

City of Northfield Fees

Updated 3/2018

Copy Fees – City Wide

Service	Fee
Audio Copy	6.00
Video/DVD Copy	20.00
Photocopies – Letter, Legal or 11x17, Black and White	.25/page
Photocopies – Letter, Legal or 11x17, Color	\$1.00/page

Maps

Service	Fee
Color (oversized) 42x36 or smaller	25.00
Color (oversized) 42x36 or larger	35.00
Color – 11x17	2.00
Color – 8.5x11	1.00
Black & White – 11x17	1.00
Black & White – 8.5x11	0.25
Custom Scale of Standard Maps – 11x17	5.00
Custom Scale of Standard Maps – 8.5x11	5.00
Custom Map (non-standard)	20.00/hr + printing fees

Library

Service	Fee/Fine
CITY ID	
New card cost, adult	\$ 15.00 per card
New card cost, ages 16 and under	\$ 10.00 per card
Card renewal	\$ 5.00 per card
Card replacement/lost card	\$ 10.00 per card*
Library card add option	Free
*(\$2.00 of the \$10.00 fee will be allocated for library card replacement if Library card option is included on the card)	
Replacement Library Card	2.00 to replace recently issued cards; no charge for older or damaged cards
Photocopies (Self service)	.15/page B&W; 1.00/page color; .30/page 11x17 B&W; 2.00/page color 11x17
Computer Prints	.15/page B&W; 1.00/page color
Equipment Use	50.00 deposit for equipment checked out of building
Fax	1.00 domestic, 2.00 international
Interlibrary Loan Fee	Cost Assessed by Loaning Library
Proctoring Exams	15.00/exam
Genealogy Searching	5.00 for out of state resident; no charge for instate resident
Fines/Fees for Lost & Overdue Materials	
Lost Materials Fee	Replacement cost + 5.00 processing fee
Nooks	5.00/day after grace period; \$250.00 max
Overdue books, books on CD and tape, and music CDs for adults	.25/day after grace period; 7.00 max
Overdue young adult books	.10/day after grace period; 5.00 max
Overdue children's hardcover books	NO FEE
Overdue children's paperback books	NO FEE
Overdue magazines for adults	.25 day w/5.00 max
Overdue children's magazines	NO FEE
Overdue Videos/DVDs for adults	.25/day; max \$7.00
Overdue children's Videos/DVDs	.25/day; max \$7.00
Computer games/software	.25/day; max \$7.00

Arts & Culture

	Fee
Sidewalk Poetry Stamp	25.00

Liquor Licenses (City Clerk)

Service	Fee
3.2 Off Sale License	300
3.2 On Sale License	400
On Sale License	2600
Wine License	800
Wine/3.2 Combo License	800
Brewer Taprooms (on & off sale)	300
Brew Pubs (off sale)	200
Cocktail Rooms (on sale)	300
Club Liquor License	Depends on membership: 300.00 for under 200 500.00 for 201 to 500 650.00 for 501 to 1000 800.00 for 1001 to 2000 1000.00 for 2001 to 4000 2000.00 for 4001 to 6000 3000.00 for over 6000
Sunday Liquor License	200
Temporary 3.2 On Sale License	350
Temporary On Sale License	350
2 AM Liquor License	200
Penalty for Late Applications	100
Liquor License Investigation	200
Comprehensive/Out-of-State Liquor License Investigation	Actual cost not to exceed 10000.00
Certification from County on property taxes	10

Other Licenses/Permits (City Clerk)

Service	Fee
Tobacco License	275
Tobacco License (Retail Only Store)	375.00
Refuse License	75.00 license +10.00/vehicle
Taxi License	100.00 license +25.00/vehicle
Misc./Concessions License	100
Fireworks – With other merchandise	100
Fireworks – Fireworks only	250
Gambling Permit	15
Gambling Premises Permit	30
Community Event Permit - Small	20
Gambling Premises Permit - Large	100

Finance

Service	Fee
Special Assessment Search	25
Application for Conduit Debt	2500
Annual Administration	1/8 th of 1% applies to amount of bonds o/s
Lodging Tax Administration	5 % of lodging tax receipts

