



2017 FEE SCHEDULE
Adopted: December 14, 2016 (effective Jan. 1, 2017)
Amended: June 28, 2017

Code	Description	Amount
GENERAL FEES		
Administrative Citations		
140.07	1st Offense	\$ 75.00
	2nd Offense within 12 months of most recent similar offense	\$ 150.00
	3rd Offense within 12 months of most recent similar offense	\$ 300.00
Alcohol Beverage Tasting Event Fee		
	Alcohol Beverage Tasting Event - Lake Liquors - Two (2) hour limit- Per hour fee	\$ 75.00
Animal Licensing		
380.02	Dog License - BI-ANNUAL (every two years)	\$ 10.00
	Pet Pig License - same as Dog License requirements	
310.01	Dangerous Dog Registration - every year	\$ 300.00
	Potentially Dangerous Dog Resistration -every year	\$ 150.00
Adult Use		
380	Adult Use/Principal - per year	\$ 1,000.00
	Adult Use/Accessory - per year	\$ 2,000.00
Assessments		
	Assessment Searches/Utility Billing History Search - Per Tax Parcel	\$ 25.00
	Delinquent Account Certification Fees - Per Tax Parcel	\$ 20.00
	Delinquent Account Certification interest - Per Tax Parcel	6.00%
500	Snow Removal Violation plus contractor invoice - Per Property	\$ 163.00
510	Weed/Grass Violation plus contractor invoice and sales tax- Per Property -	\$ 196.00
	Administrative fee for Developer- Requested Chapter 429 Improvement Bonding Projects	1.00%
Collection		
	Recovery Service Fee	\$ 20.00
Compost Site - Municipal Recycling Board (MRB)		
MRB	Commercial User Fee - 1st card - (windshield stickers) per calendar year	\$ 200.00
	Commerical User Fee additional access cards - (windshield stickers) per additional card per year	\$ 100.00
	Sherburne County Residential User one per family	No Fee
	Electronic Key-Card Replacement Fee	\$ 5.00
	Non Sherburne County Residents will no longer be able to utilize Sherburne County Sites	Not Allowed
Dock License		
560.03	Dock License per year	\$ 350.00
Document Services - (includes sales tax)		
	Binded Big Lake City Code Book	\$ 50.00
	Comprehensive Plan	\$ 50.00
	Copies - letter size (8.5" x 11") per sheet	\$ 0.25
	Copies - large constuction plan (24"x36") Black & White per sheet	\$ 6.00
	Copies - large constuction plan (24"x36") Color per sheet	\$ 10.00
	Copies - large constuction plan (24"x36") Scan to PDF	\$ 6.00
	Downtown Design Standards	\$ 5.00
	Map - Plat 11" x 14"	\$ 1.00
	Park Plan	\$ 15.00
Events Permits		
	Event Permits/Temporary Use (1st one for non-profit or community events - within City Limits - waived)	\$ 25.00
	In addition to the fee for the permit review, additional cost for police, clean up, deposit or incidental expenses may be charged	
False Alarm Fee - Alarm System - Police Department - At the discretion of the Police Chief		
325	1st violation within calendar year - waived	waived
	2nd violation within calendar year - waived	waived
	3rd violation within calendar year - waived	waived
	4th violation within calendar year	\$ 50.00
	5th violation within calendar year	\$ 100.00
	Further violations within calendar year	\$ 200.00
False Alarm Fee - Alarm System - Fire Department - At the discretion of the Fire Chief		
325	1st violation within calendar year - waived	waived



