

**RAVENNA TOWNSHIP**  
**DAKOTA COUNTY, MINNESOTA**  
Ordinance No. 02-2021

**AN ORDINANCE ADOPTING AN  
UPDATED FEE SCHEDULE FOR THE TOWN**

The Board of Supervisors of the Town of Ravenna ordains:

**Article I.** Schedule Adopted. The attached fee schedule is hereby adopted. The fees contained in the schedule replace any fee amounts previously adopted by the Town Board on the same item.

**Article II.** Not Codified. This ordinance is transitory in nature and shall not be codified. The fee schedule established hereby shall be placed on the Town's website and shall be available for inspection at the Town Hall during usual office hours.

**Article III.** Zoning Fees. The Town is authorized by Minnesota Statutes, section 462.353, subdivision 4 to impose fees to offset its costs to administer and enforce its development code. The zoning fees the Town collects shall be used to offset the Town's costs related to the administration and enforcement of its development code and will not be transferred or used for purposes unrelated to planning and zoning.

**Article IV.** Reasonableness. The Town Board determines the fees established on the attached fee schedule are fair, reasonable, proportionate, and have a nexus to the actual costs the Town incurs related to providing the services to which they relate.

**Article V.** Collection. The Town may refuse to process any request for failure to submit all required fees and any required escrow amounts. The Town may collect any fees or other amounts that are due and not paid as a service charge pursuant to Minnesota Statutes, section 366.012 by certifying the amount to the county auditor for collection together with the property taxes imposed on any property the person owns in the state.

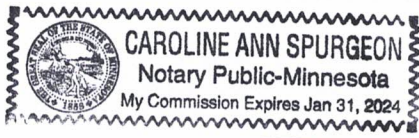
**Article VI.** Effect. The attached fee schedule replaces the Town's previous fee schedule, which is hereby repealed. Any other fees the Town established, but which are not reflected on the schedule, remain in full force and effect.

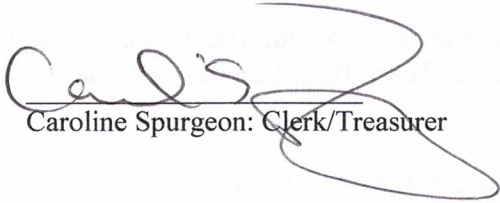
**Article VII.** Effective Date. This ordinance is effective upon the first day of publication and applies to any requests for a service included on the schedule made on or after its effective date.

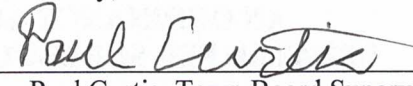
Adopted this 13th day of May 2021.

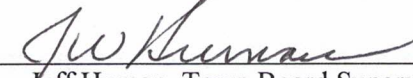
Attest:

Ravenna Township,  
Dakota County, Minnesota



  
Caroline Spurgeon: Clerk/Treasurer

By:   
Paul Curtis, Town Board Supervisor

By:   
Jeff Human, Town Board Supervisor

By:   
Carl Reuter, Town Board Supervisor

**RAVENNA TOWNSHIP  
FEE SCHEDULE  
May 13, 2021**

**LAND USE FEES:**

Agricultural Preserve Use Permit	\$50.00
Amendment to Ordinances	\$1500.00 Escrow*
Conditional Use Permit Application	\$570.00
Conditional Use Annual Inspection Fee	\$25.00
Consulting Costs (Legal, Engineering, etc)	Actual Cost
Home Occupation Application	\$20.00
Interim Use Permit Application	\$570.00
Land Split Application	\$20.00
Preliminary Plat Application Materials Fee (includes copies of Zoning Ordinance & Comprehensive Plan)	\$100
Preliminary Plat Escrow	\$3000.00*
Preliminary Plat Planning Commission Review Meetings	\$455 each
Preliminary Plat Public Hearing	\$570.00
Variance Public Hearing	\$570.00

\* Escrows are used for all administrative, legal and engineering fees incurred by the Town in reviewing the application. Escrow deposits must be made to the Town at the time of application. Any remaining funds will be returned by the Town to the applicant when the platting or amendment process has been completed. The applicant will be responsible for depositing additional funds with the Town in the event the initial deposit is depleted and additional costs will be incurred by the Town.

**BUILDING PERMIT FEES:**

See Attachment A. Fees are defined by contractual agreement with building inspector.

**RIGHT OF WAY FEES:**

Right of Way Excavation Permit Application	\$20.00*
Right of Way Obstruction Permit Application	\$20.00*

\*The Town may require as a prerequisite or condition of granting the permit that the applicant agree to reimburse the Town for actual costs the Town incurs related to issuing the permit including, but not limited to, costs related to reviewing the request, conducting inspections, hiring professionals and other costs actually incurred that directly relate to the applicant's request. In the alternative, the applicant may be required to escrow cash with the Town to cover the anticipated actual costs. If the amount of the cash escrow is not sufficient to fully reimburse the Town for costs incurred, the applicant shall provide the Town with additional funds in the amount determined by the Town within 30 days of the Town's request for the additional amount. Any excess escrowed funds will be returned to the applicant within 30 days after the Town has fully reimbursed itself of its costs.

