



4/1/2021

# Fee Schedule

City of Gem Lake, Minnesota

**City of Gem Lake, Minnesota**

**2021 Fee Schedule**

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**Section 1**

**Building Permits and Inspections**

**Building Permit:**

The fees for each building permit and inspection shall be based on Table 1 below. The State Building Permit surcharge shall also apply in addition to the fees below. Plan review fees shall be 65% of the building permit fee shown, unless submittal documents for similar plans have already been approved. In that instance, plan review fees shall not exceed 25% of the normal building permit fee established below:

**Building Permit Fees: (Table 1)**

**Total Valuation**

**\$1.00 to \$500.00**

\$29.50

**\$501.00 to \$2,000.00**

\$28.00 for the first \$500.00 plus \$3.70 for each additional \$100.00, or fraction thereof, to and including \$2,000.00

**\$2,001.00 to \$25,000.00**

\$83.50 for the first \$2,000.00 plus \$16.55 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00

**\$25,001.00 to \$50,000.00**

\$464.15 for the first \$25,000.00 plus \$12.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00

**\$50,001.00 to \$100,000.00**

\$764.15 for the first \$50,000.00 plus \$8.45 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00

**\$100,001.00 to \$500,000.00**

\$1,186.65 for the first \$100,000.00 plus \$6.75 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00

**\$500,001.00 to \$1,000,000.00**

\$3,886.65 for the first \$500,000.00 plus \$5.50 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00

**\$1,000,001.00 and up**

\$6,636.65 for the first \$1,000,000.00 plus \$4.50 for each additional \$1,000.00, or fraction thereof

**Burning Permit:**

No charge (*limit one per address*)

**City Engineer Fee:**

Actual cost

**Commercial Resurfacing Fees:**

**Contractor License Fee:**

\$100.00

**Plan Review Fee:**

2% of project valuation

**Soil erosion inspection:**

\$200.00 fee if over an acre

**If over one acre:**

NPDS permit from the Minnesota Pollution Control Agency

Actual cost

**Demolition Permit:**

**Residential:**

\$250.00

**Commercial:**

\$700.00

**Driveway Permit:**

\$50.00

**Fence Permit:**

\$50.00

**Fire Inspections:**

\$100.00 per unit (includes follow-up)

**Grading and Filling Permits:**

The fees for each review shall be based on Table 2-A. Permit fees shall be based on Table 2-B.

**Table 2-A – Grading Plan Review Fees**

50 cubic yards (38.2 m <sup>3</sup> ) or less	\$50.00
51 to 100 cubic yards (38.9 m <sup>3</sup> to 76.5 m <sup>3</sup> )	\$75.00
101 to 1,000 cubic yards (77.2 m <sup>3</sup> to 764.6 m <sup>3</sup> )	\$100.00
1,001 to 10,000 cubic yards (765.3 m <sup>3</sup> to 7645.5 m <sup>3</sup> )	\$200.00
10,001 to 100,000 cubic yards (7,646.3 m <sup>3</sup> to 76,455.5 m <sup>3</sup> )	\$200.00 for the first 10,000 cubic yards (7,645.3 m <sup>3</sup> ), plus \$100.00 for each additional 10,000 yards (76,455.5 m <sup>3</sup> ) or fraction thereof.
100,001 to 200,000 cubic yards (76,456.3 m <sup>3</sup> to 152,911 m <sup>3</sup> )	\$500.00 for the first 100,000 cubic yards (76,455.5 m <sup>3</sup> ), plus \$100.00 for each additional 10,000 cubic yards (7,645.5 m <sup>3</sup> ) or fraction thereof.
200,001 cubic yards (152,911.7 m <sup>3</sup> ) or more	\$750.00 for the first 200,000 cubic yards (152,911 m <sup>3</sup> ), plus \$100.00 for each additional 10,000 cubic yards (7,645.5 m <sup>3</sup> ) or fraction thereof
Other Fees: Additional plan review required by changes, additions or revisions to approved plans (minimum charge – one-half hour)	\$100.00/hour

