

2022 Fee Schedule
APPROVED 01/18/2022

APPLICATION/FEE/PERMIT TYPE	2022 FEE	ADDITIONAL COMMENTS
All of these charges reflect the city fee. Sales tax is to be added as applicable to these fees.		
Building Safety, Fire & Zoning Permits/Licenses		
All permits for commercial projects are charged according to valuation of the job.		
Building Permit - Valuation Table		
Total Valuation		
\$1.00 to \$500.00	\$29.50	
\$501.00 to \$2,000.00	\$28.00 for the first \$500.00	\$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
Building Permit - Other Inspections and Fees		
1. Inspections outside of normal hours	\$65.00 per hour	minimum charge of two hours
2. Reinspection fees	\$65.00 per hour	
3. Inspections for which no fee is specifically indicated	\$65.00 per hour	minimum charge of one hour
4. Additional plan review required by changes, additions or revisions to plans	\$65.00 per hour	minimum charge of one hour
5. For use of outside consultants for plan checking and inspections, or both, as determined by the Building Official	Actual Costs	
The fees above are determined to be minimum fees. The fees will be determined by the above fee table or the total hourly cost to the municipality, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved. Actual costs include administrative and overhead costs. Final determination and interpretation on permit fees described in this table are determined by the Building Official.		
Building Permit - Fire Department Fee		
\$500,000 and under	\$150.00	
\$500,001 to \$1,000,000	\$200.00	
\$1,000,001 to \$5,000,000	\$300.00	
\$5,000,001 to \$10,000,000	\$400.00	
\$10,000,001 and over	\$500.00	

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Building Permit - Park Dedication Fee		
Residential	\$2,000 per lot/unit	
Commercial and Industrial Development	3% FMV	For previously subdivided properties when the park dedication fee was based on the square footage of a building, and a building was not constructed and/or the fee was not collected, the park dedication fee will be collected based on the current fee schedule at the time of the next land use application.
Building Permit - Plan Review Fee		
		65% of building permit fee (Plan Review fee reduction for similar plans in accordance with Minnesota Rules 1300.0160 Subp.5)
** Building Official may waive the plan review fee for certain projects that require diminutive plan review such as basement finishes, kitchen remodeling, and minor repairs/alteration.		
Building Permit - SAC/WAC Fees (charged on plumbing permit if it's an existing building connecting to water or sewer)		
Met Council sewer access charge (SAC) residential	\$2,485.00	Per residential unit schedule set by the Metropolitan Council
Met Council sewer access charge (SAC) non-residential	\$2,485.00	Per commercial unit schedule set by the Metropolitan Council
City Sewer Access Charge - residential	\$230.00	Per residential unit
City Sewer Access Charge - non-residential	\$230.00	Per 2,000 square feet of building for non-residential & multi-family
City Water Access Charge - residential	\$570.00	Per residential unit
City Water Access Charge - non-residential	\$570.00	Per 2,000 square feet of building for non-residential & multi-family
Building Permit - Stormwater Fees		
Stormwater - residential	\$230.00	Per residential unit
Stormwater - non-residential	\$230.00	Per 2,000 square feet of impervious surface for non-residential & multi-family
Building Permit - Street Maintenance Fee		
Residential up to 3 dwelling units	\$325.00	Per unit fee for sites up to 3 dwellings
Residential 4 or more dwelling units	\$275.00	Per unit fee for site with 4 or more dwelling units
Commercial	\$275.00	Per 2,000 square feet of building
Building Permit - Swimming Pools (in ground or above)		
Installations/Removals	\$100.00	Plan review is required
Building Permit - Windows/Doors w/in existing openings		
Residential	\$75.00	Flat fee
Commercial	\$75.00 minimum	According to Building Permit Valuation Table
Building Demolition Permit		
Demolition - 4,000 square feet or less	\$150.00	
Demolition - Over 4,000 square feet	\$500.00	
Building Relocation Permit		
Building Relocation into city	\$500.00	plus a \$600.00 consultant deposit
Relocation of structure outside of city	\$250.00	
Removal of Manufactured home in R-4 District	\$110.00	
Manufactured home set-up (HUD)	\$110.00	
Contractor's License		
	\$60.00	Plus a certificate of insurance (and a bond if excavating)

