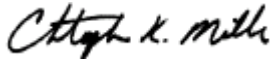



REQUEST FOR COUNCIL ACTION

Date: 11/19/12
Item No.: 9 . a

Department Approval



City Manager Approval



Item Description: Adopt an Ordinance Amending City Code Chapter 314.05: the 2013 Fee Schedule

BACKGROUND

Each year the City Council is asked to adopt a Fee Schedule which establishes the fees and charges for service for the City's regulatory functions. The presence of a fee schedule allows regulatory-type fees to be easily identified in one document, as opposed to being scattered throughout City Code. In addition, a fee schedule adopted on an annual basis provides the Council the opportunity to review fees for services in a comprehensive manner.

Over the past several months, Staff has reviewed the direct and indirect costs of the City's regulatory functions, to determine whether fee adjustments are necessary. In general, it was determined that the fees were appropriately set with a few exceptions. Based on this analysis, Staff recommends adjustments to the following existing fees:

- ❖ Park Dedication Fee – Commercial (*See Attachment C*)
- ❖ Building Permit and Plan Review Fees
- ❖ Demolition Permit Fees
- ❖ Manufactured Home Permit Fee
- ❖ Mechanical Permit Fees
- ❖ Moving Permit Fees
- ❖ Plumbing Permit Fees
- ❖ Sewer Connection Permit Fees
- ❖ Swimming Pool Permit Fees
- ❖ Water Connection Permit Fee
- ❖ Residential Property Improvement Permit Fee
- ❖ Miscellaneous Building-related Fees

These adjustments are highlighted in boldface print on the attached Fee Schedule, and generally reflect the need to recover increased regulatory costs, staff time related to special requests, or development-related impacts on city services.

30 City Staff is also recommending the establishment of new fees to offset costs currently funded by non-
31 program revenues. They include:

- 32
- 33 ❖ Rental Registration: Mid-Year (Jan 1-June 30)
- 34 ❖ Rental Registration: Administrative Fine
- 35 ❖ Residential Seasonal Pool Permit Fee
- 36 ❖ Minor Subdivision Escrow
- 37

38 A brief description of these new fees is shown below.

39

40 Rental Registration: Mid-Year & Administrative Fine

41 Staff proposes to add two new fees related to the City's Rental Registration Program. The first is for mid-
42 year registration (Jan. 1 – June 30), the fee will be half of the normal fee or \$12.50. The second is to add
43 an administrative fine as permitted under Chapter 907, which allows the City to assess the fine for owners
44 who don't register with the City. The fine is proposed to be \$100 per unit.

45

46 Residential Seasonal Pool Fee

47 Staff proposes a new seasonal pool fee to cover the costs of regulating temporary, non-permanent backyard
48 pools.

49

50 Minor Subdivision Escrow Fee

51 This fee was previously lumped in with the same fee for a regular subdivision escrow fee of \$1,500
52 minimum. A new fee is recommended for minor subdivisions at a \$500 minimum to more accurately
53 reflect the staff time necessary to review minor subdivisions.

54

55 **POLICY OBJECTIVE**

56 Adopting an annual fee schedule is consistent with governmental best practices and ensures that the City's
57 regulatory functions are properly funded.

58 **FINANCIAL IMPACTS**

59 Based on the recommended fee adjustments, it is projected that revised fees will generate revenues
60 sufficient to cover the City's added regulatory costs. The applicable revenues and expenditures have been
61 included in the 2013 Budget.

62 **STAFF RECOMMENDATION**

63 Staff recommends that the City Council approve an ordinance amending Chapter 314.05 adopting the 2013
64 Fee Schedule.

65 **REQUESTED COUNCIL ACTION**

66 Motion #1: Approve the attached Ordinance amending Chapter 314.05 adopting the 2013 Fee Schedule.

67

68 Motion #2: Approve the attached ordinance summary.

69

Prepared by: Chris Miller, Finance Director
Attachments: A: Ordinance adopting the 2013 Fee Schedule
B: Ordinance Summary
C: Memo from Lonnie Brokke, Parks & Recreation Director on Park Dedication Fees
D: Proposed 2013 Fee Schedule

70

CITY OF ROSEVILLE
ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 314.05, FEE SCHEDULE
ADOPTING THE 2013 FEE SCHEDULE

THE CITY OF ROSEVILLE HEREBY ORDAINS:

SECTION 1. Purpose. The City of Roseville annually adopts a Fee Schedule which establishes the fees and charges for service for the City’s regulatory functions. The presence of a fee schedule allows regulatory-type fees to be easily identified in one document, as opposed to being scattered throughout City Code. In addition, a fee schedule adopted on an annual basis provides the City Council the opportunity to review fees for services in a comprehensive manner.

SECTION 2. Other Fee References

By enacting this ordinance, all fee amounts previously established and contained herein are hereby amended as submitted.

SECTION 3. Authority

The authority to enact the fees identified herein is established by City Code.

SECTION 4. Penalty

Failure to pay the fees identified herein is subject to penalties and interest as established by City Code.

SECTION 5. Fee Schedule

The 2012 Fee Schedule is as shown in *Exhibit A*.