**Table 2-B – Grading Permit Fees<sup>1-2</sup>**

50 cubic yards (38.2 m <sup>3</sup> ) or less	\$75.00
51 to 100 cubic yards (38.9 m <sup>3</sup> to 76.5 m <sup>3</sup> )	\$100.00
101 to 1,000 cubic yards (77.2 m <sup>3</sup> to 764.6 m <sup>3</sup> )	\$200.00 for the first 100 cubic yards (76.5 m <sup>3</sup> ), plus \$17.50 for each additional 100 cubic yards (76.5 m <sup>3</sup> ) or fraction thereof.
1,001 to 10,000 cubic yards (765.3 m <sup>3</sup> to 7645.5 m <sup>3</sup> )	\$200.00 for the first 1,000 cubic yards (764.6 m <sup>3</sup> ), plus \$100.00 for each additional 1,000 cubic yards (764.6 m <sup>3</sup> ) or fraction thereof.
10,001 to 100,000 cubic yards (7,646.3 m <sup>3</sup> to 76,455.5 m <sup>3</sup> )	\$500.00 for the first 10,000 cubic yards (7645.5 m <sup>3</sup> ), plus \$100.00 for each additional 10,000 cubic yards (7645.5 m <sup>3</sup> ) or fraction thereof.
100,001 to 200,000 cubic yards (76,456.3 m <sup>3</sup> to 152,911 m <sup>3</sup> )	\$1,250.00 for the first 100,000 cubic yards (76,455.5 m <sup>3</sup> ), plus \$100.00 for each additional 10,000 cubic yards (7645.5 m <sup>3</sup> ) or fraction thereof.
Other Inspections and Fees:	
1. Inspections outside of normal business hours (minimum charge – two (2) hours)	\$200.00/hour
2. Re-inspection fees assessed	\$200.00/hour
3. Inspections for which no fee is specifically indicated (minimum charge – two (2) hours)	\$200.00/hour

1 The fee for a grading permit authorizing additional work to that under a valid permit shall be the difference between the fee paid for the original permit and the fee shown for the entire project.

2 All grading and filling permits that will disturb greater than one (1) acre of land will also be charged for a Soil Erosion permit.

**Final Grading Permit:**

30 days before grading starts, a final picture of structure(s) and surrounding areas are submitted to City Hall for review.  
\$1.00 fee

**Inspections Outside of Normal Business Hours:**

\$100.00 per hour (two (2) hour minimum)

**Land Mining (400 yards or more):**

All land mining permits that will disturb greater than one (1) acre of land will also be charged for a Soil Erosion Permit.: \$2,500.00, plus \$3,000.00 escrow for review

**Relocation of Dwelling:**

\$1,000.00

**Re-Inspection fee:**

\$200.00 per hour (one (1) hour minimum)

**Roofing Permit**

\$125.00

**Sign Permit: (for specific details see City of Gem Lake Ordinance No. 131)**

**Commercial Temporary Sign:**

\$50.00 per sign for 60 days

**Comprehensive Sign Plan:**

\$500.00

**New Sign for new business:**

\$50.00 per sign

**New Sign for a Non-Profit:**

No fee

**On new stand or existing lighting or Electronic Sign:**

\$500.00

**Relocation of Sign:**

\$100.00 per sign

**Replacement of Sign-Same Business:**

\$50.00 per sign

**Soil Erosion Control Inspection:**

\$200.00 – issued with each building permit with activity that disturbs over one (1) acre of property

**Tree & Vegetation Permits (when a building permit has not been issued):**

**Per development/subdivision:**

\$1,500.00

**Escrow for review:**

\$3,000.00

**Per building site:**

\$ 250.00

**Escrow for review:**

\$ 750.00

**Zoning Administrator Fee:**

\$100.00 per hour (minimum one (1) hour)

**Section 2**

**Electrical Permits**

**Homeowners and Electrical Contractors:**

Complete an electrical permit form available from the Building Inspections Division. Add \$1.00 for State surcharge to the total cost of each permit. The fee is the total of the listed fees or the total number of inspection trips × \$45.00, whichever is greater.

Residential panel replacement is \$110.00, sub panel - \$45.00

**New service or power supply is:**

0 to 300 Amp	\$55.00
400 Amp	\$71.00
500 Amp	\$87.00
600 Amp	\$103.00
800 Amp	\$135.00
1000 Amp	\$167.00

Add \$16.00 for each additional 100 Amps

**Circuits and Feeders:**

0 to 100 Amp	\$9.00
101 to 200 Amp	\$15.00
201 to 300 Amp	\$21.00
301 to 400 Amp	\$27.00
401 to 500 Amp	\$33.00
501 to 600 Amp	\$39.00

Add \$6.00 for each additional 100 Amps

**Minimum Fee:**

Minimum permit fee is \$45.00 plus \$1.00 State surcharge. This is for one inspection only. Minimum fee for rough-in and final inspection is \$90.00 plus \$1.00 State surcharge

**Maximum Fee:**

Maximum fee for a single family dwelling or townhouse not over 200 amps (No max if service is over 200 amps) is \$190.00 plus \$1.00 State surcharge. Maximum of 2 rough-in's and 1 final inspection. (Failed inspections are an additional \$45.00 each)

**Apartment Buildings**

Fee per unit of an apartment or condominium complex is \$80.00. This does not cover service, unit feeders or house panels.

