

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 The fees established in this Ordinance superseded all fees established by Ordinance, Resolution, or policy prior to this Ordinance.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

Historical Notes

2022

Ordinance No. 135 passed on February 15, 2022, by Artig-Swomley (Mayor), Cacioppo, Johnson, Amlee, Lindner (Councilmembers) and effective February 16, 2022.

2024

December 17, 2024, the 2025 Fee Schedule changes were approved by Councilmember Lindner and seconded by Councilmember Johnson, to be effective January 1, 2025.

Section 1

Building Permits and Inspections

Building Permit Fees: Building permit fees are either flat fee or based on current state valuation costs, plus Minnesota state surcharge. Permit fees not listed in the flat fee chart are based on valuation. See fee charts below.

**Building Permit Fees Based on Valuation
Minnesota Statute 326B.153 Building Permit Fees**

Total Valuation			State Building Permit Fees 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	\$5,000,000.00	\$6,636.65 for the first \$1,000,000.00 plus \$4.50 for each additional \$1,000.00 or fraction thereof, to and including \$5,000,000.00
\$5,000,001.00	to	and up	\$9,436.65 for the first \$5,000,000.00 plus \$3.70 for each additional \$1,000.00 or fraction thereof

Plan Review Fee: Multiply 65% (0.65) × the Building Permit Fee (listed above)

**Building Permit Surcharge Based on Valuation
Minnesota Statute 326B.148 Surcharge**

Total Valuation			State Building Permit Surcharge Based on Valuation
\$1.00	to	\$1,000,000.00	equivalent to one-half mill (.0005) of the value
\$1,000,001.00	to	\$2,000,000.00	\$500 plus two-fifths mill (.0004) of the value
\$2,000,001.00	to	\$3,000,000.00	\$900 plus three-tenths mill (.0003) of the value
\$3,000,001.00	to	\$4,000,000.00	\$1,200 plus one-fifth mill (.0002) of the value
\$4,000,001.00	to	\$5,000,000.00	\$1,400 plus one-tenth mill (.0001) of the value
\$5,000,001.00	to	and up	\$1,500 plus one-twentieth mill (.00005) of the value

Total Fee = Building Permit Fee + Plan Review Fee + Building Permit State Surcharge ***

Other Inspection and Fees:

- | | |
|--|--|
| 1. Inspections outside of normal business hours | \$100.00 per hour (minimum charge 2 hrs) * |
| 2. Re-Inspection Fees | \$100.00 per hour (minimum charge 2 hrs) * |
| 3. Inspections for which no fee is specifically indicated | \$100.00 per hour (minimum charge 2 hrs) * |
| 4. Additional plan review required by changes, additions or revisions to plans | \$100.00 per hour (minimum charge 2 hrs) * |
| 5. For use of outside consultants for plan checking and inspections, or both | Actual Costs ** |

Residential Flat Fee Building Permits

Permits are based on the fees below, plus \$1.00 state surcharge.

Permit Type	Permit Fee	Last Adjusted	Comments
Basement Finish	\$175.00	1/1/2023	Surcharge is based on Valuation
Deck	\$125.00	1/1/2023	Surcharge is based on Valuation
Demolition – Residential	\$125.00	1/1/2025	Surcharge is based on Valuation
Door(s)	\$125.00	1/1/2023	
Drain Tile	\$125.00	1/1/2023	Surcharge is based on Valuation
Egress Window(s) - New	\$125.00	1/1/2023	Surcharge is based on Valuation
Grading / Excavating - Commercial < 1 Acre	\$225.00		
Grading / Excavating - Commercial 1 Acre to 2 Acres	\$350.00		
Grading / Excavating - Commercial 2 Acres and Up	\$450.00		Per Every 2 Acres
Grading / Excavating - New Residential Development	\$100.00		Per lot
Grading / Excavating - Residential	\$100.00		
Moving a Building	\$1,000.00		
Pergola/Gazebo	\$125.00	1/1/2023	Surcharge is based on Valuation
Radon	\$125.00	1/1/2023	
Roofing	\$125.00	1/1/2023	
Siding	\$125.00	1/1/2023	
Solar Photovoltaic (PV) System	\$175.00	1/1/2023	
Swimming Pool – Above Ground	\$125.00	1/1/2023	Surcharge is based on Valuation
Swimming Pool – Below Ground	\$175.00	1/1/2023	Surcharge is based on Valuation
Window(s)	\$125.00	1/1/2023	

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 × \$50.00, whichever is greater.

