

**RAVENNA TOWNSHIP
DAKOTA COUNTY, MINNESOTA
ORDINANCE NO. 02-2026**

**AN ORDINANCE ADOPTING AN UPDATED FEE SCHEDULE FOR
THE TOWNSHIP OF RAVENNA**

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 cost 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 The attached fee schedule replaces the Town's previous fee schedule, which is hereby repealed.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 August 2026.

Ravenna Township
Dakota County, Minnesota

Attest:

By: _____
Carl Reuter, Town Board Supervisor Chair

By: _____
Randy Arndtson, Town Board Supervisor Vice Chair

Lonie J. Holm, Clerk/Treasurer

By: _____
Brent Anderson, Town Board Supervisor

RAVENNA TOWNSHIP FEE SCHEDULE

August 13, 2026

LAND USE FEES	
After the Fact Permit Fee	2 x Permit Fee
Agricultural Preserve Use Permit	\$50.00
Amendment to Ordinances	\$1,500.00 Escrow*
Conditional Use Permit Application	\$700.00
Conditional Use Annual Inspection Fee	\$25.00
Consulting Costs (Legal, Engineering, etc.)	Actual Cost
County Filing Fees	Actual Cost
Home Occupation Application	\$50.00
Interim Use Permit Application	\$700.00
Land Split Application	\$50.00
MRCCA Permit	\$50.00
Preliminary Plat Application Materials Fee (includes copies of Zoning Ordinance & Comprehensive Plan)	\$100.00
Preliminary Plat Escrow	\$3,000.00*
Preliminary Plat Planning Commission Review Meetings	\$700.00 each
Preliminary Plat Public Hearing	\$700.00
Variance Public Hearing	\$700.00
*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 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.	

RIGHT-OF-WAY FEES	
Right-of-Way Excavation Permit Application	\$50.00*
Right-of-Way Obstruction Permit Application	\$50.00*
*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 the additional funds in the amount determined by the Town within 30 days of the Town's request for the	

RIGHT-OF-WAY FEES

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 FEES

Comprehensive Plan	\$90.00
Fire Number Sign – replacement	\$50.00
Photocopies* 8 ½ x 11 BW 8 ½ x 11 Color	\$0.25 per page \$0.35 per page
Research/Compilation Fee	\$30.00 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

DESIGNATED BUILDING OFFICIAL FEES FOR SERVICE

The administration and issuance of permits, along with the collection of fees and services administered by Ravenna Township's Designated Building Official shall be conducted in accordance with the Ravenna Town Code, Minnesota Statutes and Administrative Rules, and as provided by in this Ordinance. Fees are to be commensurate with the service provided. Permit fees not specifically identified within this Ordinance are based on valuation determined in, Subdivision 8.

Subd. 1. Fee Multiplier Table (FMT). The following table establishes permit and inspection fees for all projects that require plan review or are not otherwise specifically identified within this fee schedule, including non-residential and multi-family mechanical permits. The minimum fee for these permits is \$125. The cost of plan review is separate, if applicable.

Valuation	Permit Fee
\$1 to \$4,000	\$125.00
\$4,001 to \$25,000	\$125.00 for the first \$4,000 plus \$16.55 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$464.15 for the first \$25,000 plus \$12 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$764.15 for the first \$50,000 plus \$8.45 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$1,186.65 for the first \$100,000 plus \$6.75 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$501,000 to \$1,000,000	\$3,886.65 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000; and

Valuation	Permit Fee
\$1,000,001 and up	\$6,636.65 for the first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof

Subd. 2. Plumbing Permit Fees for Non-residential or Multi-Family Structures Regulated under the Minnesota State Building Code and Minn. R. 1305. The following permit fee table is based upon the construction valuation of the plumbing system. The cost of plan review is separate, if applicable.

