

**CITY OF SUNFISH LAKE
DAKOTA COUNTY, MINNESOTA**

ORDINANCE NO. 23-01

**AN ORDINANCE AMENDING THE SUNFISH LAKE CITY CODE SECTION 1004.01
RELATING TO THE ESTABLISHMENT OF BUILDING PERMIT FEES**

The City Council of Sunfish Lake does hereby ordain:

Section 1. Amendment of Section 1004.01 of City Code. Section 1004.01 of the Sunfish Lake City Code is hereby amended to read as follows (The ~~struck-out~~ text shows the deleted wording and the underlined text shows the language added to the code):

SEE ATTACHED EXHIBIT A, which is hereby incorporated by reference.

Section 2. Summary Publication. Pursuant to Minnesota Statutes, Section 412.191, in the case of a lengthy ordinance, or in the case of an ordinance containing charts, a summary ordinance may be published. State law requires that all ordinances be adopted prior to becoming effective. Pursuant to Minnesota Statutes, Section 412.191 subd.4, the Council may, by 4/5th vote, direct that only the title and a summary of the ordinance be published.

On March 7, 2023, the City of Sunfish Lake adopted Ordinance 23-01, titled as:

**AN ORDINANCE AMENDING THE SUNFISH LAKE CITY CODE SECTION 1004.01
RELATING TO THE ESTABLISHMENT OF BUILDING PERMIT FEES**

Ordinance 23-01 is lengthy and contains a chart and may be published in summary form.

The Council has reviewed the summary of Ordinance 23-01, which follows hereafter, and the Council has determined that publication of the title and summary of Ordinance 23-01 as stated below would clearly inform the public of the intent and effect of the Ordinance.

The Council approves the summary text of Ordinance 23-01 set forth below and authorizes publication of the summary in lieu of publication of the entirety of Ordinance 23-01.

The Council directs the City Clerk to ensure that a full and complete printed copy of Ordinance 23-__ is available for inspection during regular business hours at the office of the City Clerk, or by standard mail, or electronic mail; the Clerk may be contacted at cwilcoxclerk@gmail.com. A printed copy of the complete Ordinance shall also be posted on the City's official bulletin board at the First Calvary Baptist Church, 5495 S. Robert Trail, Sunfish Lake, MN 55077. A full and complete copy of Ordinance 23-01 shall also be posted on the City's official website: www.sunfishlake.org.

The summary for publication shall be as stated on the attached **Exhibit B**.

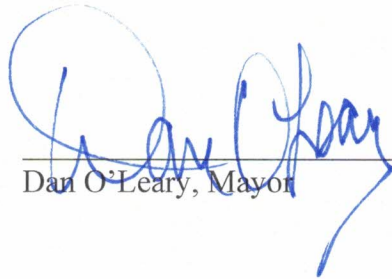
Section 3. Effective Date. This Ordinance shall be effective from and after its passage and publication according to law.

Passed this 7th day of March, 2023.

ATTEST:



Christy Wilcox, City Clerk



Dan O'Leary, Mayor

EXHIBIT A TO ORDINANCE 23- 01

AN ORDINANCE AMENDING THE SUNFISH LAKE CITY CODE SECTION 1004.01 RELATING TO THE ESTABLISHMENT OF BUILDING PERMIT FEES

SECTION 1004.01 PERMIT FEES REQUIRED: The applicant for a permit for building, plumbing, heating, electrical or fire suppression systems shall pay the following fees identified in this Section 1004.01.

The Building Permit Fee shall be based on valuation. The Building Permit valuation shall be set by the Building Official. The applicant for a permit shall provide an estimated permit value at time of application. Permit valuations shall include total value of all construction work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment, and permanent systems. Square footage shall also be calculated in the application for Permit.

Pursuant to Minn. Stat. 326B.106 and 326B.121 the Commissioner of Labor and Industry was to establish code of standards for the construction, reconstruction, alteration, and repair of buildings, which is known as the State Building Code and was to promulgate Rules to govern the administration of the State Building Code. Minnesota Rules 1300.0160 deals with setting permit fees. Subp. 2. of that Rule states: "Fees established by the municipality must be by legal means and must be fair, reasonable, and proportionate to the actual cost of the service for which the fee is imposed." The City of Sunfish Lake has determined that the permit fee schedule established by West St. Paul is fair, reasonable and proportionate to the actual cost of the service for which the fee is imposed. As such, the City of Sunfish Lake adopts the West St. Paul permit fee schedule, as amended from time-to-time by the City of West St. Paul. See Exhibit 1, attached, which is hereby incorporated by reference.

