

**CITY OF LAKELAND
WASHINGTON COUNTY, MINNESOTA**

**RESOLUTION 2016-01
APPROVING THE 2016 UPDATED CITY FEE SCHEDULE**

WHEREAS, the City of Lakeland and its activities as a municipality require us to set forth fees and charges for permits and services; and

WHEREAS, the City of Lakeland must maintain a relevant schedule of fees and regularly audit their effectiveness; and

WHEREAS, the City of Lakeland on an annual basis before the first meeting in January of each calendar year reviews the fees for relevancy, updates the schedule as necessary and proposes the new year's fee schedule to the City Council for approval;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lakeland, Minnesota the following fee schedule effective January 19, 2016:

**CITY OF LAKELAND
2016 FEE SCHEDULE**

PERMIT AND APPLICATION FEES	NON-REFUNDABLE FEE	ESCROW DEPOSIT
CONDITIONAL USE PERMIT (CUP) APPLICATION/AMENDMENT	\$400.00	\$300.00
INTERIM USE PERMIT (IUP) APPLICATION/AMENDMENT	\$400.00	\$300.00
ADMINISTRATIVE CHANGES TO CUP OR IUP	\$50.00	
RE-ZONING/COMPREHENSIVE PLAN AMENDMENT	\$575.00	\$2,575.00
PARK FEE – PER LOT OR DWELLING UNIT	\$100.00	
PLANNED UNIT DEVELOPMENT (PUD) APPLICATION	\$350.00	\$6,000.00
STREET VACATION APPLICATION	\$350.00	\$750.00
MINOR SUBDIVISION (1-4 LOTS)	\$1000.00	\$2,500.00
MAJOR SUBDIVISION (5 OR MORE LOTS)	\$1,500.00	\$6,000.00
VARIANCE APPLICATION	\$400.00	\$800.00
CERTIFICATE OF COMPLIANCE	\$125.00	
CERTIFICATE OF COMPLIANCE ANNUAL REVIEW	\$50.00	
UTILITY PERMIT	\$200.00	\$5,000 BOND
GOLF CART PERMIT	\$50.00	
GRADING AND FILLING PERMIT	\$250.00	\$1,500.00

PARKING PERMIT – ANNUAL	\$2.00	
PARKING PERMIT – EVENT	\$10.00	
SIGN PERMIT – TEMPORARY	\$15.00	
SWIMMING POOL – CERTIFICATE OF COMPLIANCE	\$100.00	
VEGETATIVE CUTTING PERMIT	NO CHARGE	
LICENSE FEES		
ADULT BUSINESS LICENSE	SET BY COUNCIL	
BEER LICENSE (NON-INTOXICATING)	\$50.00	
GARBAGE HAULER LICENSE (ANNUAL FEE)	\$80.00	
LIQUOR LICENSE – INITIAL APPLICATION FEE	\$50.00	
LIQUOR LICENSE – ADDITIONAL INVESTIGATION FEE	\$50.00	
LIQUOR LICENSE – CHANGE OF OWNERSHIP FEE	\$50.00	
LIQUOR LICENSE – ADDITIONAL PREMISES FEE	\$50.00	
LIQUOR LICENSE – OFF SALE	\$240.00	
LIQUOR LICENSE – ON SALE	\$1,600.00	
LIQUOR LICENSE – SUNDAY SALES	\$200.00	
LIQUOR LICENSE – 3.2% MALT LIQUOR	\$100.00	
LIQUOR LICENSE TEMPORARY	\$100.00	
MINING LICENSE	\$450.00	
PAWNBROKER'S LICENSE (ANNUAL FEE)	\$1,000.00	
TAVERN LICENSE (ANNUAL FEE)	\$80.00	
TOBACCO LICENSE (ANNUAL FEE)	\$75.00	
USED CAR DEALER LICENSE	\$25.00	
CITY PARK AND BEACH FEES		
ATHLETIC FIELD FEES (PER DAY)	\$10.00	
CITY PARK/BEACH RESERVED RENTAL (RESIDENTS)	N/C	\$100.00 DAMAGE DEPOSIT
CITY PARK/BEACH RESERVED RENTAL (NON-RESIDENTS)	\$150.00	\$150.00 DAMAGE DEPOSIT
PEACE OFFICER SERVICES	\$40/PER HOUR	

COPY FEES		
COPIES	.25 PER PAGE	
SPECIAL PROJECTS/RESEARCH	ACTUAL TIME AND COSTS	
CERTIFICATION OF COPIES	\$3.50	
DVD COPIES	\$5.00	
ZONING MAP	\$2.50	
MISCELLANEOUS FEES		
ADULT USE FEE	\$10,000.00	
ASSESSMENT SEARCH	\$30.00	
CITY HALL RENTAL	\$100.00	
NEWSLETTER SPONSORSHIP (ANNUAL)	\$350.00	
NOTARY SERVICE (RESIDENTS AND BUSINESS OWNERS ONLY)	NO CHARGE	
PLAN REVIEW (PRIOR TO APPLICATION)	\$30.00 PER HOUR	
SPECIAL PROJECTS/RESEARCH	ACTUAL TIME AND COSTS	
TAX CERTIFICATION ASSESSMENT FEE	\$50.00	
WATER UTILITY FEES		
HYDRANT PERMIT (ANNUAL)	\$50.00	
MN STATE WATER TAX (MONTHLY)	\$.52	
WATER CONNECTION FEE	\$300.00	
LATE PENALTY	1.5% OF TOTAL BILL	
WATER SHUT OFF FEE	\$15.00	
WATER TURN ON FEE	\$15.00	
FROZEN METER REPAIR	\$25.00	
TAX CERTIFICATION ASSESSMENT FEE	\$50.00	
CERTIFIED MAIL FEE	\$7.00	
NSF RETURNED CHECK FEE	\$25.00	