Public Works

Engineering

Service	Fee
Grading Permit Fee	200.00
Grading Permit performance security escrow or certified letter of credit (excluding grading on properties <1 acre in size)	2,000/acre

Streets/Parks

Service	Fee
Pavilion Rental – 4 Hours	45.00
Pavilion Rental – Full Day	65.00
Picnic Table Rental	\$20.00/\$100.00 deposit
Showmobile	\$320.00+\$50.00/hr after 5 hours
Electrical Downtown (Bridge Square, River Commons etc)	\$20/day, small event/\$100.00 deposit \$30/day, large event/\$100.00 deposit+ greater than 50 amps of service-actual meter charge

Right of Way Permits

Service	Base Rate	Max. Inspections	Inspection Fee	Max. Inspection Fees	Max. Total Fees	Additional Comment
Sewer and Water Connection	64.42	10	23.85	238.50	302.92	Escrow as required
Private Utility, Large Scale	64.42	8	23.85	190.80	255.22	Escrow as required
Private Utility, Small Scale	64.42	2	23.85	47.70	112.12	Escrow as required
Sprinkler Line	64.42	13	23.85	310.05	374.47	Escrow as required
Storm System Connection	64.42	8	23.85	190.80	255.22	Escrow as required
Obstruction Permit	64.42	2	23.85	47.70	112.12	Escrow as required
Driveway	15	2	20	40.00	55	+ 100 deposit

Community Development – Planning/Development

Application/Service	Fee	Escrow
Comp Plan Amendment	\$450	\$500-\$1,500
ZO Text Amendment	\$450	\$500-\$1,500
Rezone	\$600	\$500-\$1,500
Variance	\$150	\$500-\$1,500
Conditional Use Permit All Others	\$600	\$500-\$1,500
Zoning Letter Request	\$50	50.00
Site Plan Review	\$450	\$1,500 - \$5,000
Zoning Certificate	\$50	n/a
Sketch Plan Review	n/a	n/a
Annexation	\$600	\$1,500 - \$5,000
Minor Subdivision	\$450	\$1,000 - \$1,500
Preliminary Plat	\$600	\$1,500 - \$5,000
Final Plat	\$450	\$1,500 - \$5,000
PUD - Conceptual Plan	\$450	\$1,500- \$5,000
PUD - Final Plan	\$450	\$1,500 - \$5,000
PUD Amendment	\$450	\$1,500 - \$5,000
Sign Permit	\$50	n/a
EAW	\$600	\$1,500 - \$5,000
Administrative Subdivision	\$150	n/a
HPC Project Plan Application	\$125	n/a
Vacation - ROW or Easement	\$450	\$500-\$1500

Community Development – Building

Service	Fee
Rental License	\$45 license fee first unit; \$45 inspection fee first unit; \$20 each additional unit; Maximum fee \$745.00
Late rental license renewal application - § 14-93	\$25.00
Failure to renew rental license prior to expiration - § 14-95	\$50.00
Renting without a rental license - § 14-95	Two times (2x) the amount of the applicable rental license fee
Rental housing board of appeals processing - § 14-136	\$100.00
Rental License re-inspection fee for inspections after the 2 nd inspection	\$25.00
Plan Review Fee (non-residential)	65% of building permit
Plan Review Fee (residential)	50% of building permit
Residential Repair and Maintenance Permit	According to 1997 Uniform Building Code
Duplicate Review Fee for Master Plan Submittal	According to 1997 Uniform Building Code
Residential Sewer and Water Service	\$30.00 plus state surcharge
Residential Plumbing Permit	
* New Home or Major Remodel	\$185+state surcharge
* Minor Remodel (3 fixtures/no stack work)	\$95+State surcharge
Non-Residential Plumbing	\$50 or 1.5% of initial \$5,000 whichever is greater; \$75 or 1% of \$5,001 to \$50,000 whichever is greater; \$100 or .5% of \$50,001 and greater whichever is greater; plus state surcharge*
New Residential HVAC	\$70.00 plus state surcharge
Residential HVAC Remodel/Alteration	\$60.00 plus state surcharge
Non-Residential HVAC	\$50 or 1.5% of initial \$5,000 whichever is greater; \$75 or 1% of \$5,001 to \$50,000 whichever is greater; \$100 or .5% of \$50,001 and greater whichever is greater; plus state surcharge*
Individual Septic Tank Systems	Charged by Outside Service
Manufactured Home Installation	\$50.00 plus state surcharge
Fire Suppression System	\$84.00 plus state surcharge
Demolition Permit	
* Commerical-	\$145+State Charge
* Large Residential-	\$95+State Charge
* Shed/Detached Garage-	\$45+State Charge
Roofing- Commerical (was under Residential Repair & Maintenance Permit)	\$145 plus state surcharge
Roofing- Residential (was under Residential Repair & Maintenance Permit)	\$95 plus state surcharge
Siding and/or Windows	\$95 plus state surcharge
Building Moving Permit	\$100
Solar Panels - Roof mounted	\$145 plus state surcharge
Solar Panels - Self supported systems	\$145 plus state surcharge, plus fees based on value of support structure.

