building inspection services. The City's current contract with Mnspect went into effect in 2012 for an initial term of one year with a provision for the contract to "roll-over" for an indefinite number of one-year intervals after the initial term until either party decides to terminate the contract. Please review the attached memo from Mr. Qualle for a summary of the changes that he is proposing.

2. 6:25 – LONG-TERM PUBLIC WORKS DISCUSSION

- a. In 2016 the City entered a five-year contract with PeopleService for public works. Although the contract doesn't expire until 2021, the Mayor would like the Council to start thinking about the City's long-term public works strategy so that there is ample time to plan a transition to another provider if the Council deems that the best course of action. Alternatively, the Council and PeopleService may both conclude that the current arrangement is working well and decide to extend the contract at the time that it expires.

3. 6:45 – COMBINED NOVEMBER COUNCIL MEETING DISCUSSION

- a. Staff is recommending the cancellation of the Nov. 5<sup>th</sup> regular council meeting due to the election on Nov. 6<sup>th</sup>, as well as rescheduling the regular work session and council meeting from Nov. 19<sup>th</sup> to Tuesday, Nov. 13<sup>th</sup> in order to meet the state requirement for the council to meet within 10 days of the election to canvass the results.

4. MISCELLANEOUS

5. 6:50 – ADJOURN



# MNSPECT<sub>LLC</sub>

HELPING YOU COMPLY WITH THE CODE

235 First Street West • Waconia, MN 55387-1302

## Memo

**To:** City of Spring Park

**From:** Scott Qualle, Building Official

**Date:** September 26, 2018

**Re:** Proposed Contract and Fee Schedule

The adopted fee schedule (the 1997 UBC + 10%), as it applies to building code-related fees, for the City of Spring Park has remained steady since 2008. A few years ago, the need for an update of the building code fee schedule was brought to the City's attention. Since then, City staff and I have worked together on developing a revised fee schedule and contract change that would result in keeping up with inflation and other increasing costs. At the last council workshop, the council requested that we develop a compromise solution that included a modest fee schedule increase and a contract percentage reallocation to keep the city's revenue relatively unchanged based on three valuation scenarios. We believe that the proposed fee schedule and contract meet this requirement.

Attached are the following:

- Proposed Contract
- Proposed Fee Schedule
- Comparison of permit fees based on the current fee schedule and proposed fee schedule and the allocation breakdown based on the current contract and the proposed contract.
- Summary of changes to the contract
- Summary of changes to the fee schedule

If the proposed contract and fee schedule are acceptable, we propose that both become effective November 1, 2018.

## Fee Schedule comparisons:

Permit Type	Fee Type	Current Contract and Fee Schedule			Proposed Contract and Fee Schedule		
		Permit and Plan Review Fee	MNSPECT Fee Allocation	City Fee Allocation	Permit Fee and Plan Review	MNSPECT Fee Allocation	City Fee Allocation
			Total Fee	Total Fee		Total Fee	Total Fee
Res. Reroof	Flat Fee	\$38.50	\$19.25	<b>\$19.25</b>	\$50.00	\$28.50	<b>\$21.50</b>
Deck	\$10,000	\$349.97	\$174.99	<b>\$174.98</b>	\$403.43	\$229.96	<b>\$173.47</b>
Remodel	\$35,000	\$914.43	\$457.22	<b>\$457.21</b>	\$1,053.11	\$600.27	<b>\$452.84</b>
New Home	\$250,000	\$3,349.25	\$1,674.63	<b>\$1,674.62</b>	\$3,856.05	\$2,197.95	<b>\$1,658.10</b>

## Significant Changes to the Contract:

- Section 1, F. Memberships has been added to the Independent Contractor section.
- Section 3. Violations and Penalties has been altered to include: "Municipality will rely on Inspector for advice and direction on enforcement alternatives for ongoing code/ordinance violations."
- Effective Date and Termination of Agreement Dates have been altered.
- Section 5. Termination of Agreement has been revised with clause relating to terminating for cause. Language relating to "breach" has been added.
- Section 7. Payment of Services has been altered by adding a statement about billing method based on percentage of permit fees and hourly billing; statement added about postage and Special Investigation fees
- Section 14. Complaints – new section
- Section 15. Appeals – new section

### Appendix A – Building Inspection Services (multiple small changes)

- Section 3, A – new item 5) Provide data or comply with any State agency reporting requirements.
- Section 3, B – new sections 19) Calculate valuations and 21) Verify all license and lead certifications.
- Section 3, C – new item 1) Municipality verifies project for zoning compliance and communicates concerns/requirements to Inspector.
- Section 5. – new paragraph regarding determination of valuation.
- Section 5. Cost to Municipality
  - fee for building permits changed from 50% to 57%
  - fee for plan review changed from 50% to 57%
  - residential site inspections changed from \$45 to \$50
- Section 5. – new item G) Inspector will make every attempt to recover fees.

- Section 5. – new item H) Fee for permitting software.
- Section 5. – new item I) Inflation increase.

#### Exhibit A Building Inspection Process

- New Item 6. Wall Bracing added to Residential Buildings inspection list
- Additional services – clarification in fee types added

#### Appendix B – Electrical Inspection Services

- Section 3, B. Inspection language changed. Electrical Inspections are currently provided on Monday, Wednesday, and Fridays.

#### Appendix C – Plumbing Plan Review

- Section 1. – sentence added “This section is only valid upon receipt of a delegation agreement from the State Plumbing and Engineering Unit.” MNSPECT has received delegation authority

#### Appendix D – Sediment and Erosion Control

Section 1, C. “During normal, required construction inspections” has been added to define when SEC inspections are completed.

Section 3. Rate has been changed from .0005 of building permit valuation to .0006.

Appendix E and F are both added for consideration. Neither have been selected for this Agreement.

#### Standards of Service

Inspections has been changed to state that “When we are meeting someone for an inspection, they are scheduled a specific time to minimize wasted time waiting for an inspector.”

Logistics and Work Flow has an added sentence stating that all permits must flow through the Municipal office.

