

**2018 FEE SCHEDULE FOR LICENSES, PERMITS AND SERVICES**

**Applicable Minnesota Sales Tax will be added to fees  
 +Interest will be charged according to annual rate.  
 ++Credit/debit card payment not accepted for fees, as listed  
 and Special assessment payments.**

**1. ADMINISTRATION AND MISCELLANEOUS.**

Administrative Fee (Handling/Preparation)	\$15.00
Administrative Fee (Over the Phone Process Fee, effective March 1, 2017)	\$5.00
Administrative Special Assessment Fee (processing special assessments for delinquent service to a property)	\$35.00 plus interest+
Code Enforcement Lawn Mowing Services – per lot per incident	\$200.00
Code Enforcement Snow Removal from Sidewalks – per lot per incident	\$150.00
Copy of City Code	\$75.00
Comprehensive Plan –Printed	\$90.00
Comprehensive Plan – Digital (CD)	\$35.00
Comprehensive Surface Water Management Plan	\$50.00
Comprehensive Wastewater Management Plan	\$50.00
Comprehensive Water Works Management Plan	\$50.00
Digital (CD or DVD) – information (minutes, etc.), recordings, video	\$35.00
Maps – 42"x36" Size	\$75.00
Non-Sufficient Funds (NSF) Fee	\$35.00
Parks and Open Spaces Plan	\$50.00
Promotional Items: Caps	\$10.00
Coffee Cups	\$10.00
Lapel Pins	\$2.50
City Flag	\$25.00
Request for City Staff to Research Public Information/per hour	\$40.00
Reimbursement Only: Copies	
photocopy – non-color- per sheet 8 1/2" X 11" or 8 1/2 x 14"	\$ .25
photocopy – non-color - per sheet 11" x 17"	\$ .50
photocopy – color- per sheet 8 1/2" X 11" or 8 1/2 x 14"	\$ 1.00
photocopy – color - per sheet 11" x 17"	\$ 1.50
Fax Machine – Per Page	\$ .25
Per Page for Long Distance	\$ 1.00
Reissue check fee for uncashed check	\$20.00
Sign Ordinance	\$35.00
Special Assessment Search – Per Parcel	\$20.00
Subdivision Ordinance	\$35.00
Transportation Plan	\$75.00
Water & Sewer Mailing Labels	\$65.00
Water & Sewer Mailing List	\$45.00
Zoning Ordinance	\$75.00

**2. FIRE CALL FEE.**

Fire Call – Base rate (includes the first hour)	\$500.00
Each additional hour	\$250.00
Accident Call – Base rate (includes the first hour)	\$300.00
Each additional hour	\$150.00
Other Calls – Base rate (includes the first hour)	\$300.00
Each additional hour	\$150.00

**3. PARK KITCHEN FACILITY/GAZEBO RENTAL FEES.**

Kitchen Facility Fee For non-resident kitchen facility fee, add \$10.  No fee for community-based non-profit organizations  All kitchen rentals, including non-profit, require a \$50 damage deposit fee to be refunded upon inspection of kitchen and/or when key is returned.	\$30.00
Gazebo - \$25 Deposit only. (No actual fee for usage.)	

**4. PUBLIC WORKS DEPARTMENT – EQUIPMENT (& OPERATOR).**

Equipment Fee (Includes Operator)	Per Hour	Per Hour
J.D. 544 Loader	\$164.00	\$169.00
J.D. 670 Motor Grader	\$197.00	\$203.00
Single Axle Dump Truck	\$96.00	\$99.00
Tandem Axle Dump Truck	\$112.00	\$115.00
Wood Chipper	\$112.00	\$115.00
Street Sweeper	\$140.00	\$144.00
Case 420 Trac Skidsteer	\$162.00	\$167.00
Tractor w/brush hog	\$82.00	\$84.00
Tractor and blower	\$162.00	\$167.00
Potpatcher w/underbelly plow	\$167.00	\$172.00
Steamer	\$96.00	\$99.00
Power Hand Equipment (chain saws, trimmers etc.)	\$49.00	\$50.00