Building Permits (based on project value incl. materials & labor)	Building Permit Formulas According to 1997 Uniform Building Code Table 1-A
\$1.00 up to and including \$500.00	\$23.50
\$501.00 up to and including \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00 or fraction thereof.
\$2,001.00 up to and including \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00 or fraction thereof.
\$25,001.00 up to and including \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00 or fraction thereof.
\$50,001.00 up to and including \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof.
\$100,001.00 up to and including \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof.
\$500,001.00 up to and including \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof.
Over \$1,000,001.00	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00 or fraction thereof.
Permit Reinstatement Fee	½ of the original permit fee
Reinspection Fee	\$47
Administrative Fee for Work Without a Building Permit (Note this is for the investigation. If a permit is subsequently issued, the regular fee will also be charged for that issuance).	Original Permit Fee

There are three parts used to calculate the total Building Permit fee:

1. The base Building Permit fee is calculated on the value of the project including materials and labor using the formulas below.
2. The Plan Review fee is 50% of the building permit fee for Residential projects and 65% of the building permit fee for Commercial projects.

3. ***Building Surcharge Fee:**

A minimum surcharge shall be \$0.50 for all permits except flat fee permits shall be a minimum of \$5.00. The State surcharge is calculated as follows:

- .0005 times the value of projects under \$1,000,000;
- .0004 for values over \$1,000,000.00 up to \$2,000,000.00;
- .0003 for values over \$2,000,000.00 up to \$3,000,000.00;
- .0002 for values over \$3,000,000.00 up to \$4,000,000.00;
- .0001 for values over \$4,000,000.00 up to \$5,000,000.00;
- .00005 for values over \$5,000,000.00.

Police

Service	Fee
Dance/Cabarets	150.00
Fax- Domestic	5.00
Fax- International	10.00
Peddler/Solicitor Note: If you are exempt from fees, please provide your tax exempt notice or letter from the state, upon submission of application.	\$30.00 for initial application for one day for one individual. Each additional day, up to a maximum of five days, is \$7.50 per day. For each additional person authorized by the company licensed, \$12.00 per day for a maximum of five days. Annual permit fee is \$60.00 for one person; \$12.00 for each additional person of that organization.
Response to false hold up and panic alarms at private businesses, schools and private residences Per Calendar Year	1-2 per year- no charge 3rd Response- 75.00 4th Response- 100.00 5th Response- 125.00 6th and beyond- 175.00
Photograph Copies	\$5.00/color copy
Fingerprinting Service	25.00
Certified Copy - background check with seal	10.00
Title & Odometer Reading	25.00
PBT Test	10.00

Parking Fees/Fines

Service	Fee
2-Hour Parking Limit Violation	10.00
Overtime and Prohibited Parking Violations	25.00
Winter Parking Ban Violation	50.00
Interfering with Snow Removal	75.00
Penalty for late payment (if not paid in full within 10 days)	20.00