**Swimming Pools and Hot Tubs:**

\$90.00 plus circuits at \$9.00 each. Includes 2 inspections

**Additions, Remodels or Basement Finishes:**

\$90.00 includes up to 10 circuits and 2 inspections

**Residential Accessory Structure:**

The greater of \$55.00 for panel plus \$9.00 per circuit or \$90.00 for 2 inspections

**Traffic Signals:**

\$8.00 per each standard

**Street and Parking Lot Lights:**

\$5.00 per each standard

**Transformers and Generators:**

Up to 10 kva	\$5.00	11 kva to 74 kva	\$40.00
75 kva to 299 kva	\$60.00	Over 299 kva	\$165.00

**Retrofit Lighting:**

\$0.85 per device

**Sign Transformer or Driver:**

\$9.00 per transformer

**Low voltage fire alarm, low voltage heating and air conditioning control wiring:**

\$0.85 per device

**Re-Inspection Fee in addition to all other fees:**

\$45.00

**Hourly rate for carnivals:**

\$90.00

**Solar Fees:**

0 kw to 5 kw	\$90.00	5.1 kw to 10 kw	\$150.00
10.1 kw to 20 kw	\$225.00	20.1 kw to 30 kw	\$300.00
30.1 kw to 40 kw	\$375.00	40.1 kw and larger	\$375.00 plus \$25.00 each additional 10 kw

**Electronic inspection fee for these items only:**

Furnace, air conditioning, bath fan, fireplace or receptacle for water heater vent is \$40.00

Refunds must be requested in writing. No refunds unless more than the minimum fee. Refunds are minus the cities 20% handling fee.

**THE PERMIT FEE IS DOUBLED IF THE WORK STARTS BEFORE THE PERMIT IS ISSUED.**

**Section 3**

**Mechanical Permits**

**Air Conditioning:**

\$50.00 per unit (new or replaced)

**Commercial Heating, Ventilation and A/C Permit:**

Fee is 2.5% of valuation and a surcharge of .0005 x valuation

**Each Gas Appliance:**

\$50.00

**Geo Thermal:**

\$50.00



**Section 4**

**Plumbing Permits**

**Hot Water Boiler Permit:**

\$100.00

**Open Cut of Road to Tap Main:**

\$60.00

**Plumbing Permit:**

\$25.00/1st fixture

\$10.00 each additional fixture

\$100.00 City Water Permit

**Septic System:**

\$250.00

**Sewer Changeover Permit From Septic:**

\$250.00/system converted

**Sewer Connection Permit - New Construction:**

\$200.00 plus SAC unit

**Sewer Line Repair Permit:**

\$60.00

**Sewer Re-Inspection Fee:**

\$80.00/hour (1 hour minimum)

**Sewer Tap:**

\$60.00

**Section 5**

**Zoning, Subdivision and Other Land Use Matters**

**Appeals or Adjustments:**

\$100.00/hour plus \$1,000.00 escrow for review

**Environmental Assessment Worksheet/Environmental Impact Statement:**

\$400.00 plus \$50.00/acre plus \$5,000.00 escrow for review

**Garden Overlay Permit (years two and forward):**

\$100.00

**Maps & Photos:**

**Aerial Photos, laminated:**

\$600.00 per photo plus postage

**2' Topographical Map:**

\$400.00 – paper plus postage

**2' Topographical Map Set – CD-ROM:**

\$400.00 plus postage

**Non-Conforming Use Permit:**

\$600.00 plus \$1,000.00 escrow for review

**Planned Unit Development (PUD):**

5-10 acres: \$4,000.00 plus \$4,000.00 escrow for review

10+ acres: \$5,000.00 plus \$5,000.00 escrow for review

**Requested Comprehensive Plan Amendment:**

\$2,000.00 plus \$6,000.00 escrow for review

**Requested Conditional or Interim Use Permit (Other than a PUD):**

\$275.00

**Requested Rezoning of Land/Zoning Ordinance Amendment:**

\$650.00 plus \$200.00 expense deposit

**Zoning Compliance Permit**

\$200.00 plus \$1,500 escrow

**Requested Subdivision of Land:**

**Minor Subdivision: (2-3 lots)**

\$500.00 plus 1% of market value escrow for review

**Major Subdivision: (4 plus lots)**

\$500.00 per lot created plus 1% of market value escrow for review

*All subdivision of land is subject to a park dedication fee. See the Subdivision Ordinance (Section 5.4) for details.*

