

2023 Fee Schedule

CITY OF OSSEO
FEE SCHEDULE

Phone 763-425-2624
effective 1/1/2023

Administration	Fee	Fee Notes
Address Label List	\$25	
Audio Tape Copy	\$25	
Audit Book Copy	\$25	
CD Copy	\$25	
City Code (Ordinances) Photocopy	\$25	
Community Center Rental		
Weekdays, per room	\$50	Osseo residents & businesses, up to four hours
Weekdays, per room	\$150	non-residents & businesses, up to four hours
Weekends, must rent both rooms	\$100	Osseo residents & businesses, up to six hours
Weekends, must rent both rooms	\$300	non-residents & businesses, up to six hours
	50% off	tax exempt non-profit organizations, must be registered
Damage Deposit (refundable)	\$250/\$350*	*events with alcohol
Copies - single-sided black & white - up to 10	free	or, up to 6 double-sided, or 2 color or oversized
11-100	\$0.25	each
Copies over 100	**	**actual cost (staff time @ \$20/hr)
Double-sided black & white	\$0.40	each, for more than 6
Color or pictures	\$1.00	each, for more than 2
Electronic Data up to 20 minutes	free	
Electronic Data over 20 minutes	**	**actual cost (staff time @ \$20/hr)
Digital Photo/DVD/VHS Copy	\$25	each photo or tape
Franchise Fees Electric		2% per month
Gas		2% per month
Gateway Sign Message Application	\$100	per slide, per week
Garbage/Recycling/Yard Waste Collection	per contract	residential only
Delinquent Bills - County Certification	10% of balance, up to \$30	admin fee per PID + interest
Late Fees	10%	per month
Mailing Costs of Copies/Reports	at cost	
NSF Check	\$30	
Notary Services	N/C	
Special Events		
Permit Application Fee	\$50	non-refundable
Special Services (see hourly rates for each dept)		**actual cost for staff time / deposit refundable, if not used
Staff Time - Administration		
City Staff -- Professional	\$75/hour	
City Staff -- Administrative Support	\$50/hour	
Building - Commercial	Fee	Fee Notes
Building Permit Fee	valuation	2003 Fee Schedule *
Plan Review		65% of permit fee
Building Without Permit	double fee	double cost of permit fee amount
Demolition - Commercial or Industrial	\$251	+ \$5,000 deposit (includes state surcharge)
Electrical		See Exhibit A
Fire Alarm Systems	valuation	2003 Fee Schedule *
Plan Review		65% of permit fee
Mechanical	valuation	2003 Fee Schedule *
Plan Review		65% of permit fee
Moved Building	valuation	2003 Fee Schedule *
Plumbing	valuation	2003 Fee Schedule *
Plan Review		65% of permit fee
Building - Residential	Fee	Fee Notes
Accessory Structure (<= 200 sq ft)	\$50	zoning permit + anchoring inspection
Accessory Structure (> 200 sq ft)	valuation	2003 Fee Schedule *