Residential panel replacement is \$110.00, sub panel \$50.00

New service of power supply is:

0 to 300 Amp	\$55.00
400 Amp	\$71.00
Add \$16.00 for each additional 100 Amps	

Circuits and Feeders:

0 to 100 Amp	\$9.00
101 to 200 Amp	\$15.00
Add \$6.00 for each additional 100 Amps	

Minimum Fee:

Minimum permit fee is \$50.00 plus \$1.00 State surcharge. This is for one inspection only. Minimum fee for rough-in and final inspection is \$100.00 plus \$1.00 State surcharge.

Maximum Fee:

Maximum fee for single family dwelling or townhouse not over 200 Amps (No max if service is over 200 Amps) is \$200.00 plus \$1.00 State surcharge. Maximum of 2 rough-in's and 1 final inspection. (Failed inspections are an additional \$50.00 each)

Apartment Buildings:

Fee per unit of an apartment or condominium complex is \$90.00. This does not cover service, unit feeders or house panels.

Swimming Pools and Hot Tubs:

\$100.00 plus circuits at \$9.00 each. This includes 2 inspections

Additions, Remodels or Basement Finishes:

\$100.00 this includes up to 10 circuits and 2 inspections

Residential Accessory Structures:

The greater of \$55.00 for panel plus \$9.00 per circuit of \$100.00 for 2 inspections

Traffic Signals:

\$8.00 per each standard

Street and Parking Lot Lights:

\$5.00 per each standard

Transformers and Generators:

\$5.00 up to 10kva, \$45.00 11kva to 74kva, \$60.00 75kva to 299kva, over 299kva is \$165.00

Retrofit Lighting:

\$0.85 cents per fixture

Sign Transformer or Driver:

\$9.00 per transformer

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

\$0.85 cents per device

Re-Inspection Fee in addition to all other fees:

\$50.00

Solar fees:

0kw to 5kw	\$90.00	5.1kw to 10kw	\$150.00
10.1kw to 2 kw	\$225.00	20.1kw to 30kw	\$300.00
30.1kw to 40kw	\$375.00	40.1kw and larger	\$375.00 plus \$25.00 for each additional 10kw

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 refund unless more than the minimum fee. Refund are minus the cities 20% handling fee.

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

Minimum fee permits expire in 6 months.

Permits over the minimum fee and up to \$250.00 expire in 1 year.

Commercial Electrical Fees: The fee is 1% of the valuation with a minimum of \$125.00 per trip plus the state surcharge of .0005 × valuation

Description	Fee Calculation	Permit Fee
Re-Inspection fee (in addition to all other fees)	\$50.00	
Investigative fee (working without permit) the fee is doubled		
Refunds issued only for permits over:	\$100.00	

Solar fees for PV System

0-5,000 watts	\$90.00
> 5,000 watts to 10,000 watts	\$150.00
> 10,000 watts to 20,000 watts	\$225.00
> 20,000 watts to 30,000 watts	\$300.00
> 30,000 watts to 40,000 watts	\$375.00
Additional increments of 10,000 watts	\$25 (for each additional \$10k increment)

Section 3

Fire Protection

Residential and Commercial Permit Fees

Fee is 1% of the valuation with a minimum of \$125.00 and a surcharge of .0005 × valuation. Permit types are listed below.

Permit Type	Permit Fee	Comments
Installation of Aboveground Storage Tank(s)	See Above	Updated 1/1/2024
Installation of Underground Storage Tank(s)	See Above	Updated 1/1/2024
Modification of Aboveground Storage Tank(s)	See Above	Updated 1/1/2024
Modification of Existing Fire Sprinkler System	See Above	Updated 1/1/2024
Modification of Existing Fire Suppression System	See Above	Updated 1/1/2024
Modification of Underground Storage Tank(s)	See Above	Updated 1/1/2024
New Fire Alarm System	See Above	Updated 1/1/2024
New Fire Sprinkler System	See Above	Updated 1/1/2024
New Fire Suppression System	See Above	Updated 1/1/2024
Removal of Aboveground Storage Tank(s)	See Above	Updated 1/1/2024
Removal / Abandonment of Underground Storage Tank(s)	See Above	Updated 1/1/2024
Replacement of Fire Alarm System	See Above	Updated 1/1/2024

Section 4

Mechanical Permits

Residential Mechanical Permit Fees

Permits are based on the fees below, plus \$1.00 state surcharge.

