

**APPENDIX B**  
**ROBBINSDALE ORDINANCE CODE**  
**AND GENERAL FEE SCHEDULE**

**Approved by City Council 10/4/16; Amended 11/14/17**

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Fees listed are local only. State and/or County fees may also apply.

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1. Res. 7575 05/16/17 (Donation Collection Bin Fee)

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Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
<b>MISCELLANEOUS FEES</b>				
Special Assessment Searches	Fee	Eng & Assessor		\$25/search
Special Assessment Self Search	Fee	Assessor		\$10/visit
City Ordinance Code (updating not included)	Fee	Administration		\$150
City Zoning Ordinance Code (updating not included)	Fee	Administration		\$100
City Charter (updating not included)	Fee	Administration		\$50
Budget Book - Annual	Fee	Finance		\$75
Financial Statements - Annual	Fee	Finance		\$75
Comprehensive Plan (updating not included)	Fee	Administration		\$75
Copies of Miscellaneous Information	Fee	All		\$0.25 Per page
Council Meeting Minutes - mailed – Non-Resident Only	Fee	Administration		\$25/year or \$0.25 Per page + Postage
Notary	Fee	All		\$5.00 per oath; Limited to 2 per occasion (Effective 8-1-14)
Owners List – name & address only (paper copy)	Fee	Assessor		\$100 entire city or \$0.25 Per page
Owners List - property characteristics (paper & electronic)	Fee	Assessor		\$45 per hour for research
Property Record card – except personal residence	Fee	Assessor		\$2/record card to maximum of 5
Abatement – administrative oversight	Fee	Assessor		\$25
Returned Check	Fee	Finance		\$30 each
Filing of Various Instruments	Fee	Administration		None
Administrative Charge for Special Assessments	Fee	Administration		\$50 each
Abatement of Nuisance/Problem Property	Fee	All		\$50 + actual city costs recovered \$50 per visit to property by Inspector prior to and follow-up on Abatement
Conduit Debt Issuance	Fee	Finance		See Attachment G

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Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
<b>FEES ESTABLISHED UNDER SEPARATE RESOLUTIONS</b>				
Water Utility Surcharge – per dwelling unit				Separate Resolution
Water Utility Rate - per 1000 gallons				Separate Resolution
Sanitary Sewer Surcharge - per dwelling unit				Separate Resolution
Sanitary Sewer Rate – per 1000 gallons				Separate Resolution
Storm Water – per acre				Separate Resolution
Street Lighting – mid block				Separate Resolution
Garbage				(See Public Health) Separate Resolution
Speed Bumps (Resolution 6340)				\$200 per bump site.
Speed Bump Signs				\$150 per sign – 2 signs required per block
Speed Bump Administration Fee				\$50
Tree Removal – Administration fee – requested oversight				\$75.00
Tree Removal –Administration fee - forced removal				150.00
<b>MAPS</b>				
Aerials:	Fee	Engineering		\$35 - 34”x46” 1”=300’ \$30 - 21”x27” 1” = 500’ \$25 - 18”x24” 1”=600’
Others:	Fee	Engineering		\$15 - 24”x36” standard plan (photo copy) \$30 - 34”x46” lg address/zoning 1” =300’ \$25 - 21”x27” sm address/zoning 1”=500’ \$20 - 18”x24” address 1”=600’
Shipping for any of the above maps	Fee	Engineering		\$5
<b>GENERAL PROVISIONS – CHAPTER I</b>				
Administrative Penalties – 117	Fee	Code Enforcement	Per occurrence	See Attachment I

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Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
<b>BUILDING, HOUSING AND CONSTRUCTION REGULATIONS – CHAPTER IV</b>				
Demolition & Moving– 400.05	Permit	Building Insp.		See Attachment A
Plumbing – 400.05	Permit	Building Insp.		See Attachment B
Fire Suppression – 400.05	Permit	Building Insp.		See Attachment C
General, Building – 400.05	Permit	Building Insp.		See Attachment C
Plan Review	Permit	Building Insp.		See Attachment C
License Verification (surcharge)	Permit	Building Insp.		See Attachment C
Excavations & other activities in the right of way – 405.19	Permit	Building Insp.		See Attachment C
Mechanical	Permit	Building Insp.		See Attachment D
Signs – 410.25	Permit	Building Insp.		See Attachment E
Masonry – 405.15	Permit	Building Insp.	12/31	\$50
Contractors – 405.13	License	Building Insp.	12/31	\$50
Excavator – 405.09	License	Building Insp.	12/31	\$50
Demolition – 405.08	License	Building Insp.	12/31	\$50
Heating & Air Conditioning – 405.01	License	Building Insp.	12/31	\$50
Off-Site Directional Signs—410.05 & 841	License	Administration & Engineering	12/31	\$240/sign initial fee \$40/sign/face plus sign replacement costs, if any, annually
Roofing – 405.17	License	Building Insp.	12/31	\$50
Plastering, Stucco, Lathing – 405.11	License	Building Insp.	12/31	\$50
Plumbing – 405.01	License	Building Insp.	12/31	\$50
Sewer Maintenance – 405.07	License	Engineering	12/31	\$50
Crane – 405.21	License	Engineering	12/31	\$50
Sign Hanger – 410.27	License	Building Insp.	12/31	\$50
Parking Ramp – 415.05	Certificate	Engineering	6/30	\$100
Inspection of Rental Dwellings – 425.31	License	Code Enforcement	12/31 Biannually	See Attachment H
Re-inspection of Rental Dwellings – 425.31	License	Code Enforcement		See Attachment H