**Requested Variance:**

\$500.00

**NOTE:**

*Forms for most of these matters are available on the City of Gem Lake web page at [www.gemlakemn.org](http://www.gemlakemn.org)*

*Escrow amounts for expenses are used to pay for outside consultants hired by the City to help evaluate items provided for a specific action as well as publication for public hearings and other such expenses. Excess money not used will be returned to the person who paid the escrow at the end of the project. Expenses that exceed the escrow amount will be billed to the applicant at the end of the project.*

*A Late Charge of \$35.00 plus 1% per month will be charged if payment for services billed is not paid within 30 days after invoicing. This billing will be updated every 30 days until it is paid.*

**Section 6**

**Business Licenses and Fees**

**3.2 Malt Liquor:**

**On-Sale:**

\$2,000.00 annually

**Sunday On-Sale:**

\$200.00 annually

**Adult Use Business License:**

\$5,000.00 annually

**Investigation of Licensee:**

\$2,000.00

**Change of Owner/Officer:**

\$500.00

**Adult Use Origination Fee:**

\$2,000.00

**Amusement Devices:**

\$50.00 per device

**Business License:**

\$100.00 annually

**Charitable Gambling Investigation Fee:**

\$100.00 an hour (minimum 1 hour)

**Charitable Gambling License:**

\$500.00 annually

**Off-Sale:**

**Liquor:**

\$200.00 annually

**3.2 Malt Liquor:**

\$200.00 annually

**On-Sale Liquor:**

\$2,000.00 annually

**Investigation fee for new on-sale liquor:**

\$750.00

**Sunday On-Sale:**

\$200.00 annually

**Wine On-Sale:**

\$1,000.00 annually

**Outdoor Entertainment Fee:**

\$5,000.00 per event held by business with liquor license plus \$5,000.00 escrow

**Pawnbroker License:**

\$5,000.00 annually

**Pawnbroker License Investigation Fee:**

\$500.00 an hour (1 hour minimum)

**Retail Tobacco Reseller:**

\$200.00 annually

**Sign Permit:** *(for specific details see City of Gem Lake Ordinance #131)*

**Commercial Temporary Signs:**

\$50.00 per sign for 60 days

**New Sign for New Business:**

\$50.00 per sign

**New Sign for a Non-Profit:**

No fee

**On New stand or Existing Lighting or Electronic Sign:**

\$500.00

**Comprehensive Sign Plan:**

\$500.00

**Relocation of Sign:**

\$100.00 per sign

**Replacement of Sign-Same Business:**

\$50.00 per sign

**Peddlers, Solicitors and Transient Merchants**

\$150.00 annually

\$50.00 (1-14 consecutive days)

## Section 7

### City Contracting Licensing

#### Contractor Licenses:

A license fee of **\$100.00** shall be charged for each of the following types of contractors doing work in the City of Gem Lake, if the type of work is not licensed through the State of Minnesota. Licenses are valid for one year from the date of purchase.

- Automatic Underground Sprinkler System Installer Blacktopping (City Roads)
- Commercial General Construction Excavating
- Gas Installation and Certification
- General Construction (if not licensed by the State of Minnesota)
- Heating/Air Conditioning & Certificate of Competency
- Outside Sewer and Water Installation

**Section 8**

**City Licenses and Charges**

**Apartment Unit License:**

\$200.00 plus \$25.00 per unit over 10 (annually)

**Assisted Living License:**

\$200.00 annually

**Chicken License:**

\$25.00 for up to 5 chickens the first year; \$15.00 annually thereafter

\$50.00 for up to 25 chickens the first year; \$15.00 annually thereafter

**Dog License:**

\$10.00 per dog (licenses run concurrent with rabies vaccines).

**Duplicate/Lost Tag: \$5.00**

**Golf Cart Permit**

\$30.00 – (licenses run from May 1 – April 30)

**Hunting Permit:**

\$100.00 per permit plus \$500.00 escrow

**Kennel License:**

**Business Boarding Kennel:**

\$300.00 per year

**Nursing Home License:**

\$200.00 annually

**Pigeon Keeping License:**

\$100.00 per year

**Rental Unit License (2 year license):**

**Single Family:**

\$100.00

**Two Family Units:**

\$50.00 per unit

**Residential Archery Permit:**

\$50.00 per season

**Special Home Occupation Permit:**

\$100.00 annually

**Stable License:**

**Personal Stable - three or less animals:**

\$50.00 per year

**Unlimited Stable – four or more animals:**

\$85.00 per year

**Utility Permit for Work in Right-of-Way City Area:**

\$200.00 per request

Section 9

City Sewer and Water Charges

**City Sewer Charges:**

**Annual Commercial Sewer User Charge:**

        \$200.00/SAC unit

**Annual Industrial Sewer User Charge:**

        \$200.00/SAC unit

**Annual Residential Sewer User Charge:**

        \$200.00/SAC unit (\$50.00/quarter)