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	2nd violation within calendar year - waived	waived
	3rd violation within calendar year - waived	waived
	4th violation within calendar year	\$ 100.00
	5th violation within calendar year	\$ 200.00
	Further violations within calendar year	\$ 400.00
Farmers Market		
	Farmers Market Application Fee - per year	\$ 75.00
	Farmers Market Application Fee - per week	\$ 10.00
Fire Box		
	Fire box purchased	\$ 165.00
Fireworks		
396	Fireworks permit application fee	\$ 25.00
Food Unit Vendors - Mobile		
321	Annual Fee - expires January 1st of each year	\$ 200.00
	1 to 4 Day Permit (days do not need to be concurrent)	\$ 50.00
	5 to 10 Day Permit (days do not need to be concurrent)	\$ 100.00
Gambling		
370.05	Investigation Fee - Lawful Gambling application	\$ 100.00
Garden Plot		
	Garden Plot Fee - per year	\$ 25.00
Hunting Permits		
530.01.4	Hunting on Privately Owned Property Permit	waived
Junked Autos		
340.02	Special Use Permit - Junked Autos - 6 month	\$ 75.00
	One time 3 month extension	\$ 125.00
Lakeside Park Vendor Permit		
	Lakeside Park Vendor Permit through Public Works - Minimum bid - Permit goes to highest bid	\$1,000/minimum bid
Late Fee		
	Late Payment Fee for non utility billing - Per Month	1.50%
Liquor Licenses		
400.04	Liquor License - per year	\$ 4,000.00
	Wine License - per year	\$ 500.00
	Sunday License - per year	\$ 200.00
	Brewpub License - per year	\$ 500.00
	Brewpub Off-Sale License - per year	\$ 100.00
	Temporay License - per event	\$ 25.00
420.01	Beer License (3.2%) - per year	\$ 75.00
	Taproom License - per year	\$ 500.00
	Small Brewer Off-Sale License - per year	\$ 100.00
Liquor Licenses Investigation Fee-New Liquor License Application		
400.04	Liquor License	\$ 1,000.00
	Brewpub, Taproom, Small Brewer License	\$ 500.00
	Wine License	\$ 500.00
420.05	Beer - (3.2%) Malt Liquor	\$ 100.00
Massage License		
390	Therapeutic Massage License Application & 1st year	\$ 100.00
	Therapeutic Massage License after 1st year	\$ 75.00
Park Shelter		
	Park Shelter Rental fee - per day	\$ 30.00
Parking Fines		
620.12	Improper parking	\$ 25.00
	Prohibited parking	\$ 25.00
	Fire Lane parking	\$ 25.00
	Snow Removal parking	\$ 50.00



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	Fire Hydrant parking	\$	50.00
	No Parking (12:01 to 8:00am 11/01 to 4/15)	\$	50.00
	Handicapped parking	\$	200.00
Parking Passes			
	Seasonal Resident - Vehicle only - May through October	\$	10.00
	Resident - Vehicle & Trailer - May through October	\$	20.00
	Non-Resident - Vehicle only - May through October	\$	30.00
	Non-Resident - Vehicle & Trailer - May through October	\$	40.00
	Farmers Market - Wednesdays - May through September		waived
	Music in the Park - Thursdays - June through August		waived
	Daily Pass Vehicle only - May through October	\$	5.00
	Vehicle & Trailer May through October	\$	15.00
Peddler/Transient Merchant Permits			
320.03	Peddler/Transient Merchant application	\$	25.00
	Peddler/Transient Merchant Permits - per day/per person	\$	10.00
	(No fee is required for Solicitor Registrations)		
Police Department Fees			
	Police Reports/Copies (includes sales tax)- Non Subject of Police Data up to 100 pages - Per Page	\$	0.25