2023 Fee Schedule

Building - Residential <i>(continued)</i>	Fee	Fee Notes
Backflow Preventer - Irrigation	\$51	includes state surcharge
Building Permit Fee	valuation	2003 Fee Schedule *
Plan Review		65% plan review fee
Building Without Permit	double fee	double cost of permit
Demolition (Garage or Shed)	\$76	+ \$1,000 deposit (includes state surcharge)
Demolition (House)	\$151	+ \$1,000 deposit (includes state surcharge)
Electrical		See Exhibit A
Fence (<= 6 ft)	\$25	zoning permit
Fence (> 6 ft)	valuation	2003 Fee Schedule *
Fireplace Construction	valuation	2003 Fee Schedule *
Fireplace Insert	\$101	includes state surcharge
Moved House In	valuation	2003 Fee Schedule *
Mechanical - (per unit cost) Furnace, A/C, etc.	\$76	includes state surcharge; needs separate electrical permit
Mechanical - Ductwork, Gas Piping	\$76	includes state surcharge
Alterations, Miscellaneous		
Plumbing <i>(1-5 fixtures)</i>	\$76	includes state surcharge
Each Additional	\$5	
Replace Windows	\$76	includes state surcharge
Re-roof	\$101	includes state surcharge
Re-side	\$101	includes state surcharge; needs separate electrical permit
Re-side Stucco	\$126	includes state surcharge
Underground Tank Removal	\$101	includes state surcharge
Water Heater	\$76	includes state surcharge
Water Softener	\$51	includes state surcharge
<i>All other fees not covered by this fee schedule minimum \$50 or valuation, whichever is greater</i>		
Business Licenses		
	Fee	Fee Notes
Amusement Machines	\$15	per machine per year
Investigation Fee	\$300/\$500	\$300 individual; \$500 partnership/corporation (initial)
License Fee	\$15	per location per year
Liquor		
Consumption & Display	\$300	state fee may also apply, annual renewal on March 31
Consumption & Display one day	\$50	
Investigation Fee	\$300/\$500	\$300 individual; \$500 partnership/corporation (initial) *valid CUP for property also needed
Off Sale		
Beer 3.2 Off Sale	\$50	annual renewal on July 1
Brew Pub Off Sale	\$200	state fee may also apply, annual renewal on July 1
Brewer Off Sale	\$200	state fee may also apply, annual renewal on July 1
Intoxicating Off Sale	\$240	annual renewal on July 1
Microdistillery Off Sale	\$200	annual renewal on July 1
Wine Temporary Off Sale	\$50/day	
On Sale		
Beer 3.2 On Sale	\$300	annual renewal on July 1
Beer 3.2 On Sale Temporary	\$50/day	
Brew Pub On Sale	\$600	state fee may also apply, annual renewal on July 1
Brewer Temporary On Sale	\$50/day	
Brewer Taproom	\$600	state fee may also apply, annual renewal on July 1
Club		
Up to 200 members	\$300;	
201-500 members	\$500;	
501-1,000 members	\$650;	
1,001-2,000 members	\$800;	
2,001-4,000 members	\$1,000;	
4,001-6,000 members	\$2,000;	
over 6,000 members	\$3,000	(depends on number of members) annual renewal on July 1
Culinary Class Limited	\$300	annual renewal on July 1
Intoxicating On Sale	\$6,000	annual renewal on July 1

2023 Fee Schedule

Business Licenses (continued)	Fee	Fee Notes
Microdistillery Cocktail Room	\$600	state fee may also apply, annual renewal on July 1
Microdistillery Temporary On Sale	\$50/day	
Sunday On Sale	\$200	annual renewal on July 1
Temporary Intoxicating On Sale	\$50/day	
Wine On Sale	\$650	annual renewal on July 1
Pawnbrokers License	\$250	initial fee
Investigation Fee	\$300/\$500	\$300 individual; \$500 partnership/corporation (initial)
License Fee	\$12,000	annual fee
Peddlers Permits		
Registration	\$15	criminal background check
Solicitors	registration only	per calendar year
Peddlers & Transient Merchant License (in additon to registration)	\$15	1 day
	\$25	7 days
	\$50	30 days
	\$150	365 days
Sexually-Oriented Business License	\$5,000	annual fee
Investigation Fee	\$300/\$500	\$300 individual; \$500 partnership/corporation (initial)
Tobacco License	\$250	annual renewal on July 1
Investigation Fee	\$300/\$500	\$300 individual; \$500 partnership/corporation (initial)
Parks	Fee	Fee Notes
Bandshell Use in Boerboom Park	N/C	Osseo residents and businesses, up to one hour
	\$30	Osseo residents and businesses, one to four hours
	\$50	non-residents & businesses, up to four hours
	50% off	tax exempt non-profit organizations, must be registered
Picnic Shelter Use in Sipe Park	\$30	Osseo residents and businesses, up to four hours
	\$50	non-residents & businesses, up to four hours
	\$25	per additional garbage can requested
	50% off	tax exempt non-profit organizations, must be registered
Sipe Park Ballfield Use	N/C	must register with Public Works at 763-425-5741
Planning & Zoning	Fee	Fee Notes
Appeal Administrative Decision ***	\$150	
Comprehensive Plan Copy	\$25	
Comprehensive Plan Amendment ***	\$500	
Conditional Use Permits ***	\$500	
Conditional Use Permit Amendment **	\$250	
Recording of Documents by City	\$75 + recording costs	recording costs established by Hennepin County; vary by document number & type
Grading/Fill/Excavation Permit		
< = 50 cubic yards	\$50	
51-100 cubic yards	\$100	
Above 100 cubic yards	\$200	
Above 1,000 cubic yards	\$500	Council approval needed if not part of development approval
Grading Permit Review	\$100	
Minor Subdivision or Lot Combination ***	\$500	
Park Dedication Fees		
Residential	\$500	per unit or acre, whichever is greatest (acreage rounded up to next whole acre)
Commercial/Industrial	\$500	per building, acre, or 10,000 SF floor area, whichever is greatest (acreage rounded up to next whole acre & SF rounded up to next higher 10,000 SF)
Planned Unit Development ***	\$1,000	
Planned Unit Development Amendment	\$250	
Plat Review	\$500	