Total Valuation	Permit Fee Calculation
\$1.00 to \$500.00	\$25.00
\$500.01 to \$2,000.00	\$25.00 for the first \$500 plus \$3.25 for each additional \$100, or fraction thereof, to and including \$2,000
\$2000.01 to \$25,000.00	\$73.75 for the first \$2,000 plus \$14.75 for each additional \$1,000, or fraction thereof, to and including \$25,000
\$25,000.01 to \$50,000.00	\$431 for the first \$25,000 plus \$10.75 for each additional \$1,000, or fraction thereof, to and including \$50,000
\$50,000.01 to \$100,000.00	\$681.75 for the first \$50,000 plus \$7.50 for each additional \$1,000, or fraction thereof, to and including \$100,000

\$100,000.01 to \$500,000.00	\$1,056.75 for the first \$100,000 plus \$6.00 for each additional \$1,000, or fraction thereof, to and including \$500,000
\$500,000.01 to \$1,000,000.00	\$3,456.75 for the first \$500,000.00 plus \$5.00 for each additional \$1,000, or fraction thereof, to and including \$1,000,000
\$1,000,000.01 and above	\$5,956.75 for the first \$1,000,000 plus \$4.00 for each additional \$1,000, or fraction thereof

Other Inspections and Fees

Inspection outside of normal business hours

\$47.00/hr*

—(minimum charge of 2 hours)

Reinspection fees

\$47.00/hr*

Inspections for which no fee is specifically indicated

\$47.00/hr*

—(minimum charge of 0.5 hour)

Additional Plan Review required by changes, additions, or revisions to plans

\$47.00/hr*

—(minimum charge 0.5 hour)

Outside consultants for plan checking and/or inspections or both _____ Actual costs**

SAC Fee (per unit, set by MCES annually) _____ Fee amount set by MCES

*Or the total hourly cost to the City, whichever is greater. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

**Includes administrative and overhead costs

Plan Review Fee _____ **65% of the Building Permit Fee**

State Surcharges — **Valuation Based Permit Fees and Fixed Permit Fees**

SURCHARGE — FIXED PERMIT FEES

\$5.00

Subd. 2. Demolition and Wrecking of Buildings Permit Fee: The permit fee for demolition and wrecking of buildings shall be \$95.00-

Subd. 3. Utility Connection: Buildings or dwellings existing or constructed in the City must connect to the municipal water and sanitary sewer system so long as it is reasonably available. Prior to connecting to public utilities, the owner or representative must pay the following fees:

~~Water~~ \$25.00 plus City of St. Paul charge

~~Sewer~~ \$25.00 plus City of Mendota Heights charge

~~Subd. 4. Plumbing Permit Fee Schedule:~~

Non-Residential Permits	\$75.00 plus
————— New Construction	1% of valuation of project
————— Alter and Repair	-
Residential Permits	-
————— New Construction	\$75.00 + \$5.00/fixture
————— Alter and Repair	-
————— Fixtures After Rough-In	-
————— Bath Addition	-
————— Rough-In (not new construction)	-
————— Water Heater Replacement	-
Street Excavation	-
————— Excavation Charge (based on hole size—\$100.00 minimum)	\$3.50/square foot
————— Curb Replacement (based on lineal foot)	\$15.00/lineal foot
Hook Up Fee (only if property has not been assessed for sewer & water)	-
	\$30.00/lineal foot

_____	Water (based on lineal foot)	\$30.00 lineal foot
_____	Sewer (based on lineal foot)	
Septic System		\$415.00
-		

~~Subd. 5. Mechanical (HVAC) Fee Schedule:~~

~~A mechanical permit shall be required for the installation of all heating, ventilation, air conditioning, and other similar mechanical installations, including but not limited to installation of the following: air conditioner, air handler, duct work, electric air filters, fireplace inserts, furnace, gas piping/steam piping/radiator system, humidifier, and ventilation systems.~~

~~The fee for a mechanical permit for residential installation shall be ninety-five dollars (\$95.00).~~

~~The fee for a mechanical permit for commercial installation shall be ninety-five dollars (\$95.00) plus one percent (1%) of the valuation of the project.~~

~~The fees required in this Subdivision 5 shall cover any combination of heating, ventilation, air conditioning, and other similar mechanical system installations occurring simultaneously, and only one permit and one permit fee shall be required per installation project.~~

~~Subd. 6. Electrical Permit Fee Schedule:~~

~~The fees for electrical inspections and permits shall be the fees established by the State Fee Schedule.~~

~~Subd. 7. Additional Fees:~~

~~Double Fees~~ ~~Double fees are charged when any person, partnership, contractor, or corporation begins works of any kind for which this Chapter requires a permit, without having first obtained the necessary permit from the Building Inspection Department prior to the commencement of any work.~~

~~Additional Fees and/or Fee Shortage~~ ~~Additional fees and/or fee shortages must be received by the City within 14 days of written notice. If additional fees and/or fee shortages are not received within 14 days of notice, permits for electrical installments will not be accepted by the City until such time as the additional fees and/or shortages are received.~~