	Police Reports/Copies (includes sales tax)- Non Subject of Police Data 101 pages or more		Actual cost
	Police Reports/Copies - Data requested by crime victim/subject of data		waived
	Traffic Safety Diversion Program Fee		As set by Court
	Police Squad - Per Hour	\$	25.00
	Fingerprinting (free for adoptions)	\$	10.00
	Photo CD (includes sales tax) - Per Copy	\$	15.00
	DVD (includes sales tax) - Per Copy	\$	15.00
	Gas Drive Off Fee	\$	30.00
	Impound Release Fee	\$	50.00
	Police Yard Signs for Sale - includes sales tax	\$	10.00
Property Violations - also see Assessments			
	Snow Removal Violations plus contractor invoice - Per Property	\$	163.00
	Weed/Grass Violation plus contractor invoice - Per Property	\$	196.00
Revolving			
	Revolving Loan Application Fee - EDA		1% of loan
Rental Housing Registration			
910.07	Single Family units	\$	50.00
	Duplex units	\$	80.00
	Multifamily building containing three (3) dwelling units	\$	320.00
	Multifamily dwelling units additional charge/ unit after original three (3) units	\$	13.00
	Re-inspection fee - see staff billing rates		Staff billing rates
Return Check			
	Return check fee	\$	30.00
Right of Way			
1400.1	Right of Way Permit Fee	\$	150.00
Room Rentals			
	Meeting Room Use - (on a case by case basis)		Actual cost
**part of agrmt	Big Lake Community Room (790 Minnesota Ave) for-profit community businesses - per hour	\$	50.00
	Big Lake Community Room (790 Minnesota Ave) non-community groups - per hour	\$	75.00
	Big Lake Community Room (790 Minnesota Ave) Big Lake non-profit groups - per hour		waived
Signs			
1300	Permanent Sign Fee - Including Wall Mount and Pylon	\$	100.00
	Temporary Sign Fee - days allowed based on code - (plus escrow listed below)	\$	50.00
	***One fee waiver allowed for all City of Big Lake non-profit events		
	Temporary Sign Fee - Escrow	\$	100.00
	Sign Code Violation - Per Offense	\$	50.00



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Staff/Equipment Billing Rates (staff time includes hourly fringe plus overhead cost)		
	Accounting Clerk	\$ 55.00
	Building & Inspections	\$ 75.00
	City Administrator	\$ 120.00
	City Clerk	\$ 65.00
	Clerical/Support	\$ 55.00
	Community Development Director	\$ 105.00
	Finance Director	\$ 105.00
	City Engineer	\$ 115.00
	City Planner	\$ 65.00
	Consultant Planner	\$ 75.00
	Liquor Store Manager	\$ 75.00
	Police Department Staff	
	Police Investigator	\$ 120.00
	Police Lieutenant	\$ 140.00
	Police Officer	\$ 110.00
	Police Chief	\$ 190.00
	Reserve Officer	\$ 25.00
	Public Work Staff	
	Maintenance	\$ 80.00
	Fleet Mechanic	\$ 90.00
	Foreman	\$ 110.00
	Director	\$ 105.00
	Equipment charge - per hour	
	Air Compressor	\$ 36.00
	Bucket Truck - NEW 2017	\$ 120.50
	Chain Saw	\$ 29.50
	Dump Truck	\$ 64.50
	Holder - NEW 2017	\$ 65.00
	Hydrant Meter -Per Month	\$ 50.00
	Jet Rodder	\$ 45.50
	Jet/Vac	\$ 211.00
	Lawn Mower	\$ 36.00
	Loader	\$ 120.50
	Pickup Truck	\$ 36.00
	Skid Steer	\$ 65.00
	Small Tools Miscellaneous	\$ 7.00
	Street Sweeper	\$ 42.00
	Tandem Dump Truck	\$ 120.50
	Tractor	\$ 65.00
	Trailer	\$ 45.50
	Weed Whip	\$ 29.00
	Equipment charge - per day	