Permit Type	Permit Fee	Comments
Addition	\$175.00	
Air Conditioner (new or replacement)	\$75.00	
Air Conditioner & Furnace (new or replacement)	\$75.00	
Boiler	\$75.00	
Fireplace – No Gas Line	\$75.00	
Fireplace including Gas Line	\$125.00	
Furnace (new or replacement)	\$75.00	
Garage Heater	\$125.00	
Gas Line – Only	\$75.00	
Geothermal Systems	\$75.00	
New Construction	\$300.00	
Remodel/Alteration	\$125.00	
Replacement/Other	\$75.00	
Swimming Pool Heaters	\$75.00	
Water Heater	\$75.00	

Commercial Heating, Ventilation and A/C Permit Fees

Fee is 1% of the valuation with a minimum of \$125.00 and a surcharge of .0005 × valuation

Section 5

Plumbing Permits

Residential Plumbing Permit Fees

Permits are based on the fees below, plus \$1.00 state surcharge.

Permit Type	Permit Fee	Comments
Addition	\$175.00	
Back Flow Prevention Device – Annual Testing per Device	\$50.00	(administrative fee)
Back Flow Prevention Device – New	\$75.00	(per device)
Back Flow Prevention Device – Repair	\$75.00	(per device)
Back Flow Prevention Device – Replacement	\$75.00	(per device)
New Construction	\$350.00	
Remodel/Alteration	\$125.00	
Water Heater	\$75.00	
Water Softener	\$75.00	

Commercial Flat Fee Plumbing Permits

Permit Type	Permit Fee	Comments
Back Flow Prevention Device – Annual Testing per Device	\$50.00	(administrative fee)
Back Flow Prevention Device – New	\$75.00	(per device)
Back Flow Prevention Device – Repair	\$75.00	(per device)
Back Flow Prevention Device – Replacement	\$75.00	(per device)

Commercial Plumbing Permit Fees

Fee is 1% of the valuation with a minimum of \$125.00 and a surcharge of .0005 × valuation

Section 6

Septic Permits

Residential Septic Permit Fees

Permit Type	Permit Fee	Comments
Abandon Subsurface Sewage Treatment Systems (SSTS)	\$125.00	
Install New Subsurface Sewage Treatment Systems (SSTS)	\$300.00	
Repair Subsurface Sewage Treatment Systems (SSTS)	\$75.00	
Replace Subsurface Sewage Treatment Systems (SSTS)	\$125.00	
ISTS Septic Inspection (performed annually)	\$45.00	Effective 1/1/2025
ISTS Re-Inspection	\$80.00	

Section 7

Sewer & Water Permits

Residential Sewer & Water Permit Fees

Permits are based on the fees below, plus \$1.00 state surcharge.

Permit Type	Permit Fee	Comments
New Outside Sewer Line	\$75.00	
New Outside Water & Sewer Line	\$125.00	
New Outside Water Line	\$75.00	
Open Cut of Road to Tap Main	\$75.00	
Repair Outside Sewer Line	\$75.00	
Repair Outside Water & Sewer Line	\$125.00	
Repair Outside Water Line	\$75.00	
Sewer Tap	\$175.00	
Sewer & Water Tap	\$225.00	
Sewer Re-Inspection Fee	\$80.00	
Water Tap	\$175.00	

Commercial Sewer & Water Permit Fees

Fee is 1% of the valuation with a minimum of \$125.00 and a surcharge of .0005 × valuation

Sewer and Water Connection Fees

Buildings or dwellings existing or constructed in the City of Gem Lake must connect to the municipal water and sanitary sewer system so long as it is reasonably available. Commercial buildings must connect within one (1) year and residential buildings must connect within ten (10) years from the time a connection is available to any such property.