SECTION 6. Effective Date. This ordinance shall be effective upon adoption and publication.

Passed this 19th day of November, 2012.

107 *Ordinance: Adopting the 2013 Fee Schedule*

108

109

110

111 CITY OF ROSEVILLE

112

113

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116

117 ATTEST:

118

119

120

121 _____
William J. Malinen, City Manager

122

123

124

125

BY: _____
Daniel J. Roe, Mayor

Seal

City of Roseville

ORDINANCE SUMMARY NO. ____

AMENDING CHAPTER 314.05, FEE SCHEDULE
ADOPTING THE 2013 FEE SCHEDULE

The following is the official summary of Ordinance NO. _____ approved by the City Council of Roseville on _____, 20__:

An Ordinance amending Chapter 314.05 of the Roseville City Code adopting the 2013 Fee Schedule which establishes the fees and charges for service for the City’s regulatory functions.

A printed copy of the ordinance is available for inspection by any person during regular office hours in the office of the City Manager at the Roseville City Hall, 2660 Civic Center Drive, Roseville, Minnesota 55113. A copy of the ordinance and summary shall also be posted at the Reference Desk of the Roseville Branch of the Ramsey County Library, 2180 Hamline Avenue North, and on the internet web page of the City of Roseville (www.ci.roseville.mn.us).

Attest: _____
William J. Malinen, City Manager

1

ROSEVILLE

Parks and Recreation Department

2

3

4



5

Memo

6

7 To: Chris Miller, Finance Director

8 From: Lonnie Brokke, Director of Parks and Recreation

9 Date: November 6, 2012

10 Re: Parks and Recreation Commissions Park Dedication Rate Recommendation

Background

11

12 There are two parts to the current rate structure in the Park Dedication Ordinance
13 that are established annually by resolution. First is the Residential rate and the
14 second is the Commercial/Industrial rate.

15

16 It is the responsibility of the Parks and Recreation Commission to review the rate
17 annually and make a recommendation to the City Council. The Commission has
18 had this item as a regular topic of discussion at the joint City Council meeting.

19

20 In 2011, the residential rate increased from \$3000 per unit to \$3500 per unit.

21

22 The Commercial/Industrial rate has remained at 5% of the Fair Market Value (FMV)
23 since the late 1980's.

24

25 The monies are placed in a restricted Park Dedication Fund and cannot be used
26 for maintenance.

27

Recommendation

28

29 A survey of surrounding communities was updated and presented to the
30 Commission at their November 1st, 2012 meeting. After much discussion, they
31 recommended that the residential rate remain at \$3500 per unit and the

1 Commercial/Industrial rate increase from 5% of FMV to 7% of FMV based upon
2 the following rational:

- 3 • Commission is fulfilling their responsibility to regularly review rates and look
4 for ways to reasonably raise revenues
- 5
- 6 • Maintains a competitive rate with surrounding and like communities
- 7
- 8 • Increased revenues will help alleviate some of the potential tax burden to
9 citizens and spread costs to other users of the Parks and Recreation System
- 10
- 11 • The Commercial/Industrial Park Dedication rate has remained at 5% since the
12 late 1980's
- 13 • The increased use of the Park and Recreation System that is created with
14 new development
- 15 • The quality and extent of the existing Capital Improvement Program (CIP)
- 16 • The current investment in the Parks and Recreation System with the need to
17 replace/preserve/enhance that investment
- 18 • The existing land values
- 19 • The Adopted Master Plan and authorized Implementation

20 With the increase to 7%, the Parks and Recreation Commission feel that this will
21 better reflect the average and bring Roseville reasonably in line with neighboring and
22 like communities.

23
24 Staff concurs with this recommendation.

25
26 Please let me know if you have any questions.

27 Thank you.



2013 Fee Schedule

Effective January 1, 2013

Prepared by the Department of Finance

City of Roseville 2013 Fee Schedule

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City of Roseville 2013 Fee Schedule

General Business Licenses and Permit Fees

Item / Description	City Code	2012 Amount	2013 Amount
Amusement device – per machine	303	\$ 15.00	\$ 15.00
Benches in right-of-way	703	40.00	40.00
Assessment searches			
• Deferred / Pending	N/A	0.00	0.00
• Historical	N/A	100.00	100.00
Bowling alley			
• First alley	303	70.00	70.00
• Each additional alley	303	20.00	20.00
Burial Permit	401	100.00	100.00
Christmas trees, sale of (Seasonal Permit)	305	50.00	50.00
Cigarettes, sale of	306	200.00	200.00
Construction noise variance	405.03	300.00	300.00
Conversation parlors	308	10,000.00	10,000.00
Copy charges per page	N/A	0.25	0.25
CPR Training charge per student	N/A	80.00	80.00
Daycare facility inspection fee	N/A	40.00	40.00
Dog and cat license			
• 2 Year; sterilized	501	10.00	10.00
• 2 Year; sterilized and micro chipped	501	5.00	5.00
• 2 Year; non-sterilized	501	35.00	35.00
• 2 Year; non-sterilized and micro chipped	501	25.00	25.00
• Lifetime; sterilized	501	30.00	30.00
• Lifetime; sterilized and micro chipped	501	5.00	5.00
• Lifetime; non-sterilized	501	150.00	150.00
• Lifetime; non-sterilized, but micro chipped	501	100.00	100.00
• Duplicate / address change	501	5.00	5.00
• Special multiple; 2 Year	501	40.00	40.00
Dog kennels	501	75.00	75.00
DVD / VHS Copy	N/A	5.00	5.00
Encroachment Agreement Application fee	N/A	275.00	275.00
Erosion control inspection permit			
Less than 1 acre	1017	600.00	600.00
1 to 5 acres	1017	880.00	880.00
More than 5 acres	1017	1,320.00	1,320.00
Erosion control permit <i>renewal</i>			
Less than 1 acre	1017	220.00	220.00
1 to 5 acres	1017	320.00	320.00
More than 5 acres	1017	480.00	480.00
Erosion control escrow fee	1017	3,000/acre	3,000/acre
Excavation, grading, and surfacing	705	see below	See below