2023 Fee Schedule

Planning & Zoning <i>(continued)</i>	Fee	Fee Notes
Rezoning Application ***	\$500	
Site or Building Plan Review ***	\$500	
Vacation of Property***	\$500	
Variances ***	\$500	
Zoning Verification Letter	\$20	
<i>*** Denotes developer and/or third party responsibility for City accrued expenses - staff & legal time, printing, mailing, etc.</i>		
Public Safety	Fee	Fee Notes
Administrative Fine Ordinance Violations		
Code 70.31-Traffic	\$60	
Code 71.01(A)-Parking	\$20	
Code 71.01(B)-Parking	\$20	
Code 71.01(C)-Parking	\$20	
Code 71.02(A)-Parking	\$20	
Code 71.03(A)-Parking	\$20	
Code 71.04-Parking	\$20	
Code 71.06-Parking	\$20	
Code 71.07(A)-Parking	\$20	
Code 71.07(B)-Parking	\$20	
Code 93.16(F)-Criminal	\$40	
Code 93.16(H)-Criminal	\$40	
Code 93.18(F)-Criminal	\$40	
Code 93.18(T)-Criminal	\$40	
Code 93.19(B)(1)-Criminal	\$40	
Code 93.20(A)-Criminal	\$40	
Code 94.31(A)-Criminal	\$40	
Code 94.31(B)-Criminal	\$40	
Code 94.45-Criminal	\$40	
CD Copy	\$25	
Copies - Single-sided	\$0.25	
Doubled-sided	\$0.40	
Oversized	\$1	
Color or Pictures	\$1	
Digital Photo/DVD/VHS Copy	\$25	each photo or tape
Dog, Dangerous Dog License	\$50	annual registration fee
Dog Impound Fees (1st Pickup-Calendar Year)	\$50	+ boarding fees
2nd Pickup	\$75	+ boarding fees
3rd Pickup or more	\$100	+ boarding fees
		<i>fees are doubled if dangerous dog is unlicensed</i>
Fingerprinting	\$25	per card (Osseo residents & businesses free)
Fire False Alarm (1st in Calendar Year)	N/C	
2nd	N/C	
3rd or more	\$200	
Fire Safety Inspections (commercial)		
Initial Safety Inspection & 1st Follow-up	N/C	
2nd	\$100	each
3rd	\$150	each
4th or more	\$200	each
School (Public) Initial Insp & 2 Follow-ups	\$0.01	per building SF
3rd or more	\$0.01	per building SF
School (Charter) Initial Insp & 2 Follow-ups	\$100	each
3rd or more	\$50	each
Commercial Hood Cleaning	\$50	annual permit
Golf (Motorized) Cart	\$25	
Liquor Administrative Penalty - 1st Violation	\$500	within 3 year period
2nd Violation	\$1,000	within 3 year period
3rd or more Violations	\$2,000	within 3 year period