Metropolitan Council Sewer Availability Charge (SAC) units and fees are established by the Metropolitan Council per state statute MN 473.517. Prior to connecting to public utilities, the owner or representative must pay the following fees:

Sewer Connection Fees

Dwelling Type	Fees	Comments
Single Family Dwellings	\$75.00	Plus SAC per unit (Sewer Changeover Permit from Septic or New Construction)
Two-Family Dwellings	\$75.00	Plus SAC per unit (Sewer Changeover Permit from Septic or New Construction)
Sewer Availability Charge (SAC) - City	\$1,000.00 per unit	As established by the City
Sewer Availability Charge (SAC) – Met Council	\$2,485.00	As established by the Metropolitan Council

Water Connection Fees

Dwelling Type	Fees	Comments
Single Family Dwellings	\$75.00	Plus WAC per unit (Water Changeover Permit from Well or New Construction)
Two-Family Dwellings	\$75.00	Plus WAC per unit (Water Changeover Permit from Well or New Construction)
Water Availability Charge (WAC) – Gem Lake	\$1,500.00 per unit	As established by the City

Commercial Sewer & Water Connection Fees

Fee is 1% of the valuation with a minimum of \$125.00 and a surcharge of .0005 × valuation, plus SAC and WAC per unit

Section 8

Stormwater

Permit Type	Permit Fee	Comments
Public – Linear Projects	\$100.00	Per mile
Public – Stormwater Pond	\$100.00	
Residential – New Home Construction	\$450.00	
Residential – Addition Remodel (excavation less than 1,000 cubic feet)	\$100.00	
Commercial (less than 5 acres)	\$1,500.00	
Commercial (more than 5 acres)	\$2,000.00	

Section 9

Zoning Permits

Residential Zoning Permit Fees

Permit Type	Permit Fee	Comments
Driveway	\$75.00	
Fence	\$75.00	
Patio / Impervious Surface	\$75.00	
Accessory Building < 200 sq. ft.	\$75.00	
Retaining Wall	\$75.00	
Tank Removal	\$250.00	

Commercial Zoning Permit Fees

Permit Type	Permit Fee	Comments
Driveway/Parking Lot	\$150.00	
Fence	\$150.00	
Retaining Wall	\$150.00	
Sign Permit:		
Temporary Sign	\$50.00 per sign	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	

Section 10

Community Development / Planning

Fee Type	Fee	Comments
Appeals or Adjustments	\$100.00, plus \$1,000.00 escrow for review	
Garden Overlay Permit (IUP)	\$100.00	Years two and forward
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	\$275.00	
Requested Rezoning of Land/Zoning Ordinance Amendment	\$200.00, plus \$600.00 escrow for review	
Zoning Compliance Permit	\$200.00, plus \$1,500.00 escrow for review	
Requested Subdivision of Land		
Minor Subdivision (2-3 lots)	\$500.00	Plus \$1,000.00 Escrow
Major Subdivision (4 plus lots)	\$500.00 per lot created	Plus \$1,000.00 Escrow
Lot combination or lot line adjustment	\$500.00	Plus \$1,000.00 Escrow
Requested Variance	\$500.00	
Zoning Administrator Fee	\$100.00/hr	Minimum 1 Hour

NOTE:

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

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 11

City Sewer and Water Rates

City Sewer Charges	Fee	Comments
Commercial Sewer User Charge	\$220.00/SAC unit (\$55.00/quarter)	Annual (Updated 1/1/2024)
Industrial Sewer User Charge	\$220.00/SAC unit (\$55.00/quarter)	Annual (Updated 1/1/2024)
Residential Sewer User Charge	\$220.00/SAC unit (\$55.00/quarter)	Annual (Updated 1/1/2024)
Metered Sanitary Sewer Charge	\$4.08	Per 1,000 gallons

City Sewer and Water Charges (White Bear Lake Connection)	Fee	Comments
Water Charges		
To White Bear Lake	\$500.00	
To Gem Lake WAC Charge	\$1,000.00	
A quarter to Gem Lake plus Water Charge	\$15.00	
Utility Rates Water (White Bear Lake Water)		
Water Rates – Base Charge	\$25.00	Per WAC Unit Effective 1/1/2025
Volume (Usage Charge)		
1-15,000 gallons	\$5.25	Per 750 gallons Effective 1/1/2025
15,0001-25,000 gallons	\$6.60	Per 750 gallons Effective 1/1/2025
Over 25,001 gallons	\$8.25	Per 750 gallons Effective 1/1/2025
Water State Surcharge	\$2.43	
State Sales Tax (on city water usage, commercial only)	8.38%	Effective 1/1/2025
Utility Rates Sewer		
Sewer Rates		
Base Rate	\$55.00	Per SAC Unit
1-6,000 gallons	\$40.40	Flat Fee
Over 6,000 gallons	\$5.05	Per 750 gallons