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Electrical Permit	*	*set through annual contract with contracted electrical inspector
Fire Protection Permit	\$65.00 minimum	2% of job value - \$65.00 minimum
Grading Permit		Permit required for earth work of greater than 25 cubic yards
One acre or less	\$500.00	\$800 bond required for each 12,500 square feet of disturbed area
Greater than one acre	\$1,200.00	\$6,000 per acre bond required
Investigation Fee (work commenced before permit issuance)		Equal to permit fee
Mechanical (HVAC) Permit		
Residential	\$65.00 minimum	1.5% of job value - \$65.00 minimum
Commercial	\$65.00 minimum	2% of job value - \$65.00 minimum
Plumbing Permit		
Residential	\$65.00 minimum	1.5% of job value - \$65.00 minimum
Commercial	\$65.00 minimum	2% of job value - \$65.00 minimum
Plumbing Permit - Reduced Pressure Zone (RPZ)	\$50.00	Per valve added or repaired (testing doesn't require a permit)
Plumbing Permit - Utility Work Fees		
Sewer Service connection, repair, alteration, or re-inspection - Residential	\$50.00	
Sewer Service connection, repair, alteration, or re-inspection - Commercial	\$50.00 minimum	2% of job value - \$50.00 minimum
Water Service connection new, repair, alteration, or re-inspection - Residential	\$50.00	
Water Service connection new, repair, alteration, or re-inspection - Commercial	\$50.00 minimum	2% of job value - \$50.00 minimum
Septic Tank	\$55.00	
Drain Field	\$55.00	
Septic Tank and Drain Field	\$110.00	
Plumbing Permit - Water Meter Fees		
The City provides the initial water meter at our cost plus sales tax and a 10% handling charge. If the cost of a meter and/or sales tax changes during the calendar year, fees will be adjusted accordingly.		
Size		
3/4"	\$250.08	
1"	\$381.50	
1 1/2" omni	\$838.09	
2" omni	\$949.46	
3" compound	\$3,174.70	
4" omni compound	\$3,756.82	
Sign Permit		
Billboard		Building Permit required. Fee based on "Building Permit Fee Valuation" table. In addition, see "General Fees" for annual license fee.
Pylon or Monument		Building Permit required. Fee based on "Building Permit Fee Valuation" table.
Temporary Bulletin or Banner Sign	\$50.00	Sign permit required.
Wall, re-facing, non-pylon or non-monument (i.e., directional or home occupation)	\$65.00	Sign Permit Required.
State Surcharge Fee		This fee is charged on building safety & fire protection permits based on Minnesota Statute 326B.148

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Storage Tank Permit (fuel)	\$65.00 minimum	According to Building Permit Valuation Table
Zoning Permit		
Accessory Structures (200 sf or under)	\$65.00	Over 200 sf requires a building permit (no permit is required for structures under 120 sf, unless they have a permanent foundation)
Driveways	\$65.00	No cost if footprint is the same
Fences	\$65.00	6 feet and under in height - over 6 feet requires a building permit

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Land Use Applications		
Each separate land use request shall be charged a separate fee even if submitted on the same application. In addition to the application fee, all planning cases are subject to a minimum escrow fee to cover any consulting costs the City may incur. Additional charges may apply if the consulting costs exceed the escrow amount. The escrow may be waived, reduced, or increased by the City planner on a project-by-project basis. For applications that involve excessive staff time, services performed by city staff will be billed at actual payroll costs including hours rates, payroll taxes and benefit charges.		
Easement Vacation	\$350.00	Escrow \$1,500
Minor Subdivision	\$1,000.00	Up to 3 lots - escrow \$1,500
Comprehensive Plan Amendment	\$1,000.00	Escrow \$2,000
Planned Unit Development	\$1,500.00	Escrow \$2,500
Planned Unit Development Amendment	\$1,000.00	Escrow \$2,000
Plats		
Preliminary Plat	\$600.00 + \$25.00 per lot	Escrow \$2,500; Fee excludes final engineering approval, construction services, and as-build reviews
Final Plat	\$400.00 + \$25.00 per lot	
Rezoning	\$1,000.00	Escrow \$2,000
Site Plan Review		
Minor Site Plan Review	\$500.00	Escrow \$500
Conditional/Interim Use Permit		
Residential	\$500.00	Escrow \$1,000
All other Conditional/Interim Use Permits	\$1,000.00	Escrow \$1,500
Amendments to Approved Conditional/Interim Uses	75% of above fees	
Variance		
Single-Family Uses	\$350.00	Escrow \$1,500
Commercial/industrial/multi-family uses	\$700.00	Escrow \$1,500
Zoning Verification	\$50.00	
Zoning/City Code Amendment	\$750.00	Escrow \$2,000