City of Roseville 2013 Fee Schedule

General Business Licenses and Permit Fees - continued

Item / Description	City Code	2012 Amount	2013 Amount
False alarm fees – Police			
• Third false alarm	506	100.00	100.00
• Fourth	506	200.00	200.00
• Fifth	506	300.00	300.00
• Sixth	506	400.00	400.00
• Seventh and all subsequent alarms	506	500.00	500.00
False alarm fees – Fire			
• Third false alarm	506	300.00	300.00
• Fourth	506	400.00	400.00
• Fifth and all subsequent alarms	506	500.00	500.00
• Construction-related	N/A	150.00	150.00
Fertilizer, sale of	408	30.00	30.00
Fertilizer, applicator	408	100.00	100.00
Firearms, sale of	310	30.00	30.00
Fireworks, sale of consumer (existing retail)	N/A	100.00	100.00
Fireworks, sale of consumer (stand-alone, temporary)	N/A	350.00	350.00
Fire rescue and extrication fee	N/A	400.00	400.00
Fire safety training	N/A	80.00 / hr	80.00 / hr
Fuel storage tank inspection	N/A	100.00	100.00
Game room	303	175.00	175.00
Gas pumps – private business	310	60.00	60.00
Gasoline stations	310	130.00	130.00
Horse	501	5.00	5.00
Hospitals-veterinary	310	80.00	80.00
Lawful gambling			
One time event permit	304	25.00	25.00
Premises permit	304	3% of gross receipts	3% of gross receipts
Required contributions	304	10% of net profits	10% of net profits
Leaf Pickup fee		50.00	50.00

City of Roseville 2013 Fee Schedule

General Business Licenses and Permit Fees - continued

Item / Description	City Code	2012 Amount	2013 Amount
Liquor licenses:			
• On sale intoxicating liquor license	302	7,000.00	7,000.00
• On sale wine license (75 seats or less)	302	750.00	750.00
• On sale wine license (75+ seats)	302	1,500.00	1,500.00
• Temporary on sale (3 days)	302	50.00	50.00
• Temporary on sale in Central Park	302	20.00	20.00
• Sunday on sale license	302	200.00	200.00
• Special club license	302		
51-200 members	302	300.00	300.00
201-500	302	500.00	500.00
501-1,000	302	650.00	650.00
1,001-2,000	302	800.00	800.00
4,001-6,000	302	1,000.00	1,000.00
More than 6,000	302	2,000.00	2,000.00
• Off sale intoxicating liquor license	302	3,000.00	3,000.00
	302	300.00	300.00
Liquor License – investigation fee	302	300.00	300.00
Liquor License – sale outside of premises	302	25.00	25.00
Massage therapist	309	100.00	100.00
Massage therapy business establishment	309	150.00 / 300.00	150.00 / 300.00
Open burning permit	N/A	90.00	90.00
Park Dedication – residential	1103	3,000.00/unit	3,500.00/unit
Park Dedication – other (b)	1103	5.0 % of fmv	7.0% of fmv
Pawn Shop license	311	10,000.00	10,000.00
Pathway patching fee			
Concrete sidewalk – 2 panels		675.00	675.00
Bituminous (12' x 8')		500.00	500.00
Pawn shop and precious metal dealer license	311	13,000.00	13,000.00
Pawn shop fee (per transaction)	N/A	2.60	2.60
Pool and billiards			
First table	303	70.00	70.00
Each additional table	303	20.00	20.00
Precious metal dealer	311	10,000.00	10,000.00
Public improvement contract application fee (a)	N/A	525.00	525.00
Recycling contractor	403	125.00	125.00
Rental Registration (Housing)	907	25.00	25.00
Rental Registration – Mid Year (Jan 1-June30)	907	0.00	12.50
Rental Registration – Administrative Fine	907	0.00	100.00 per unit
Right-of-way permits	703, 707	325.00	325.00
Sewer connection fees	802	see below	see below
Sewer usage fees	802	separate resolution	separate resolution