City Sewer and Water Charges (Vadnais Heights Connection)	Fee	Comments
Utility Rates Water (Vadnais Heights Water)		
Water Rates – Base Charge	\$25.00	Per WAC Unit Effective 1/1/2025
Volume (Usage Charge)		
1-15,000 gallons	\$7.00	Per 1,000 gallons Effective 1/1/2025
15,001-25,000 gallons	\$8.75	Per 1,000 gallons Effective 1/1/2025
Over 25,001 gallons	\$11.00	Per 1,000 gallons Effective 1/1/2025
Irrigation Account		
Base Rate	\$25.00	Effective 1/1/2025
Over 50,000 gallons	\$9.50	Per 1,000 gallons Effective 1/1/2025
Water State Surcharge	\$2.43	
State Sales Tax (on city water usage, commercial only)	8.38%	Effective 1/1/2025
Water inspection Charges	\$25.00	
Utility Rates Sewer		
Sewer Rates		
Base Rate	\$55.00	Per SAC Unit
Volume (Usage) charge per 1,000 gallons	\$7.00	Effective 1/1/2025
Winter Usage – 6,000 gallon minimum		

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 months)

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 30 days or more delinquent as of July 31st 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 an administrative charge to perform this service.

Administrative Charge:

\$50.00 per account

Section 12

City Licenses

Alcohol Licenses	Fee	Comments
3.2 Malt Liquor		
3.2 Malt Liquor On-Sale (including Brew Pup On-Sale Malt)	\$2,000.00	Annually
3.2 Malt Liquor Sunday On-Sale	\$200.00	Annually, State Maximum (M.S. 340A.504)
3.2 Malt Liquor Off-Sale (including Brewer Off-Sale Malt)	\$200.00	Annually
Intoxicating		
Liquor On-Sale (including Brew Pub On-Sale, Brewer Taproom Microdistiller On-Sale)	\$2,000.00	Annually, this fee applies to combination on-sale/off-sale intoxicating liquor licenses
Liquor Sunday On-Sale	\$200.00	Annually, State Maximum (M.S. 340A.504)
Liquor Off-Sale (including Microdistiller Off-Sale Liquor)	\$200.00	Annually, State Maximum is \$240.00 (M.S. 340A.408, subd. 3)
Golf Course, Wine, Culinary Classes		
9-Month Golf Course Liquor On-Sale	\$1,500.00	Annually
9-Month Golf Course Liquor Sunday On-Sale	\$150.00	Annually
Wine On-Sale	\$1,000.00	Annually, (M.S. 340A.408, subd. 2(c))
Culinary Class Limited On-Sale	\$200.00	
Temporary		
One Day Consumption and Display Permits	\$25.00	State Maximum (M.S. 340A414s subd. 9)
On-Sale Intoxicating Liquor	\$75.00	
3.2 Malt Liquor	\$25.00	
Off-Sale Wine	\$75.00	
Brewer On-Sale Intoxicating Liquor	\$75.00	
Microdistiller On-Sale Intoxicating Liquor	\$75.00	
Investigation Fee for New On-Sale Liquor		Actual Cost of Investigation, up to \$10,000.

Business Licenses	Fee	Comments
Adult Use	\$5,000.00	Annually
Adult Use Investigation of License	\$2,000.00	
Adult Use Change of Owner/Officer	\$500.00	
Adult Use Origination Fee	\$2,000.00	
Business License	\$100.00	Annually
Kennel License (Business Boarding Kennel)	\$300.00	Annually
Pawnbroker License	\$5,000.00	Annually
Pawnbroker License Investigation Fee	\$500.00/hr	Minimum 1 hour
Peddlers, Solicitors and Transient Merchants Annual	\$100.00	
Peddlers, Solicitors and Transient Merchants 1-14 Days	\$50.00	
Peddlers, Solicitors and Transient Merchants Background	\$50.00	Up to two people, then \$20 each additional person

Tobacco and Related Products Licenses	Fee	Comments
Edible Cannabinoid Products License	\$125.00	Annually
Edible Cannabinoid Products Application and Background	\$500.00	Initial Request and when a new owner is brought in
Tobacco	\$200.00	Annually