Valuation/Project Details	Permit Fee
\$0 to \$1,500	\$135.00
\$1,501 to \$2,500	\$135.00 for the first \$1,500, plus \$43 for each additional \$500 or fraction thereof, to and including \$2,500;
\$2,501 to \$5,000	\$221.00 for the first \$2,500, plus \$28 for each additional \$500 or fraction thereof, to and including \$5,000;
\$5,001 to \$25,000	\$361.00 for the first \$5,000, plus \$53 for each additional \$1,000 or fraction thereof, to and including \$25,000;
\$25,001 to \$50,000	\$1,421 for the first \$25,000, plus \$51 for each additional \$1,000 or fraction thereof, to and including \$50,000;
\$50,001 to \$500,000	\$2,696 for the first \$50,000, plus \$47 for each additional \$10,000 or fraction thereof, to and including \$500,000;
\$500,001 to \$3,000,000	\$4,811 for the first \$500,000, plus \$61 for each additional \$50,000 or fraction thereof, to and including \$3,000,000; or
\$3,000,001 and over	\$7,861 for the first \$3,000,000, plus \$51 for each additional \$100,000 or fraction thereof;
Manufactured home park or campground	\$25 for each site, minimum charge of \$135
Single fixture permit	\$210.00

Subd. 3. Plumbing Permit Fees for Structures Regulated under the Minnesota Residential Code. The following table establishes plumbing permit fees for one and two-family residential structures.

Type of Plumbing Permit	Permit Fee, Per Dwelling Unit
New construction	\$150.00
Addition, alteration, remodel, or replacement	\$125.00
Basement finish – Owner-occupied, non-rental (owner performed work)	Included with building permit provided inspections are performed together (e.g. framing, rough-in plumbing and mechanical)

Type of Plumbing Permit	Permit Fee, Per Dwelling Unit
Basement finish – Rental property and/or contractor-performed work	\$125.00
Water heater, conditioning system, sewer or water connection, irrigation, backflow prevention, miscellaneous plumbing improvement	\$125.00 each
Two or more improvements installed and inspected at the same time: Water heater, conditioning system, sewer or water connection, irrigation, backflow prevention, other miscellaneous plumbing improvements	\$185.00

Subd. 4. Mechanical Permit Fees for Structures Regulated under the Minnesota Residential Code. The following table establishes mechanical permit fees for one and two-family residential structures:

Type of Mechanical Permit	Permit Fee, Per Dwelling Unit
New construction (HVAC, mechanical ventilation system, and gas lines)	\$150.00
Addition, alteration, remodel, or replacement	\$125.00
Basement finish – Owner-occupied, non-rental (owner performed work)	Included with building permit provided inspections are performed together (e.g. framing, rough-in plumbing and mechanical)
Basement finish – Rental property and/or contractor-performed work	\$125.00
Furnace, fireplace, air conditioner, garage heater, gas lines, miscellaneous appliance, miscellaneous HVAC improvement	\$125.00 each
Two or more improvements installed and inspected at the same time: Furnace, fireplace, air conditioner, garage heater, gas lines, miscellaneous appliance, other miscellaneous HVAC improvement	\$185.00

Subd. 5 Fire Protection System Permits. The following table establishes permit and inspection fees for administration of fire protection permits as regulated according to Section 105.7.1 through 105.7.25 of the Minnesota State Fire Code (MSFC). The cost of plan review is separate, if applicable.

Valuation/Project Details	Permit Fee
\$0 to \$1,500	\$135.00
\$1,501 to \$2,500	\$135.00 for the first \$1,500, plus \$43 for each additional \$500 or fraction thereof, to and including \$2,500;

Valuation/Project Details	Permit Fee
\$2,501 to \$5,000	\$221.00 for the first \$2,500, plus \$28 for each additional \$500 or fraction thereof, to and including \$5,000;
\$5,001 to \$25,000	\$361.00 for the first \$5,000, plus \$53 for each additional \$1,000 or fraction thereof, to and including \$25,000;
\$25,001 to \$50,000	\$1,421 for the first \$25,000, plus \$51 for each additional \$1,000 or fraction thereof, to and including \$50,000;
\$50,001 to \$500,000	\$2,696 for the first \$50,000, plus \$47 for each additional \$10,000 or fraction thereof, to and including \$500,000;
\$500,001 to \$3,000,000	\$4,811 for the first \$500,000, plus \$61 for each additional \$50,000 or fraction thereof, to and including \$3,000,000; or
\$3,000,001 and over	\$7,861 for the first \$3,000,000, plus \$51 for each additional \$100,000 or fraction thereof;
Operational permits	\$350.00, duration of permit determined by the Fire Code Official or their designee
Minor Fire Protection (sprinkler/fire alarm)	\$265.00, includes plan review and shall apply: • Relocation or installation of 20 sprinkler heads or fewer • Modification or replacement of a fire alarm control panel