## Significant Changes to the Fee Schedule:

- Maintenance Permit Fees and Zoning Permit Fees (sheds, fences, retaining walls) changed from \$38.50 to \$50.00
- Residential plumbing permit fee minimum changed from \$50.00 to \$75.00
- New Fixture Maintenance fee for replacement of one appliance or fixture – residential plumbing and mechanical (water softeners, water heaters, furnace, air conditioning, etc.) \$50.00
- Residential mechanical gas line only permit \$45.00 to \$50.00; gas line with mechanical permit changed from \$10.00 to \$15.00 per gas line with a minimum of \$30.00 (was minimum of \$20.00)
- Commercial plumbing and mechanical permit fees currently calculated at 1.25% of the contract price; changed to calculate permits based on Valuation Fee Schedule.
- Commercial minimum building permit fee of \$75.00 – currently no minimum
- Commercial minimum plumbing and mechanical fees \$75.00 – currently \$55.00
- Commercial gas line only permit fee minimum \$50.00 – currently \$45.00
- Valuation-based fees – changing to 1997 + 25% - currently 1997 + 10%
- Commercial plumbing plan review fee – recommend 65% of permit fee – currently based on service and DFU's (separate fee chart)
- Residential Site Inspection (pre-excavation) – recommend \$50.00 – currently \$60.00
- Sediment and Erosion Control – recommend .0006 of permit valuation – currently .0005 of permit valuation
- Fees for moved-in structures added
- Inspections outside of normal business hours – recommended \$75/hour – currently \$120.00
- Inspections for which no fee is specifically indicated – recommended \$75 – currently \$60.00
- Fees added for copies other than 8 ½ x 11 black and white
- Fees added for replacement permit cards
- Fees added for contractor license verification and lead certification verification
- Permit renewal fee added
- Change of Use of occupancy permit fee added
- Pre-final on new home construction fee added
- Refund policy added
- Optional Temporary Certificate of Occupancy Escrow added – this is a municipal fee

**AGREEMENT AND CONTRACT FOR  
INSPECTION SERVICES**

THIS AGREEMENT and contract for inspection services is made and entered into this \_\_\_\_\_ day of October, 2018, by and between the City of Spring Park, Minnesota ("Municipality") and MNSPECT, LLC, a Minnesota Limited Liability Company ("Inspector").

WITNESSETH:

WHEREAS, the Municipality is desirous of contracting with Inspector for the performance of various services within the Municipality to include:

- |  |                  |         |
|--|------------------|---------|
| <input checked="" type="checkbox"/> <b>Building Inspections (Appendix A)</b>   | _____            | _____   |
| <input checked="" type="checkbox"/> <b>Electrical Inspections (Appendix B)</b> | City Admin Mayor | MNSPECT |
| <input checked="" type="checkbox"/> <b>Plumbing Plan Review (Appendix C)</b>   | _____            | _____   |
| <input checked="" type="checkbox"/> <b>S.E.C. Inspections (Appendix D)</b>     | City Admin Mayor | MNSPECT |
| <input type="checkbox"/> <b>Rental Inspections (Appendix E)</b>                | _____            | _____   |
| <input type="checkbox"/> <b>Fire Inspections (Appendix F)</b>                  | City Admin Mayor | MNSPECT |
|  | _____            | _____   |
|  | City Admin Mayor | MNSPECT |

and

WHEREAS, Inspector is agreeable to rendering services on the terms and conditions hereinafter set forth.

NOW, THEREFORE, the parties hereto agree to general terms as follows and to the specific terms as set forth in the indicated appendices:

1. Independent Contractor.

It is acknowledged by and between the parties hereto that the Inspector is an independent contractor contracting with the Municipality to perform the services as provided in this agreement.

- A. Non-Employee Status – Personnel assigned to perform the Services to be provided by Inspector pursuant to this agreement shall be officers, employees, or sub-contractors of Inspector. Inspector assumes full responsibility for the actions of such personnel while performing services pursuant to this Agreement, and shall be solely responsible for their supervision, daily direction and control, provision of employment benefits and payment of salary (workers' compensation insurance, salary, retirement contributions, withholding tax, health insurance, and unemployment insurance). The Municipality shall not be responsible to furnish any benefits to such personnel.
- B. Administrative Responsibility - The daily administration of the Inspector services rendered to the Municipality shall be under the sole direction of the Inspector. The degree of services rendered, the standard of performance, and other matters relating to regulations and policies shall be under joint

control of the Municipality and the Inspector. Headquarters for the services rendered to the Municipality under this agreement shall be located at the Municipality offices. The Inspector shall submit to the Municipality a regular report of services rendered and charges due, as well as periodic suggestions regarding other matters relating to the inspection services.

C. Insurance.

- i. Auto Insurance – Inspector in carrying out its obligation under this Agreement, shall supply, upon the request of the Municipality, a Certificate of Insurance for owned, hired, and non-owned auto usage coverage for liability in the amounts of \$1,000,000 single limit, per occurrence.
- ii. Professional Liability Insurance – The Inspector shall provide the Municipality, upon request, with copies of Professional Liability Errors and Omissions Insurance in an amount of at least \$500,000 covering all personnel employed by Inspector in capacity of acting as an Inspector/Agent of the municipality.
- iii. General Liability Insurance – The Inspector shall provide the Municipality, upon request, with copies of General Liability Insurance in an amount of at least \$1,000,000 covering all personnel employed by Inspector in capacity of acting as an Agent of the Municipality. The Municipality will be listed as an additional insured.
- iv. Workers' Compensation Insurance – The Inspector shall provide its employees with workers' compensation coverage with at least the state minimum coverage requirements. The Inspector shall provide the Municipality with copies of Certificate of Workers' Compensation Insurance.

D. Continuing Education and Certification - The Inspector shall be responsible for maintenance of required or appropriate certification and continuing education as Inspector under the laws of the State of Minnesota and shall be responsible for supplying any and all technical manuals and reference materials.

E. Communications, Equipment, and Supplies.

The Inspector shall provide, at its sole expense, all necessary equipment, vehicles and supplies to carry out its obligations under this agreement.

F. Memberships.

Inspector may join trade groups or attain membership in associations as the building official of the municipality.

2. Files and Records.

All completed files and all official copies of correspondence, inspection reports, plans and other matters connected with the file shall be maintained at the Municipality offices. All such files the Inspector may desire for its own records shall be maintained outside the Municipality offices. Files and records created in connection with this Agreement shall be subject to the provisions of the Minnesota Data Practices Act, and specifically Minn. Stat. 13.05, subd. 11. Inspector shall not be expected to respond, or be responsible for responses to public information requests. Requestors will be referred to the Municipality for verification and

response. Inspector will assist Municipality with requests when requested by Municipality Staff or Council.

3. Violations and Penalties.

Any Code violations occurring within the Municipality may be charged in accordance with the ordinances of the Municipality and shall be subject to the penalties provided therein. Prosecution of such violations shall be by the Prosecuting Attorney of the Municipality. All costs and expenses incurred by said prosecution shall be paid by the Municipality. Municipality will rely on Inspector for advice and direction on enforcement alternatives for ongoing code/ordinance violations. The Inspector agrees to cooperate with the Prosecuting Attorney of the Municipality in such prosecutions (including provision of testimony and documentary evidence) upon request.

