

**BILL NO. 2009-19  
TRANSITORY ORDINANCE NO. 18.68**

**AN ORDINANCE AMENDING APPENDIX D  
TO THE RICHFIELD CITY CODE; ESTABLISHING A FEE SCHEDULE  
FOR CERTAIN PERMITS AND APPLICATIONS**

**THE CITY OF RICHFIELD DOES ORDAIN:**

Section 1. Background

- 1.01 Appendix D to the Richfield City Code consists of the schedule of fees adopted by the City Council, including those adopted by resolution and those adopted by ordinance.
- 1.02 Minnesota Statutes, Section 462.353 requires that certain fees be adopted by ordinance. The City Council has previously established certain fees by Transitory Ordinance No.18.60. The City Council has established other fees by resolution, which resolution is also part of Appendix D.
- 1.03 The City Council has determined the need to update the schedule of fees under Transitory Ordinance No.18.60.

Section 2. Fee Schedule Adopted

- 2.01 The fees set forth in the attached Exhibit A are hereby adopted by ordinance.
- 2.02 The fees adopted at Section 2.01 of this Ordinance shall be amended only by ordinance. Any fees established by resolution, other than those adopted at Section 2.01 of this Ordinance, may be amended from time to time by resolution of the City Council.

Section 3. Effective date; codification.

- 3.01 This ordinance is effective as of January 1, 2010.
- 3.02 A copy of this ordinance shall be included in Appendix D to the Richfield City Code, immediately prior to the resolution establishing fees.
- 3.03 This ordinance supersedes Transitory Ordinance No. 18.60 to the extent that Transitory Ordinance No. 18.60 is inconsistent with this ordinance.

Adopted by the City Council of the City of Richfield, Minnesota this 27th day of October, 2009.

\_\_\_\_\_  
Debbie Goettel, Mayor

ATTEST:

\_\_\_\_\_  
Nancy Gibbs, City Clerk

**EXHIBIT A**

**CONSTRUCTION AND RELATED PERMIT FEES AND CHARGES**

A. Investigation Fees: Work without a Permit:

Investigation. Whenever any work for which a permit is required by this code has been commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work.

Fee. 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 minimum investigation fee shall be the same as the minimum fee set forth in Section 2. 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.

B. Permit fee refunds:

The building official may authorize refunding of not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code.

The building official may authorize refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been 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.

| TYPE OF PERMIT OR LICENSE  | SECTION REQUIRING | DESCRIPTION   | FEE   |
|--|-------------------|---|---|
|  |                   | (a) Inspections outside of normal business hours (minimum charge - two hours)                               | \$60.00 per hour  |
|  |                   | (b) Reinspection fees (minimum charge \$35.00)  | \$60.00 per hour  |
|  |                   | (c) Inspections for which no fee is specifically indicated (minimum charge - one-half hour)                 | \$60.00 per hour  |
|  |                   | (d) Additional plan review required by changes, additions or revision to plans (minimum charge - two hours) | \$60.00 per hour  |
|  |                   | (e) Fee to reissue building inspection record card  | \$35.00   |
| *Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employee involved. |                   |   |   |
| (1) Building Permits   | 400.03-400.09     | \$1 to \$500 (includes one inspection)<br>Each additional inspection  | \$35.00<br>\$35.00  |
|  |                   | \$501 to \$2,000  | \$25.00 for the first \$500 plus \$3.25 each additional \$100, or fraction thereof, to and including \$2,000 with a minimum fee of \$35.00. |
|  |                   | \$2,001 to \$25,000   | \$73.50 for the first \$2,000 plus \$14.75 for each additional \$1,000, or fraction thereof, to and including \$25,000.                     |
|  |                   | \$25,001 to \$50,000  | \$415.75 for the first \$25,000 plus \$10.75 for each additional \$1,000, or fraction thereof, to and including \$50,000.                   |

**BOLD** represents added/amended fees

| TYPE OF PERMIT OR LICENSE  | SECTION REQUIRING | DESCRIPTION   | FEE  |
|--|-------------------|---|--|
|  |                   | \$50,001 to \$100,000   | \$682.50 for the first \$50,000 plus \$7.50 for each additional \$1,000, or fraction thereof, to and including \$100,000.      |
|  |                   | \$100,001 to \$500,000  | \$1,053.50 for the first \$100,000 plus \$6.00 for each additional \$1,000, or fraction thereof, to and including \$500,000.   |
|  |                   | \$500,001 to \$1,000,000  | \$3,427.75 for the first \$500,000 plus \$5.00 for each additional \$1,000, or fraction thereof, to and including \$1,000,000. |
|  |                   | 1,000,001 and up  | \$5,945.25 for the first \$1,000,000 plus \$4.00 for each additional \$1,000, or fraction thereof.                             |
| (2) Driveway, Parking Area Permits                               | 515.05            | (no permit fee for sidewalks)   | \$ 35.00   |
| (3) Swimming   | 420.00            | Permanent or portable pools are based on building permit fees with a minimum of   | \$ 35.00   |
| (4) Plan Review Fee<br><br>Plan review fee for similar buildings | 400.03-400.09     | 35% of building permit fee for one and two family dwelling detached garages and basement remodels<br><br>65% of building permit fee for all other building permits, except no fee for the following:<br>(a) Existing single family dwelling minor nonstructural alterations.<br>(b) Single and two family dwelling repair and maintenance work.<br>(c) Commercial and industrial repair and maintenance work not exceeding \$1,000 or where plans are not required.<br><br>Maximum 25% of permit fee based on Minnesota State Building Code 1300.0160 |  |
| (5) Contractors License Verification Fee                         |                   | Charged once each time a contractor applies for permit(s)   | \$ 5.00  |
| (6) Moving - Buildings   | 845               | Moving Permit Fee   | \$ 50.00   |
| (7) Structure Demolition   | 400.00-400.09     | (a) Commercial Demolition cost as per Building Permit Schedule with a minimum of<br>(b) Dwelling One or two story<br>Residential - Garage and lesser structure  | \$ 50.00<br>\$ 50.00<br>\$ 35.00   |