**MISCELLANEOUS:**

Comprehensive Plan	\$90.00
Photo copies*	
8.5x11 BW	\$.25 per page
8.5x11 Color	\$.35 per page
Research/Compilation Fee	\$20.00 hour
Returned Check Fee	\$30.00
Zoning Ordinance	\$10.00

\*Copies may be picked up in person or sent by mail. Payment for copies and postage must be prepaid.



Attachment A  
RAVENNA TOWNSHIP  
BUILDING CODE FEE SCHEDULE

Effective Date: September 12, 2019

Residential Fees

**(for permits that are issued over-the-counter and have flat-rate fees)**

*(Definition of residential: **IRC-1 Single Family Dwelling:** Any building that contains one dwelling unit used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or occupied for living purposes. **IRC-2 Two-Family Dwelling:** Any building that contains two separate dwelling units with separation either horizontal or vertical on one lot used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or occupied for living purposes. **IRC-3 – Townhouse:** Definition: A single-family dwelling unit constructed in a group of two or more attached units in which each unit extends from the foundation to the roof and having open space on at least two sides of each unit. Each single-family dwelling unit shall be considered to be a separate building. Separate building service utilities shall be provided to each single-family dwelling unit when required by other chapters of the State Building Code. **IRC-4 Accessory Structure:** Definition: A structure not greater than 3000 ft<sup>2</sup> in floor area, and not over two stories in height, the use of which is customarily accessory to and incidental to that of the dwelling(s) and which is located on the same lot.*

**Maintenance Permit Fees:**

- Re-Roof: \$75.00 see handout for when building permit is required.
- Re-Side: \$75.00 see handout for when building permit is required.
- Re-Window: \$75.00 see handout for when building permit is required; replacement of same size windows (Exception: egress windows – see handout)
- Re-Door/Garage door: \$75.00 replacement of same size doors

**Zoning Permit Fees:**

- Agricultural: ag building or driveway \$75.00 no state surcharge
- (Fences over 7' in height and retaining walls over 4' in height require building permits submitted for plan review and are based on valuation)

**Plumbing Permit Fees:**

- New Fixture: \$7.50 per fixture (minimum \$75.00)
- Lawn Irrigation Systems: \$50.00
- Fixture Maintenance: \$50.00 (This permit is for replacing a previously existing fixture or appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done. Changing vent systems, running new drain or supply lines, or replacing or installing new ductwork, pipes, or vents is not fixture maintenance. Examples include Sink, Toilet, Water Softener, Hose bib, or Water Heater Replacement.)

**Mechanical Permit Fees:**

- Residential Fire Place (manufactured) \$75.00
- New appliances: \$37.50 per unit – minimum two units
- Gas Line (with mechanical permit): \$20.00 per gas line,
- Gas Line only permit: \$50.00
- Fire Place insert – see Above (Mechanical Permits)
- Fire Place masonry – Based on valuation (building permit required)
- Fixture Maintenance: \$50.00 (This permit is for replacing a previously existing appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done. Changing vent systems, running new gas lines, or replacing or installing new ductwork, pipes, or vents is not fixture maintenance. Examples include Furnace, Boiler, A/C, or Water Heater Replacement.)

**Moved in Structures: See Building Permit Related Fees – commercial and residential**

## Commercial Fees

ALL Commercial permit applications require plan review and permit fees are based on valuation (includes, re-roof, re-side, re-window, re-door, and demolition).

Building Permit minimum: \$100.00

Plumbing minimum: \$100.00

Mechanical minimum: \$100.00

Gas line minimum (unless included with other mechanical work): \$75.00

Plumbing Permit: valuation based, plus plan review

Mechanical Permit: valuation based, plus plan review

Fire Sprinkler Systems require regular building permit; fees are based on valuation

Fire Alarm Systems require regular building permit; fees are based on valuation

## Valuation Based Fees

(Residential and Commercial building permit fees when plan review is required):

Fee Schedule Base:

\$0	\$500.00	\$40.00
501.00	2,000.00	\$40.00 for the first \$500 plus 3.05 for each additional \$100, or fraction thereof, to and including \$2,000
\$2001.00	\$25,000.00	\$85.75 for the first \$2,000.00 plus \$14.00 for each \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00	\$50,000.00	\$407.75 for the first \$25,000.00 plus \$10.10 for each \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00	\$100,000.00	\$660.25 for the first \$50,000.00 plus \$7.00 for each \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00	\$500,000.00	\$1,010.25 for the first \$100,000.00 plus \$5.60 for each \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00	\$1,000,000.00	\$3,250.25 for the first \$500,000.00 plus \$4.75 for each \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00	And up	\$5,620.25 for the first \$1,000,000.00 plus \$3.65 for each additional \$1000.00 or fraction thereof

\*Pursuant to MN Rules Chapter 1300.0160 subpart 3, Building permit valuations shall be set by the Building Official. For determining the permit valuation, the Building Official will use the supplied valuation with a minimum value as calculated by the current Building Valuation Data Table, published each May by the Department of Labor and Industry and other data, as needed, for projects not otherwise specified.