EXHIBIT B

CITY OF SUNFISH LAKE DAKOTA COUNTY, MINNESOTA

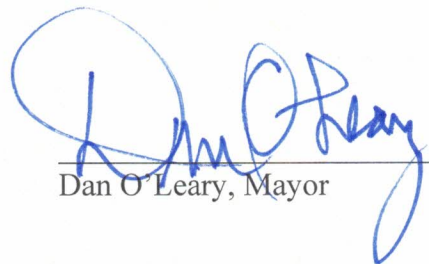
SUMMARY PUBLICATION

Notice is hereby given that on March 7, 2023, the City Council of the City of Sunfish Lake passed and adopted Ordinance 23-___, an Ordinance Amending the Sunfish Lake City Code Section 1004.01 Subd.1 Relating to the Establishment of Building Permit Fees. The Council directed that the title of the Ordinance and a summary of the Ordinance be published. The title is set forth above. A summary of the ordinance is as follows:

- The ordinance establishes building permit fees and updates the fee rates.
- The ordinance adopts West St. Paul's valuation methodology to determine permit fee computation.

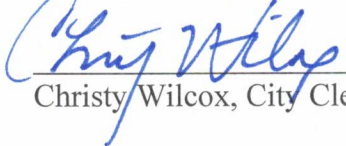
This is a summary only. A full and complete printed copy of Ordinance 23-01 is available for inspection during regular business hours at the office of the City Clerk, or by standard mail, or electronic mail; contact the City Clerk at cwilcoxclerk@gmail.com to make arrangements for inspection of the Ordinance, or to obtain a copy of the Ordinance. A printed copy of the complete Ordinance is also posted on the City's official bulletin board at the First Calvary Baptist Church, 5495 S. Robert Trail, Sunfish Lake, MN 55077. A full and complete copy of Ordinance 23-___ is also posted on the City's official website: www.sunfishlake.org. The postings on the official bulletin board and the City website shall remain for thirty (30) days.

This Summary Publication has been approved by the City Council of the City of Sunfish Lake on March 7, 2023.



Dan O'Leary, Mayor

ATTEST:



Christy Wilcox, City Clerk

EXHIBIT 1

SUNFISH LAKE CITY CODE SECTION 1004.01

AS AMENDED

Permits by Project Type
Building
Electrical
Fire
HVAC / Mechanical
Plumbing
Right-of-Way (ROW) Permits
Sewer Information & Permits
Street Storage / Dumpster / Obstruction
Zoning Permits

Home / City Services / Permits & Inspections

PERMITS & INSPECTIONS

Overview

Building Permits are required for many building projects, including new construction, additions, structural changes, decks, finished basements, pools, demolition, roofing, siding and window replacement. Many projects require a plan review. Permit fees are paid at the time the permit is issued.

- [Building Permits](#)
- [Building Permit Fee Return Procedure](#)
- [Sewer Permits](#) - Please note, sewer permits are handled by the Engineering Department

Permit Valuations are based off of the MN Department of Labor & Industry 2015 Building Valuation Data & Cost Data found here

Permit Fees are based off of the [MN Register of Statutes Building Permit Fees](#)

Domestic water plumbing permits - Issued and inspected by Saint Paul Regional Water Services (SPRWS). For domestic water plumbing and fire system supply fees - please call SPRWS at 651-266-6270.

Window/Door Permits - Include the number of windows and/or doors being installed and if the size of the opening is changing. If the opening size is changing a plan will need to be submitted.

Roofing/Siding - Include the structures that are involved with the project.

Call before you dig. [Sanctic State One Call](#)

Permit Types

- [Accession Building Permits](#)
- [Basement Finishing Permits](#)
- [Deck Permits](#)
- [Demolition Permits](#)
- [Electrical Permits](#)

Online Permits

Available Online Permits:

- [Building Residential Replacement Doors, Roof & Siding](#)
- [Electrical Residential & Commercial](#)
- [Plumbing Residential & Commercial](#)

First time West St. Paul contractors register here.

To apply for e-permits you must setting up your Contractor account following the steps below.

If you have never pulled a permit through Paul please complete the Contractor form and you will receive a confirmation and you will receive a confirmation to finish your account.

[e-Track Online Permitting Homepage](#)

1. Password set up. Access to log in. Click here
2. Select Contractor then Feiggo
3. An email will be sent to the contractor previously submitted on your previous applications. Set up your new login and log-in to your account.