	Tapping Machine	\$ 66.00
	Tapping Machine Tap	\$ 28.00
	Sign Rental	\$ 4.50
Street		
710.01	Street Excavation Permit Fee	\$ 223.00
	Street Excavation Permit Escrow - As determined by city engineer	
Street Light		
830	Street Light Utility System Fee Residential Unit - Per Month	\$ 3.00
	Street Light Utility System Fee Non -Residential Unit - Per Front Footage/Month	\$ 0.042
Snow Removal Violation		
	500 Snow Removal Violation plus contractor invoice - Per Property	\$ 163.00



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Code	Description	Amount
Tobacco		
350.03	Tobacco License per Calendar year	\$ 100.00
Trash Hauler		
335.02	Trash Hauler License - Per Calendar Year	\$ 150.00
Traveling		
310.01	Traveling Shows permit	\$ 25.00
Water Tower Lease Fee		
	Water Tower lease fee	Per Individual Contract
Weed/Grass Violation		
510	Weed/Grass Violation plus contractor invoice and sales tax- Per Property -	
BUILDING PERMIT FEES		
900.03	Building Permits Fees - 2011 MN Statute 326B.153 Fee Schedule	
	Administrative Fee - Permit Refund	\$ 25.00
	Basement Refinish	\$ 150.00
	Building Permit	1997 UBC Fee Table
	Plan Review	65% of Permit Fee
	Plan Review - Duplicate Plan	25% of Permit Fee
	Plan Review - Accessory Structure	65% of Permit Fee
	Plan Review Revisions - Per Hour	\$ 50.00
	Air Conditioner	\$ 50.00
	Deck Permit - Residential	\$ 150.00
	Demo	\$ 100.00
	Fence Permit > 6' (Zoning)	\$ 55.00
	Fence Permit < 6'	1997 UBC Fee Table
	Fireplace	\$ 100.00
	Fire Suppression	2% of Job Value
	Fire Suppression Plan Review	65% of Permit Fee
	Furnace Replacement	\$ 50.00
	After Hours / Weekend Inspection Minimum 2 hours - Per Hour	\$ 63.25
	Investigation Fee	100% of Permit Fee
	Land Alteration Permit (i.e. landscape, grading) not charged for plan review	1997 UBC Fee Table
	Lawn Irrigation - Residential Permit	\$ 50.00
	Lawn Irrigation - Comm Permit	\$ 100.00
	Mechanical (New Residential)	\$ 150.00
	Mechanical (Remodel, Addition)	\$ 100.00
	Mechanical (New Commercial) - Minimum \$200	2% of Job Value
	Mechanical (Remodel, Addition - Comm) - Minimum \$100	2% of Job Value
	Mechanical Plan Check Fee	50% of Permit Fee
	Moving Structure	\$ 100.00
	Moving Structure - Site Inspection	\$ 50.00
	Permit Card - Copy Replacement	\$ 5.00
	Plumbing Residential (New Homes)	\$ 200.00
	Plumbing Residential (Remodel, Addition)	\$ 100.00
	Plumbing Commercial (New) - Minimum \$300	2% of Job Value
	Plumbing Commercial (Remodel, Addition) - Minimum \$150	1.25% of Job Value
	Re-Inspection Fee	\$ 50.00
	Roofing (Residential)	\$ 100.00
	Roofing (Commercial)	1997 UBC Fee Table
	Seed/Sod Fee - (plus escrow listed below)	\$ 140.00
	Seed/Sod Fee - Escrow	\$ 1,860.00
	Siding - Residential	\$ 100.00
	Swimming Pools	\$ 150.00
	Water Softer	\$ 50.00
	Water heater Replacement	\$ 50.00



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Code	Description	\$	Amount
	Window Replacement - Residential	\$	100.00
	PLANNING/ZONING FEES		
	In addition to the fees listed, City Engineer, City Attorney, Planning Consultant, or other consultant fees will be charged on an actual cost basis and will be pass through to developer's escrow account.		