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Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
<b>BUILDING, HOUSING AND CONSTRUCTION REGULATIONS – CHAPTER IV (CONTINUED)</b>				
Point of Sale Administration Fee – 435.07	Fee	Comm. Devt	12/31	<ul style="list-style-type: none"> <li>• \$50 Initial Evaluator Certification Fee</li> <li>• \$25 Annual Evaluator Certification</li> <li>• \$50 Filing Fee for Point of Sale Reports</li> <li>• \$50 Building Official Verification of R/R Item Completion/Resolution – 1<sup>st</sup> visit, waived if work covered by building permit. \$25/visit for additional follow-up inspections, as required for compliance.</li> <li>• \$25 Filing Fee for Buyer’s Responsibility Agreement</li> </ul>

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Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
<b>PLANNING AND LAND USE REGULATIONS – CHAPTER V</b>				
Lot split – 500.13	Fee	Community Development	Per Project	\$200
Sketch Plats – 500.15	Fee	Community Development	Per Project	\$100
Preliminary Plats – 500.17	Fee	Community Development	Per Project	\$200+\$100/lot
Final Plat – 500.19	Fee	Community Development	Per Project	\$150
Subdivision Variance Application – 500.39	Fee	Community Development	Per Project	\$200
Initiation of Amendment to Subdivision Regulations – 500.47	Fee	Community Development	Per Project	\$500
Initiate Amendment to City of Zoning Code	Fee	Community Development	Request	\$500
Use Permit – 535.11, Subd. 1	Fee	Community Development	Per Project	\$85 + time & materials \$100 + additional expenses incurred \$25 Sign permits requiring Council approval
Conditional Use Permit – 535.15, Subd. 1(a)	Fee	Community Development	Per Project	\$200
Zoning Amendments – 535.15, Subd. 1(a)	Fee	Community Development	Per Project	\$500
Zoning Variances and Appeals – 535.15, Subd. 1(a)	Fee	Community Development	Per Project	\$150
Review Encroachments in City Rights-of-Way	Fee	Community Development	Per Project	\$150
Comprehensive Plan Amendments – 535.15, Subd. 1(a)	Fee	Community Development	Per Project	\$500
Vacation – 830.01	Fee	Community Development	Per Project	\$200
Zoning development pre-application review (variance, CUP, Rezoning, et al)	Fee	Community Development	Per Project	\$50 *Fee applied to project if project proceeds.
Tax Combination or Split Review	Fee	Community Development	Per Request	\$50
Request by a lender/agency, etc. for a Zoning Compliance letter	Fee	Community Development	Per Request	\$75
Zoning research for state license forms (i.e. salon, wholesale motor vehicle, etc.)	Fee	Community Development	Per Request	\$75
Request for property status letter (non-conforming, illegal, et al)	Fee	Community Development	Per Request	\$200
Request for Floodplain technical assistance	Fee	Community Development	Per Request	\$50



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Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
<b>PLANNING AND LAND USE REGULATIONS – CHAPTER V (Continued)</b>				
Request for Zoning Classification or Flood Plain panel & date	Fee	Community Development	Per Request	\$25
Mailing fee for all required mail notifications	Fee	Community Development	Per Address	\$1 per address
Architectural Review – signs in overlay district	Fee	Community Development	Per location	\$50
Architectural Review – New construction in overlay district	Fee	Community Development	Per location	\$50/hour. 1 hour minimum
Development consulting (except city sponsored)	Fee	Community Development	Per Request	\$50/hr. 1-hour minimum. *Fee applied to project if project proceeds.
Rezoning request for R-2 to R-1	Fee	Community Development	Per Request	\$150

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Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
<b>PUBLIC HEALTH – CHAPTER VI</b>				
Garbage Collector	License	Administration	12/31	\$50/1 <sup>st</sup> truck and \$50/additional truck
Garbage Collections – 605.07	Fee	Administration		Adjusted annually by Council
Garbage/Recycling Cart Exchange	Fee	Utility Billing		\$5
Residential Solid Waste Truck Return or Extra Pickup. Return: i.e. customer error. Extra: i.e. tenant move out.	Fee	Utility Billing		\$10
Therapeutic Massage, Establishment – 613.13	License Fee	Administration Police Department	12/31	\$200 annually \$500 initial investigation \$200 renewal investigation
Therapeutic Massage, Individual – 613.13	License Fee	Administration Police Department	12/31	\$75 annually \$50 annual investigation fee
Therapeutic Massage, Home Business—613.13 <ul style="list-style-type: none"> <li>• Limited to a business owner who is also the sole therapist</li> </ul>	License Fee	Administration Police Department	12/31	\$150 annually new \$100 annually renewal \$100 annual investigation
Temporary Food Sales – 615.01	License	Administration	12/31	\$50; Non-Profits may submit all events at one time for one annual fee
Restaurant/Café without alcohol– 615.01	License	Administration	12/31	\$50
Restaurant with alcohol – 615.01 & 1205.01	License	Administration	12/31	\$200
Soft Drink Parlor – 615.03	License	Administration	12/31	\$50
Convenience Food/Drive-In Establishment – 615.05	License	Administration	12/31	\$50
Body Art Business - 625	License	Administration	12/31	\$100 annually \$500 initial investigation