Pawnbroker/Combined Pawnbroker & Precious Metal Dealer License Fees

Service	Fee
Annual License Fee	5000
Initial Investigation Fee (if investigation goes out of state, the fee will be the actual costs not to exceed \$10,000.00)	500.00
Manager and New Manager Investigation Fee (if investigation goes out of state, the fee will be the actual costs not to exceed \$10,000.00)	500.00
Billable Transaction Fee	1.50
Reporting Failure Penalty	\$25.00 daily until corrected
Sanction (Denial, Suspension or Revocation) Civil fine not to exceed for each violation or a combination of a civil fine, and license suspension or revocation	Not to exceed \$2,000.00

Precious Metal Dealer License Only Fees

Service	Fee
Annual License Fee	
More than 100 transactions	100
Less than 100 transactions	50
Initial Investigation Fee (if investigation goes out of state, the fee will be the actual costs not to exceed \$10,000.00)	500.00
Manager and New Manager Investigation Fee (if investigation goes out of state, the fee will be the actual costs not to exceed \$10,000.00)	500.00
Billable Transaction Fee	1.50
Reporting Failure Penalty	\$25.00 daily until corrected
Sanction (Denial, Suspension or Revocation) Civil fine not to exceed for each violation or a combination of a civil fine, and license suspension or revocation	Not to exceed \$2,000.00

Animal Impound Services (Police) - updated 12/11/2018 M2018-139

Service	Fee
City Pick-Up Fee	\$20.00
Initial Impound	\$28.00
Impound/Boarding - Cat	\$20.00/day
Impound/Boarding - Dog	\$25.00/day
Reclaim Fee	\$27.50/animal
Rabies Vaccination	\$25.00
Euthanasia/Disposal Fee	\$45.00

Pool

Service	Fee
Daily Admission (FREE under the age of 1)	\$4.50
Twilight (after 5:00pm) (FREE under the age of 1)	\$2.75
Individual Season Pass	\$85.00 Resident/ \$100.00 Non-Resident
Dual Season Pass (Two people from same household)	\$125.00 Resident/ \$145.00 Non-Resident
Family Pass (2 Adults, 3 children from same household)	\$186.00 Resident/ \$200.00 Non-Resident
Pre-Season for Individual, Dual & Family Passes	10% Discount
Mid-Season Passes	½ off all regular season passes
Additional Family Member (From same household)	\$10.00 Resident/ \$10.00 Non-Resident
Open Swim Punch Card (Good for admission to 10 Open Swim Sessions)	\$40.00
Lap Swim Punch Card (Good for admission to 10 Lap Swim Sessions)	\$30.00
50-Meter Portion of Pool Rented (No Staff Provided)	\$45.00 per hour Nfld Groups/ \$50.00 per hour Non-Nfld Groups
Private Pool Rental with Staff	\$200.00/hour
Shade Structure Rental (2 hours)	\$25.00
Birthday Party Package (2 hours shade structure and 10 admissions)	\$50.00
Dog Swim (after regular season ends)	First Dog \$4.50 Additional Dogs \$2.75

**Resident Fee Capped at \$185.00 (5 people on pass; additional family members from households with more than 5 pass holders are at no cost)

Arena Fees

Renters	Fee
St. Olaf Men's & Women's Practices & Games	170/hr
St. Olaf Game Fee	160/game
ISD #659 Practices and Games	170/hr
ISD #659 Game Fee	185/game
NHA Practices/Games	130/hr
NHA Tournaments	145/hr
All Other Renters	145/hr
Other Items	
Open Skate	3.00
Open Skate Punch Card	22.50
Rental Skates	3.00
Open Hockey Adult/Youth	4.00/3.50
Skate Sharpening	3.50
Sharpening Punch Card	21.00

Dryland Rate

Non-Profit	28/hr
	165/Daily
	45/hr
Individual	275 Daily
	95/hr
Private	550/Daily

Meeting Rooms - City-wide

Service	Fee
Non-profit meeting open to the public	0.00
Non-profit fee for meetings closed to the public or non-profits charging fees	\$25.00 per hour, maximum \$100 per day
Custodial - Additional cleaning beyond normal use	\$20/hour
City Hall Audio Visual Equipment	Staff salary plus \$25 administrative fee