**Metered Sanitary Sewer Charge:**

    \$4.08 per 1,000 gallons

**City Sewer Availability Charge (SAC):**

    \$1,000

**ISTS Septic Inspection: (performed annually)**

    \$40.00

**ISTS Re-Inspection:**

    \$80.00 per hour

**Sewer Contractor License:**

    \$300.00 initial/\$150.00 renewal

**Water Charges (White Bear Lake water)**

    \$500.00 to White Bear Lake

    \$1,000.00 to Gem Lake WAC charge

    \$15.00 a quarter to Gem Lake plus water charge

**Utility Rates – Villas of Gem Lake (Vadnais Heights water) (Effective April 1, 2021)**

**Water Rates: Base Charge - \$55.00**

    Volume (Usage Charge)

        1-15,000 gallons                      \$8.10

        15,001-25,000 gallons              \$10.15

        Over 25,001 gallons                \$12.75

**Utility Rates – Villas of Gem Lake**

**Irrigation Account**

        Base Rate                              \$55.00

        Over 50,000 per gallon charge      \$10.75

**Water Surcharge**

        \$2.43

**Sewer Rates**

        Base Rate                              \$55.00

        Volume (Usage) charge per

        1,000 gallons

        Winter usage – 6,000 gallon  
        minimum                                \$10.00

**Water Inspection Charges**

    \$25.00



**NOTE:**

*Sewer use charges not paid within 30 days after the due date will be charged the following services charges which are added to amount due:*

**Residential:**

10% of the amount due in each billing period (billing period is every three month)

**Commercial / Industrial:**

10% per month if not paid within one month after it is due

*If 2 quarters of sewer charges (1/2 year) have not been paid when due, or if over \$100.00 of sewer charges are overdue, then a penalty charge of \$25.00 for up to \$250.00 in arrears or \$50.00 for amounts greater than \$250.00 will be added to the amount due.*

**Delinquent Utility Administrative Charge:**

Any utility fees 90 days or more delinquent as of September 1st of each year shall be certified to the assessment rolls of the Ramsey County Auditor for payment along with the property taxes, and the City is authorized to collect a fee to perform this service.

**Administrative Charge:**

\$50.00 per account

**Section 10**

**Document Production and Research**

**City Codes or Ordinances:**

As indicated on the front page of said document.

**Comprehensive Plan, Local Water Management Plan, Water Distribution or Sewer Plan:**

\$200.00 per document plus postage

**Copying Documents:**

**Individual Page:**

\$.25 per page

**First 50 Pages:**

\$40.00 per document

**Over 51 Pages:**

\$40.00 document fee plus \$.25/page over 50

**Document Research:**

\$100.00 per hour (15 minute minimum)

**Mailing (Postage) and Packaging of Documents and Plans:**

\$40.00

**Section 11**

**Property Assessment and Searches**

**Identify Property PIN:**

\$50.00 per address/PIN

**Property Assessment Searches:**

\$50.00 per address/PIN

**If needed within 24 hours:**

\$100.00 per address/PIN

**Section 12**  
**Use of City Professional Services**

**Outside Consultants (Planner, Engineer, Attorney, etc.):**

Actual cost to the City

**Zoning Administrator:**

\$100.00 per hour (1 hour minimum)

**NOTE:**

*A Late Charge of \$35.00 plus 1% per month will be charged if payment for professional services billed is not paid within 30 days after invoicing. This billing will be updated every 30 days until it is paid.*

**Section 13**

**White Bear Township Fees for Services to the City of Gem Lake**

<b><u>Job Title</u></b>	<b><u>Per Hour Rate (2019)</u></b>
Accounting Clerk/Receptionist	\$60.00
Building Inspector	\$75.10
Clerk Treasurer	\$104.10
Finance Analyst	\$60.00
Finance Officer	\$102.40
Para Legal Secretary	\$65.80
Planner	\$89.50
Secretary/Receptionist	\$52.30
Public Works – Director	\$106.42
PW Field Maintenance Supervisor	\$83.55
PW Field Maintenance Supervisor - OT	\$112.10
PW Lead Worker	\$72.40
PW Lead Worker - OT	\$92.95
PW Mechanic	\$67.15
PW Mechanic - OT	\$86.05
PW Maintenance Worker	\$67.90
PW Maintenance Worker - OT	\$87.35
PW Summer Help	\$23.95