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				\$200 renewal investigation
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Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
<b>PUBLIC UTILITIES – CHAPTER VII</b>				
Storm, water & sanitary sewer connection inspection - 700.33	Permit	Engineering		\$75/connection
Fire Water Charge (FWC) 705.03	Fee	Finance	Quarterly	None
Restoration of Service Charge – 705.09	Fee	Finance		\$30
Telecommunications Facilities and Equipment – 715.03	Permit	Engineering	Per occurrence	\$100 (construction, maintenance, relocation on public right-of-way)
Telecommunications Towers – 720	License	Clerk	Annual or per occurrence	\$500 (develop, construct, or erect tower and maintain tower). \$500 per occurrence (modify tower or antenna array)
<b>PUBLIC WORKS/PUBLIC UTILITIES MISC.</b>				
Sump Pump utility charge	Fee	Engineering		\$50 per month
Water Meter	Fee	Public Works		\$115 + tax
Tailpieces	Fee	Public Works		\$10 + tax per pair
Horn (mandatory in new homes starting 01-01-06)	Fee	Public Works		\$35 + tax
Locate curb stops, without Gopher State One Call Locate	Fee	Public Works		\$50 each locate
Shut Off Water at Stop Box	Fee	Public Works		\$150 (\$100 refund if unable to shut off)
Hydrant meter rental fee	Fee	Public Works		\$50 per week + \$1,000 deposit + water usage
Resident Requested Sign – non warrant, including install	Fee	Public Works		\$200 new; \$40 + cost of sign for replacement
<b><u>EQUIPMENT &amp; PERSONNEL – PER HOUR</u></b>				
Litter picker; Lawn mower	Fee	Public Works		\$20 + actual labor cost
Pickup truck, Van	Fee	Public Works		\$25 + actual labor cost
Utility trailer, Roller & trailer, Paint Striper, Compressor truck	Fee	Public Works		\$30 + actual labor cost
Dump truck, Water Wagon	Fee	Public Works		\$40 + actual labor cost
Backhoe, Loader, Sweeper, Grader	Fee	Public Works		\$50 + actual labor cost
Vactor	Fee	Public Works		\$125 + actual labor cost

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Utility Meter Return	Fee	Engineering		20% of initial equipment cost
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Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
<b>STREETS, ALLEYS AND PUBLIC WAYS – CHAPTER VIII</b>				
Street Excavations – 800.05	Permit	Engineering	Each Occurrence	\$35/utility company \$75/all others
Street Repair – 800.23	Permit	Engineering		\$250 for 1 <sup>st</sup> 30 s.f. + \$6 each additional square foot
Curb cuts/Driveway Apron or Sidewalk – 800.23	Permit	Engineering		\$50
Excavations or Other Activities in Right of Way – 800.23	Permit	Engineering		See Street Excavations above
Tree Trimming	Fee	Forestry	12/3	\$50
Vacation – 830.01	Fee	Planning	Per Project	\$200
Newspaper Racks – 839.03	License	City Clerk	12/31	\$25/year up to 5 boxes; \$5/box \$150 impoundment fee \$25/site inspection or relocation
Courtesy Bench – 840.01	License	City Clerk	12/31	\$50/bench
Placement of Dumpster/Collection Bin/Storage Container – In Right-of-Way 845.15	Permit	Engineering	(7 day permit)	\$50 1 <sup>st</sup> 7 days; \$75 for second week; \$210 for each week after the second week. No pro-ration.
Private Property 605.03	Permit	Code Enforcement	30 days	\$0 1 <sup>st</sup> 30 days; \$50 2 <sup>nd</sup> 30 days; \$100 3 <sup>rd</sup> and subsequent 30 day permits.  \$50 per month for new residential & commercial construction for no more than 6 and 9 months respectively. \$100 per month thereafter.
Pick up and Storage of Temporary Traffic Control Devices	Fee	Public Works	Per Permit	\$65 for one device & \$15 for each additional device for pick up; plus \$250 for up to 10 items for up to 5 calendar days of storage; \$250 for additional storage for up to 5 calendar days. Note: signs not

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				picked up within 15 days are deemed to be abandoned.
<b>PARKS MISCELLANEOUS</b>				
Park Buildings	Fee	Parks		See Attachment F
Picnic Shelters	Fee	Parks		See Attachment F
Athletic Fields & Rink Lights	Fee	Parks		See Attachment F
Park Facilities and Equipment Fees	Fee	Parks & Recreation		See Attachment F

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
<b>PUBLIC SAFETY – CHAPTER IX</b>				
Dog and Cat – 915.03	License	Administration	12/31 – every other year	\$15 neutered/spayed \$20 not neutered/spayed \$10 fee Multi-Cat Residence (in addition to regular licenses) \$3/duplicate tags
Impoundment – 915.19	Fee	Animal Control		\$75/1 <sup>st</sup> offense \$100/2 <sup>nd</sup> offense \$125/3 <sup>rd</sup> offense Boarding fee for large & small animals–current contract rates apply.
Domesticated Animal – 915.37	Permit Fee	Administration	12/31	\$25 +\$1/address mailing to 200 feet \$50/initial investigative fee
Wild & Exotic Animal – 915.39	Permit Fee	Administration	12/31	\$50 \$50/initial investigative fee
Potentially Dangerous Animals – 915.25 Dangerous Animals – 915.27	Permit Fee	Police	12/31	\$200

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False Alarms – 920.09	Penalties	Police & Fire Departments	12/31	See Attachment I
Repeat Nuisance Service Call Fee – 927.05	Fee	Police & Code Enforcement	365 day cycle	\$250 for each call starting with third call, after proper notice, charged to owner and/or \$250 for occupant if not the owner, plus additional fees for excess costs all per 927.05, Subd. 2, plus penalties in this code section.

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
<b>DOMESTIC PARTNERSHIP REGISTRATION – CHAPTER X</b>				
Domestic Partnership Registration – 1015 PART B	Fee	Administration	Not applicable	\$20 – registration plus \$1 per each additional certified copy at time of registration \$15 – charge per certified copy plus \$1 per each additional certified copy any time other than initial registration \$15 – termination fee
<b>BUSINESS AND TRADE REGULATIONS – CHAPTER XI</b>				
Mini-golf – 1100.01	License	Administration	12/31	\$75
Pool Hall or Bowling Alley – 1100.03.13	License	Administration	12/31	None
Change of Location – Pool Hall or Bowling Alley – 1100.03.14	License	Administration	12/31	Same as regular
Theater – 1100.05	License	Administration	12/31	\$200
Carnivals, Shows, Public Entertainment (Outdoors) – 1100.07	License	Administration	12/31	\$100/day – single performance \$300/multiple performance not to exceed 3 days \$50/each additional day over 3 days
Carnivals, Shows, Public Entertainment (Indoors) – 1100.07	License	Administration	12/31	\$75/day – single performance \$150/annual
Mechanical Amusement Devices – 1100.09	License	Administration	12/31	\$15 per site and: \$15/pinball machine \$15/kiddie ride machine