	Amendments - Ordinance or Comprehensive Plan - (plus escrow listed below)	\$	325.00
	Amendments - Ordinance or Comprehensive Plan - Escrow	\$	1,000.00
	Appeals	\$	600.00
	Annexations - Residentials	\$	1,000.00
	Annexations - Commercial/Industrial		waived
	Concept Plan - (plus escrow listed below)	\$	100.00
	Concept Plan Escrow	\$	1,000.00
	Conditional Use Permit (CUP) Resident/Commercial/Industrial/Signs - (plus escrow listed below)	\$	400.00
	Conditional Use Permit Resident/Commercial/Industrial/Signs - Escrow	\$	1,000.00
	Conditional Use Extension Fee - first time for an additional year	\$	100.00
	Conditional Use Extension Fee - second renewal approved by council	\$	400.00
	Environmental Review (EAW/AUAR) - (plus escrow listed below)	\$	500.00
	Environmental Review (EAW/AUAR) Escrow	\$	1,000.00
	Home Occupation Permit	\$	150.00
	Interim Use Permit - (plus escrow listed below)	\$	500.00
	Interim Use Permit Escrow	\$	1,000.00
	Investigation Fee	\$	55.00
	Park & Trail Dedication Residential- must be paid at time of application and before issuance of building permit -		10% of Land Value or land
	Minimum \$2500/unit		
	Park & Trail Dedication Commercial or Industrial- must be paid at time of application and before issuance of building permit - Minimum \$2500/unit		4% of Land Value or land
	*All new subdivisions must satisfy park dedication requirements (land and/or cash) as determined by the City Council		
	Parking Pad Administrative Permit	\$	55.00
	Planned Unit Development (PUD) - (plus escrow listed below)	\$	750.00
	Planned Unit Development (PUD) Escrow	\$	3,000.00
	Plat - Final - (plus escrow listed below)	\$	300.00
	Plat - Final Escrow	\$	3,000.00
	Plat - Preliminary - (plus escrow listed below)	\$	300.00
	Plat - Preliminary Escrow	\$	5,000.00
	Recording Fee - Includes Administration cost	\$	66.00
	Rezoning	\$	500.00
	Site Plan Reviews - (plus escrow listed below)	\$	100.00
	Site Plan Reviews Escrow	\$	1,500.00
	Subdivisions Administrative (lot combination)	\$	300.00
	Subdivisions Administrative - Escrow	\$	1,000.00
	Subdivisions Simple - (plus escrow listed below)	\$	500.00
	Subdivisions Simple Escrow	\$	3,000.00
	Tax Abatement Districts - (plus escrow listed below)	\$	500.00
	Tax Abatement Districts Escrow	\$	5,000.00
	Temporary Use/Event Permits (1st one for non-profit or community events - within City Limits - waived)	\$	25.00
	Tax Increment Financing (TIF) Districts - (plus escrow listed below)	\$	500.00
	Tax Increment Financing (TIF) Districts Escrow	\$	10,000.00
	Vacations - (plus escrow listed below)	\$	500.00
	Vacations Escrow	\$	1,000.00
	Variances - Residential/Commercial/Industrial - (plus escrow listed below)	\$	350.00
	Variances - Residential - Escrow	\$	500.00
	Variances - Commercial/Industrial - Escrow	\$	1,500.00
	Wetland Application - (plus escrow listed below) plus actual cost	\$	500.00
	Wetland Escrow -	\$	350.00
	Zoning letter - formal letter attesting to the land use regulations for a specific site	\$	55.00



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Code	Description	Amount
	WATER/SEWER/STORM SEWER FEES:	
	Water Rates - Residential	
800.21	0 - 6,500 gallons monthly usage - Per 1,000 gallons	\$ 4.01
	over 6,500 gallos monthly usage - Per 1,000 gallons	\$ 5.01
	Monthly Fixed Fee	\$ 6.74
	Water Rates - Multi-Family	
	0 - 88,600 gallons monthly usage - Per 1,000 gallons	\$ 4.01
	over 88,600 gallons monthly usage - Per 1,000 gallons	\$ 5.01
	Monthly Fixed Fee	\$ 15.48
	Water Rates - Municipal	
	All gallons monthly usage - Per 1,000 gallons	\$ 3.98
	Monthly Fixed Fee	\$ 6.87
	Water Rates - Irrigation	
	0 - 88,600 gallons monthly usage - Per 1,000 gallons	\$ 4.01
	over 88,600 gallons monthly usage - Per 1,000 gallons	\$ 5.01
	Monthly Fixed Fee	\$ 15.48
	Water Rates - Commercial	
800.21	0 - 51,000 gallons monthly usage - Per 1,000 gallons - plus sales tax	\$ 2.47