City of Roseville 2013 Fee Schedule

General Business Licenses and Permit Fees - continued

Item / Description	City Code	2012 Amount	2013 Amount
Soil contamination	406	\$1/cu.yd. up to \$300	\$1/cu.yd. up to \$300
Solid waste hauler	402	125.00	125.00
Stormwater drainage fees	803	separate resolution	separate resolution
Stormwater residential permit		250.00	250.00
Stormwater residential permit renewal (5-years)	n/a	100.00	100.00
Street patching fee (c)	n/a	600 / 1,200	600 / 1,200
Theaters – per viewing screen	310	70.00	70.00
Tree planting and removal	706	separate ordinance	separate ordinance
Utility service location fee	N/A	100.00	100.00
Vehicle forfeiture impound fee (per day)	N/A	20.00	20.00
Water connection fees	801	see below	see below
Water usage fees	801	separate resolution	separate resolution
Water tower permit – private use	801	separate resolution	separate resolution
Well permit	801	separate resolution	separate resolution
Wireless permit fee	1205	Negotiated	Negotiated

- (a) In addition to the \$525 base fee, a charge of 4% (increased from 3%) of the total improvement cost is also assessed.
- (b) Calculation is made on ~~5%~~ 7% of the estimated fair market value of unimproved land, as determined by the Ramsey County Assessor's office on the date of approval of the plat or subdivision.
- (c) Street patching fee is \$600 without a curb, and \$1,200 with a curb.

City of Roseville 2013 Fee Schedule

Administrative Fines

Item / Description	City Code	2012 Amount	2013 Amount
Alcohol and Tobacco Sales:			
Purchase, possession - underage		\$ 150.00	\$ 150.00
Lending ID to underage person		100.00	100.00
Selling tobacco – underage		200.00	200.00
Selling alcohol – underage		250.00	250.00
License holder	N / A	150.00	150.00
Other violation		100.00	100.00
Parking:			
Handicap zone		100.00	100.00
Fire lane		25.00	25.00
Snowbird		25.00	25.00
Blocking fire hydrant		25.00	25.00
Other illegal parking	N / A	25.00	25.00
Fires: No open fires			
Fire Code	N / A	25.00	25.00
		100.00	100.00
Animals:			
Vicious animal		50.00	50.00
Barking dog		50.00	50.00
Animal at large		50.00	50.00
Other animal violation	N / A	50.00	50.00
Miscellaneous:			
Building code		100.00	100.00
Fill permits		100.00	100.00
Failure to apply for license		50.00	50.00
Fireworks – use, possession, sale		250.00	250.00
Land use		100.00	100.00
Licenses (not occurring elsewhere)		50.00	50.00
Illegal dumping		150.00	150.00
Consuming alcohol-unauthorized places		250.00	250.00
Tampering with Civic Defense System		250.00	250.00
Seat belts		25.00	25.00
Expired license plates		35.00	35.00
Missing plate/tab		35.00	35.00
Trespassing		150.00	150.00
Golf cart / ATV violation		50.00	50.00
Noise complaint		250.00	250.00
Park ordinance violation		25.00	25.00
Peddling		75.00	75.00
Property nuisance starting with 3 rd call (a)	511	75.00	75.00
Public nuisance		100.00	100.00
Regulated businesses		100.00	100.00
Signs		50.00	50.00
Snowmobiles		50.00	50.00
Discharge, display of weapon	N / A	250.00	250.00
Wetland / Shore land		100.00	100.00

a) Beginning with the 4th call, the cost is \$250 plus the costs related to the call up to \$2,000.

City of Roseville 2013 Fee Schedule

Building Permit and Plan Review Fees

City Code Sections; 307, 801, 802, 901, 1014

Building Permit Fee – Zoning and Inspections:

Permit fee to be based on job cost valuation. The determination of value or valuation shall be made by the building official. The value to be used in computing the building permit and building plan review fees shall be the total of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment.

Total Valuation	2012 Amount	2013 Amount
\$1 - \$500	\$31.00	\$31.00
\$501 - \$2,000	\$31 for the first \$500 value, plus \$4 for each additional \$100 value or fraction thereof	\$31.00 for the first \$500 value, plus \$4.00 for each additional \$100 value or fraction thereof
\$2,001 - \$25,000	\$83.50 for the first \$2,000 value, plus \$16.55 for each additional \$1,000 value or fraction thereof	\$83.50 for the first \$2,000 value, plus \$16.55 for each additional \$1,000 value or fraction thereof
\$25,001 - \$50,000	\$464.15 for the first \$25,000 value, plus \$12.00 for each additional \$1,000 value or fraction thereof	\$464.15 for the first \$25,000 value, plus \$12.00 for each additional \$1,000 value or fraction thereof
\$50,001 - \$100,000	\$764.15 for the first \$50,000 value, plus \$8.45 for each additional \$1,000 value or fraction thereof	\$764.15 for the first \$50,000 value, plus \$8.45 for each additional \$1,000 value or fraction thereof
\$100,001 - \$500,000	\$1,186.65 for the first \$100,000 value, plus \$6.75 for each additional \$1,000 value or fraction thereof	\$1,186.65 for the first \$100,000 value, plus \$6.75 for each additional \$1,000 value or fraction thereof
\$500,001 - \$1,000,000	\$3,886.65 for the first \$500,000 value, plus \$5.50 for each additional \$1,000 value or fraction thereof	\$3,886.65 for the first \$500,000 value, plus \$5.50 for each additional \$1,000 value or fraction thereof
In excess of \$1,000,000	\$6,636.65 for the first \$1,000,000 value, plus \$4.50 for each additional \$1,000 value or fraction thereof	\$6,636.65 for the first \$1,000,000 value, plus \$4.50 for each additional \$1,000 value or fraction thereof
Inspections outside of normal business hours	\$63.50	\$64.75
Re-inspection fees (per State Building code)	\$63.50	\$64.75
Misc. inspection fees	\$63.50	\$64.75
Add'l plan review fee required by revisions	\$63.50	\$64.75