4. Effective Date of Service.

The effective date of service to which the terms of this Agreement apply shall be on the First day of January, 2019.

5. Termination of Agreement.

This Agreement shall remain in force and effect from the effective date of service until December 31, 2021. This Agreement may be terminated for Cause at any time as provided herein below. "Cause" for purposes of this Agreement, shall be deemed to occur if either party to this Agreement should materially breach any material provision herein. In such case, the non-breaching party may notify the breaching party in writing specifying the respect in which such party has breached the Agreement. In the event that such breach is not remedied to the reasonable satisfaction of the non-breaching party within thirty (30) calendar days after delivery of the above notice, the non-breaching party may, by written notice to the breaching party, terminate this Agreement, effective immediately. Breach of an obligation with respect to a party shall be deemed to include both a single instance of a material failure to perform one of its duties hereunder, as well as a continual, general lack of performance of its duties hereunder. If the breach is satisfactorily cured, this agreement shall continue as if no breach had occurred. The last day of the Agreement is the last day services will be provided.

This agreement shall automatically renew for one year terms unless Inspector is notified not less than 90 days prior to the next contract end date.

6. Normal Business Hours.

Normal business hours are defined as: 8:00 a.m. to 4:30 p.m., Monday through Friday, generally excluding Federal holidays except Columbus Day. A list of holiday dates observed will be provided to the Municipality each year, for the following year, by November 1<sup>st</sup>.

7. Payment for Services.

Many billing options exist to compensate Inspector for their services. The Municipality and Inspector have agreed that the compensation method shall be based on a percentage of permit fees, along with hourly billing for other services.

Billings for all services as defined in Costs to Municipality for Services sections in each appendix shall be considered payment for all services rendered during that billing period for activities related to serving as the Building Official. Postage for official correspondences on behalf of the Municipality shall be added to the monthly billing. Although billings may be calculated based on specific permits, payments are for all services provided during that billing period.

Special Investigation fees shall be billed whether or not permits are ultimately issued.

Any payments received by Inspector for contracted services as a result of eCommerce or Internet transactions or electrical permits shall be accounted for, allocated by contract specifications, and amounts due to Municipality shall be netted against current billing.

Municipality shall remit payment to Inspector within thirty (30) days of filing a Report or Billing. Both parties acknowledge that they are subject to the provisions of Minnesota Statute 471.425, regarding prompt payment to subcontractors.

8. Assignment.

Inspector may not assign this Agreement without the prior written consent of the Municipality.

9. Staff.

Each of the parties hereto agrees that while Inspector is performing services under this Agreement and for a period of (12) twelve months following the performance of such services or the termination of this Agreement, whichever is later, neither party will, except with the other party's written approval, solicit or offer employment as an employee, inspector, independent contractor, or in any other capacity to the other party's employees or staff engaged in any efforts under this Agreement without the prior written consent of the other party.

10. Hold Harmless and Indemnification.

Inspector shall release, defend, hold harmless and indemnify the Municipality from any and all claims, losses, damages and costs of every kind and nature (including, without limitation, reasonable attorney's fees), in any manner, directly or indirectly, arising out of, resulting from, or in any manner connected with this agreement and the actions or failures to act of the Inspector, its officers, employees, or agents. The indemnity obligations contained in this Section shall survive termination of this Agreement.

This Agreement to hold harmless and indemnify shall not apply to any claim arising out of a situation where the Inspector has previously notified the Municipality in writing of a failure by an owner or permit applicant to comply with the appropriate Code and the Municipality fails to enforce that Code or arising out of any situation involving an existing or future platted lot with corrected soils, filled soils or a building pad.

11. Entire Agreement.

This Agreement, and its designated sections, contains the entire agreement between the parties and supersedes any and all agreement, written or oral,

express or implied, pertaining to its subject matter. It may be changed only by written instrument signed by both parties.

12. Choice of Law.

This Agreement shall be governed and construed in accordance with the State of Minnesota Law.

13. Representation of Authority.

The undersigned executing this Agreement for MNSPECT represents and warrants that he has been duly authorized to execute this Agreement on behalf of MNSPECT, by the company's Board of Managers and that this Agreement shall bind the company to the terms and obligations contained herein.

14. Complaints.

Any complaint about Inspector received by Municipality Staff or Elected Officials shall be promptly forwarded to Inspector with specific details, property address, and contact information so Inspector may research the concern(s) expressed and develop and communicate a response to the complainant and/or Municipality.

15. Appeals.

MN Rule 1300.0230 provides a mechanism for persons aggrieved by an order, decision, or determination of the Building Official to appeal. The Municipality does not have an appeals board. Therefore, any appeals will be heard by the State appeals board.

IN WITNESS THEREOF, the parties have executed this Agreement in duplicate this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

City of Spring Park

MNSPECT, LLC

By \_\_\_\_\_  
Jerry Rockvam, Mayor

By \_\_\_\_\_  
Scott Qualle, President

Attest By \_\_\_\_\_  
Dan Tolsma, City Administrator

**Appendix A**  
**BUILDING INSPECTION SERVICES**

NOW, THEREFORE, the parties hereto agree as follows:

1. Level of Inspection Services ("Services").

Inspector will provide inspection services for the Municipality on the following terms and conditions:

- A. Render required enforcement and administration of the current Minnesota State Building Code Pursuant to MN Rules Chapter 1300 and represent the Municipality as its Designated Building Official.
- B. Render required enforcement of the MN State Fire Code on all buildings or structures undergoing work requiring building permits under A (above).
- C. Provide such other services as specified in this Agreement.

2. Adoption of Building Codes.

The Minnesota State Building Code, established pursuant to Minnesota Statutes 326B.101 to 326B.16, has been adopted as the Building Code for the Municipality. The Municipality will use the current Minnesota State Building Code and other chapters of Minnesota Rules and enforcement and administration provisions. All regulations adopted by the Municipality as set forth in Paragraphs 1 and 2 of this Appendix A shall be referred to hereinafter as "Building Code," and shall be enforced by the Inspector.

The Inspector shall inform the Municipality whenever its Municipal Code should be revised to include new or revised code additions.

3. Administrative Procedures.

This section is set forth to clarify the responsibilities of the Municipality and Inspector and to establish procedures for issuing permits and performing inspection services.