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				\$15/all other mechanical amusement devices including video games
Lawful Gambling, Exempt from MN § Section 349.214 – 1105.09	Permit	Administration	12/31	\$50/annually/bingo only \$5/occasion/bingo only

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Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
<b>BUSINESS AND TRADE REGS – Chapter XI (Cont'd)</b>				
Public Dances – 1110.05	Permit	Administration	12/31 Daily Basis	\$1,000 \$60/day
Pet Shop – 1115.03	License	Administration	12/31	\$50
Peddlers – 1120.01	License Fee	Administration	12/31	\$100 \$50 investigation fee
Transient Merchant – 1120.03	License	Administration	12/31	\$50 – per vehicle or location
Going Out of Business Sale – 1120.05	License	Administration	12/31	\$35 + \$2 for each \$1,000 of inventory or major part thereof \$75-renewal for no more than 30 days \$25/day – second renewal for 30 days
Car Wash – 1130.01	License	Administration	12/31	\$50
Cigarette Vending /Tobacco Sales– 1132.05	License	Administration	12/31	\$250
Christmas Tree Sales – 1130.05	License	Administration	12/31	\$50
Dry Cleaning/Laundry Facility – 1130.07	License	Administration	12/31	\$50
Auto Dealer – 1130.09 (Regulated under MN § Chapter 168)				Must provide copy of state license
Gas Station Pumps – 1130.11	License	Administration	12/31	\$100/1 <sup>st</sup> pump \$10/each additional pump
Secondhand Goods Sales – 1135.09 Secondhand Goods Sales – 1135.17, Investigation	License Fee	Administration	6/30	\$200 \$750 investigative fee \$400/multiple dealers/same location \$50/one day secondhand sales \$75/more than 1 day, less than 5 days
Consignment House Dealer – 1135.09	License	Administration	12/31	\$100 \$500 initial investigation fee \$200 renewal investigation fee

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Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
<b>BUSINESS AND TRADE REGS – Chapter XI (Cont'd)</b>				
Pawn Broker – 1135.09 Pawn Broker, Investigation – 1135.17	License Fee	Administration	12/31	\$2,750 + \$2.00 transaction \$800 investigation fee – up to \$10,000 to recover costs
Adult Establishments – 1140.11 Adult Establishment – 1140.11, Investigation	License Fee	Administration	12/31	\$2,500 \$50 per video booth/viewing stall \$800 investigation fee – up to \$10,000 to recover costs
Lawn Fertilizer Application Control – 1145.00	License Fee	Administration	12/31	\$100 - 1 <sup>st</sup> Vehicle \$25 each additional vehicle
Donation Collection Bins - 1155	License Fee	Administration	12/31	\$50 per bin

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Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
<b>LIQUOR AND BEER – CHAPTER XII</b>				
Intoxicating Liquor: Off-sale, Municipal Liquor Dispensary Only – 1205.01, Subd. 5				
Intoxicating Liquor: 1205.01, Subd. 5 & 6 Off-sale, Municipal Liquor Dispensary – Off-sale, Brewer Off-Sale Malt Liquor Off-sale Microdistillery	License	Administration	12/31	\$100/brewer off-sale \$300/microdistillery
Intoxicating Liquor – 1205.07 (NOTE: Public hearing required for increase in liquor fees)	License	Administration	12/31	\$5,800/on-sale \$300/on-sale club/0-1,000 members \$500/on-sale club/1,001 + members \$2,000/on sale wine only \$550/brewer taproom on-sale \$300/cocktail room \$200/Sunday on-sale (pro-rate qtly) \$50/temporary, non-profit only \$50/temporary, small brewer or microdistillery for social event
Intoxicating Liquor, Investigation – 1205.07	Fee	Police Department		\$500 to \$10,000 out-state (for all new intoxicating liquor license applications, including wine). \$250 renewal This fee does not apply to Special Sunday or Temporary
3.2% Malt liquor – 1215.03 (NOTE: Public hearing required for increase in liquor fees)	License	Administration	12/31	\$100/off-sale \$550 on-sale only \$50/temporary, non-profit only
3.2% Malt Liquor, Investigation – 1215.05	Fee	Police Department	12/31	\$100/off sale only \$500/on-sale only \$250 on-sale renewal
Entertainment – 1200.25	License	Administration	12/31	\$150

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<b>TRAFFIC, MOTOR VEHICLES AND OTHER VEHICLES – CHAPTER XIII</b>				
Parking by Permit Only – 1305.13	Fee	Police Department		First 3 permits \$0.00 Fourth permit - \$25.00
<b>MISCELLANEOUS PERMITS</b>				
Loudspeaker Devices – 2005.13	Permit	City Council	12/31	\$75.00
<b>POLICE MISCELLANEOUS</b>				
Audio Tapes	Fee	Police		\$20 each
Video Cassette Tapes & DVD's	Fee	Police		\$20 each
Fingerprinting (upon request)	Fee	Police		\$20
Police Reports (any)	Fee	Police		\$0.25 per page
Photos	Fee	Police		Actual costs + \$10 handling fee
Security & Traffic Assignment for Officers	Fee	Police		Current senior top patrol overtime- hourly rate, including benefits, +3%.
Vehicle Lock-outs	Fee	Police		None
Request for Criminal Information – Apartment Complexes	Fee	Police		\$100 annual
False Alarms	Fee	Police		See Attachment I
Drug & Chem. Lab cleanup – Ord. 625	Costs	All		Owner to Pay Costs
<b>FIRE MISCELLANEOUS</b>				
Burning Permit	Permit	Fire	12/31	\$35
Inspections – Day Care facilities	Fee	Fire		\$50 each visit
Inspections – Rental properties	Fee	Fire		See Attachment H
Fire Reports	Fee	Fire		\$0.25 per page
Fire Water Charge	Fee	Fire		None
Firework – consumer – Section 1150	License	Fire	12/31	Maximum allowable by State Statute 624.20
Fireworks – Display permit – Section 1150.06	Permit	Fire	12/31	\$ 200.00

**DEMOLITION AND MOVING PERMIT FEES**

**FEES REQUIRED**

The Building Inspector, before issuing any house-moving permit or the demolition of any building or structure shall require payment by the applicant for such permit of fees in the amounts herein provide.