	over 51,000 gallons monthly usage - Per 1,000 gallons - plus sales tax	\$ 2.73
	Monthly Fixed Fee - based on meter size - see chart below all rates per month fee:	
	5/8" - 1"	\$ 6.74
	1 1/2 "	\$ 9.62
	2"	\$ 15.48
	3"	\$ 58.73
	4"	\$ 74.75
	6"	\$ 112.12
	8"	\$ 154.83
	Water Service Fees	
	Water Access Charges (WAC)- anticipated daily use of water less than 25,000 gallons - Per Unit	\$ 3,585.00
	Water Access Charges (WAC)- for multi-tenant buildings greater than 4 units - Per Unit	\$ 2,200.00
	Water Access Charges (WAC) - anticipated daily use of water greater than 25,000 gallons - Per Unit	Determined by City Engineer
	Water Availability Charge -parcels that have city water available but are not connected - Fee Per Year	\$ 75.00
800.07	Water Inspections - New Hook-up	\$ 75.00
800.07	Water Inspections - Repair	\$ 35.00
800.18	Water Late Charges - Per Monthly billing	10% or \$5, whichever is greater
	Water Meters - Residential	\$ 319.00
	Water Meter Certificate of Occupancy Inspection	\$ 40.00
	Water Meter Siding Inspection	\$ 40.00
800.2	Water Shut Off Charge - at owners request	\$ 30.00
800.2	Water Turn On Charge - at owners request	\$ 30.00
800.2	Water Shut Off Charge - delinquency - 2 employees always sent for safety reasons	\$ 60.00
800.2	Water Turn On Charge - delinquency - 2 employees always sent for safety reasons	\$ 60.00
	Water Test Fee - State of MN - Per Month	\$ 0.53
	Water Trunk Area Fee - Per Acre	\$ 1,650.00
800.27	Water Use Restrictions - 1st violation within calendar year	waived
	Water Use Restrictions - 2nd violation within calendar year	\$ 25.00
	Water Use Restrictions - 3rd violation within calendar year	\$ 50.00
	Water Use Restrictions - 4th violation within calendar year	\$ 100.00
	Water Use Restrictions - 5th violation within calendar year	\$ 250.00
	Utility - Change of Ownership/Service Processing	\$ 30.00
	Utility - Meter Reading (owner requested)	\$ 30.00
	Utility - New Account	\$ 5.00
	Utility Credit for opting out of paper bills - per month	\$ (0.50)
	Sewer Rates - Residential	
810.17	Per 1,000 gallons of monthly usage based on Nov - April average usage of water	\$ 7.99



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Code	Description	Amount
	Monthly Fixed Fee	\$ 11.44
	Sewer Rates - Multi - Family	
810.17	Per 1,000 gallons of monthly usage - based on Nov - April average usage of water	\$ 7.99
	Monthly Fixed Fee	\$ 11.44
	Sewer Rates - Municipal	
810.17	Per 1,000 gallons of monthly usage based on Nov - April average usage of water	\$ 7.99
	Monthly Fixed Fee	\$ 11.44
	Sewer Rates - Commercial	
810.17	Per 1,000 gallons of monthly usage based on Nov - April average usage of water	\$ 7.99
	Monthly Fixed Fee	\$ 18.10
	Sewer usage will be determined as follows for new accounts and non-winter residents:	
	New Owner - Existing Property: Nov - April average usage of owner or from previous owner	
	New Owner - New Construction: Usage will be based on 4,000 gallons	
	Non-winter Residents: Usage will be based on 4,000 gallons	
	Sewer Service Fees	
	Sewer Access Charges (SAC)- anticipated daily use of water less than 25,000 gallons - Per Unit	\$ 5,325.00
	Sewer Access Charges (SAC)- for multi-tenant buildings greater than 4 units - Per Unit	\$ 3,235.00
	Sewer Access Charges (SAC) - anticipated daily use of water greater than 25,000 gallons - Per Unit	Determined by City Engineer
	Sewer Inspections - New Hook-up	\$ 75.00
	Sewer Inspections - Repairs	\$ 35.00
810.19	Sewer Late Charges - Per Monthly billing	10% or \$5, whichever is greater
	Sanitary Sewer Trunk Area Fee - Per Acre	\$ 5,330.00
	Storm Sewer Service Fees	
820	Storm Sewer Drainage Utility Fee - Properties less than 1 acre - Per Month	\$ 4.93
	Storm Sewer Drainage Utility Fee - Properties greater than 1 acre - Per Month Per Acre	\$4.93/month/acre
	Storm Sewer Trunk Area Fee - developments where storm water is contained within the plat boundary	waived