- A. Responsibility of the Municipality:
  - 1. Direct the administration of all zoning requirements and inform Inspector in writing what requirements are needed to be enforced by the Inspector.
  - 2. Administer all contractor licensing required if required by the Municipality.
  - 3. Issue all permits and collect local permit fees and state or regional charges.
  - 4. Keep permanent records on file as directed by Building Official.
  - 5. Provide data or comply with any State agency reporting requirements.
  - 6. Complete all periodic reports and government surveys.
  - 7. Prosecute all violations, as it deems necessary and appropriate.

8. Provide Inspector with access to the Municipality offices during regular business hours of the Municipality including access to telephones, copy machine, etc., for the Municipality Building Code purposes only.
9. Issue certificates of occupancy, signed by Inspector.

B. Responsibility of Inspector:

1. Perform all pre-construction building plan reviews for compliance with Building and Fire Codes.
2. Perform all on-site construction inspections required for Building Code enforcement.
3. Provide timely building inspection reports and other information for the permanent records kept by the Municipality.
4. Assist in maintaining the building files kept by the municipality by providing physical or electronic copies of all documents required by Minnesota Rule 1300.
5. Assist in all Building Code prosecutions with the Inspector's time and records (Hourly Fees Apply).
6. Provide permit and code information to the contractors, developers, architects, and citizens of Municipality.
7. Inspect hazardous buildings, inspect buildings to be moved into the Municipality prior to such action, and inspect Municipality Buildings (at the Municipality's request) subject to 5.F of this appendix.
8. Originate and provide Certificates of Occupancy.
9. Recommend updating of Building Code ordinances.
10. Review and recommend fee schedule changes.
11. Create and update all applicable permit applications and forms.
12. Represent Municipality as its Inspector within the limits of the Minnesota State Building Code.
13. Provide the Municipality with timely reports as reasonably requested by the Municipality which include, but are not limited to: a monthly summary of the number of permits issued, the approved valuation, and the amount of the fees. Within thirty (30) days after each calendar year ending, during the terms of this contract, the Inspector shall prepare an annual report containing the same information as the monthly reports.
14. Analyze trends in construction design and techniques, highlight problem areas with recommendation of solutions, and provide recommendations for process and/or policy changes.
15. Assist Fire Chief with Building Code related issues.
16. Upon submission of a complete residential (IRC) building application, the Inspector shall process its portion of the building permit within ten (10) working days, excluding weekends and holidays.
17. Upon submission of a complete commercial (IBC) building application, the Inspector shall process its portion of the building permit within fifteen (15) working days, excluding weekends and holidays.
18. Calculate building permit fees for building permits.
19. Calculate valuations as directed in MN Rule 1300 and municipality fee schedule.
20. Attend Municipality Council meetings, as requested, to discuss building projects or issues related to the building code (up to two times per year without charge).

21. Verify all appropriate contractor licenses and lead certifications, and refer enforcement issues to the proper CCLD Enforcement Division authorities.
22. Any software that is available for use by clients of Inspector shall be made available for use by the Municipality.
23. Issue Stop Work Orders (up to one hour).
24. Verify (measure) set-backs and other requested measurements supplied by Municipality for zoning code compliance.

C. Procedure for Building Code Administration:

1. Municipality verifies project for zoning compliance and communicates concerns/requirements to Inspector.
2. The Inspector reviews the building construction plans and site plans for conformance with the Building Code and applicable Municipality ordinances, and approves, modifies, or rejects same.
3. The Municipality upon approval of the plans by the Inspector and consistent with all local requirements, issues the required permit, collects the local, state, and regional fees, and notifies the Inspector of any other pertinent information.
4. The Inspector shall perform all field inspections, notify the Municipality of any violations and final completion.
5. The Inspector approves, and Municipality Staff issues, the Certificate of Occupancy upon final approval and when in compliance with all local requirements.

4. Building Official to be Officer of the Municipality.

The Designated Building Official (Inspector) shall be provided specific authority to administer and enforce the Building Code as provided by this Appendix A. Such authority shall be granted by proper action of the Municipality's elected officials.

5. Cost to Municipality for Services.

One of the responsibilities of the Building Official is to determine the Valuation of a project at the time of application (MN Rule 1300.0160). In an attempt to treat all applicants fairly and equally, Inspector will use the calculated valuation from the State Valuation Table (published annually in May) as a minimum valuation.

The Municipality shall pay to the Inspector for services under this contract the following:

- A. The Inspector shall be paid 57% of the permit fee as found in the Municipality's fee schedule, for permits issued, with a minimum charge of \$50.00 per permit.
- B. The Inspector shall be paid 75% of all special investigation fees, commercial plumbing, mechanical, fire alarm, fire sprinkler, and accessory (reroof, reside, and window replacement) permits; and 100% of all hourly, site inspection, after hours inspection, manufactured home connections, pre-move, post-move, postage, copy, and license/lead verification, master plan review, and re-inspection fees.

- C. The Plan Review fee for a project is 65% of the building permit fee for the project. The Inspector shall receive 57% of the Plan Review fee calculated for all plans reviewed.
- D. If requested, the Inspector shall receive the sum of \$50.00 for each residential pre-construction site inspection completed, and \$90.00 for each commercial pre-construction site inspection completed.
- E. Payments made by the Municipality to the Inspector pursuant to 3B and 5 A-D above shall be for services included under "Required Services" in Appendix A of this Agreement during the term of this Agreement.
- F. The Municipality shall pay the Inspector for services performed at the request of the Municipality other than as provided in Section 3B and 5 A – D above, at the rates following this paragraph. Time spent pursuant to this paragraph may include such matters as preparation and time spent in connection with the prosecution of any violations for the Building Code Ordinance or other ordinances of the Municipality, attending staff meetings, or mentoring Municipal Staff. The Inspector shall submit logs with any such statements for services rendered under this subsection. No charges for services at an hourly rate may be made unless there has been prior direction to the Inspector by the Municipality.

Designated Building Official	\$125.00/hour
Senior Building Official	\$95.00/hour
Fire Inspector	\$90.00/hour
Building Inspector	\$75.00/hour
Other Staff	\$75.00/hour

- G. Inspector shall make every attempt, where appropriate, (penalty fees, re-inspection fees, etc.) to recover fees from applicant on behalf of the Municipality.
- H. Municipality shall have unlimited access to Inspector's permitting software, and shall pay \$75.00 per month for each user ID. All electronic files and records shall be provided to the Municipality upon termination of this Agreement.
- I. To prevent the balance of payments from falling out of line with inflation, each year of the contract and subsequent renewals, the Inspector's fee share percentage shall increase by the amount of inflation for the previous year, not to exceed 75% without renegotiating new terms.