## Building Permit Related Fees – (commercial and residential)

- **Plan Check/Document Evaluation fee:** 65% of the Permit Fee for Residential and Commercial Projects
- **Master Plan:** When submittal documents for similar plans are approved, plan review fees shall not exceed 25% of the normal building permit fee established and charged for the same structure. Plan review fees for the original plan review is 65% of the permit fee.
- **Review of state approved plans:** 25% of the plan review required by the adopted fee schedule (for orientation to the plans)
- **Residential Site Inspection (including initial S.E.C.),** required for all new construction (new homes, detached garages, accessory structures) \$75.00
- **Commercial Site Inspection (including initial S.E.C.),** required for all new construction (new buildings and accessory structures) \$125.00
- **Demolition Permit Fees:** valuation based
- **Exterior Structures:**
  - Retaining Wall (over 4' in height): based on valuation
  - Fence (over 7' in height): based on valuation
  - Sheds (over 200 sq. feet): based on valuation
  - Swimming Pools: \$
    - Seasonal Swimming Pools: \$75.00 one-time fee  
(Seasonal residential swimming pools requiring permits (over 24" and 5000 gallons, installed entirely above grade) are allowed to be installed with a single application and approval provided that the same pool is installed in the same location each year. Once approved, the pool may be put up and taken down any number of times. A site plan is required to be approved as a part of the permit submittal, and must be kept on site for review as needed.)
    - Permanent and In-ground Swimming Pools: Based on Valuation
- **Pre-moved in single family dwelling:** \$175.00 plus travel time and mileage from municipality office (as calculated by Google maps)
- **Pre-moved in accessory structure:** \$125.00 plus travel time and mileage from municipality office (as calculated by Google maps)
- **Connection fee – Moved in structure:** \$200.00 (does not include foundation/interior remodel)
- **Connection fee – plumbing:** \$75.00
- **Connection fee – mechanical:** \$75.00
- **Manufactured home installation:** \$250.00 (does not include foundation)
- **Site work for manufactured, prefab, or moved in home (foundation, basement, etc.):** based on valuation
- **ISTS (Individual Sewage Treatment System) Permits (New, Replace, or Repair):** \$400.00 (Second soils verification (required) to be provided by septic contractor.)

## State Surcharge Fees

**State Surcharge:** Schedule is based on the currently adopted State Surcharge Table – per MN Statute 326B  
State Surcharge is applicable on all permits unless otherwise noted.

## Other Inspections and Fees

1.	Re-inspection Fee - A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made. On valuation-based building permits, this fee is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of the code, but as controlling the practice of calling for inspections before the job is ready for such inspection or re-inspection. Re-inspection fees shall also be assessed when 1) the address of the jobsite is not posted, 2) the inspection record card is not posted or provided at the worksite, 3) the approved plans are not readily available for the inspector, 4) full access to the site is not provided for the inspector, 5) the inspector is not met by the responsible individual (no show), 6) on residential (IRC) maintenance permits where corrections are required to be inspected, and 7) deviations from the approved plans occur without prior building official approval. Re-inspection fees are due on or before the re-inspection. Payment made payable to the Municipality:	\$55.00 each
2.	Inspections outside of normal business hours (will include travel time both ways – 1 hour minimum):	\$60.00/hr.
3.	Inspections for which no fee is indicated, Miscellaneous and Special Services:	\$60.00
4.	Additional Plan Review required by changes, additions, or revisions to approved plans (½ hour minimum)	\$75/hr.
5.	Special Investigation fee (work started without obtaining a permit)	100% of the permit fee
6.	Copy charge (black/white 8 ½ x 11 and 8 ½ x 14)	\$.25/sheet
7.	Copy charge (black/white 11 x 17)	\$.50/sheet
8.	Copy charge (color 8 ½ x 11 and 8 ½ x 14)	\$1.00/sheet
9.	Copy charge (color 11 x 17)	\$2.00/sheet
10.	Print or copy charge (large plan sheet)	\$4.00
11.	Duplicate permit card fee – short card (8 ½ x 7)	\$15.00
12.	Duplicate permit card fee – long card (8 ½ x 14)	\$25.00
13.	License Look-Up (contractor license verification)	\$5.00
14.	Lead Certification (for eligible construction) (contractor Lead Certification Verification)	\$5.00
15.	Permit Renewal within 6 mos. of expiration (no plan changes, no code changes, new permit number)	50% of permit fee
16.	Permit Renewal after 6 mos. of expiration (new permit required)	based on valuation of remaining work
17.	Change of Use	\$100.00
18.	Pre-Final inspection (new home or structure)	\$75.00
19.	Refunds:	
	Plan review (if plan review has not started)	100%
	Plan review (if plan review has started)	50%
	Permit fee (if work not started) within 6 months of permit issuance by municipality	80%
	Maintenance Permits	0%
21.	Zoning Complaint Inspections	\$60.00 per hour
22.	Fire Sign (City Fee)	\$25.00 per sign