City of Roseville 2013 Fee Schedule

Building Permit and Plan Review Fees - continued

Building Permit Fee – Engineering:

Total Valuation	2012 Amount	2013 Amount
\$1 - \$500	\$ 5	\$ 5
\$501 - \$2,000	5	5
\$2,001 - \$25,000	25	25
\$25,001 - \$50,000	50	50
\$50,001 - \$100,000	75	75
\$100,001 - \$500,000	100	100
\$500,0001 - \$1,000,000	200	200
In excess of \$1,000,000	300	300

Demolition Permit Fee:

Description	2012 Amount	2013 Amount
Tenant improvement/remodeling prior to building permit	\$68.00	\$70.00
Structures not connected to utilities	90.00	90.00
Residential structures connected to city utilities	152.00	155.00
Commercial structures connected to city utilities	\$390.00	\$398.00

Electrical Permit Fee:

Set through yearly contract with Contract Electrical Inspector

Fire Safety Inspection Fee:

An amount equal to eight percent (8%) of the amount determined by the Building Permit Fee (except for single-family dwellings) to be charged and used to defray the cost of fire safety inspections (Ord. 1237, 3-13-2000, eff. 5-1-2000)

Grading Plan Review Fee – Planning & Zoning:

Description	2012 Amount	2013 Amount
50 cubic yards or less	\$75	\$75
51 – 10,000 cubic yards	\$150.00 for the first 1,000 cubic yards, plus \$10.00 for each additional 1,000 yards or fraction thereof	\$150.00 for the first 1,000 cubic yards, plus \$10.00 for each additional 1,000 yards or fraction thereof
10,001 – 100,000 cubic yards	\$300.00 for the first 10,000 cubic yards, plus \$5.00 for each additional 10,000 yards or fraction thereof	\$300.00 for the first 10,000 cubic yards, plus \$5.00 for each additional 10,000 yards or fraction thereof
In excess of 100,000 cubic yards	\$800.00 for the first 100,000 cubic yards, plus \$10.00 for each additional 10,000 yards or fraction thereof	\$800.00 for the first 100,000 cubic yards, plus \$10.00 for each additional 10,000 yards or fraction thereof

City of Roseville 2013 Fee Schedule

Building Permit and Plan Review Fees - continued

Grading Plan Review Fee – Engineering:

Description	2012 Amount	2013 Amount
50 cubic yards or less	\$ 25.00	\$ 25.00
51 – 10,000 cubic yards	25.00	25.00
10,001 – 100,000 cubic yards	50.00	50.00
In excess of 100,000 cubic yards	75.00	75.00

Grading Permit Fee – Planning & Zoning:

Description	2012 Amount	2013 Amount
50 cubic yards or less	\$75	\$75
1 – 1,000 cubic yards	\$100.00 for the first 100 cubic yards, plus \$20.00 for each additional 100 yards or fraction thereof	\$100.00 for the first 100 cubic yards, plus \$20.00 for each additional 100 yards or fraction thereof
1,001 – 10,000 cubic yards	\$300.00 for the first 1,000 cubic yards, plus \$30.00 for each additional 1,000 yards or fraction thereof	\$300.00 for the first 1,000 cubic yards, plus \$30.00 for each additional 1,000 yards or fraction thereof
10,001 – 100,000 cubic yards	\$600.00 for the first 10,000 cubic yards, plus \$100.00 for each additional 10,000 yards or fraction thereof	\$600.00 for the first 10,000 cubic yards, plus \$100.00 for each additional 10,000 yards or fraction thereof
In excess of 100,000 cubic yards	\$1,500.00 for the first 100,000 cubic yards, plus \$80.00 for each additional 10,000 yards or fraction thereof	\$1,500.00 for the first 100,000 cubic yards, plus \$80.00 for each additional 10,000 yards or fraction thereof

Grading Permit Fee – Engineering:

Description	2012 Amount	2013 Amount
50 cubic yards or less	\$ 25.00	\$ 25.00
1 – 1,000 cubic yards	25.00	25.00
1,001 – 10,000 cubic yards	50.00	50.00
10,001 – 100,000 cubic yards	75.00	75.00
In excess of 100,000 cubic yards	100.00	100.00

City of Roseville 2013 Fee Schedule

Building Permit and Plan Review Fees - continued

Investigation Fee: Work without a Permit

Whenever any work for which a permit is required from the city has been commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee required by this code. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this code nor from any penalty prescribed by law.