THEN:

[Click here for a step-by-step guide on how to apply for e-permits](#)

West St. Paul-2023 Final Fees-Summary of Changes

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Building Permits:

For all Building Permits the City follows the MN Statute 326B.153 Building Permit Fee Schedule (includes general contracting, sheetrock, fences, and parking lots)

Residential Contractor License Verification	5.00	5.00	-
Contractor Lead Certification Verification	5.00	5.00	-
Residential Roofing permit (Fixed fee + St. Surcharge)	95.00	95.00	-
Residential Window permit (Fixed fee + St. Surcharge)	95.00	95.00	-
Residential Siding permit (Fixed fee + St. Surcharge)	95.00	95.00	-
Penalty for Working without a Permit	Permit Fee Doubles	Permit Fee Doubles	

Solar PV System Permit

West St. Paul-2023 Final Fees-Summary of Changes

Fee Description	2022 Adopted Fees	2023 Final Fees	change	Background NEW *	Background RENEWAL
0 watts to and including 5,000 watts	90.00	90.00	-		
5,001 watts to and including 10,000 watts	150.00	150.00	-		
10,001 watts to and including 20,000 watts	225.00	225.00	-		
20,001 watts to and including 30,000	300.00	300.00	-		
30,001 watts to and including 40,000 watts	375.00	375.00	-		
40,001 watts to and including 1,000,000. \$25.00 for each additional 10,000 watts over 40,000 watts	375.00	375.00	-		
1,000,001 watts to 5,000,000 watts and \$15.00 for each additional 10,000 watts over 1,000,000 watts	3,975.00	3,975.00	-		
5,000,001 watts and larger and \$10.00 for each additional 10,000 watts over 5,000,001 watts	12,975.00	12,975.00	-		
State Surcharge - Value Based Permits:					
\$1,000,000 or less -					
Valuation x .0005 (50 cents per \$1000)					
\$1,000,001 to \$2,000,000 -					
\$500 + .0004 x (value - \$1,000,000)					
\$2,000,001 to \$3,000,000 -					
\$900 + .0003 x (value - \$2,000,000)					
\$3,000,001 to \$4,000,000 -					
\$1200 + .0002 x (value - \$3,000,000)					
\$4,000,001 to \$5,000,000 -					
\$1,400 + .0001x (value - \$4,000,000)					
Greater than \$5,000,000 -					
\$1,500 + .00005 x (value - \$5,000,000)					
State Surcharge - Fixed Fee Permits:					
Permit fee less than \$10,000	1.00	1.00	-		

West St. Paul-2023 Final Fees-Summary of Changes

Fee Description	2022 Adopted Fees	2023 Final Fees	change	Background NEW *	Background RENEWAL
Permit fee more than \$10,000 fee x .0005					
Plumbing Permits:					
Commercial					
Greater of 1.5% of total value of work or minimum \$50 fee (plus the state surcharge as required)	min 50.00	min 50.00			
Residential					
For existing buildings there will be a base fee of \$50 (plus the state surcharge of \$5) - this includes on fixture. Each additional fixture will add \$10 for the fee.					
Plumbing Fixtures - each					
For new single family dwelling there will be a flat fee of \$200 (plus the state surcharge of \$5)					
Plumbing and Gas Permit (base fee)					
Garbage Grinders and Dishwashers –Commercial					
Gas Piping Per Opening					
Manometer Final Test - each					
Swimming Pools					
Connections, drain openings, and skimmer circulating units, if drain system is connected to the public sewer - each					
Minnesota State Surcharge As Required					
Mechanical Permits:					
Commercial					
HVAC - Commercial Project					

West St. Paul-2023 Final Fees-Summary of Changes

Fee Description	2022 Adopted Fees	2023 Final Fees	change	Background NEW *	Background RENEWAL
Greater of 1.5% of total value of work or minimum \$50 fee	min 50.00	min 50.00			
Residential					
New Single Family Dwelling HVAC Systems	200.00	200.00	-		
Furnace	10.00	10.00	-		
Air Conditioner	10.00	10.00	-		
Boiler	10.00	10.00	-		
In Floor Heat	10.00	10.00	-		
Air Exchanger	10.00	10.00	-		
Fireplace	10.00	10.00	-		
Garage Heater / Unit Heater	10.00	10.00	-		
Exhaust Fans	10.00	10.00	-		
Radon System	10.00	10.00	-		
Heat Pump	10.00	10.00	-		
Duct Work Only / Duct Extension	10.00	10.00	-		
Energy Recovery Ventilator	10.00	10.00	-		
Gas Appliance	10.00	10.00	-		
Miscellaneous / Other	10.00	10.00	-		
Gas Piping	40.00	40.00	-		
Solar Heating Systems - greater of 1.5% of total value or fee					
Electrical Permits:					
Electrical Permits:					
Service/Power Supply 0-400 Amp	40.00	40.00	-		
Service/Power Supply 401-800 Amp	67.00	67.00	-		
Service/Power Supply Over 800 Amp	112.75	112.75	-		