**DEMOLITION PERMIT**

The demolition permit fee shall be based on the total cost of demolishing such structure at the rate of 1.5% of the contract value.

In no case shall the fee charged for any demolition permit be less than fifty dollars (\$50).

**MOVING PERMIT**

- (a) For holding up, raising or moving any building or structure on the same lot, the fee shall be fifty dollars (\$50).
- (b) Minor buildings, as used in this section, shall be taken to mean accessory buildings, including, but not limited to, private garages, sheds, construction shacks, etc., as shall be determined by the Building Inspector.
- (c) For a permit for moving any building, except a minor building as herein defined, from one location to another on private property, or to a different lot over the streets of the city, the fee shall be one hundred dollars (\$100). The same permit fees shall apply to any building being moved through the city from a place outside the city to another location outside the city.

**PLUMBING PERMIT FEE SCHEDULE**

**FEES REQUIRED**

The Building Official, before issuing any permit for the installation, alteration, addition or repair of any plumbing work, fixture or device shall require the payment by the applicant for such permit of the fees or fees in the amount herein provided.

Contract \$2,439.00 or less .....	\$50.00
Contract \$2439.00 to \$10,000 .....	.2% of contract value
Contract more than \$10,000 .....	\$200.00 for first \$10,000.00 Plus 1.5% for the remainder of contract value

The fee for appliance only permits shall be \$15.00 per appliance.

1) The cost of installations, alterations, additions, or repairs shall include all labor and materials supplied by the contractor. In addition, it shall include all materials supplied by other sources when these materials are normally supplied by the contractor. The value of work by a homeowner shall be equal to the cost for labor and materials that would be charged by a contractor. All values shall be subject to approval of or determined by the Building Official.

2) REVISION OF ESTIMATED COST: The estimated cost shall be subject to review by the Building Official, and if the estimate does not reflect the true cost, it shall be revised and the applicant shall pay the fee based upon such revision. The Building Official may revoke any permit issued containing false information regarding the value of the work authorized by said permit pursuant to Section 89.150 of this Code. If the actual cost exceeds the estimated by five hundred dollars (\$500.00) or more, the applicant shall report within thirty (30) days after completion of this job, the actual cost to the Inspections Department and the fee shall be revised and the applicant shall pay a fee computed on the basis of the actual cost.

3) The city may require permit applications be accompanied by a copy of the contract.

**PLAN REVIEW FEES**

When submittal documents are required by the code, a plan review fee may be required at the time of submitting the documents for plan review. Said plan review fee shall be 65 percent of the plumbing permit fee.

The plan review fees specified in this subsection are separate fees from the permit fees specified above 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 may be charged.

**WORK COMMENCING BEFORE PERMIT ISSUANCE**

If work for which a permit is required by the code has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for the work. An investigation fee equal to the permit fee shall be collected and is in addition to the required permit fees.



**ROBBINSDALE BUILDING CODE FEE SCHEDULE\***

<u>Total Valuation</u>	<u>Fee</u>
\$1.00 to \$500.00	\$50.00
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00 or fraction thereof, to and including \$2,000.00, with a minimum fee of \$50.00.
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00 or fraction thereof to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to 500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof.
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00 or fraction thereof.

**OTHER INSPECTION FEES**

1. Inspections outside of normal business hours (min. charge two hours).....\$65.00 per hour <sup>1</sup>
2. Re-inspection fee assessed under provisions of section 305.8.....\$65.00 per hour <sup>1</sup>
3. Inspections for which no fee is specifically indicated  
(minimum charge one-half hour).....\$65.00 per hour <sup>1</sup>

- 4. Additional plan review required by changes, additions, or revisions to approved plans (minimum charge one-half hour).....\$65.00 per hour <sup>1</sup>

- 5. For use of outside consultants for plan checking and inspections, or both .....Actual Cost <sup>2</sup>

<sup>1</sup>Or the total hourly cost to the jurisdiction, whichever is the greatest. The cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

<sup>2</sup>Actual costs include administrative and overhead costs.

**RESIDENTIAL - FLAT FEES**

Siding	\$50 + \$25 for each inspection over one (1)
Windows	\$50 + \$25 for each inspection over one (1)
Roofing, over existing layer	\$50 + \$25 for each inspection over one (1)
Roofing, tear off	\$75 + \$25 for each inspection over two (2)

**FIRE SUPPRESSION EQUIPMENT FEES**

The Building Official, before issuing any permit for the construction, installation, alteration, addition or repair of any fire suppression system or equipment connected therewith, shall require the payment by the applicant for such permit of the fees. The fees for fire suppression systems shall be the same as established by the building permit fee above, based on the contract value.

The cost of installations, alterations, additions, or repair shall include all labor and materials supplied by the contractor. In addition, it shall include all materials supplied by other sources when these materials are normally supplied by the contractor.

REVISION OF ESTIMATED COST: The estimated cost shall be subject to review by the Building Official, and if the estimate does not reflect the true cost, it shall be revised and the applicant shall pay the fee based upon such revision. The Building Official and/or Fire Chief may revoke any permit issued containing false information regarding the value of the work authorized by said permit. If the actual cost exceeds the estimated by five hundred dollars (\$500.00) or more, the applicant shall report within thirty (30) days after completion of this job, the actual cost to the Inspections Department and the fee shall be revised and the applicant shall pay a fee computed on the basis of the actual cost. A copy of the contract may be required to verify the value.