**5. COMMUNITY SWIMMING POOL.**

Daily Pool Admission –Child and Adult	\$3.00 per person per day	
<u>Free Admission for Residents with ID or Pool Pass holders</u> Thursday - 6:00 pm to Close (for individuals and families) Sunday – 1:00 pm to 5:00 pm (for families only)		
Season Pool Pass	Resident	Non-Resident
Single	\$60.00	\$70.00
Family	\$125.00	\$150.00
10 Punch Admission Card	\$25.00	\$25.00
Swim Lessons	\$35.00	\$45.00
Cancelation/Change Session/Schedule Fee	\$15.00	\$20.00
Jr. Swim and Fitness Club	\$20.00	\$30.00
Jr. Lifeguard Class	\$60.00	\$70.00

**6. POLICE DEPARTMENT FEES.**

Audio Recording (per compact disc)	\$10.00
Driver's License Printout Refer to <a href="http://www.mndriveinfo.org">www.mndriveinfo.org</a> or DMV Office	
Incident/Case Reports 1 – 100 pages 101 pages and over*	\$.25 per page *Per request basis MSS 13.03 Subd. 3(c)
Photos (per compact disc)	\$10.00
State Accident Reports	\$.25 per page
Hiring of Patrol Officer The cost to hire a Patrol Officer(s) for events, including but not limited to large assemblies, is the actual cost per hour (current hourly wage and benefits), for each of the officers assigned to the event.	

**7. WATER AND SEWER UTILITY FEES.**

Water & Sewer Monthly Base Fee	Meter Size	Monthly Water Fee Per Unit*	Low Income Senior ** Monthly Water Fee Per Unit*	Monthly Sewer Fee Per Unit*	Low Income Senior** Monthly Sewer Fee Per Unit*
	¾"	\$10.16	\$4.83	\$16.09	\$7.73
	1"	\$10.16		\$16.09	
	1 ½"	\$28.97		\$45.82	
	2"	\$44.61		\$69.95	
	3"	\$66.03		\$104.53	
	4"	\$101.59		\$160.79	

<b>Residential Water Usage Rates</b> <i>All Usage Rates Are Per 1,000 Gallons</i>		
Up to 2,000		\$3.79
2,001 to 4,000		\$5.70
4,001 and above		\$10.38
<b>Residential Sewer Usage Rates (based on water usage)</b>		
Up to 2,000		\$7.52
2,001 to 4,000		\$8.83
4,001 and above		\$17.83

<b>Commercial Water Usage Rates</b> <i>All Usage Rates Are Per 1,000 Gallons</i>		
Up to 4,000		\$3.84
4,001 to 24,000		\$5.76
24,001 and above		\$10.51
<b>Commercial Sewer Usage Rates (based on water usage)</b>		
Up to 4,000		\$7.62
4,001 to 24,000		\$8.92
24,001 and above		\$18.16

\*Unit is defined as each dwelling, business, or industry. (City Code 700.05 (A)).

\*\*Low Income Senior Citizen Rates - Head of Household, age 65 years & older, meeting Section 8 Low Income Guidelines.

Note: Delinquent bills shall be assessed monthly with a penalty of ten percent (10%) of the unpaid balance.

Note: The Minnesota Department of Health requires a monthly surcharge of \$.53 per account.

Non-Metered - Water and Sewer Monthly Rates Monthly charge for water service shall be based upon the usage of 5,000 gallons per month at the current base rate and usage charge. Monthly charge for sewer service shall be based upon the usage of 5,000 gallons per month at the current base rate and usage charge.	
Water Meter Test, Service Call, or Call to Check Meter Service	\$50.00
Water Meter & Radio Read Unit (to be added as a cost to building permits for new construction only)	As determined by the City
Water Meter Replacement	As determined by the City
Water Shut Off (at the curb box)	\$30.00
Water Turn On (at the curb box)	\$30.00
Water Fee for Water Sold to Contractors	\$25.00 fee per fill plus the current irrigation water rate for the amount of water purchased.