**Exhibit A**  
**BUILDING INSPECTION PROCESS**

**Required Services**  
(Included in Building Permit Fees)

**Residential Buildings**

(One inspection per item)

1. Plans Examination
2. Footing
3. Foundation
4. Pre-backfill inspection
5. Sub-slab vapor-barrier inspection
6. Wall-bracing inspection
7. Framing
8. Plumbing – rough in.
9. Insulation
10. Gypsum wall board (optional)
11. Gas line pressure test
12. Heat/mechanical – rough in
13. Heat/mechanical – final
14. Final plumbing and sump pump
15. Final building
16. Authorize Certificate of Occupancy

**Commercial Buildings**

(Possible multiple inspections per item)

1. Plans Examination
2. Pre-Construction site inspection
3. Footing
4. Poured wall or wood foundation
5. Slab vapor-barrier inspection
6. Pre-backfill inspection
7. Framing
8. Plumbing – rough in. (1 insp)
9. Insulation
10. Gypsum wall board
11. Fire resistive assemblies
12. Fire Caulking
13. Rough-in fire suppression systems
14. Final fire suppression systems
15. Fire alarm systems
16. Gas line pressure test
17. Heat/mechanical – rough in
18. Heat/mechanical – final
19. Final plumbing and sump pump
20. Final building
21. Authorize Certificate of Occupancy

**Additional Services**

(Additional Fee May Apply)

1. Pre-Construction Meetings - hourly
2. Complaint investigations - hourly
3. Re-inspections – verify corrections – re-inspection fee
4. Stop work orders – hourly
5. Routine or other inspections requested by Municipality - hourly
6. Verify compacted fill placement under structure - hourly
7. Partial completion inspections – re-inspection fee
8. Additional rough-in inspections or “pre-final” inspections - re-inspection fee
9. Prosecution of violations - hourly
10. Partial plumbing – winter underground inspections – re-inspection fee
11. Moved-in building inspections – fee schedule
12. Contractor neglects to cancel inspections – re-inspection fee
13. License Look-up Fee – fee schedule
14. Lead Certification Look-up Fee – fee schedule

**Appendix B**  
**ELECTRICAL INSPECTION SERVICES**

NOW, THEREFORE, the parties hereto agree to specific terms as follows:

1. Level of Inspection Services ("Services").

Inspector will provide Electrical Inspection services for the Municipality on the following terms and conditions:

- A. Render required enforcement and administration of the currently adopted State Electrical Code and represent the Municipality as its Electrical Inspector.
- B. Provide such other services as may be agreed to by the parties.

2. Adoption of Electrical Codes.

The National Electrical Code has been adopted by reference as the Electrical Code for the Municipality. All regulations adopted by the Municipality as set forth in Paragraphs 1 and 2 of this agreement shall be referred to hereinafter as "Electrical Code" and shall be enforced by the Electrical Inspector.

The Inspector shall inform the Municipality whenever the Municipal Code of the municipality should be revised to include new or revised code additions.

3. Administrative Procedures.

This section is set forth to clarify the responsibilities of the Municipality and Inspector and to establish procedures for performing Electrical Inspection services.

- A. Responsibility of the Municipality:
  - 1. Complete all periodic reports and government surveys.
  - 2. Prosecute all violations, as it deems necessary and appropriate.
  - 3. Provide Electrical Inspector with access to the Municipality offices during regular business hours of the Municipality including access to office equipment for the Municipality Electrical Code inspection purposes only.
- B. Responsibility of Inspector:
  - 1. Issue all permits and collect local permit fees.

2. Perform all on-site inspections required for Electrical Code enforcement.
3. Perform Electrical Plan Review within fifteen (15) business days
4. Provide timely inspection reports and other information for the permanent records kept by the Municipality.
5. Assist in all Electrical Code violation prosecutions with the Electrical Inspector's time and records.
6. Provide general Electrical Code information to the citizens of Municipality as required by the Municipality.
7. Inspect hazardous electrical conditions as requested by the Municipality.
8. Recommend updating of Electrical Code ordinance.
9. Review and recommend Electrical Inspection Fee Schedule.
10. Represent Municipality as its Electrical Inspector within the limits of the National Electrical Code.
11. Serve as authority to administer and enforce the Electrical Code.
12. Provide the Municipality with timely reports as reasonably requested by the Municipality which include, but are not limited to a monthly summary of the inspections performed.
13. Assist the Municipality on ordinance and Electrical Code related issues.
14. Attend Municipality Meetings, as requested, to discuss building projects or issues related to the Electrical Inspections Program.

4. Cost to Municipality for Services.

- A. Inspector shall be paid eighty percent (80%) of all electrical permit fees as found in the Municipality's Fee Schedule.
- B. The Electrical Plan Review Fee will be calculated at twenty-five percent (25%) of permit fee when required by the Inspector.
- C. Inspector shall be paid one hundred percent (100%) of all electrical plan review fees for commercial and industrial (IBC) plans reviewed.

**Appendix C**  
**PLUMBING PLAN REVIEW SERVICES**

NOW, THEREFORE, the parties hereto agree to specific terms as follows:

1. Level of Inspection Services (“Services”).

Inspector will provide Plumbing Plan Review services for the Municipality on the following terms and conditions:

Render required enforcement and administration of the currently adopted State Plumbing Codes and perform Plumbing Plan Review Services formerly provided by the State of Minnesota. This section is only valid upon receipt of a delegation agreement from the State Plumbing and Engineering Unit.

2. Adoption of Plumbing Codes.

The State Plumbing Code has been adopted by reference as the Plumbing Code for the Municipality. All regulations adopted by the Municipality as set forth in Paragraphs 1 and 2 of this Appendix C shall be referred to hereinafter as “Plumbing Code” and shall be enforced by the Inspector.

The Inspector shall inform the Municipality when its Code should be revised to include new or revised code additions.

3. Administrative Procedures.

This section is set forth to clarify the responsibilities of the Municipality and Inspector and to establish procedures for performing Plumbing Plan Review Services.

A. Responsibility of the Municipality:

1. Issue all permits and collect local permit fees.
2. Complete all periodic reports and government surveys.
3. Prosecute all violations, as it deems necessary and appropriate.

B. Responsibility of Inspector:

1. Perform Plumbing Plan Review for all eligible Commercial, Industrial and Multi-Unit Residential projects requiring such review.
2. The Plumbing Inspector reserves the right to pass plans on to the State if such plans represent issues beyond the scope of this

contract. The Plumbing Inspector will bill the Municipality for costs incurred for such special instances.