2023 Fee Schedule

Public Safety (continued)	Fee	Fee Notes
Police False Alarm - 1st, 2nd, 3rd	\$0	no charge
4th-10th	\$50	each
11th-15th	\$100	each
16th or more	\$150	each
Seized/Impounded Property Fees	\$20	per day
Seized Vehicle/Forfeiture Administrative Fee	\$500	
2nd	\$750	within 2 year period
3rd or more	\$1,000	within 2 year period
Minors	\$50	+ referral to dependency counseling; if no fine, community
Providers & Other Individuals	\$50	
Staff Time/Police Services Time		1.5 times top officer pay + benefits per hour per officer
Towing		actual cost incurred by towing agency
Vehicle Impound Release Fee	\$10	
Public Works	Fee	Fee Notes
Boulevard Feature Permit	\$25	one-time fee due at issuance of new permit
Equipment Charge	\$63	bucket truck per 1/2 hour (minimum charge 1/2 hr)
	\$50	dump truck per 1/2 hour (minimum charge 1/2 hr)
	\$75	pay loader per 1/2 hour (minimum charge 1/2 hr)
	\$38	skid loader per 1/2 hour (minimum charge 1/2 hr)
Re-inspection	\$50	
Right-of-Way Permit	\$75	administration & inspection
Aerial (per 100 linear feet)	\$15	
Directional Bore (per 100 feet)	\$100	+ \$5,000 bond, cashier's check, or letter of credit req'd
Hole in Boulevard	\$75	+ \$5,000 bond, cashier's check, or letter of credit req'd
Street Excavation (per hole)	\$200	+ \$10,000 bond, cashier's check, or letter of credit req'd
Trench (per 100 linear feet)	\$100	+ \$5,000 bond, cashier's check, or letter of credit req'd
ROW Obstruction (no excavation)	N/C	day 1
Days 2-7	\$15	per day
Days 8+	\$30	per day
Staff Time - Public Works Director	\$100	per hour
Maintenance	\$75	per hour
Small Cell Wireless Facility Rent	\$175/yr	\$150/year rent + \$25/year maintenance fee
Small Cell Wireless Electricity (<=100 watts)	\$73	per node/year; per State Statute
Small Cell Wireless Electricity (>100 watts)	\$182	per node/year; per State Statute
Work without Required Permit	double fee	double cost of permit fee amount
Rental Housing Licensing	Fee	Fee Notes
Single Family, Duplex, Triplex, Townhome, Condo	\$185	per unit
Multi-Family 4+ units (annual inspection)	\$175	
Multi-Family 4+ units (biennial inspection)	\$25	per unit
Reinspection Fee (after initial inspection and follow-up inspection)	\$100	per inspection
1-15 Days Late Fee for All Licenses	50%	of license fee
16+ Days Late Fee for All Licenses	100%	of license fee
Point of Conversion Fee	\$750	
Signs	Fee	Fee Notes
Class A & B Signs**	\$75 + \$0.50/sq ft	** may require building inspector approval + plan review per 2003 Fee Schedule
Class C "Dynamic, Temporary" Signs	\$50	7 day period; 3-year maximum
Utility Fees	Fee	Fee Notes
Delinquent Bills - County Certification	\$30+	admin fee per PID + interest
Overdue/Unpaid Bills		cost + 10% per quarter
Private Hydrants		
Flushing	\$40	per hydrant
Sewer Usage Charge (quarterly)	\$55.44+	base of \$55.44 + \$10.67/1000 gallons above 15,000
Snow Removal	\$60+	\$60 per hour/\$120 minimum
Storm Water Charge (quarterly)	\$43.82	per Residential Equivalency Factor
Temporary Hydrant Meters		
Construction (per month)	\$50	