**8. IRRIGATION/SECOND WATER METER RATES/SWIMMING POOL FILL**

Irrigation Water Rate per 1,000 Gallons	\$10.38
Water Meter IRRIGATION/SECOND METER	Customer pays the City's cost for the water meter
Irrigation/Second Water Meter Service Fee	\$3.66 per month (12 months per year)
Swimming Pool Water Fill – Temporary Meter Only Pool must be at least 24 inches in depth and over 5,000 gallons in size.	Current Irrigation Rate

**9. ++WATER AND SEWER CONNECTION FEES.**

Water Connection Fee \$4,040.00 per unit as identified below.		
Sewer Connection Fee \$5,090.00 per unit as identified below.		
Type of Facility	Parameter	Unit
Residential		
Single family houses, townhouses and duplex units	each dwelling unit	1
Condominiums and apartment units	each dwelling unit	.8
Mobile homes	each dwelling unit	1
Non-Residential Properties (at the discretion of the City Council)		
<b>GUIDELINE</b>		
Automobile Service	2 service bays	1
Banquet room	1,000 sq. feet	1
Barbershop/hair salon	each	1
Bowling alley	3 alleys	1
Car wash – self service	1 stall	3
Car wash – service station	each	4
Churches	250 seats	1
Fast-service restaurant	600 sq. feet	1
General office building	4000 sq. feet	1
Hospitals	1 bed	1
Laundromats	4 washing machines	1
Manufacturing	As determined by City Council	
Motels and hotels	2 rooms	1
Nursing home	3 beds	1
Restaurant, drive-in	10 parking spaces	1
Restaurant	600 sq. feet	1
Retail store	3000 sq. feet	1
Rooming house	7 beds	1
Schools (elementary)	20 students	1
Schools (secondary)	15 students	1
Service station - gas pumping only	each	1
Service station with service center	each	1
Service Station with service center & car wash	each	8
Swimming pool	each	1
Theater	50 seats	1
Theater, drive-in	50 parking spaces	1
Warehouses	15 employees	1

**10. WATER RESTRICTION AND WATER BAN VIOLATIONS.**

Water Restriction and Water Ban Violation	
First Offense	\$50.00
Each Subsequent Offense	\$100.00

**11. STREET LIGHTING FEE.**

Monthly Street Lighting Fee – Residential	\$2.35
Monthly Street Lighting Fee – Commercial/Industrial	\$6.56

**12. STORM WATER MONTHLY FEE.**

Monthly Storm Water Fee	\$3.49
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**13. PER DIEM.**

Design Committee	\$40.00 per meeting
Economic Development Authority	\$40.00 per meeting
Housing & Redevelopment Authority	\$40.00 per meeting
Park Board	\$40.00 per meeting
Planning & Zoning Commission	\$40.00 per meeting
The Mayor or member(s) of the City Council shall receive a per diem for attending meetings of subcommittees of the City Council to which a Council Member has been appointed, City Advisory Committees, meetings of bodies to which a Council Member has been appointed, City Council workshops or Special Council Meetings.	\$40.00 per meeting

**14. STIPENDS.**

Fire Department Stipend for Building Permit Review of Fire Codes.	\$15.00 per person per hour (up to three people for up to four hours per person)
Fire Department Stipend for Subdivision and PUD review of Fire Codes.	\$15.00 per person per plan (up to three people)