**BOLD** represents added/amended fees

| TYPE OF PERMIT OR LICENSE  | SECTION REQUIRING | DESCRIPTION   | FEE  |
|--|-------------------|---|--|
| (8) Plumbing Permit  | 400.03-400.09     | Residential<br>Minimum Fee 2% of Total Job cost with a minimum of (includes one inspection)<br><br>Each additional inspection   | \$ 35.00<br><br>\$ 35.00   |
| (9) Plumbing Permit  | 400.03-400.09     | Commercial/Industrial/Multi-family Based on Total Job cost<br>2% of Estimated Job cost with a minimum of (includes one inspection)<br>Each additional inspection<br>Plan Review 10% of permit fee when the job cost exceeds \$50,000  | \$ 45.00<br><br>\$ 35.00   |
| (10) Electrical Permit   | 400.03-.400.09    | Residential<br>(a) Minimum Fee which includes one inspection<br>(b) Each additional Inspection<br>(c) Complete Wiring Fee:<br>Single Family Dwelling and each dwelling unit of a two family dwelling and includes not more than three inspections.<br>(d) New Service - up to 200 amps<br>(e) Temporary Service - (for construction)<br>(f) Installation, addition alteration, or repair of each circuit or feeder<br>(g) Swimming pool or exterior hot tub   | \$ 35.00<br>\$ 35.00<br>\$ 150.00<br><br>\$ 55.00<br>\$ 45.00<br>\$ 8.00<br>\$ 55.00 |
| (11) Electrical Permit Commercial  | 400.03-400.09     | Commercial, Industrial and multiple dwellings (more than two units) and Technology systems:<br>Minimum Fee which includes one inspection<br>Each additional inspection<br><br>(a) Based on total job cost<br>- 2% of estimated job cost with a minimum of<br>- Over \$50,000 - Fee/ \$1,000.00 plus 1 1/2% of cost over \$50,000.00<br>(b) Traffic Signals: Per Intersection<br>(c) Fire Alarm: Based on 3/4% of cost of electrical job to customer with a minimum of<br>(d) Carnivals, festivals and similar events plus \$35.00 for each service on generator | \$ 45.00<br>\$ 35.00<br><br>\$ 45.00<br><br>\$ 185.00<br>\$ 45.00<br>\$ 110.00       |
| (12) Electrical Permit Signs   | 400.03-400.09     | Based on 2% of cost of electrical job to customer with a minimum of<br>(separate electrical permit required for signs)  | \$ 45.00   |
| (13) <b>Residential</b><br>Heating,<br>Ventilating, Air<br>Conditioning<br>and<br>Refrigeration<br><br><b>Commercial</b><br>Heating,<br>Ventilating, Air<br>Conditioning<br>and<br>Refrigeration | 400.03-400.09     | Central Systems and Additions, Alterations and Repairs<br>1 1/2% estimated cost with a minimum of<br>(Includes one inspection)<br>Each additional inspection<br><br><br>Central Systems and Additions, Alterations and Repairs<br>1 1/2% estimated cost with a minimum of<br><br><b>Plan Review of 10% of permit fee when the job cost exceeds \$50,000.</b>  | \$ 35.00<br><br>\$ 35.00<br><br><br>\$ 45.00   |
| (14) Sign Installation   | 415.01-415.11     | (a) Temporary sign permit<br>(b) Permanent sign (any size)<br>Building permit is required for sign support structures Fees based on building permit fee schedule  | \$ 35.00<br><b>\$ 100.00</b>   |

| TYPE OF PERMIT OR LICENSE | SECTION REQUIRING | DESCRIPTION | FEE |
|---------------------------|-------------------|-------------|-----|
|---------------------------|-------------------|-------------|-----|