Subd. 6. Plan Review Fees. The following fees apply when an administrative or technical plan review is completed for all projects that are not otherwise specifically identified within this fee schedule. Plan review is determined by the Designated Building Official or their designee. A permit applicant will be assessed one hundred percent (100%) of the plan review fee, for plan review and processing services, whether or not a permit is issued.

(a) Building & Mechanical Permit Plan Review.

- (1) 65% of the permit fee as calculated in the FMT in Subd. 1.
- (2) Plan review fees for similar plans are set forth in Minn. R. 1300.0160.
- (3) Where a plan review fee is performed and charged for residential, the minimum fee for plan review is \$81.25.
- (4) Where a plan review fee is performed and charged for non-residential and multi-family, the minimum fee is \$150.00.

(b) Plan Revisions. Applicant-submitted changes or incomplete plans for all projects:

- (1) Review of plans for which the Designated Building Official or their designee has issued two (2) or more requests for additional information: \$95 per hour with a minimum of one-half (1/2) hour.
- (2) Additional plan review required for changes, additions, or revisions to previously approved plans: \$95 per hour with a minimum of one-half (1/2) hour.

(3) Applicant-requested revision with an increase in project scope, \$50 plus the difference between the original project fee and the revised project fee.

(c) **Abandoned Permit Applications.** If an application requiring plan review is submitted, and the applicant elects not to proceed following completion of the plan review or the Contractor deems the application abandoned pursuant to Minn. R. 1300.0120, Subp. 9, plan review services rendered shall be billed in accordance with this fee schedule.

(d) **Non-Residential or Multi-Family Plumbing and Fire Construction Permit Plan Review:** the following table establishes plan review and audit fees, unless otherwise indicated. These fees are based on the construction valuation of the performed work. This does not include the cost of the permit.

Valuation/Project Details	Plan Review Fee
\$0 to \$1,500	\$135.00
\$1,501 to \$2,500	\$135.00 for the first \$1,500, plus \$28 for each additional \$500 or fraction thereof, to and including \$2,500;
\$2,501 to \$5,000	\$191.00 for the first \$2,500, plus \$25 for each additional \$500 or fraction thereof, to and including \$5,000;
\$5,001 to \$25,000	\$316.00 for the first \$5,000, plus \$33 for each additional \$1,000 or fraction thereof, to and including \$25,000;
\$25,001 to \$50,000	\$976 for the first \$25,000, plus \$31 for each additional \$1,000 or fraction thereof, to and including \$50,000;
\$50,001 to \$500,000	\$1,751 for the first \$50,000, plus \$23 for each additional \$10,000 or fraction thereof, to and including \$500,000;
\$500,001 to \$3,000,000	\$2,786 for the first \$500,000, plus \$41 for each additional \$100,000 or fraction thereof, to and including \$3,000,000; and
\$3,000,001 and over	\$3,811 for the first \$3,000,000, plus \$33 for each additional \$100,000 or fraction thereof;
Manufactured home park or campground (plumbing only)	One to 25 sites: \$300 26 to 50 sites: \$350 51 to 125 sites: \$400 More than 125 sites: \$500

Subd. 7. Industrialized Modular or Prefabricated Buildings. The following fees apply to plan review and inspections for industrialized or modular buildings as defined in Minn. Stat. § 326B.103, Subd. 8a, and prefabricated buildings as defined in Minn. Stat. § 326B.103, Subd. 10a:

(a) **Inspections and Audit Fees.** Inspection and audits for industrialized modular or prefabricated buildings shall be billed at \$125.00 per hour, with a one (1) hour minimum per inspection or audit.

(b) **Plan Review Fees.** Plan review of building plans, specifications, installation instructions, quality-control manuals, systems manuals, and other documents reasonably necessary for review shall be billed at \$125.00 per hour, with a one (1) hour minimum per review.