Manufactured Home Permit Fee:

Description	2012 Amount	2013 Amount
New installation	\$ 260.00	\$ 260.00

Mechanical Permit Fee - Residential:

Description	2012 Amount	2013 Amount
Air conditioning – new	\$ 45.00	\$ 46.00
Air conditioning – replacement	57.00	58.00
Warm air furnace – new	95.00	97.00
Warm air furnace - replacement	57.00	58.00
Hot water boilers – new	95.00	97.00
Hot water boilers – replacement	57.00	58.00
Unit heaters	57.00	58.00
Swimming pool heaters	57.00	58.00
Misc. work & gas piping	1.28% of job cost	1.28% of job cost
Minimum fee	57.00	58.00
Gas fireplace	57.00	58.00
In floor heat	\$ 78.00	80.00
Solar panel installation	\$1.28 % of job cost / \$150.00 min fee	\$1.28 % of job cost / \$150.00 min fee

Mechanical Permit Fee - Commercial:

Description	2012 Amount	2013 Amount
All commercial work	1.28% of job cost / \$57.00 min fee	1.28% of job cost / \$58.00 min fee

Moving Permit Fee:

Description	2012 Amount	2013 Amount
Over private property only	\$ 87.00	\$89.00
Over public streets	127.00	130.00
Investigation fee per hour	\$64.50	\$64.75

City of Roseville 2013 Fee Schedule

Building Permit and Plan Review Fees - continued

Plumbing Permit Fee:

Description	2012 Amount	2013 Amount
Administrative/minimum fee	\$ 57.00	\$ 58.00
Additional for each fixture opening	10.00	10.00
Miscellaneous work	1.28% of job cost	1.28% of job cost
Backflow prevention verification	\$ 26.00	\$ 26.00

Plan Review Fee:

When a building permit is required and a plan is required to be submitted, a plan checking fee shall be paid. Plan checking fees for all buildings, except for construction costs in R-1 and R-2 zones which do not involve new single family structures and are of less than seven thousand dollars (\$7,000.00), shall be sixty five percent (65%) of the building permit fee as set forth in Section 901.06 of this chapter, except as modified in M.S.B.C. Section 1300. (Ord. 1110, 4-13-1992)

The plan review fees specified are separate fees from the permit fees and are in addition to the permit fees.

When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items an additional plan review fee shall be charged.

Expiration of plan review:

Applications for which no permit is issued within 180 days following the date of application shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the building official. The building official may extend the time for action by the applicant for a period not exceeding 180 days on request by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken. No application shall be extended more than once. In order to renew action on an application after expiration, the applicant shall resubmit plans and pay a new plan review fee.

Refund Fee:

The building official may authorize refunding of any fee paid hereunder which was erroneously paid or collected.

The building official may authorize a refunding of permit fees paid when no work has been done under a permit issued in accordance with this code.

The building official may authorize a refunding of plan review fees paid when an application for a permit for which a plan review fee has paid is withdrawn or canceled before any plan reviewing is done.

The building official shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment.

City of Roseville 2013 Fee Schedule

Building Permit and Plan Review Fees - continued

Sewer Connection Permit Fee – Planning & Zoning:

Description	2012 Amount	2013 Amount
Residential	\$ 87.00	\$ 90.00
Commercial	280.00	285.00
Repair	57.00	58.00
Disconnect – residential	78.00	80.00
Disconnect – commercial	\$ 157.00	\$ 160.00

Sewer Connection Permit Fee – Engineering:

Description	2012 Amount	2013 Amount
Residential	\$ 5.00	\$ 5.00
Commercial	25.00	25.00
Repair	5.00	5.00
Disconnect – residential	25.00	25.00
Disconnect – commercial	75.00	75.00

Sign Permit Fee:

Utilize building permit fee schedule. No plan review fee

Description	2012 Amount	2013 Amount
Permanent Sign – minimum fee	\$ 55.00	\$ 55.00
Temporary Sign	25.00	25.00

Swimming Pool Permit Fee – Planning & Zoning:

Description	2012 Amount	2013 Amount
Residential In-ground pool	\$ 197.00	\$ 200.00
Residential Seasonal pool	0.00	25.00
Commercial pool	Utilize building Permit fee Schedule	Utilize building Permit fee Schedule

Swimming Pool Permit Fee – Engineering:

Description	2012 Amount	2013 Amount
Residential pool	\$ 15.00	\$ 15.00
Commercial pool	-	-

City of Roseville 2013 Fee Schedule

Building Permit and Plan Review Fees - continued

Water Connection Permit Fee – Planning & Zoning:

Description	2012 Amount	2013 Amount
Residential	\$ 87.00	\$ 90.00
Commercial	280.00	285.00
Repair	57.00	58.00
Disconnect – residential	78.00	80.00
Disconnect – commercial	\$ 157.00	\$ 160.00

Water Connection Permit Fee – Engineering:

Description	2012 Amount	2013 Amount
Residential	\$ 5.00	\$ 5.00
Commercial	25.00	25.00
Repair	5.00	5.00
Disconnect – residential	25.00	25.00
Disconnect – commercial	75.00	75.00
Water main tapping fee	325.00	325.00