Animal Licenses	Fee	Comments
Chicken/Fowl Keeping Up to 5 Chickens	\$25.00	
Chicken/Fowl Keeping Up to 5 Chickens - Renewal	\$15.00	Annually
Chicken/Fowl Keeping Up to 25 Chickens	\$50.00	
Chicken/Fowl Keeping Up to 25 Chickens - Renewal	\$15.00	Annually
Dog License New	\$10.00	Per Dog (Maximum of 3)
Dog License Renewal	\$10.00	Annually Per Dog (Maximum of 3)
Dog License Lost/Replacement Tag	\$5.00	
Dog License Potentially Dangerous Dog Fee	\$120.00	Annually, Plus \$10.00 Registration Fee
Dog License Dangerous Dog Fee	\$500.00	Annually, Plus \$10.00 Registration Fee
Pigeon Keeping License	\$100.00	Annually
Stable License Personal Stable – three or less animals	\$50.00	Annually
Stable License Unlimited Stable – four or more animals	\$85.00	Annually

Contractor Licenses (If not licensed with the State)	Fee	Comments
Blacktopping & Cement (City Roads)	\$100.00	Annually
Commercial General Construction	\$100.00	Annually
Demolition	\$100.00	Annually
Excavating & Grading	\$100.00	Annually
Fence	\$100.00	Annually
Mechanical	\$100.00	Annually
Outside Sewer & Water Installation	\$100.00	Annually
Sign	\$100.00	Annually
Specialty Contractor	\$100.00	Annually
Tree/Trimming Removal	\$100.00	Annually

Rental Licenses	Fee	Comments
Single Family (House, Condo, Townhouse)	\$100.00	Annually
Two-Family (Duplex)	\$50.00/unit	Annually

Miscellaneous City Licenses	Fee	Comments
Amusement Devices	\$50.00	Per Device
Apartment Unit License	\$200.00	Plus \$25.00 per unit over 10. Annually
Archery Hunting Permit	\$100.00	Plus \$500.00 Escrow
Assisted Living License	\$200.00	Annually
Charitable Gambling Investigation Fee	\$100.00/hr	Minimum 1 hour
Golf Cart Permit (for use on City roads)	\$30.00	Annually
Home Occupation Permit	\$100.00	Annually
Nursing Home License	\$200.00	Annually
Outdoor Entertainment Fee	\$5,000.00	Per event held by business w/ liquor license plus \$5,000.00 escrow
Utility Permit for Work in Right-of-Way City Area	\$200.00	Per Request

Section 13

Miscellaneous

Administrative Offenses	Fee	Comments
Penalties for Alcohol, Tobacco, and Nicotine Sales		
Purchase, Possession	\$50.00	Issued by White Bear Lake Police Dept.
Underage Consumption	\$50.00	Issued by White Bear Lake Police Dept.
Lending ID to Underage Person	\$100.00	Issued by White Bear Lake Police Dept.
License Holder, First Offense	\$150.00	Issued by White Bear Lake Police Dept.
License Holder, Second Offense Within 12 Months	\$275.00	Issued by White Bear Lake Police Dept.
License Holder, Third Offense Within 18 Months	\$500.00	Issued by White Bear Lake Police Dept.
Other Alcohol, Tobacco, and Nicotine Related Offenses	\$100.00	Issued by White Bear Lake Police Dept.
Penalties for Edible Cannabinoid Products		
Underage Consumption	\$50.00	Issued by White Bear Lake Police Dept.
Lending ID to Underage Person	\$100.00	Issued by White Bear Lake Police Dept.
License Holder, First Offense	\$150.00	Issued by White Bear Lake Police Dept.
License Holder, Second Offense Within 12 Months	\$275.00	Issued by White Bear Lake Police Dept.
Other Edible Cannabinoid-Related Offenses	\$100.00	Issued by White Bear Lake Police Dept.
False Alarm User Fees		
4-7 False Alarms	\$50.00/occurrence	In one (1) calendar year Jan1 – Dec 31
8 plus False Alarms	\$150.00/occurrence	In one (1) calendar year Jan1 – Dec 31