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Public Works/Engineering Permits/Licenses		
Hydrant Meter Permit	*	See "water rates" under Administrative Fees
Road Right-of-Way (ROW)		
ROW Permit	\$150.00	Other charges as per Ordinance 484
ROW Registration	\$60.00	Plus a certificate of insurance (and a bond if excavating)
Small Cell Wireless Facility		
Right-of-Way Pole Attachment Permit	\$1,500.00 per pole	
Special Use Permit for Residential/Adjacent District	\$250.00 per pole	
Rent (annual)	\$150.00 per pole	
Maintenance Fee (annual)	\$25.00 per pole	
Electricity Fee (monthly)		The greater of the following: (1) actual cost; or (2) \$73 per radio node less than or equal to 100 maximum watts; or (3) \$182 per radio node over 100 maximum watts
Water Tower Cell Permit (on building permit)		
Administrative Fee	\$1,800.00	
Escrow	\$8,750.00	
Administrative Permits, Applications, & Fees		
Administrative Penalty Fee	\$100	Fee Per Chapter 24, Article III, Section 24-57 of City Code
Animal Licensing		
Cats	\$20.00	2 year license and certificate of rabies vaccination and distemper
Dogs	\$20.00	2 year license and certificate of rabies vaccination and distemper
Annual Dangerous Dog License	\$250.00	Plus other code requirements
Annual Potentially Dangerous Dog License	\$250.00	Plus other code requirements
Appeal of Potentially Dangerous Dog Designation		Applicant provides escrow amount per staff estimate of potential costs
Kennels		
Personal Kennel	\$85.00	
Public Kennel	\$350.00	
Impound Fee	\$50.00	
Carnival Permit	\$230.00	Per setup; a certificate of insurance is also required
Copies		
Print or copy documents: 100 or fewer pages	\$0.25	State maximum (M.S. 13.03)
Print or copy documents: more than 100 pages		actual costs of searching for, retrieving and providing documents
Day Care Centers, home-based	\$50.00	\$50.00 reinspection fee, State maximum (M.S. 245A.151)
False Alarms (Per City Code Chapter 8, Article V, Section 8-338)		

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1-2 False Alarms	\$0	
3rd False Alarm	\$110.00	
4th False Alarm	\$165.00	
5th False Alarm	\$215.00	
6th False Alarm	\$265.00	
7th + False Alarms	\$320.00	
Fire & Rescue/EMS and Emergency Services	\$432.00	Per hour rate, per piece of equipment to non-residents for motor vehicles and tax-exempt properties for fire & rescue/EMS and emergency services. (First call of calendar year free of charge as per Resolution 09-01-021).
Fire Occupancy Inspections for Businesses/Non-Profits		3rd time and subsequent re-inspections are \$200.00 each
up to 500 sq. ft.	\$25.00	
501 to 1,000 sq. ft.	\$50.00	
1,001 to 1,250 sq. ft.	\$75.00	
1,250 to 5000 sq. ft.	\$125.00	
5,001 to 10,000 sq. ft.	\$200.00	
10,001 to 20,000 sq. ft.	\$250.00	
20,001 to 30,000 sq. ft.	\$300.00	
30,001 to 40,000 sq. ft.	\$350.00	
40,001 to 50,000 sq. ft.	\$425.00	
50,001 to 100,000 sq. ft.	\$1,040.00	
Over 100,000 sq. ft.	\$3,000.00	
Rental Properties		
Multi-Family	\$100.00	Base fee, plus \$15.00 per unit
Single Family	\$75.00	
Fire Reports	\$15.50	per report
Gambling Permit	\$33.00	per day
Late Gambling Payments	\$1,000.00	per month
Garbage/Recycling Hauler	\$150.00	For first two (2) vehicles plus certificate of insurance
Additional Vehicles	\$70.00	
Late Fee Charge on Invoice		Per City Code Chapter 10, Article I, Section 10-8
Per Month over 30 days	10.00%	
Lawn Maintenance Fee		
Per Person, Per Hour, One Hour Minimum	\$80.00	plus 25% administration fee
Per Piece of Equipment, Per Hour, One Hour Minimum	\$40.00	plus 25% administration fee