**PLAN REVIEW FEES**

When submittal documents are required by the Building Code, a plan review fee may be required at the time of submitting the documents for plan review. Said plan review fee shall be 65 percent of the building permit fee. The plan review fee for similar buildings shall not exceed 25 percent of the normal building permit fee.

The plan review fees specified in this subsection are separate fees from the building permit fees specified above and are in addition to the building 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 as required by the Building Code.

**WORK COMMENCING BEFORE PERMIT ISSUANCE**

If work for which a permit is required by the code has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for the work. An investigation fee equal to the permit fee shall be collected and is in addition to the required permit fees.

**LICENSE VERIFICATION FEE**

A surcharge of \$5.00 shall be added to all residential building permits when performed by state licensed residential building contractors and remodelers, and residential roofers. This fee will be in addition to the Building Permit and Plan Check fees.

**MECHANICAL PERMIT FEE SCHEDULE**

**FEES REQUIRED**

The Building Official, before issuing any permit for the construction, installation, alteration, addition or repair of any furnace, boiler, heating or power plant or system, or any device or equipment connected therewith, or for any other device connected, or to be connected, with any chimney or stack, or for the construction, installation, alteration, addition or repair of any air conditioning or ventilation system or sheet metal ductwork or piping system or equipment connected therewith, shall require the payment by the applicant for such permit of the fees or fees in the amount herein provided.

Contract \$2,439 or less .....	\$50
Contract \$2,439 to \$10,000.....	2% of contract value
Contract for more than \$10,000 .....	\$200 for first \$10,000
	Plus 1.5% for the remainder of contract value

- (a) The cost of installations, alteration, additions, or repairs shall include all labor and materials supplied by the contractor. In addition, it shall include all materials supplied by other sources when the contractor normally supplies these materials.
- (b) **REVISION OF ESTIMATED COST:** The estimated cost shall be subject to review by the Building Official, and if the estimate does not reflect the true cost, it shall be revised and the applicant shall pay the fee based upon such revision. The Building Official may revoke any permit issued containing false information regarding the value of the work authorized by said permit pursuant to Section 89.150 of this Code. If the actual cost exceeds the estimated by five hundred dollars (\$500) or more, the applicant shall report within thirty (30) days after the completion of this job, the actual cost to the Inspections Department and the fee shall be revised and the applicant shall pay a fee computed on the basis of the actual cost.
- (c) A copy of the contract must accompany all commercial permit applications.

**PLAN REVIEW FEES**

When submittal documents are required by the code, a plan review fee may be required at the time of submitting the documents for plan review. Said plan review fee shall be 65 percent of the mechanical permit fee.

The plan review fees specified in this subsection are separate fees from the permit fees specified above 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 may be charged.

**WORK COMMENCING BEFORE PERMIT ISSUANCE**

If work for which a permit is required by the code has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for the work. An investigation fee equal to the permit fee shall be collected and is in addition to the required permit fees.

**SIGN FEES**

**SIGN PERMIT FEES SHALL BE:**

\$100.00	Permanent Signs
\$ 50.00	Temporary Signs
\$250.00	Special Signs once annually
\$500.00	Special Signs more than once annually

Street Spanning Banner Signs Per Installation below\*\*

**PLAN REVIEW FEES**

When submittal documents are required by the code, a plan review fee may be required at the time of submitting the documents for plan review. Said plan review fee shall be 65 percent of the sign permit fee.

The plan review fees specified in this subsection are separate fees from the permit fees specified above 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 may be charged.

**WORK COMMENCING BEFORE PERMIT ISSUANCE**

If work for which a permit is required by the code has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for the work. An investigation fee equal to the permit fee shall be collected and is in addition to the required permit fees.

**\*\*Street Spanning Banners – City code 410.11, Subd 14**

\$100 permit fee for use of wires for one double sided banner per occasion for banners delivered including necessary hardware connections. Those Community Groups who have contributed a minimum of \$750 for installation of the Banner wires on West Broadway shall be exempt from this fee. A fee to cover the charge for hardware need for installation of the sign not supplied with the sign will be charged at cost.

**Liability Insurance**

Not required

\$50 late fee for those delivering banners after noon Friday

## ATTACHMENT F

### PARK FACILITIES/EQUIPMENT FEES

All rates are per hour unless noted differently.

<b>Park Feature</b>	<b>Resident</b>	<b>Non-Resident</b>	<b>Local Youth Associations</b>
Shelter Building	\$55.00 (4 hours)	\$95.00 (4 hours)	\$0
	\$100 key/damage deposit	\$100 key/damage deposit	
Picnic Shelter (LVT)	\$125 (4 hours)	\$195 (4 hours)	\$0
	\$100 damage deposit	\$100 damage deposit	
Picnic Shelter (other shelters)	\$50.00 (4 hours)	\$90.00 (4 hours)	\$0
	\$100 damage deposit	\$100 damage deposit	

There is no charge for reservation of the shelter buildings or picnic shelters for local youth association meetings or association level special events. Additional fees for extra services or features will be charged according to the current City of Robbinsdale Field Rental/Special Event policy.

Tennis Courts	\$15.00	\$30.00	
Ice Rinks	\$15.00	\$30.00	
Fields:			
Multi Sport (LVT, RMS)	\$20.00	\$40.00	\$15.00 (3 hours)
All Star Field	\$30.00	\$60.00	\$15.00 (1.5 hrs.) or \$25 (3 hrs.)
Baseball-no prep	\$15.00	\$30.00	\$0
Field w/game prep	\$30.00 per game	\$50.00 per game	\$25.00 per game
Lights	\$20.00	\$20.00	\$12.00
	\$30.00 deposit	\$30.00 deposit	
Canoe/Kayak Rack Rental	\$50.00 (May -Oct 15)	\$65.00 (May1-Oct 15)	
Entertainment Feature	\$75 per feature	\$75 per feature	\$75 per feature

\$500 deposit for resident, non-resident and youth associations.