Residential Property Improvement Permit Fee (Fences, Walls, Sheds, Driveways, Drain tile System) – Planning & Zoning:

Description	2012 Amount	2013 Amount
Driveway permits	\$ 46.00	\$ 48.00
Fence permits – residential	75.00	65.00
Fence permits - commercial	Use Permit Fee Schedule	Use Permit Fee Schedule
Shed permits	50.00	55.00
Drain tile	110.00	110.00
Other – utilize building permit fee schedule		

City of Roseville 2013 Fee Schedule

Building Permit and Plan Review Fees - continued

Miscellaneous Fees:

Description	2012 Amount	2013 Amount
Minimum roofing fee	\$ 112.00	\$ 115.00
Minimum window replacement fee	85.00	87.00
Minimum siding replacement fee	85.00	87.00
Administrative fee for abatement per hour	64.50	64.75
Wood burning fireplace	85.00	87.00
Verification of state contracting license	5.00	5.00
Replacement inspection card	20.00	20.00
Re-stamping job site plan sets	30.00	30.00
Certificate of Occupancy – conditional	30.00	30.00
Certificate of Occupancy – full	20.00	20.00
Certificate of Occupancy – copy	10.00	10.00
City contractor license fee	87.00	89.00
Administrative fee – R1 or R2 zones	64.50	64.75
Administrative fee – other zones	64.50	64.75
Footing/foundation permits – residential	95.00	97.00
Footing/foundation permits – commercial	434.00	450.00
Construction deposit – residential	800.00	800.00
Construction deposit – commercial	4,000.00	4,000.00
SAC Admin Fee	16.00	20.00
Lead Abatement License Fee	5.00	5.00
Property Age Verification Fee	5.00	5.00
Outdoor Display Permit Fee	40.00	40.00

City of Roseville 2013 Fee Schedule

Community Development Department Permit and Miscellaneous Fees

Item/Permit	2012 Amount	2013 Amount
City Consultant Review/Research - Comm./Industrial/Multi-family land use, economic development, utility, building permit review, traffic, or development or redevelopment projects or proposals payable as escrow or at building permit	100% of direct cost billed to applicant	100% of direct cost billed to applicant
Planned Unit Development – Amendment	400	400
Planned Unit Development – Escrow (Amendment)****	2,000 minimum	\$2,000 minimum
PUD Escrow (historical data collection & analysis; site plan & survey review & analysis; city approval analysis; letter creation)	Staff hourly rate/1.9 times per hour. \$50.00 per hour Minimum	Staff hourly rate/1.9 times per hour. \$50.00 per hour minimum
Rezoning of Project Site or Parcel**	600	650
Zoning Code Text Amendment**	600	600
Vacation of Right-of-Way**	300	300
Vacation of Easement**	300	300
Comprehensive Plan – Text Amendment**	825	900
Comprehensive Plan – Designation Amendment**	825	825
Conditional Use - Residential**	300	350
Conditional Use - Commercial**	600	650
Conditional Use Escrow – Commercial****	1,000 minimum	1,000 minimum
Subdivision – Escrow****	1,500 minimum	2,500 minimum
Minor Subdivision	1,500 minimum	500 minimum
Subdivision Escrow (historical data collection & analysis; site plan & survey review & analysis; city approval analysis; letter creation)	Staff hourly rate/1.9 times per hour. \$50.00 per hour Minimum	Staff hourly rate/1.9 times per hour. \$50.00 per hour minimum
Subdivision – Minor**	500	500
Subdivision – Preliminary Plat	500	550
Subdivision - Final Plat	500	500
Variance - Residential**	300	350
Variance – Non Residential**	400	450
Interim Use**	600	650
Interim Use extension**	150	200
Setback Permit Administrative	100	100
Zoning Compliance Letter (historical data collection & analysis; site plan & survey review & analysis; city approval analysis; letter creation)	Staff hourly rate/1.9 times per hour. \$50.00 per hour Minimum	Staff hourly rate/1.9 times per hour. \$50.00 per hour minimum
Residential Variance Appeal Fee	250	250
Commercial Variance Appeal Fee	275	275
Master Sign Plan – residential/institutional	250	150
Master Sign Plan – commercial	350	350
Accessory Dwelling Unit Permit	100	100
Extra Mailing Cost (for mailing notices when more than 50 are required)	0.45 each	0.45 each
Tax Increment Finance (establishment of district or review of proposal, including city consultants)	\$15,000 deposit – minimum fee plus consultants fees	\$15,000 deposit – minimum fee plus consultants fees
Planning Commission Agendas/Year (mailed)	10.00*	10.00*
Planning Commission Minutes/Year (mailed)	15.00*	15.00*
Comprehensive Plan CD	20.00*	20.00*