Subd. 8. Project/Construction Valuation Determination. Valuation shall be assessed in accordance with Minn. R. 1300.0160. Valuation is determined using information published by the State of Minnesota, the International Code Council (ICC), and as outlined in the following Building Valuation Data (BVD) table based on regional market conditions.

Description	Value Per Square Foot
Slab on grade	\$17.00
Crawl space	\$22.00
Unfinished basement (new home or addition)	\$31.50
Basement finish (new home)	\$56.50
Basement finish (existing home)	\$25.00
Main/first floor area (new home or addition)	\$150.00
Second floor area (new home or addition)	\$125.00
Attached garage	\$75.00
Detached garage (slab on grade or frost protected footings)	\$60.00
Post & beam accessory structure, interior finished	\$60.00
Post & beam accessory structure, unfinished shell	\$25.00
Lean-to	\$25.00
Carport or gazebo	\$50.00
Garage conversion to living space	\$75.00
Porch, open	\$55.00
Porch, 3-season	\$130.00
Porch, 3-season on existing deck	\$100.00
Porch, screened or breezeway, non-conditioned area	\$90.00
Deck	\$45.00
Roof over existing deck	\$50.00
In-ground pool	\$40.00
Above-ground pool	\$15.00
Remodel, repair, alteration, other	Depends on the scope of work and required plan review and inspections

Subd. 9. Other Permits and Fees. The following table identifies costs for permits or fees associated with administration of either the Minnesota State Building Code or Ravenna Township Code. The minimum fee for the following permits is \$125. **Plan review is charged according to Subd. 6 of this fee schedule, unless otherwise identified.**

Description	Cost (FMT = Fee Multiplier Table)
Accessory structure building permit, residential	Refer to the FMT in Subd. 1 Maximum fee: \$850, includes plan review
Addition, alteration, remodel, or repair building permit	Refer to the FMT in Subd. 1
Agriculture permit exemption administrative application	\$250, includes preliminary site plan review
Basement finish building permit	Refer to the FMT in Subd. 1 Maximum fee: \$500, includes plan review
Change of use/occupancy	Refer to the FMT in Subd. 1 Minimum fee: \$300
Consultants, cost for service	If the actual cost to Ravenna Township for service provided by a contracted consultant is greater than indicated by this fee schedule, the greater rate shall be paid by the applicant.
Deck building permit	Refer to the FMT in Subd. 1 Maximum fee: \$675, includes plan review (pertains only if a residential deck is attached to the primary dwelling)
Demolition building permit, residential, non-residential, or multi-family	\$300, includes two (2) site inspections and administrative plan review
Fence building permit, over seven (7) feet high	Refer to the FMT in Subd. 1
Inspection, no fee specifically indicated	\$95 per hour, one (1) hour minimum
Inspection, outside normal business hours	\$150 per hour, two (2) hour minimum
Inspection, reinspection	\$95 per hour, one (1) hour minimum
Investigation	In addition to, but not to exceed, the original permit fee.
Manufactured home set-up building permit	\$375, includes mechanical and plumbing inspections and plan review
Mechanical single appliance permit, non-residential or multi-family	\$210.00
Mechanical temporary heating equipment, non-residential or multi-family	\$210.00
Miscellaneous building permit, no fee specifically indicated	Refer to the FMT in Subd. 1

Description	Cost (FMT = Fee Multiplier Table)
Moved-in structure building permit, residential	\$250 if the structure being moved is within Ravenna Township; or \$250 plus \$95/hour plus mileage at the current IRS standard rate if the structure is located outside Ravenna Township
Reissuance or renewal of a permit	Refer to the FMT in Subd. 1 and determined based on the remaining work to be completed. Minimum fee: \$50.00
Roof building permit, one and two-family residential	\$125.00
Siding building permit, one and two-family residential	\$125.00
Solar/Photovoltaic system building permit, one and two-family residential up to 3.5kW	\$175.00
Solar/Photovoltaic system building permit, one and two-family residential over 3.5kW	Refer to the FMT in Subd. 1
Solar/Photovoltaic system building permit, non-residential or multi-family	Refer to the FMT in Subd. 1
Window same size replacement building permit, one and two-family residential	\$125.00 per dwelling unit
Technology Service Charge (includes contractor license verification)	\$10.00 per permit

Subd. 10. State Surcharge. In accordance with Minn. Stat. § 326B.148, a state surcharge shall be charged on all permits, if applicable.