**15. GENERAL LICENSE, PERMIT AND SERVICE FEES.**

++Adult Use Initial Application Fee	\$10,000.00
++Adult Use New/Annual Renewal License Fee	\$10,000.00
Amusement Center Annual License	\$100.00
Animal Impound Fee (Contracted Service)	As charged by contractor
Bond - Private Activity Revenue Bond Financing Application Fee (non-refundable). Annual Administration Fee 1/8 of 1% (.125%) of Principal Balance of Bonds.	\$2,000.00
Bow and Arrow Hunting Annual Permit Per Parcel	\$25.00
Burning Permit –per calendar year per site/address	\$25.00
Dog License – (lifetime of the dog)	\$10.00
Excavation Permit	\$65.00
Landfill Permit	\$65.00
Large Assembly Permits	
Business/Profit Organizations	\$100.00
Non-Profit Organizations (proof of non-profit status)	\$10.00
++Deposits (Business/Profit and Non-Profit)	
Barricades Deposit	\$100.00
One-Day Event Expenditure Deposit	\$500.00
Two or More Day Event Expenditure Deposit	\$1,500.00
Legalized Gambling Investigation Fee for Initial Premises Permit	\$100.00
Legalized Gambling Premises Permit Annual Renewal Fee (Jan. 1).	\$100.00
Massage Therapy Establishment – Initial fee for up to 3 years.	\$200.00
Massage Therapy Establishment – 3 yr renewal period – Jan. 1.	\$100.00
Massage Therapy Individual License – Annual – Jan. 1.	\$100.00
++Pawnbrokers initial application fee	\$10,000.00
++Pawnbrokers new/annual renewal license – January 1.	\$10,000.00
Peddler/vendor application permit fee.	\$25.00
Photo Identification Card issued by City – Per Individual	\$5.00
No fee nor photo identification card required for community-based non-profit organizations.	
Precious Metals Dealers initial application fee	\$75.00
Precious Metals Dealers new/annual renewal fee	\$75.00
Refuse Haulers Annual Permit – January 1 renewal.	\$500.00
Right of Way Registration Fee	\$200.00
Right-of-Way Permit Fee Per Project	\$100.00
++Right-of-Way -Street Repair Deposit - All costs associated with repairing bituminous surface damaged by private excavation to be paid from the deposit; unused portion of deposit to be returned. If the cost of repair exceeds the amount of deposit, such cost to be paid by the adjoining property owner or will be assessed to the property taxes.	\$2,000.00
Road Closure Application Fee (non-refundable)	
City Street	\$10.00
County Road	\$125.00
Road Closure Deposit for Barricade Damage and Roadway Clean Up Deposit (refundable)	\$100.00

<b>15. GENERAL LICENSE, PERMIT AND SERVICE FEES (continued)</b>	
Special Session (If Requested by the Applicant) EDA, HRA, P&Z and City Council	\$500.00
Tattoo/Body Art Establishment initial application fee & license.	\$200.00
Tattoo/Body Art Establishment Renewal License – January 1.	\$100.00
Tobacco Annual License	\$100.00
Tree Service Contractors (Trimming, etc.) License (Expires Dec 31 <sup>st</sup> )	\$100.00
Vending (Outdoor) Machine Annual License - Central Business District	\$50.00
Vending (Outdoor) Machine Annual License – All Other Commercial/Industrial Districts	\$35.00

**16. COMMUNITY DEVELOPMENT RELATED FEES<sub>1</sub>.**

Administrative Permit	\$50.00
Annexation Administration Fee - plus fees imposed by the Minnesota Planning Boundary of Adjustments	\$200.00
++Antenna (Private) on Public Structure	\$5,000.00 to \$15,000.00 based upon type of equipment
Appeal Process	\$300.00
Building Materials Plan Review	\$40.00
++ Business Subsidy – Excluding Loan, TIF, or Abatement	
Pre-Application Process	\$200.00
Application	\$2,500.00
Escrow <sub>2,3</sub>	\$7,500.00
Comprehensive Plan Amendment	
Minor Application	\$500.00
Major (Full Amendment) Application	\$1,000.00
Concept Plan Review	\$250.00
<b>Fence Permit</b>	<b>\$50.00</b>
Landscape Plan Review	\$40.00
Lighting Plan Review	\$40.00
Miscellaneous Plan Review	\$125.00
Parking Plan Review	\$40.00
Site Plan Review	\$300.00
Conditional Use Permit Application	\$300.00
Driveway Permit	\$50.00
Easement and Bluff Encroachment Permit	\$25.00
Final Plat Review	\$500.00
Interim Use Permit	\$300.00
Minor Subdivision Application	\$250.00
Moving Structure Permit Application	\$100.00
Non-Conforming Expansion Permit	\$400 Commercial \$100 Residential
Ordinance Amendment Application	\$500.00
++ Planned Unit Development	
Stage Plan Application	\$1,000.00 plus \$150 per lot
Final Plan Application	\$500.00
++ Platting	
Preliminary	Lots 1 -100 - \$300.00 plus \$5/lot Over 100 lots- \$500.00 plus \$5/lot
Preliminary Escrow <sub>2,3</sub>	\$3,000 for under 100 lots \$5,000 for over 101 lots
Final <sub>1</sub>	\$200.00
Rental Unit Initial Inspection – 2 year period (up to two inspections)	\$100/unit – single family \$75/unit – multi-family
Rental Unit Renewal Inspection – 2 year period (up to two inspections)	\$75/unit – single family \$50/unit – multi-family
Rental Re-Inspection Fee (3 <sup>rd</sup> or more inspections, per inspection)	\$50.00
++ Revolving Loan - Origination Loan	1.5% of Loan or \$300, whichever is greater
Rezone Application	\$300.00
Sign Permit - Permanent	\$50.00
Sign Permit – Temporary	\$25.00