### RCGFC SCHEDULE/RENTAL FEES

**Fee schedule per hour:**

(Set up time must be included in rental hours. No fee during open times.)

	<b>Resident</b>	<b>Non-Resident</b>	<b>Total per use</b>
Gym	\$45.00 per hour	\$55.00 per hour	N/A
	\$50.00 deposit	\$50.00 deposit	(Due one week prior to the activity date.)
	(Reduced rates available for long-term rentals.)		
	<b>Youth Associations</b>		
	\$30.00 per hour		
Supervisor	\$25.00 per hour	\$25.00 per hour	N/A

**CONDUIT DEBT ISSUANCE FEE SCHEDULE**

**CONDUIT DEBT PURPOSE**

Periodically, qualified organizations will approach the City to issue tax-exempt debt through the City for the purchase of qualified equipment or the development, construction, or remodeling of facilities. The City is able to issue this debt to qualified organizations as authorized by applicable Minnesota Statutes and Federal Income Tax Law. The debt is issued in the City's name and reported within the City's Comprehensive Annual Financial Report. The City has a practice of charging a fee to qualified organizations who issue this type of debt through the City.

**FEE SCHEDULE**

New debt issuance fees:

0.5% of the initial amount of bonds being issued, due upon issuance.

0.5% of the initial amount of bonds being issued, due on first anniversary after the issuance of the bonds.

0.125% of the outstanding principle of the bonds, due annually until the bonds have been retired.

*Refinancing issuance fees (periodically, an organization that issued bonds previously may desire to refund the old bonds and issue new bonds in their place):*

0.125% of the initial amount of bonds being issued, due upon issuance.

0.125% of the outstanding principle of the bonds, due annually until the bonds have been retired.

**JOINT POWERS FEES**

An organization within Robbinsdale may desire to finance projects at facilities it owns within Robbinsdale by issuing bonds through another city. This requires the City Council to give host city approval and/or enter into a Joint Powers Agreement with the other city. Under this circumstance, the debt issuance fees would be the same as listed in the fee schedule above with the caveat that the fees would only pertain to the amount of bonds being issued related to projects being completed within the City of Robbinsdale.

When there is a reissuance or a refinancing, and the qualified organization did not previously pay all of the new debt issuance fees listed above, the qualified organization shall pay the new debt issuance fees listed above excluding any fees previously paid to the City of Robbinsdale.



**RENTAL LICENSE INSPECTION FEES**

City Code Section 425.31

Base Rental License Fees – includes routine bi-annual inspection and one return visit to verify required corrections have been made. Additional inspections required because work has not been completed or units are not available for inspection at scheduled times may be subject to additional charges as described below.

An escalating license fee will apply when a rental property owner fails to apply for or comply with the requirements allowing for issuance of a rental license:

Term: Bi-annual

	Base License Fee as of the first working day in November	Received after ten working days in November	Received after twenty working days in November
Single Family or ½ duplex (when other side owner occupied)	\$125	\$225	\$325
Duplex or double bungalow (with one owner)	\$225	\$325	\$425
Three unit dwelling	\$300	\$400	\$500
Townhomes (3 or more attached units)	\$125	\$225	\$325
Apartments (additional fire inspection fee if over 10 units)	\$300 including first 3 units plus \$20 per unit	\$400	\$500
Fire Inspection Fee	\$125 per structure		

Initial/Conversion Inspection Fee:

**\$750**

Any existing single unit (home, apartment, or townhome) converted to rental use shall require a complete Housing Maintenance Code Inspection prior to occupancy. In addition, property owners or a locally designated manager must attend a training session (425.31, Subd 2) within 6 months of obtaining the rental license. The training shall review rental property regulations and owner obligations including, but not limited to, utility billing which can be assessed to the property and repeat nuisance call fees. Where the owner designates a local manager representative to the orientation meeting, written materials will be sent to the owner who must certify that the material has been read and understood. \$150 of this fee may be waived for property owners who have personally completed this orientation program within the previous 12 month period and who have had no reported nuisance problem with any other properties owned by the same owner in the City of Robbinsdale. Failure to complete the training within 6 months shall subject the owner to a service fee described below.

Change in Ownership Property Review Fee:

**\$500**

When rental property ownership changes, a review of all of the previous rental licensing inspections and a walk through of the property will be conducted with the new owner. If this is the owner’s first rental property in Robbinsdale, staff will also review rental property regulations and owner obligations including, but not limited to, utility billing which can be assessed to the property and repeat nuisance call fees. Where the owner designates a local manager representative to walk-thru the property and receive the information, written materials will be

sent to the owner who must certify that the material has been read and understood. \$150 of this fee may be waived for property owners who have personally completed an orientation program with the City of Robbinsdale within the previous 24 month period and who have had no reported nuisance problem with any other properties owned by the same owner in the City of Robbinsdale.

Service Fee for Failure to Attend Initial/Conversion Training or Crime Free Housing Training (Section 425.31, Subd 4)

\$100 for each month that training is not completed for a maximum of three months. If after 3 months (9 months after license issuance) the training has not been completed, the rental license(s) may be subject to suspension or revocation by the City Council.

Failure to Provide Copy of Lease Addendum

\$100

After one month, rental license is subject to suspension or revocation by the City Council.

Failure to Terminate Tenancy (425.32, Subd 5b)

\$750

For each month, after 3 months, the rental license is subject to suspension or revocation by the City Council.

Re-inspection Fees

\$50 for each unit requiring re-inspection for the second and each subsequent re-inspection visit necessitated by required repairs not being completed or access being denied. If the initial inspection has a series of deadlines, the initial re-inspection of each group of items would be covered in the base license fee.

Interim Inspection Fees:

\$50 for each visit required to inspect legitimate maintenance concerns reported by tenant, area resident, or observed by City Staff between the bi-annual licensing inspections.