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Liquor		
On-Sale Liquor Establishment/Bar		Based on square footage of liquor serving area, plus a \$3,000 bond
Up to 2,000 sq. ft.	\$3,300.00	
2,001 to 3,000 sq. ft.	\$4,300.00	
3,001 to 4,000 sq. ft.	\$5,300.00	
Over 4,000 sq. ft.	\$6,300.00	
2:00 a.m. Option		same as state fee
Investigation Fee on New Application	\$300.00	
Taverns (dancing/entertainment)		Add 25% to associated liquor fees
Off-Sale (\$1,000 bond)	\$380.00	State Maximum (M.S. 340A.408)
Sunday Sales	\$200.00	State Maximum (M.S. 340A.504)
Consumption & Display Permit	\$300.00	
*As required by the State, off-sale license fees will be reduced by \$100 if licensee agrees to meet the conditions specified in M.S. 340A.408		
Wine on-sale only	\$400.00	State maximum (M.S. 340A.408) is lesser of 1/2 on-sale liquor license fee or \$2,000
3.2% malt beverage on-sale	\$175.00	
3.2% malt beverage off-sale	\$150.00	
Temporary on-sale	\$75.00	per day
Temporary Beer Permit (3.2 beer)	\$75.00	maximum duration of permit is 3 days
Brewer Taproom On-Sale	\$600.00	
Small Brewer Off-Sale	\$380.00	
Microdistillery Cocktail Room	\$600.00	
Microdistillery Off-Sale	\$380.00	
Massage Therapy Establishment		
Initial License Fee	\$150.00	includes investigation fee
Renewal License Fee	\$75.00	includes investigation fee
Additional Owner, Change in on-premise manager, etc	\$50.00	
Amendments to License	\$50.00	
Temporary Off-Site Permit Fee	\$25.00	includes up to 3 individuals per event
Massage Therapy Individual		
Initial License Fee	\$100.00	includes investigation fee
Renewal License Fee	\$50.00	includes investigation fee
Temporary Off-Site Permit Fee	\$25.00	includes up to 3 individuals per event
Mobile Permit (in-home services)	\$100.00	
Mobile Vendor (food and beverage)	\$60.00	
NSF Check	\$30.00	State Maximum (M.S. 604.113)
Park Fees		State sales tax is added when applicable; fees for recreational activities will be provided in registration guides distributed seasonally.
Picnic Shelters		
Resident Reservation for Picnic Shelter includes tax	\$75.00	Plus a \$75.00 facility maintenance/damage deposit

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Non-Resident Picnic Shelter Reservation includes tax	\$150.00	Plus a \$300.00 facility maintenance/damage deposit
Picnic Shelter Reservation Special Permit Request (food trucks, inflatables, etc.)	\$50.00	Plus certificate of insurance and proposed site plan
Community Park - Softball Pavilion	\$75.00	Plus a \$75 facility maintenance/damage deposit (resident/non-resident), must also reserve athletic field
Ahtletic Fields		
Field Reservations - Vadnais Heights Residents		
Youth Resident Practice or Game (includes tax)	\$6.00/hr	Minimum 2 hour reservation
Adult Resident Practice or Game (includes tax)	\$15.00/hr	Minimum 2 hour reservation
Field Reservations - Non-Residents		
Non-Resident, all ages (includes tax)	\$22.00/hr	Minimum 2 hour reservation
Approved Associations	\$6.00/hr	Minimum 3 hour reservation, priority scheduling
Pending Assessment and Utility Search		
	\$28.00	To protect all parties, all search results will be in written form only
Utility History Request		
	\$32.00	Detailed account history
Public Outdoor Event		
	\$130.00	
Recording Duplication (meeting/event, etc.)		
	\$25.00	
Seasonal Outdoor Sales		
	\$150.00	Plus \$400.00 lot cleanup deposit
Non-Profit Sales	\$70.00	Plus \$400.00 lot cleanup deposit
Sign License		
Billboard Annual Fee	\$350.00	
Solicitor/Peddler		
	\$95.00 (up to 2 people, \$20 each additional person)	For profit; no charge for non-profit organizations
Special Event Staffing		
	\$30.00	Per event, per hour, per employee
Tobacco Sales		
	\$275.00	For each machine or counter sales
Fine for Selling to Minor - licensee		
1st Offense	\$75.00	(M.S. 461.12)
2nd Offense within 24 Months	\$200.00	(M.S. 461.12)
3rd Offense within 24 Months	\$250.00	plus minimum 7 day sales suspension (M.S. 461.12)
Fine for Selling to Minor - individual		
1st Offense	\$50.00	(M.S. 461.12)
Tree Removal Service		
	\$90.00	License fee plus a certificate of insurance
Other Miscellaneous Requests, Special Projects or Data Practice Inquiries		
		Employee/consultant time, benefits and materials cost + 25% administration fee