Subd. 11. Refunds. The Designated Building Official may authorize refunds of up to eighty percent (80%) of the issued permit fee when no work has commenced and no inspections have been performed.

- (a) Requests must be submitted in writing by the permit applicant within one hundred eighty (180) days of permit issuance.
 - (1) Within (10) business days of receipt, the Designated Building Official or their designee shall review the request and determine the amount to be refunded or provide written justification if the request is denied.
- (b) Fees retained shall cover expenses incurred for services rendered by the city and/or its consultant(s).
- (c) Refunds shall only be issued to the original payee.
- (d) No refunds shall be granted for the following:
 - (1) Plan review fees;
 - (2) Re-inspection fees;
 - (3) State surcharge fees;

- (4) Fraudulent applications;
- (5) Expired, revoked, suspended, or invalid permits;
- (6) Technology Service Charge, unless canceled within the same business day; or
- (7) Contractor license verification.

Subd. 12. Work Without a Permit. If work requiring a permit under state law, rule, or Ravenna Township Code has commenced without first obtaining a permit, an investigation shall be conducted before a permit may be issued. Investigation fees are identified in Subd. 10 of this fee schedule. This fee is in addition to the permit fee and is due whether or not a permit is ultimately issued.

Subd. 13. Abandonment, Expiration, Revocation/Suspension, or Validity. The validity, expiration, suspension, and revocation of permits shall be governed by Minn. R. 1300.0120 and the following:

- (a) An application for a permit for any proposed work shall be considered abandoned one hundred eighty (180) days after the date of filing, except in the following cases:
 - (1) The application has been actively pursued in good faith by the applicant, as determined by the Designated Building Official or their designee; and
 - (2) A written request for an extension, not to exceed one hundred eighty (180) days, has been submitted with justifiable cause demonstrated, and the extension has been approved by the Designated Building Official or their designee.
- (b) Every permit issued shall expire unless the authorized work is commenced within one hundred eighty (180) days of issuance. The Designated Building Official or their designee may grant written extensions of time, not to exceed one hundred eighty (180) days, if the applicant demonstrates justifiable cause.
- (c) The Designated Building Official or their designee may suspend or revoke a permit if it was issued in error, if the application contained incorrect, inaccurate, or incomplete information, or if there is a violation of any state law, rule, or ordinance.
- (d) The issuance of a permit, or the approval of plans, specifications, or computations, shall not be construed as authorization for any violation of this code or any other ordinance of Ravenna Township. Any permit purporting to authorize work in violation of the code or other ordinances shall be invalid. A permit also becomes invalid if the authorized work is suspended or abandoned for more than one hundred eighty (180) days, commencing on the first day the work was suspended or abandoned.

Subd. 14. Subsurface Sewage Treatment System (SSTS) Fees. The following table identifies costs associated with SSTS administration and permits.

Description	Fee
SSTS: Type I, II, or III (new or replacement)	\$450.00 (includes soil verification)
SSTS: Type IV or V (new or replacement for performance or engineered systems)	\$375.00 + Actual Cost

Description	Fee
Holding Tank (additional maintenance and operating permits required)	\$350.00 (includes first years' operating permit)
Soil Site Review (charged in addition to the land use application)	\$250.00 + \$100.00 per lot
SSTS Abandonment/Removal	\$125.00
SSTS Alteration or extension	\$200.00
Operating Permit	\$200.00 annually, or as determined by the Designated Building Official or their designee
Maintenance Permit	\$20.00
SSTS Reinspection	\$95.00 per hour, 1 hour minimum

Subd. 15. Zoning Permits. The following table identifies permit fees that are regulated under Ravenna Township's Zoning Code. The fees identified below include site plan review and a final inspection.

Type of Improvement	Zoning Permit Fee
Driveway	\$250.00
Agricultural zoning permits	\$250.00
Fences seven (7) feet high and under	\$250.00
Accessory structures 200 square feet and under	\$250.00