3. Provide timely review reports and other information for the permanent records kept by the Municipality and to State Department of Labor and Industry.
4. Assist in all Plumbing Code violation prosecutions with the Plumbing Inspector's time and records.
5. Provide general Plumbing Code information to contractors, developers, architects, and citizens of Municipality.
6. Recommend updating of Plumbing Code ordinance.
7. Review and recommend Plumbing Plan Review Fee Schedule.
8. Represent Municipality as its Plumbing Inspector within the limits of the State Plumbing Codes.
9. Serve as authority to administer and enforce the Plumbing Code.
10. Provide the Municipality with timely reports as reasonably requested by the Municipality.
11. Assist the Municipality on ordinance and Plumbing Code related issues.
12. Attend Municipality Council Meetings, as requested, to discuss building projects or issues related to the Plumbing Inspections or Plan Review Programs.
13. Perform Plumbing Plan Review services within fifteen (15) business days of receipt of a complete submission

4. Cost to Municipality for Services.

The Municipality shall pay the Inspector for services under this contract a rate of 100% of plumbing plan review fee listed in Municipality's Fee Schedule. The Municipality shall use the State's Plumbing Plan Review fee schedule if it has not adopted its own fee schedule.

**Appendix D**  
**SEDIMENT AND EROSION CONTROL (S.E.C.) SERVICES**

NOW, THEREFORE, the parties hereto agree to specific terms as follows:

1. Level of Inspection Services (“Services”).

Inspector will provide S.E.C inspection services for the Municipality on the following terms and conditions:

- A. Render required enforcement and administration of the Municipality’s currently adopted Ordinances and Standards regulating Sediment and Erosion Control. Be cognizant of regulations associated with the Minnesota State Board of Water and Soil Resources, the Association of Metropolitan Soil and Water Conservation Districts, the Minnesota Pollution Control Agency and any other County, State or Federal Agency charged with the regulation of Sediment and Erosion Control issues.
- B. Provide such other services as may be agreed to by the parties.
- C. During normal, required construction inspections, Inspector shall be responsible for monitoring and enforcing the condition of individual building sites from site inspection until issuance of Certificate of Occupancy.

2. Administrative Procedures.

This section is set forth to clarify the responsibilities of the Municipality and the S.E.C. Inspector and to establish procedures for performing inspection services.

- A. Responsibility of the Municipality:
  - i. Issue any permits and collect local permit fees, state or regional charges.
  - ii. Complete all periodic reports and government surveys.
  - iii. Prosecute all violations, as it deems necessary and appropriate.
  - iv. Provide S.E.C. Inspector with access to the Municipality offices during regular business hours of the Municipality including access to office equipment for the Municipality S.E.C. inspection purposes only.
- B. Responsibility of Inspector:
  - 1. Perform all on-site inspections required for S.E.C. enforcement.
  - 2. Provide timely inspection reports and other information for the permanent records kept by the Municipality.

3. Assist in all S.E.C. related prosecutions with the S.E.C. Inspector's time and records.
4. Provide general S.E.C. information to contractors, developers, architects and citizens of Municipality as required by the Municipality.
5. Recommend updating of S.E.C. ordinances.
6. Review and recommend S.E.C. Inspection billing rates.
7. Represent Municipality as its S.E.C. Inspector within the limits of the Municipal Ordinance or the provisions of this document.
8. Serve as authority to administer and enforce the S.E.C Ordinance or Standard as prescribed by the Municipality.
9. Provide the Municipality with timely reports as reasonably requested by the Municipality which include, but are not limited to; a quarterly summary of the inspections performed.
10. Attend Municipality Meetings, as requested, to discuss issues related to the S.E.C. Inspections Program.

3. Cost to Municipality for Services.

The Municipality shall pay the Inspector for services under this contract a rate of .0006 of building permit valuation with a minimum of \$150 for new construction and \$50 for additions. The amount of these fees shall be charged to the permit applicant as a part of the permit fees as a separate line item.

Work requested outside construction process as defined in 1C above will be conducted at an hourly rate of \$75.00 per hour during regular business hours or 200% of this rate outside of normal business hours.

**Appendix E**  
**AGREEMENT AND CONTRACT FOR**  
**RESIDENTIAL RENTAL HOUSING INSPECTION SERVICES**

NOW, THEREFORE, the parties hereto agree to specific terms as follows:

1. Level of Inspection Services (“Services”).  
Inspector will provide Residential Rental Housing Inspection services for the Municipality on the following terms and conditions:
  - A. Render required enforcement and administration of Municipality’s currently adopted Rental Housing Ordinance and represent the Municipality as its Rental Inspector
  - B. Provide such other services as may be agreed to by the parties.
  
2. Administrative Procedures.  
This section is set forth to clarify the responsibilities of the Municipality and Inspector and to establish procedures for performing Residential Rental Housing inspection services.
  - A. Responsibility of the Municipality:
    1. Administer the Residential Rental Housing Program.
    2. Complete all periodic reports and government surveys.
    3. Prosecute all violations, as it deems necessary and appropriate.
    4. Provide Rental Inspector with access to the Municipality offices during regular business hours of the Municipality including access to office equipment for inspection purposes only.
    5. Provide Residential Rental Housing Ordinance information to citizens.
  
  - B. Responsibility of Inspector:
    1. Perform all on-site inspections required for Rental Housing Ordinance enforcement.
    2. Provide inspection reports and other information for the permanent records kept by the Municipality.
    3. Assist in all Rental Housing Ordinance prosecutions with the Rental Inspector’s time and records.
    4. Provide general Rental Housing Ordinance information to the citizens as required by the Municipality.
    5. Investigate rental complaints as requested by the Municipality.
    6. Recommend updating of Rental Ordinances.
    7. Review and recommend Rental licensing rates.
    8. Represent Municipality as its Rental Inspector.
    9. Serve as authority to administer and enforce the Rental Housing Ordinance.
    10. Provide the Municipality with timely reports as reasonably requested by the Municipality which include, but are not limited to; a monthly summary of the inspections performed.
    11. Assist the Municipality on Municipal Rental Housing Ordinance related issues.

12. Attend Municipality Meetings, as requested, to discuss issues related to the Rental Inspections Program.
13. Issue all Residential Rental Housing licensing as required by the Municipality.

3. Cost to Municipality for Services.

The Municipality shall pay the Inspector, for services under this contract, according to the following schedule:

- A. The Inspector shall bill the Municipality for the initial rental inspection and any follow-up inspection to verify compliance at a rate of \$75 per hour.
- B. The Inspector shall bill for complaint inspections at a rate of \$75 per hour.