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Vadnais Heights Commons	*	Refer to Rental Rates for the appropriate year. City based non-profits whose purpose is to benefit the Vadnais Heights community shall be charged a rental fee of \$200 for up to two rentals per year (excluding Friday and Saturday) and the 15% catering fee is waived, and/or non-profits whose primary purpose is for the benefit of the Vadnais Heights community, shall be entitled to a 25% discounted residential rate for up to two rentals per year (excluding Friday and Saturday). All other required fees and additional services will be charged.
Water Rates		
Water Base Charge; Residential or Commercial - 3/4" Meter	\$10.40	Per quarter
Water Base Charge; Multiple Dwelling Units	\$10.40	Per quarter, per unit
Water Base Charge; Meters Larger than 3/4"		
1" Meter	\$22.61	Per meter, per quarter
1 1/2" Meter	\$47.74	Per meter, per quarter
2" Meter	\$74.26	Per meter, per quarter
3" Meter	\$273.71	Per meter, per quarter
4" Meter	\$387.23	Per meter, per quarter
10" Meter	\$2,427.40	Per meter, per quarter
Water Connection Availability Charge	\$29.97	Per quarter, per unit charge for opting out of available
Deduct Meter Reading Fee	\$10.39	Per meter, per quarter
Water Usage Charge		
0 - 12,000 Gallons of Water	\$1.32	Per 1,000 gallons per quarter
12,001 - 25,000 Gallons of Water	\$2.20	Per 1,000 gallons per quarter
Over 25,000 Gallons of Water	\$3.83	Per 1,000 gallons per quarter
Over 50,000 Gallons of Water, ALL irrigation water use	\$5.29	Per 1,000 gallons per quarter
Meter Reading Not Attainable - 1st Quarter	\$45.00	If a meter reading is later obtained for the quarter in question, these charges will be refunded unless repairs are necessary due to owner neglect or malfeasance.
Meter Reading Not Attainable - Subsequent Quarters	\$275.00	
Meter Reading Not Attainable - Subsequent Quarters - Users over 50,000 Gallons per QTR	\$375.00	
Radio Reading Meter Equipment opt out fee	\$275.00	Per meter, per quarter
Water Surcharge (MN Dept. of Public Health)		Per meter, per quarter as set by the MN Dept. of Public Health
Water Meter Change-out Fee	\$107.00	No charge for replacements not due to owner neglect
Water Service Turn-on or Turn-off Fee	\$75.00	
Meter Rental for Fire Hydrant		
Meter Larger than 3/4" - Monthly Rental Charge	\$50.00	\$600 deposit plus water charged based on usage
Meter Larger than 3/4" - Water Charge	\$4.85	Per 1,000 gallons; minimum charge of \$10
3/4" Meter - Monthly Rental Charge	\$50.00	\$300 deposit plus water charged based on usage
3/4" Meter - Water Charge	\$4.85	per 1,000 gallons; minimum charge of \$10
Wrench Deposit	\$30.00	
Sewer Rates		
Base Charge; Residential	\$25.07	Per quarter per unit
Residential Usage Charge	\$3.57	Per 1,000 gallons of water usage per quarter. If water usage is unavailable, 18,000 gallons will be the sewer charge basis. Minimum basis for charge is 6,000 gallons regardless of water usage. The charge for the 3rd quarter may be adjusted to address irrigation water use.

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Hotel Usage Charge	\$3.57	Per 1,000 gallons of water used per quarter
Residential Base Charge - City Water Available, Not Connected	\$103.00	Per Quarter
Residential Base Charge - City Water Unavailable	\$84.46	Per Quarter
Commercial Base Charge - No City Water Connection	\$141.11	Per Quarter
Commercial Properties:		
Base Charge	\$35.65	Per Quarter
Usage Charge		
0 - 25,000 gallons of water usage	\$4.56	Per 1,000 gallons per quarter
Over 25,000 gallons of water usage	\$6.46	Per 1,000 gallons per quarter
Surface Water Rates		
Residential Single Unit Properties	\$12.39	Per unit per quarter
Commercial, Multi Dwelling Unit Residential Properties	variable, 2.0% increase	Amount varies based on number of units and impervious land
Illegal Sump Pump Surcharge	\$296.40	Per quarter until legal discharge is verified
Collection Fees		
Returned Check/Failed Auto Deposit Fee	\$30.00	
Late Payment Fee	\$5.00 or 15% (higher calculated amount)	Assessed quarterly on delinquent account balance
Pre-certification Processing Fee	\$35.00	

After the due date of the 2nd quarterly billing (approximately August 9) all accounts delinquent for more than one quarter, owing an amount greater than the 2nd quarter billing, or an amount greater than \$150.00, are subject to the annual certification process. Details regarding the process will be mailed to affected property owners of record. Accounts included in the process will be charged a non-refundable pre-certification processing fee of \$35.00. Accounts that remain unpaid after the stated final due date will be certified to Ramsey County for collection with next year's property taxes. Quarterly late payment fees will continue through May 10 of the following year and will be certified with the delinquent amount owed.