++ Tax Abatement	
Pre-Application Process	\$200.00
Application	\$2,500.00
Escrow <sup>2,3</sup>	\$7,500.00
++ Tax Increment Financing	
Pre-Application Process	\$200.00
Application	\$2,500.00
Escrow for project \$1,499,000 or less <sup>2,3</sup>	\$7,500.00
Escrow for project \$1,500,000 or greater <sup>2,3</sup>	\$15,000.00
Vacate Easement, Street or Alley Application	\$500.00
Variance Application	\$300.00 - single family \$500.00 - all others
Zoning Letter	\$50.00
Zoning Permit	
Accessory Structures –Two hundred (200) square feet or less.	\$50.00
Fences - six feet in height or less.	\$50.00

<sup>1</sup> Community Development related fees may be combined for multiple requested actions presented as one review package at one meeting by the same applicant.

<sup>2</sup> Petitioner will be responsible for additional charges incurred above the escrow collected.

<sup>3</sup> Escrow accounts can be in the form of cash. Escrow agreements must be approved by the City Attorney before final.

**17. ++DEVELOPMENT-RELATED FEES.**

Civil Defense Siren Fee - for newly developed land outside of the Original Plat of the City of Belle Plaine.	\$75.00 per lot
Park Land Dedication (10% of developable area) or combination with fee as follows:	
Park Land Dedication (Fee in Lieu of Land) Industrial	10% of EMV at time of platting
Park Land Dedication (Fee in Lieu of Land) Commercial	10% of EMV at time of platting
Park Land Dedication (Fee in Lieu of Land) Duplex/Townhomes	10% of EMV at time of platting
Park Land Dedication (Fee in Lieu of Land) Multi-Family (Rental)	10% of EMV at time of platting
Park Land Dedication (Fee In Lieu of Land) Single Family Residential	10% of EMV at time of platting
Sewer Area (Capital) Charges - All Zoning Districts Per Developable Acre	\$1,600.00
Storm Sewer Area (Capital) Charges Per Developable Acre	Residential Zoned \$2,850.00 Per Acre Commercial Zoned \$3,100.00 Per Acre Industrial zoned \$3,450.00 Per Acre
Water Area (Capital) Charges - All Zoning Districts Per Developable Acre	\$2,100.00

**18. BUILDING PERMIT FEES.**

Basement Finish – Residential	\$150.00(\$100.00 permit fee, \$50.00 plan check fee)+ \$1.00 State Surcharge, or using MN valuation, whichever is less
Building Permit Fees - not specifically identified	Per 1997 UBC Fee Schedule plus 10%
Decks - Residential	\$125.00 (\$75.00 permit fee, \$50.00 plan check fee) + \$1.00 State Surcharge, or using MN valuation, whichever is less
Demolition Permit – Commercial/Industrial	\$100.00 +\$1.00 State Surcharge
Demolition Permit – Residential	\$50.00 + \$1.00 State Surcharge
Electrical Inspections - Residential	Per MN State Electrical Regulations
++ Electrical Inspections - Commercial	Per MN State Electrical Regulations
Inspections - performed beyond normal business hours	\$50.00 per hour
Inspections – not specifically identified	\$50.00 per hour
Investigation Fee	Equal to permit fee as required by this Ordinance
Maintenance Permit Fee Re-roofing, Re-siding Window or Exterior Door Replacement	Residential: \$50.00 + \$1.00 State Surcharge  Non-Residential: Contract Value X 1% plus State Surcharge; Minimum \$75.00 + \$1.00 State Surcharge
++ Mechanical – Commercial	Contract Value X 1%, plus State Surcharge Minimum \$75.00 + \$1.00 State Surcharge
Mechanical (Heating, Air, Gas) Residential (includes chimney, wood stove & fireplace)	\$50.00 + \$1.00 State Surcharge
Mobile Home Installation	\$100.00 + \$1.00 State Surcharge
Moving Permit Fee Accessory Structure Move-in Fee or using MN valuation, whichever is less Accessory Structure Pre-Move Inspection Fee House Move-in Fee plus fee based on valuation if any site work is necessary House Pre-Move Inspection Fee	\$250.00 + \$1.00 State Surcharge  \$75.00 \$500.00 + \$1.00 State Surcharge  \$150.00
++ New Construction/Alterations	Per the 1997 UBC plus 10%, using the MN valuation or construction cost, whichever is higher
++New Home/Commercial (New Principle Structure)	Per the 1997 UBC plus 10%, using the MN valuation or construction cost, whichever is higher
++ Plan Check Fee Plan Check Fee for Similar Plans, per MN State Bldg. Code, Chapter 1300, Section 160.	65% of Permit Fee 25% of Permit Fee
++Plan Check Fee for New Home/Commercial Plan Check Fee for Similar Plans, per MN State Bldg. Code, Chapter 1300, Section 160.	65% of Permit Fee 25% of Permit Fee
Plan Check Fee – Additional - required by changes, or additions to approved plans	\$50.00 per Hour