Administrative Fees:

Surcharge for failure to schedule required inspection:

An administrative fee of \$100 will be assessed as a surcharge when a required inspection is 10 days past due and the owner or owner's representative has not scheduled the appointment and staff is required to make this contact.

Appeal Fee

\$30/ filing of an appeal to City Council on a HMC order.

**SCHEDULE OF OFFENSES AND FEES  
ADMINISTRATIVE PENALTY SYSTEM**

**General Rules of Administrative Fine System**

1. Each day a violation exists constitutes a separate offence. (117.01, subd 4A)
2. Fees are due to the City within 10 days of the date of the citation. (117.01, subd 5B)
3. A late payment charge of 10% of the fine amount, with a minimum of \$15, is required if not paid within 10 days from the date of the citation. (117.01, subd 10D)
4. City may collect unpaid fines by a special assessment to the property when the violation can be identified to a property. (117.01, subd 10 A&B)
5. Failure to pay a fine or request a hearing is punishable by criminal penalties.(117.01,subd 11)
6. Appeal hearings can be scheduled. Hearing officers will not be city employees and will be selected from a list of qualified individuals. (117.01, subd 6 & 7)

**Level One Violations      \$50.00**

- Minor or incidental inappropriate garbage/recycling/yard waste management including, but not limited to, garbage placed for pick up without stickers, garbage containers not properly stored between collection dates, improper use of carts, use of extra carts not being billed.
- Inoperable vehicle on property, inoperable vehicle being used as storage (\*inoperable vehicle includes those vehicles with tabs 90 days past due).
- Local parking violations including, but not limited to, vehicle parked on grass, violation of permit parking restrictions, snow emergency violations, inappropriate RV storage.
- Animal issues including, but not limited to, barking dogs, unlicensed animal (under owner's control), excessive feces on the yard.
- Property condition including, but not limited to, tall grass, vegetation overflowing alley, adjacent public sidewalk not shoveled, minor exterior storage (junk in the yard or along alley).
- Loud parties, recreational fire violations.
- False alarms each false alarm for the 4<sup>th</sup> –6<sup>th</sup> occurrence in a calendar year.

**Level Two Violations      \$100.00**

- Local parking violations including, but not limited to, parking in fire lanes, blocking access.
- Property maintenance violations including, but not limited to, peeling paint, eaves hanging, doors delaminated, fences collapsing.
- City code violations (not listed elsewhere) designated as a misdemeanor or petty misdemeanor, including Chapter 5–Zoning code. Includes erosion control, sight triangle violations, setback encroachments, excessively bright lights, bus idling, being in parks after hours.
- Animals at large (licensed), failure to follow restrictions for potentially dangerous animals.
- False alarms each false alarm for the 7<sup>th</sup> – 10<sup>th</sup> occurrence in a calendar year.
- Sign regulation violations, unpermitted exterior display of merchandise.
- Missing address numbers visible from the street or alley.

**Level Three Violations     \$150.00**

- Unlicensed animal at large.
- False alarms each false alarm for the 11<sup>th</sup> –15<sup>th</sup> occurrence in a calendar year.

**Level Four Violations     \$200.00**

- False alarms each false alarm in excess of 15 occurrences in a calendar year.

**Level Five Violations     \$400.00**

The violation is a major infraction that involves unsafe conditions, constitutes a blighting influence on surrounding properties or neighborhood, involves neglect of property maintenance, or endangers life or property, supported by the enforcement officer's written justification.

- Failure to obtain a required permit or license (not listed elsewhere), includes rental without a license and creation of a 2<sup>nd</sup> dwelling unit in a structure without zoning approval
- Failure to maintain or violation of a condition of approval for a conditional use permit, Home occupation violations.
- Excessive or habitual accumulations of garbage, rubbish or exterior storage of materials unrelated to a lawfully permitted construction or remodeling project.
- Unpermitted use of street right-of-way or boulevard encroachments.
- Illegal occupancy of a basement, attic or other room with inadequate egress for sleeping purposes.

**Violation for Excessive Repeat Nuisance Service Calls:**

- \$500 for the 4<sup>th</sup> Repeat Nuisance Service Call in 730 days
- \$500 for the 5<sup>th</sup> Repeat Nuisance Service Call in 730 days
- \$1000 for the 6<sup>th</sup> Repeat Nuisance Service Call in 730 days
- \$1500 for the 7<sup>th</sup> Repeat Nuisance Service Call in 730 days
- \$2000 for each Repeat Nuisance Service Call in excess of 7 occurrences in 730 days

**Disorderly House**

- \$2000 for conviction under Minnesota Statutes Section 609.33

**Repeat Violations**

Repeat violations occurring within 12 months are subject to double fees. Said violations are a new case involving the same violation (i.e. a second offence parking in a fire lane). Repeat violations are distinguished from continuing violations. Double fees do not apply to false alarms. Subsequent repeat violations occurring within 12 months are subject to a doubling of the preceding penalty.

**Continuing Violations**

When situations which are subject to an administrative citation continue without resolution for more than a month despite repeat citations, an officer may issue a citation with a fee doubling the preceding penalty, not to exceed \$2000.

Hearing Officer ability to adjust fees for continuing violations

In cases involving continuing violations, the hearing officer may adjust and impose a fee for each day the violation continues, not to exceed \$2,000 per violation per day; unless city code specifies differently, i.e. max erosion control \$300/day.

**Fees Payable to Hearing Officers:**

Fees paid to hearing officer: The fee will be \$150 as a maximum charge for up to two consecutive hearings. Additional consecutive hearings would be \$75 each.

**Hearing Request fee:**

Hearing Request Deposit fee: \$25 is due along with the appeal form. The fee is refunded if the appeal is successful or forfeited if the fine is upheld.

**Special Assessment Charge:**

A special assessment charge of \$50- will be added for unpaid fine amounts that are specially assessed.