UPGRADE METER FEE	METER COST LESS 5/8 METER COST	
BASE CHARGE	\$8.00	
WATER USAGE PER 1000 GALLONS	\$2.40	
TOWER DEBT SERVICE	\$9.33	
DEBT SERVICE CREDIT	(\$4.66)	
WATER PERMIT	\$15.00	
MAIN TAP PERMIT	\$40.00	
WINTERIZATION (PULL METER AND DRAIN PIPE)	\$75.00	

The ESCROW deposit is used to pay expenses incurred by the City related to the permit. Any excess funds remaining after the matter has been concluded shall be refunded to the applicant. No interest shall accrue on any deposit. If expenses, in excess of the refundable deposit are incurred, the applicant will be billed for the excess.

LAKELAND BUILDING CODE FEE SCHEDULE

Effective Date: 1/19/2016

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 ft² 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: \$75.00 see handout for when building permit is required
- Re-Side: \$75.00 see handout for when building permit is required
- Re-Window: \$75.00 replacement of same size windows (Exception: egress windows refer to handout)
- Re-Door (Exterior): \$75.00 replacement of same-size exterior doors
- Garage door: \$75.00 replacement of same size doors

Plumbing Permit Fees:

- New fixtures: \$80.00 (minimum) (\$10.00 per fixture after 8 fixtures)
- Lawn Irrigation Systems: \$80.00
- Fixture Maintenance: \$50.00 (This permit is for replacing ONE 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 Water Softener, or Water Heater Replacement. Multiple fixtures: use new fixture fees.)

Mechanical Permit Fees:

- New appliances: \$75.00 (minimum) (\$37.50 per unit/two unit minimum)
- Gas Line (with mechanical permit): \$12.50 per gas line, \$25.00 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 ONE 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, A/C, or Water Heater Replacement. Multiple units: use new appliance fees.)

Moved in Structures: See Building Permit Related Fees – commercial and residential

Commercial Fees (all projects not defined as residential)

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 fee (copy of contract must be submitted with permit application)

Building Permit minimum:	\$75.00
Plumbing minimum:	\$75.00
Mechanical minimum:	\$75.00
Gas line minimum (unless included with other mechanical work):	\$50.00

Commercial Plumbing Plan Review: Plumbing Plan Review Fee Schedule

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 (Building Official will calculate these fees)

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

Fee Schedule Base: 1997

Value up to (and including):		For the first:	Plus	For each additional:
\$500	\$50.00	\$500		
\$2000	\$50.00	\$500	\$3.05	\$100 or fraction thereof
\$25,000	\$85.75	\$2,000	\$14.00	\$1,000 or fraction thereof
\$50,000	\$407.75	\$25,000	\$10.10	\$1,000 or fraction thereof
\$100,000	\$660.25	\$50,000	\$7.00	\$1,000 or fraction thereof
\$500,000	\$1,010.25	\$100,000	\$5.60	\$1,000 or fraction thereof
\$1,000,000	\$3,250.25	\$500,000	\$4.75	\$1,000 or fraction thereof
1,000,001 and up	\$5,620.25	\$1,00,000	\$3.80	\$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
- **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 original 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) \$60.00
- **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 with a minimum fee of \$100.00
- **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

- **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:** \$200.00 (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

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:	\$50.00 each
2.	Inspections outside of normal business hours (will include travel time both ways – 2 hour minimum):	\$60/hr.
3.	Inspections for which no fee is indicated, Miscellaneous and Special Services (1/2 hour minimum):	\$60/hr.
4.	Additional Plan Review required by changes, additions, or revisions to approved plans (½ hour minimum)	\$75/hr.
5.	Special Investigation fee (work started without obtaining a permit) – applied whether permit is issued or not	100% of permit fee
6.	Copy charge (black/white 8 ½ x 11) – per side	\$.25/sheet
7.	Copy charge (black/white 11 x 17 and 8 ½ x 14) – per side	\$.50/sheet
8.	Copy charge (color 8 ½ x 11) – per side	\$1.00/sheet
9.	Copy charge (color 11 x 17 and 8 ½ x 14) – per side	\$2.00/sheet
10.	Replacement permit card fee – short card (8 ½ x 7)	\$25.00
11.	Replacement permit card fee – long card (8 ½ x 14)	\$40.00
12.	License Look-Up (contractor license verification)	\$5.00
13.	Lead Certification (for eligible construction) (contractor Lead Certification Verification)	\$5.00
14.	Permit Renewal within 6 mos. of expiration (no plan changes, no code changes, new permit number)	50% of original permit fee
15.	Change of Use of occupancy classification	\$100.00

16.	Pre-Final inspection (new home or structure) – 2 hour minimum	\$60/hr.
17.	Temporary Certificate of Occupancy – Escrow (less costs to administer)	\$1,000.00
18.	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%
	Permit fee (if work started)	0%
	Maintenance Permits	0%

Effective 1/19/2016

Amy Williams, Mayor

Sandie Thone, City Administrator/Clerk