City of Roseville 2013 Fee Schedule

Zoning Code CD	20.00*	20.00*
Research Staff Time	Staff hourly rate/1.9 times per hour. \$50.00 per hour minimum	Staff hourly rate/1.9 times per hour. \$50.00 per hour minimum
Copying	\$.25/sheet	\$.25/sheet
Maps*** – 8 ½ x 11 (black and white) – existing PDF maps	No Charge*	No Charge*
Maps – 8 ½ x 11 (color) – existing PDF maps	1.00*	1.00*
Maps – 11 x 17 (color) – existing PDF maps	2.00*	2.00*
Maps – 17 x 22 (color) – existing PDF maps	10.00*	10.00*
Maps – 22 x 34 (color) – existing PDF maps	20.00*	20.00*
Maps – 34 x 44 (color) – existing PDF maps	40.00*	40.00*
City Address Book (11x17)* – existing PDF maps	100.00 per book*	100.00 per book*

* Free/no charge on internet city home page and available for review at library and city hall

** If multiple requests (such as a subdivision, a variance, and a conditional use permit) are part of one application, City charges only for most expensive permit application

*** Maps/data that are to be created as custom requests are to be charged at a time and materials rate. (GIS Coordinator hourly rate times 1.9 multiplier)

**** The amount listed under the PUD, CU, and Subdivision Escrow is the minimum amount required for the application. A higher amount, as determined by the City, may be required for projects that will take a significant amount of time.

City of Roseville 2013 Fee Schedule

Electrical Permit Fees

- A. Minimum fee for each separate inspection of an installation, replacement, alteration or repair is limited to one inspection only:

2012 Amount	2013 Amount
\$ 35.00	\$ 35.00

- B. Services, changes of service, temporary services, additions, alterations or repairs on either primary or secondary services shall be computed separately:

Description	2012 Amount	2013 Amount
0 to 300 amp	\$50.00	\$ 50.00
301 to 400 amp	58.00	58.00
401 to 500 amp	72.00	72.00
501 to 600 amp	86.00	86.00
601 to 800 amp	114.00	114.00
801 to 1,000 amp	142.00	142.00
1,001 to 1,100 amp	156.00	156.00
1,101 to 1,200 amp	170.00	170.00
Add \$14 for each add'l 100 amps		

- C. Circuits, installation of additions, alterations, or repairs of each circuit or sub-feeder shall be computed separately, including circuits fed from sub-feeders and including the equipment served, except as provided for in (D) through (K):

Description	2012 Amount	2013 Amount
0 to 30 amp	\$ 8.00	\$ 8.00
31 to 100 amp	10.00	10.00
101 to 200 amp	15.00	15.00
201 to 300 amp	20.00	20.00
301 to 400 amp	25.00	25.00
401 to 500 amp	30.00	30.00
501 to 600 amp	35.00	35.00
601 to 700 amp	40.00	40.00
Add \$5 for each add'l 100 amps		

- D. Maximum fee for single-family dwelling shall not exceed \$150.00 if not over 200-ampere capacity. This includes service, feeders, circuits, fixtures and equipment. The maximum fee provides for not more than two rough-in inspections and the final inspection per dwelling. Additional inspections are at the re-inspection rate.

City of Roseville 2013 Fee Schedule

Electrical Permit Fees - continued

- E.** Maximum fee on an apartment building shall not exceed \$70.00 per dwelling unit. A two-unit dwelling (duplex) maximum fee per unit as per single-family dwelling.
- F.** The fee for remote control/signal circuits is \$0.75 per device.
- G.** In addition to the above fees:
 - 1) A charge of \$4.00 will be made for each street lighting standard.
 - 2) A charge of \$7.00 will be made for each traffic signal standard. Circuits originating within the standard will not be used when computing fees.
- H.** In addition to the above fees, all transformers and generators for light, heat and power shall be computed separately at \$8.00 plus \$.40 per KVA up to and including 100 KVA. 101 KVA and over at \$.30 per KVA. The maximum fee for any transformer or generator in this category is \$80.00.
- I.** In addition to the above fees, all transformers for signs and outline lighting shall be computed at \$8.00.
- J.** The fee for retro fit lighting is \$0.65 per light fixture.
- K.** In addition to the above fees, the inspection fee for each separate inspection of a swimming pool shall be computed at \$35.00. Reinforcing steel for swimming pools requires a rough-in inspection.
- L.** For the review of plans and specifications of proposed installations, there shall be a minimum fee of \$150.00 up to and including \$30,000 of electrical estimate, plus 1/10 of 1% on any amount in excess of \$30,000 to be paid by permit applicant.
- M.** When re-inspection is necessary to determine whether unsafe conditions have been corrected and such conditions are not subject to an appeal pending before any Court, a re-inspection fee of \$35.00 may be assessed in writing by the Inspector.
- N.** For inspections not covered herein, or for requested special inspections or services, the fee shall be established separately.

City of Roseville 2013 Fee Schedule

Electrical Permit Fees - continued

- O.** For inspection of transient projects, including but not limited to, carnivals and circuses, the inspection fees shall be computed as follows:

Power supply units according to Item "B" of fee schedule. A like fee will be required on power supply units at each engagement during the season, except that a fee of \$35.00 per hour will be charged for additional time spent by the Inspector if the power supply is not ready for inspections as required by law.

Rides, Devices or Concessions: Shall be inspected at their first appearance of the season and the inspection fee shall be \$35.00 per unit.

- P.** The fee is doubled if the work starts before the permit is issued.