2023 Fee Schedule

Utility Fees (continued)	Fee	Fee Notes
Construction (Deposit)	\$1,000	
Damaged Hydrant		at cost
Damaged Water Main		at cost
Water Usage Charge (quarterly)		
RESIDENTIAL flat rate minimum		*includes 8,000 gallons for single family dwellings
up to 1" meter (includes 8,000 gal for SFD)	\$21.84	*
1.5" meter (includes 8,000 gal for SFD)	\$32.76	*
2" meter (includes 8,000 gal for SFD)	\$43.68	*
3" meter (includes 8,000 gal for SFD)	\$109.20	*
4" meter or larger (includes 8,000 gal for SFD)	\$436.81	*
RESIDENTIAL Tier 1 (8,001-16,000 gal)	\$4.37	per 1,000 gallons
Tier 2 (16,001-24,000 gal)	\$5.46	per 1,000 gallons
Tier 3 (over 24,000 gal)	\$6.83	per 1,000 gallons
MULTI FAMILY all usage	\$4.64	per 1,000 gallons
COMMERCIAL Tier 1 (up to 50,000 gal)	\$4.37	per 1,000 gallons
Tier 2 (50,001-100,000 gal)	\$5.02	per 1,000 gallons
Tier 3 (100,001-125,000 gal)	\$5.78	per 1,000 gallons
Tier 4 (over 125,000 gal)	\$6.64	per 1,000 gallons
IRRIGATION all usage	\$6.83	per 1,000 gallons
BULK WATER SALES all usage	\$6.83	per 1,000 gallons
Utility Customer List	\$25	
Utility Trunk Charges	Fee	Fee Notes
Inflow & Infiltration Violation	\$500	per quarter
Sanitary Sewer Non-Compliance	\$100	per month
Sewer Access Charge (SAC)		
MCES (Met Council)	\$2,485	per unit
City Residential	\$475	per residential unit
City Commercial/Industrial	\$2,100	per MCES SAC unit
Sewer Connection Permits		
Permit/Inspection Fee Residential	\$50	
Permit/Inspection Fee Commercial/Ind		2% of contract value
Disconnect/Shut-off	\$50	
Excavation	\$100	+ \$10,000 bond, cashier's check, or letter of credit
Re-connect after Shutoff	\$100	
Repair	\$75	
Storm Water Permit		
Permit/Inspection Fee		2% of contract value
Excavation	\$100	+ \$10,000 bond, cashier's check, or letter of credit
Repair	\$75	
Water Access Charge (WAC)		
Residential	\$1,260	per unit
Commercial & Industrial	\$5,600	per connection
Churches	\$2,800	
Parks	\$700	
Water Connection Permits		
Permit/Inspection Fee Residential	\$50	
Permit/Inspection Fee Commercial/ Industrial		2% of contract value
Disconnect/Shut-off	\$50	
New Water Line/upgrade 1"	\$25	
New Water Line/upgrade over 1"	\$35	
New Water Line/upgrade 6"	\$200	
Repair	\$75	
Re-connect after Shutoff	\$100	
Hydrant Use		same as water usage charge (see Utility Fees)
Water Meter		10% over cost

Exhibit A

ELECTRICAL PERMIT FEES

HOMEOWNERS AND ELECTRICAL CONTRACTORS: Complete an electrical permit form available from the Building Inspections Division. Add \$1.00 for State surcharge to total cost of each permit. The fee is the total of the listed fees or the total number of inspection trips x \$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

Circuits and Feeders

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

Add \$16.00 for each additional 100 amps

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 single family dwelling or townhouse not over 200 amps (No max if service is over 200Amps) 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. This includes 2 inspections.

Additions, Remodels or Basement Finishes

\$90.00 this include up to 10 circuits and 2 inspections

Residential Accessory Structures

The Greater of \$55.00 for panel plus \$9.00 per circuit or \$90 for 2 inspections.

Traffic Signals

\$8.00 per each standard

Street and Parking Lot Lights

\$5.00 per each standard

Transformers and Generators

\$5 up to 10kva, \$45 11 to 74kva, \$60 75kva to 299kva, over 299kva is \$165

Retrofit Lighting

\$0.85 cents per fixture

Sign Transformer or Driver

\$9.00 per transformer

Effective December 1, 2021

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 \$45.00

Hourly rate for carnivals \$90.00

Solar fees:

0kw to 5kw = \$90

5.1kw to 10kw = \$150

10.1kw to 20kw = \$225

20.1kw to 30kw = \$300

30.1kw to 40kw = \$375

40.1kw and larger is \$375 plus \$25 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.

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.