Heritage Hall Room Rental Fees	Fee	Comments
Heritage Hall Rental Fees – Gem Lake & WBT Residents		
Large Conference Room (Mon-Thur Evenings)		
Room Fee	\$25.00/hr (minimum 2 hours)	Free during normal business hours
Cleaning/Staffing Fee	\$20.00/hr (minimum 2 hours)	
Refundable Deposit	\$150.00	
Large Conference Room (Fri-Sun)		
Room Fee	\$40.00/hr (minimum 2 hours)	
Cleaning/Staffing Fee	\$20.00/hr (minimum 2 hours)	
Refundable Deposit	\$150.00	
Small Conference Room (Mon-Thur Evenings)		
Room Fee	\$15.00/hr (minimum 2 hours)	Free during normal business hours
Cleaning/Staffing Fee	\$20.00/hr (minimum 2 hours)	
Refundable Deposit	\$50.00	
Small Conference Room (Fri-Sun)		
Room Fee	\$25.00/hr (minimum 2 hours)	
Cleaning/Staffing Fee	\$20.00/hr (minimum 2 hours)	
Refundable Deposit	\$50.00	
Heritage Hall Rental Fees – Non-Residents		
Large Conference Room (Mon-Thur Evenings)		
Room Fee	\$50.00/hr (minimum 2 hours)	\$10 discount during normal business hours
Cleaning/Staffing Fee	\$25.00/hr (minimum 2 hours)	
Refundable Deposit	\$150.00	
Large Conference Room (Fri-Sun)		
Room Fee	\$75.00/hr (minimum 2 hours)	
Cleaning/Staffing Fee	\$25.00/hr (minimum 2 hours)	
Refundable Deposit	\$150.00	
Small Conference Room (Mon-Thur Evenings)		
Room Fee	\$30.00/hr (minimum 2 hours)	\$5 discount during normal business hours
Cleaning/Staffing Fee	\$25.00/hr (minimum 2 hours)	
Refundable Deposit	\$50.00	
Small Conference Room (Fri-Sun)		
Room Fee	\$50.00/hr (minimum 2 hours)	
Cleaning/Staffing Fee	\$25.00/hr (minimum 2 hours)	
Refundable Deposit	\$50.00	

Administration	Fee	Comments
Administrative Charge	\$50.00	
Copying Documents		
1 to 100 Pages	\$0.25/page	MN Statutes, Section 13.03
1 to 100 Pages – Double Sided	\$0.50/page	MN Statutes, Section 13.03
Over 100 Pages	Actual Cost of Data Collection & Copies	MN Statutes, Section 13.03
Document Research	\$100.00/hr	Minimum 15 minutes
Mailing (Postage) and Packaging of Documents and Plans	\$40.00	
Property Assessment and Searches		
Property Assessment Searches	\$50.00	Per Address/PIN
If needed within 24 Hours	\$100.00	Per Address/PIN
Return Check Charges	\$30.00	
Use of City Professional Services		
Outside Consultants (Planner, Engineer, Attorney, etc.)	Actual Cost to the City	
Zoning Administrator	Actual Cost to the City	Minimum 1 hour
Miscellaneous Fees	Fee	Comments
Burning Permit	Refer to the City of White Bear Lake page for permit and fees	
Comprehensive Plan, Local Water Management Plan, Water Distribution or Sewer Plan	\$200.00	Per Document plus Postage
City Codes or Ordinances	As indicated on the front page of said document	
Land Mining (400 yards or more)	\$2,500.00, plus \$3,000.00 escrow for review	
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	

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)

Section 14

Other Inspections & Fees

Fee Type	Fee	Comments
Building Plan Check Fee	65% of Building Permit Fee	
Building Plan Check Fee for Similar Plans	25% of Building Permit Fee	
Plan Check Fee for Decks / Pergola / Gazebo	\$50.00	
Street Maintenance Escrow – New Residential Construction	\$800.00	
Street Maintenance Escrow – New, Expansion or Addition for Commercial Buildings	\$5,000.00	
Erosion Control Escrow – Residential Construction	\$1,200.00	
Erosion Control Escrow – Commercial	\$5,000.00	
Soil Erosion Control Inspection	\$200.00	
Fire Inspections	\$100.00 per unit	Includes follow-up
Inspections Outside of Normal Business Hours	\$100.00/hr	Min Charge 2 Hrs
Re-inspection Fees	\$100.00/hr	Min Charge 2 Hrs
Investigation Fee	Up to the value of the permit with a min of \$95.00	
State Surcharge – Fixed Fee Permit	\$1.00	
State Surcharge 1,000,000 or less	.0005 × Valuation	

Refund Policy

Request for refund must be in writing within 60 days of permit issuance. No more than 50% of the permit fee will be refunded. No refunds for plan review fees. The State Surcharge is 100% refundable. See the Electrical Permits section for information on electrical permit refunds.