**Appendix F**  
**AGREEMENT AND CONTRACT FOR**  
**FIRE INSPECTION SERVICES**

NOW, THEREFORE, the parties hereto agree to specific terms as follows:

1. Level of Inspection Services (“Services”).  
Inspector will provide fire inspection services for the Municipality on the following terms and conditions:
  - A. Render required enforcement and administration of Municipality’s currently adopted Fire Ordinance including the State Fire Code and represent the Municipality as its Fire Inspector
  - B. Provide such other services as may be agreed to by the parties.
  
2. Adoption of Fire Codes.  
The Minnesota State Fire Code, established pursuant to Minnesota Statute 299F.011 has been adopted by reference as the Fire Code for the Municipality.
  
3. Administrative Procedures.  
This section is set forth to clarify the responsibilities of the Municipality and Inspector and to establish procedures for performing Fire Inspection services.
  - A. Responsibility of the Municipality/Fire Department:
    1. Administer all licensing as required by the Municipality (fireworks, explosives, etc.).
    2. Issue all permits and collect local permit fees, state or regional charges.
    3. Complete all periodic reports and government surveys.
    4. Prosecute all violations, as it deems necessary and appropriate.
    5. Provide Fire Inspector with access to the Municipality offices during regular business hours of the Municipality including access to office equipment for inspection purposes only.
  
  - B. Responsibility of Inspector:
    1. Perform necessary site plan reviews for compliance with Fire Codes.
    2. Perform all on-site inspections required for Fire Code enforcement, on a schedule to be determined by the Municipality and Fire Chief.
    3. Provide inspection reports and other information for the permanent records kept by the Municipality.
    4. Assist in all Fire Code prosecutions with the Fire Inspector's time and records.
    5. Provide general Fire Code information to the citizens as required by the Municipality.
    6. Inspect hazardous buildings as requested by the Municipality.
    7. Review and recommend Fire Inspection Fee Schedules.
    8. Represent Municipality as its Fire Inspector within the limits of the Minnesota State Fire Code and Local Ordinance.
    9. Serve as authority to administer and enforce the Fire Code.

10. Provide the Municipality with timely reports as reasonably requested by the Municipality which include, but are not limited to; a monthly summary of the inspections performed.
11. Assist Fire Chief on Municipal Ordinance and Fire Code related issues.
12. Attend Municipal Meetings, as requested, to discuss building projects or issues related to the Fire Inspections Program.

4. Cost to Municipality for Services.

The Municipality shall pay the Inspector for services under this contract a rate of \$90.00 per hour for annual fire inspections and \$75.00 for clerical services provided.

## Standards of Service

### Phones and Scheduling

We will staff our office and perform inspections from 8:00 a.m. – 4:30 p.m. Monday through Friday. We observe national holidays except Columbus Day. Except during occasional all-staff meetings, there is always staff at the office to expedite calls to the inspectors, answer questions, or handle concerns during these hours. We have voice mail to accommodate after-hours calls and requests for inspection. An on-call inspector can be reached for after-hours emergencies. To accommodate contractors outside of the metro area, we have a toll free number, 888-446-1801.

### Code Enforcement

We will enforce the minimum standards established in all the required enforcement sections of the MN State Building Code.

### Inspections

We schedule all inspections through our office. When we are meeting someone for an inspection, they are scheduled for a specific time to minimize wasted time waiting for the inspector. We will provide same day inspections when available, and everyone will be served by the end of the following business day. We will be available to provide inspection services every business day and will pick up or drop off permit applications whenever needed.

We strive to be on time to all of our inspections. If the actual time of arrival will vary more than 10 minutes from the time scheduled, our inspectors generally contact our office, and the scheduling staff calls the on-site contact to inform them.

### Logistics and Work Flow

All permits must flow through the Municipal Office. This allows you to track permits. We will stop by Municipality Office when we are performing inspections in the area or if we need to pick-up any information, drop-off permits after plan review is completed, attend meetings, or answer questions. We encourage the Municipality to email or call if a permit is available for pick-up to facilitate scheduling and streamline workflow. The inspectors, as well as our dedicated support staff, are available to answer code questions, handle concerns, and schedule inspections during regular business hours. All inspectors have mobile phones. In addition to telephone contact, we provide an “Ask an Inspector” feature on our website that can be accessed at any time.

All documentation for inspections performed is returned to our office at the end of the business day. We transcribe all pertinent information for the inspection slips and scan them for our records. This allows us to research issues on open permits. We then return all records to the Municipality so the property file can remain updated in a timely manner. All client municipalities have access to our proprietary software for reports and data entry. All permanent files are maintained by the Municipality.

# CITY OF SPRING PARK

## BUILDING CODE FEE SCHEDULE

Effective Date: January 1, 2019

### 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: \$50.00 see handout for when building permit is required
- Re-Side: \$50.00 see handout for when building permit is required
- Re-Window: \$50.00 replacement of same size windows (Exception: egress windows – see handout)
- Re-Door (Exterior): \$50.00 replacement of same-size exterior doors
- Garage (overhead) door: \$50.00 replacement of same size doors

#### **Zoning Permit Fees:**

- Shed (under 200 sq. ft.) \$50.00 no state surcharge
- Fence (under 7' in height) \$50.00 no state surcharge
- Retaining Wall (under 4' in height) \$50.00 no state surcharge  
(Fences over 7' in height and retaining walls over 4' in height require building permits submitted for plan review and are based on valuation)

#### **Plumbing Permit Fees:**

- New fixtures: \$10.00 per fixture, (\$75.00 minimum)
- Lawn Irrigation Systems: \$50.00
- Fixture Maintenance: \$50.00 (This permit is for replacing a previously existing fixture or appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done. Changing vent systems, running new drain or supply lines, or replacing or installing new ductwork, pipes, or vents is not fixture maintenance. Examples include Sink, Toilet, Water Softener, or Water Heater Replacement.)

#### **Mechanical Permit Fees:**

- New appliances: \$37.50 per appliance (\$75.00 minimum) (for new construction only: furnace and A/C are considered one unit)
- Gas Line (with mechanical permit): \$15.00 per gas line, \$30.00 minimum
- Gas Line only permit: \$50.00
- Fire Place insert – see Above (Mechanical Permits)
- Fire Place masonry – Based on valuation (building permit required)
- Fixture Maintenance: \$50.00 (This permit is for replacing a previously existing appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done. Changing vent systems, running new gas lines, or replacing or installing new ductwork, pipes, or vents is not fixture maintenance. Examples include Furnace, Boiler, or A/C Replacement.)