**BOLD** represents added/amended fees

**ZONING, LAND USE AND RELATED CHARGES**

| TYPE OF PERMIT OR LICENSE             | SECTION REQUIRING | DESCRIPTION   | FEE  |
|---------------------------------------|-------------------|---|--|
| (1) Planned Unit Development          | 542               | (a) \$500 plus \$5/ \$1,000 of project value up to a maximum fee of<br>(b) PUD Plan Amendment fee - major<br>(c) PUD Plan Amendment fee - minor | \$ 3,500.00<br>\$ 550.00<br><b>\$ 350.00</b>               |
| (2) Site Plan Review                  | 547               | (a) \$500 plus <b>\$.50</b> / \$1,000 of project value to a maximum fee of<br>(b) <b>Major amendment</b><br>(c) <b>Minor amendment</b>          | \$ 3,500.00<br><b>\$ 500.00</b><br><b>\$ 350.00</b>        |
| (3) Variance<br><br>Variance Appeal   | 547               | Residential<br>Non Residential<br>Extension<br>Residential and Non Residential  | \$ 250.00<br>\$ 450.00<br>\$ 75.00<br>\$ 150.00            |
| (4) Conditional Use Permit            | 547               | (a) <b>\$500 + \$.50/\$1,000 of project value to a maximum fee of</b><br>(b) <b>Major amendment</b><br>(c) <b>Minor amendment</b>               | <b>\$ 3,500.00</b><br><b>\$ 500.00</b><br><b>\$ 350.00</b> |
| (5) Interim Use Permit                | 547               |   | <b>\$ 500.00</b>   |
| (6) *Zoning District Change           | 547               |   | \$ 500.00  |
| (7) *Subdivision Approval             | 500.01-500.05     |   | \$ 500.00  |
| Subdivision Waiver                    | 500.05-Subd. 2    |   | \$ 350.00  |
| (8) Street Vacation                   | 820               |   | \$ 350.00  |
| (9) Appeal to Board of Adj. & Appeals | 547               |   | \$ 350.00  |
| (10) Special Request to City Council  |                   |   | \$ 350.00  |
| (11) Zoning Compliance Letter         |                   |   | \$ 50.00   |
| (12) Comprehensive Plan Amend.        |                   |   | <b>\$ 600.00</b>   |
| (13) Plat: preliminary & final        |                   |   | \$ 500.00  |

\*Any additional expense of notification necessitated by applicants request for continuance will be charged to the applicant.

**BOLD** represents added/amended fees

**PUBLIC WORKS FEES**

| TYPE OF PERMIT OR LICENSE  | SECTION REQUIRING | DESCRIPTION   | FEE             |
|--|-------------------|---------------|-----------------|
| (8) Utility Services<br>Sanitary Sewer<br>New Service<br>Repair<br>Disconnect<br>Replacement<br><br>Water Service<br>New Service<br>Repair<br>Disconnect<br>Replacement<br>Turn on/off<br>Meter Installation<br>Private Hydrant<br><br>Storm Sewer<br>New Service<br>Repair<br>Disconnect<br>Replacement | 700.05            | All land uses | \$ 100.00       |
|  |                   |               | \$ 100.00       |
|  |                   |               | \$ 100.00       |
|  |                   |               | \$ 100.00       |
|  | 715.01            | All land uses | \$ 100.00       |
|  |                   |               | \$ 100.00       |
|  |                   |               | \$ 100.00       |
|  |                   |               | \$ 100.00       |
|  |                   |               | \$ <b>50.00</b> |
|  |                   |               | \$ <b>50.00</b> |
|  | 720               | All land uses | \$ 50.00        |
|  |                   |               | \$ 100.00       |
| \$ 100.00  |                   |               |                 |
| \$ 100.00  |                   |               |                 |

**FIRE SERVICES FEES**

| TYPE OF PERMIT OR LICENSE   | SECTION REQUIRING | DESCRIPTION   | FEE            |
|---|-------------------|---|----------------|
| (6) Fire Extinguishing System Permit                                |                   | Based on Building Permit fee schedule with a minimum of:<br><br>Plan review fee: 65% of building permit fee, except no fee for the following:<br>(a) no charge for valuation of \$1,000 or less | \$ 50.00       |
| (7) Fire Alarm Systems  |                   | Based on Building Permit fee schedule with a minimum of:<br><br>Plan review fee: 65% of building permit fee, except no fee for the following:<br>(a) no charge for valuation of \$1,000 or less | \$ 50.00       |
| (8) Flammable or Combustible Liquid or Gas Storage Tanks and Piping |                   | Tanks (installation or modification)  | \$ 150.00      |
|   |                   | Installation or alteration of piping<br>Each unit or dispenser  | \$ 50.00       |
|   |                   | Underground Tank Removal  | \$ 100.00/Tank |

**MISCELLANEOUS FEES**

| TYPE OF PERMIT OR LICENSE                                       | SECTION REQUIRING | DESCRIPTION  | FEE              |
|---|-------------------|--|------------------|
| (3) Antenna Commercial Wireless Telecommunication Service(CWTS) | 426               | (a) CWTS antenna permit application fee  | \$ <b>100.00</b> |
|   |                   | (b) Antenna permit fee for additional antennas added to an existing antenna location | \$ <b>35.00</b>  |

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