Plumbing – Residential	\$5.00 per fixture with a Minimum \$50.00 charge + \$1.00 Surcharge
++ Plumbing - Commercial/Industrial	Contract Value X 1%, plus State Surcharge. Minimum \$75.00 + \$1.00 State Surcharge
Plumbing - Replacement of Water Heater or Water Softener	\$15.00 + \$1.00 Surcharge
Re-inspection Fee assessed under Section 108.8/305g	\$50.00 each
Swimming Pools meeting the definition per Zoning Ordinance	\$50.00 + \$1.00 State Surcharge
Underground Petroleum Tank	\$100.00 + \$50.00 Per Tank

**Refunds**

The building official may authorize refunding of not more than 80% of the permit fee, if no work has been done under the approved permit.

The building official may authorize refunding of not more than 80% of the plan check fee, if no plan check work has been done under the specific permit application.

Request for refund must be in writing and submitted by the original permit applicant no later than 180 days after the fee payment.

**19. ANNUAL LIQUOR LICENSE FEES (Unless identified as Temporary).**

Liquor Investigation (New Establishment or Owners)	\$100.00
Extended Hours 2:00 a.m. Liquor License Fee (In addition to the State required fee).	
On Sale Intoxicating Liquor Establishments	\$500.00
Beer (Malt Liquor) Only Establishments or Set Up License Holders	\$250.00
Club Liquor (MN Statute § 340A.408, Subd. 2. (b))	
0-200 Members - \$300.00	1,001 - 2,000 Members - \$800.00
201-500 Members - \$500.00	2,001 - 4,000 Members - \$1,000.00
501- 1,000 Members - \$650.00	4,001 - 6,000 Members - \$2,000.00
	6,001 & Above - \$3,000.00
On Sale Intoxicating Liquor License (MN Statute § 340A.413)	\$2,400.00
On Sale 3.2 % Beer (Malt Liquor)	\$200.00
On Sale Strong Beer (Malt Liquor)	\$1,000.00
Off Sale Intoxicating Liquor License - as set by MN Statute § 340A.408.	\$150.00
Off Sale 3.2% Beer	\$100.00
Set Up License	\$250.00
Plus Set Up License Fee to State of MN	\$250.00
Sunday On Sale Liquor License	\$200.00
Temporary 3.2% Beer License	
1 day	\$20.00
2 to 4 days	\$50.00
5 to 12 days	\$100.00
Temporary Strong Beer (Malt Liquor) License. (Maximum 4 consecutive days and maximum 12 days per year, State Statute 340A410, Subd. 10.;	
1 day	\$40.00
2 to 4 days	\$100.00
Temporary Intoxicating Liquor License 1 day for 501 (c) 3 non-profit organizations only.	\$75.00
Wine On Sale License (MN Statute § 340A.408, Subd. 2, (7). Fee may not exceed one-half of the license fee for On Sale, or \$2,000, whichever is less.	\$400.00