**Commercial Fees** (includes all projects not defined as residential on page 1)

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

Plumbing and Mechanical Permit Fees = Valuation Based Permits

Building Permit minimum: \$75.00

Plumbing minimum: \$75.00

Mechanical minimum: \$75.00

Gas line minimum (unless included with other mechanical work): \$50.00

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

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

**Valuation Based Fees**

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

Fee Schedule Base: 1997 +25%

Value up to (and including):		For the first:	Plus	For each additional:
\$1,200	\$75.00	1,200	-	
\$2,000	\$75.00	1,200	\$3.50	\$100 or fraction thereof
\$25,000	\$102.50	\$2,000	\$17.75	\$1,000 or fraction thereof
\$50,000	\$510.75	\$25,000	\$12.75	\$1,000 or fraction thereof
\$100,000	\$829.50	\$50,000	\$8.85	\$1,000 or fraction thereof
\$500,000	\$1272.00	\$100,000	\$7.10	\$1,000 or fraction thereof
\$1,000,000	\$4112.00	\$500,000	\$6.00	\$1,000 or fraction thereof
1,000,001 and up	\$7112.00	\$1,000,000	\$5.00	\$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/or residential

- **Plan Check/Document Evaluation fee:** 65% of the Permit Fee for Residential and Commercial Projects when valuation-based permits require plans/documents to be submitted for review, including required plumbing plan review.
- **Master Plan:** When submittal documents for similar plans are approved, plan review fees shall not exceed 25 percent of the normal building permit fee established and charged for the same structure. Plan review fees for the master plan review is 65% of the permit fee.
- **Review of state approved plans:** 25% of the plan review required by the adopted fee schedule (for orientation to the plans)
- **Residential Site Inspection (including initial S.E.C.):** required for all new construction (new homes, detached garages, accessory structures) \$50.00
- **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)** \$.0006 x permit valuation for all *Building* Permits except re-roof, re-side, window replacement, decks & interior remodels. Minimum \$150.00 new home or commercial construction, minimum \$50.00 on any other non-exempt construction.
- **Demolition Permit Fees:** Based on valuation
- **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
  - Swimming Pools:
    - Seasonal Swimming Pools: \$50.00
    - Seasonal residential swimming pools requiring permits (over 24" and 5000 gallons, installed entirely above grade) are allowed to be installed with a single application and approval provided that the same pool is installed in the same location each year. Once approved, the pool may be put up and taken down any number of times. A site plan is required to be approved as a part of the permit submittal, and must be kept on site for review as needed.)
    - Permanent and In-ground Swimming Pools: Based on Valuation
- **Moved in Structures:**
  - **Pre-moved in single family dwelling – code compliance inspection:** \$175.00 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:** \$200.00 (does not include foundation/interior remodel)
  - **Manufactured home installation:** \$275.00 (does not include foundation/interior remodel) plus connection fees (if applicable)
  - **Connection fee – plumbing:** \$50.00
  - **Connection fee – mechanical:** \$50.00
  - **Site work for manufactured, prefab, or moved in home (foundation, basement, etc.):** valuation based

## Electrical Permits

A	Minimum Fee Per Inspection Trip – Includes 4 circuits (more than 4 see Section D below)	\$40.00
	Additional Inspection trips for Reinspection/Bonding/Equipotential Plane/etc.	\$40.00
B	Residential – one and two-family dwelling units (up to 3 trips included)	Per unit
	1. New Dwelling Unit, up to and including a 200 amp service.....	\$125.00
	2. New Dwelling Unit, 201 amp to 400 amp service.....	\$175.00
	3. Existing Dwelling unit, additions, alterations, or repairs up to & including a 200 amp service, fees as per C&D below but not to exceed.....	\$125.00
	4. Existing Dwelling Unit, additions, alterations, or repairs 201 amp to 40 amp service, fees as per C&D below but not to exceed.....	\$175.00
	5. New or Existing Dwelling unit, 401 amp service or above.....	See C & D
C	New or Upgraded Services, Temp. Services, Generators, Other power supply sources, or feeders to separate structures	Each
	1. Up to and including 200 amp service.....	\$50.00
	2. 201 amp to and including 400 amp service.....	\$100.00
	3. 401 amp to and including 800 amp service.....	\$200.00
	4. 801 amp service and above.....	\$300.00
D	Fees for circuits/feeders & Transformers	Per circuit
	1. 0 to 200 amp.....	\$10.00
	2. Above 200 amp.....	\$15.00
	3. Transformers up to 10 KVA.....	\$20.00
	4. Transformers over 10 KVA.....	\$30.00
E	Multi-Family Dwellings	Per unit
	1. Each dwelling unit	\$50.00
F	Alarm, Communication, Signaling Circuits, or less than 50 volts	Each
	1. Each system device or apparatus	\$0.50
G	For inspections not covered on this form or for required special inspections (hourly)	\$60.00
H	Commercial plan review fee (if required) is 25% of Total Permit Fee	
I	Work started or finished without permit is 2 times the required permit fee	

## 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 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. 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):	\$75/hr.
3.	Inspections for which no fee is indicated, Miscellaneous and Special Services (1/2 hour minimum):	\$75/hr.
4.	Additional Plan Review required by changes, additions, or revisions to approved plans (1/2 hour minimum):	\$75/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 1/2 x 11) – per side:	\$.25/sheet
7.	Copy charge (black/white 11 x 17 and 8 1/2 x 14) – per side:	\$.50/sheet
8.	Copy charge (color 8 1/2 x 11) – per side:	\$1.00/sheet
9.	Copy charge (color 11 x 17 and 8 1/2 x 14) – per side:	\$2.00/sheet
10.	Print or Copy charge (large plan sheet)(color or black/white)	\$4.00
11.	Replacement permit card fee – short card (8 1/2 x 7):	\$25.00
12.	Replacement permit card fee – long card (8 1/2 x 14):	\$40.00
13.	License Look-Up (contractor license verification):	\$5.00
14.	Lead Certification (for eligible construction) (contractor Lead Certification Verification):	\$5.00
15.	Permit Renewal within 6 mos. of expiration (no plan changes, no code changes, new permit number):	50% of original permit fee
16.	Change of Use of occupancy classification:	\$100.00
17.	Pre-Final inspection (new home or structure) – 2 hour minimum:	\$75/hr.
18.	Temporary Certificate of Occupancy – Escrow (less costs to administer)**	\$1,000.00
19.	Refunds:	
	Plan review (if plan review has not started)	100%
	Plan review (if plan review has started - partial)	50%
	Plan review (if plan review has been completed)	0%
	Permit fee (if work has not started) within 6 months of permit issuance by municipality	75%
	Maintenance Permits	0%

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

Last Date Printed:

\*\*This would be a City imposed fee.