

**CITY OF GEM LAKE
RAMSEY COUNTY, MINNESOTA
ORDINANCE NO. 135**

AN ORDINANCE RELATING TO AND ESTABLISHING FEES AND CHARGES TO BE PAID IN THE CITY OF GEM LAKE, RAMSEY COUNTY, MINNESOTA

The City Council of the City of Gem Lake hereby adopts the following fee schedule to the Gem Lake City Ordinances:

Section 1. The fees established in this Ordinance superseded all fees established by Ordinance, Resolution, or policy prior to this Ordinance.

Section 2. This Ordinance shall take effect and be in force from and after its passage.

Dated: February 15, 2022

Signed:

Gretchen Artig-Swomley
Gretchen Artig-Swomley, Mayor

Attest:

Melissa Lawrence
Melissa Lawrence, Acting City Clerk



1/1/2022

Fee Schedule

City of Gem Lake, Minnesota

City of Gem Lake, Minnesota

2021 Fee Schedule

Table of Contents

Section 1: Building Permits and Inspections 2

Section 2: Electrical Permit 6

Section 3: Mechanical Permits 7

Section 4: Plumbing Permits 8

Section 5: Zoning, Subdivision and Other Land Use Matters 9

Section 6: Business Licenses and Fees 11

Section 7: City Contractor Licensing 13

Section 8: City Licenses and Charges 14

Section 9: City Sewer and Water Related Charges 15

Section 10: Document Production and Research 17

Section 11: Property Assessment and Searches 18

Section 12: Use of City Professional Services 19

Section 13: White Bear Township Fees for Services for the City of Gem Lake 20

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)

Building Permit Fees Based on Valuation

Minnesota Statute 326B.153 Building Permit Fees

Total Valuation			Fees – Plus State Surcharge Based on 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	to	and up	\$6,636.65 for the first \$1,000,000.00 plus \$4.50 for each additional \$1,000.00 or fraction thereof

State Surcharge Fees for Building Permits Based on Fixed Fees

Total Fixed Fee			State Surcharge Based on Fixed Fees
\$0.00	to	\$2,010.00	\$1.00
\$2,011.00	to	and up	.0005 × permit fee

State Surcharge Fees for Building Permits Based on Valuation

Minnesota Statute 326B.148 Surcharge

Total Valuation			Fees – Plus State Surcharge Based on Valuation
\$0.00	to	\$1,000,000.00	.0005 × valuation (minimum \$0.50)
\$1,000,001.00	to	\$2,000,000.00	\$500.00 + .0004 of the value between \$1,000,000.00 and \$2,000,000.00
\$2,000,001.00	to	\$3,000,000.00	\$900.00 + .0003 of the value between \$2,000,000.00 and \$3,000,000.00
\$3,000,001.00	to	\$4,000,000.00	\$1,200.00 + .0002 of the value between \$3,000,000.00 and \$4,000,000.00
\$4,000,001.00	to	\$5,000,000.00	\$1,400.00 + .0001 of the value between \$4,000,000.00 and \$5,000,000.00
\$5,000,001.00	to	and up	\$1,500.00 + .00005 of the value that exceeds \$5,000,000.00

Burning Permit:

Refer to the City of White Bear Lake page for permit and fees

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

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 ³) or less	\$50.00
51 to 100 cubic yards (38.9 m ³ to 76.5 m ³)	\$75.00
101 to 1,000 cubic yards (77.2 m ³ to 764.6 m ³)	\$100.00
1,001 to 10,000 cubic yards (765.3 m ³ to 7645.5 m ³)	\$200.00
10,001 to 100,000 cubic yards (7,646.3 m ³ to 76,455.5 m ³)	\$200.00 for the first 10,000 cubic yards (7,645.3 m ³), plus \$100.00 for each additional 10,000 yards (76,455.5 m ³) or fraction thereof.
100,001 to 200,000 cubic yards (76,456.3 m ³ to 152,911 m ³)	\$500.00 for the first 100,000 cubic yards (76,455.5 m ³), plus \$100.00 for each additional 10,000 cubic yards (7,645.5 m ³) or fraction thereof.
200,001 cubic yards (152,911.7 m ³) or more	\$750.00 for the first 200,000 cubic yards (152,911 m ³), plus \$100.00 for each additional 10,000 cubic yards (7,645.5 m ³) 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 Fees¹⁻²

50 cubic yards (38.2 m ³) or less	\$75.00
51 to 100 cubic yards (38.9 m ³ to 76.5 m ³)	\$100.00
101 to 1,000 cubic yards (77.2 m ³ to 764.6 m ³)	\$200.00 for the first 100 cubic yards (76.5 m ³), plus \$17.50 for each additional 100 cubic yards (76.5 m ³) or fraction thereof.
1,001 to 10,000 cubic yards (765.3 m ³ to 7645.5 m ³)	\$200.00 for the first 1,000 cubic yards (764.6 m ³), plus \$100.00 for each additional 1,000 cubic yards (764.6 m ³) or fraction thereof.
10,001 to 100,000 cubic yards (7,646.3 m ³ to 76,455.5 m ³)	\$500.00 for the first 10,000 cubic yards (7645.5 m ³), plus \$100.00 for each additional 10,000 cubic yards (7645.5 m ³) or fraction thereof.
100,001 to 200,000 cubic yards (76,456.3 m ³ to 152,911 m ³)	\$1,250.00 for the first 100,000 cubic yards (76,455.5 m ³), plus \$100.00 for each additional 10,000 cubic yards (7645.5 m ³) 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 Conditioner:

\$50.00 (new or replacement)

Air Conditioner & Furnace:

\$50.00 (new or replacement)

Boiler:

\$50.00

Commercial Heating, Ventilation and A/C Permit:

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

Fire Place – No Gas Line:

\$50.00

Fireplace including Gas Line:

\$100.00

Gas Line:

\$50.00

Geo Thermal Systems:

\$50.00

Furnace:

\$50.00 per unit (new or replacement)

Section 4

Plumbing Permits

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

Water Heater:

\$50.00

Water Softener:

\$50.00

Section 5

Zoning, Subdivision and Other Land Use Matters

Appeals or Adjustments:

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

Driveway Permit:

\$50.00

Environmental Assessment Worksheet/Environmental Impact Statement:

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

Fence Permit:

\$50.00

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

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

9-Month Golf Course Liquor License:

On-Sale:

\$1,500.00 annually

Sunday On-Sale:

\$150.00 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)

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

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:

1 to 100 pages (MN Statute, section 13.03)	\$0.25 / page
1 to 100 pages – Double Sided	\$0.50 / page
Over 100 pages (MN Statute, section 13.03)	Actual cost of data collection & copies

Document Research:

\$100.00 per hour (15 minute minimum)

Mailing (Postage) and Packaging of Documents and Plans:

\$40.00

Return Check Charges:

\$30.00

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)

Notary:

Free for Gem Lake and White Bear Township Residents
\$5.00 for all non-residents

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

Flat rate of \$95.00 per hour for all services (Accounting Clerk/Receptionist, Building Inspector, Clerk Treasurer, Finance Analyst and Officer, Para Legal Secretary, Planner, Secretary Receptionist, Public Works Director and all public works staff)