

ORDINANCE NO. 25-16

An Ordinance relating to establishing Permit Fees and Service Charges to be collected by the City of Ham Lake.

Be it ordained by the City Council of the City of Ham Lake, Anoka County, Minnesota, as follows:

ALCOHOLIC BEVERAGES

Club license	300.00
Off-Sale 3.2%	50.00
Off-Sale Liquor	380.00
Off-Sale Liquor Investigation fee	500.00
On-Sale Liquor 3.2%	100.00
On-Sale Liquor	4,600.00
Sunday On-Sale Liquor	200.00
Temporary On-Sale 3.2%	25.00
Temporary On-Sale Liquor	10.00
Wine On-Sale	700.00
Brew Pubs	380.00
Brewers of Malt Liquor	380.00

BUSINESS

Amusement and Vending Machine License	15.00 per location <u>plus</u>
(excluding food; food is licensed by Anoka County)	15.00 per machine
Cabaret License	200.00
Cannabis Registration	
Initial Registration/Annual Fee	1,500.00
Annual Renewal Fee	1,000.00
Violation Civil Penalty – Per Violation	2,000.00
Fireworks Sales	350.00
Hotel/Motel License	250.00
Motor Vehicle Sales Lot License	350.00
Pawn Shop License	10,000.00
Public Kennel License	100.00
Recycling/Refuse Hauler License	500.00
Sexually Orientated Businesses	10,000.00
Tobacco License	125.00
Transient Sales (Peddler) License (6 month term)	30.00

COMPENSATION FOR REPRESENTATIVES\COMMISSIONERS

Commissioner attendance at a City Council meeting	20.00 per meeting
Planning and Park Commissioners	30.00 per meeting
Planning Commissioner Inspection Compensation	20.00

Representatives to:

Coon Creek Watershed	30.00 per meeting
Twin Cities Gateway	30.00 per meeting
North Suburban Consumer Advocates for the Handicapped	30.00 per meeting
Rum River Watershed Management Organization	30.00 per meeting
Sunrise Watershed Management Organization	30.00 per meeting

CONSTRUCTION

The permit fee schedule for the Building Department shall be as follows:

2007 MN Dept of Labor & Industry data with lesser amended fees:

NEW CONSTRUCTION – COMMERCIAL

(see Planning & Zoning – Planning & Zoning Comm. Deposit)

(Note: the Plan Review Fee for commercial property is 65% of the Building Permit fee.)

NEW CONSTRUCTION VALUATION - RESIDENTIAL

1 st and 2 nd floor	100.00 sq. ft./valuation
Crawl space	15.00 sq. ft./valuation
Deck	30.00 sq. ft./valuation
Finished basement	50.00 sq. ft./valuation
Garage/Attached or Detached	40.00 sq. ft./valuation
Porch	50.00 sq. ft./valuation
Screen Porch	50.00 sq. ft./valuation
Unfinished basement	25.00 sq. ft./valuation

(Note: The Plan Review Fee for residential property is 65% of the Building Permit fee.)

EXISTING VALUATION – RESIDENTIAL

Addition	75.00 sq. ft./valuation
Basement finish	10.00 sq. ft./valuation
Garage Addition	40.00 sq. ft./valuation
Remodel	10.00 sq. ft./valuation

BUILDING PERMITS – ADDITIONAL

(Note: State surcharge will be charged in addition to most permit fees.)

Air Conditioning – Commercial	based on valuation
Air Conditioning - Residential	100.00
Air to Air Exchanger	100.00
Building Demolition	150.00
Plus an escrow equal to 150% of the estimate provided by contractor to complete the project, including clean-up	
Fireplace	100.00
Fuel Tank Installation	100.00
Fuel Tank Removal	50.00
Heating – Commercial	based on valuation
Heating – Residential	100.00

Manufactured Mobile Home	150.00
Plumbing - Commercial	based on valuation
Plumbing - Residential minimum fee	100.00
Rate per opening	10.00
Pool – Above Ground	100.00
Pool – In-Ground	125.00
Roofing	100.00
Septic Tank Installation	100.00
Septic Tank Removal	75.00
Septic System – Commercial	300.00
(All , including Performance and Other) (up to 2,500 gallons per day)	
Intermediate or Advanced Systems	
Plan Review & Inspection Costs	300.00 +\$2,000 escrow
Septic Performance Inspection (required by permit)	50.00
Septic System – Residential (new or replace)	300.00
(Includes: trenches, beds, chambered, mounds, at-grades)	
Septic System Repair	200.00
Siding	100.00
Water Softener	60.00
Windows (structural or mechanism changes)	100.00
CONTRACTOR'S LICENSE	100.00
(required for: general, heating, ventilating air conditioning, cement & masonry, roofing, plaster, lath stucco, blacktopping, moving & wrecking, signs & billboards)	

ESCROWS & FILING FEES

Accessory Bldg. Driveway Escrow	4,500.00
Accessory Bldg. Driveway Agreement Filing Fee	75.00
Driveway Escrow (24' x 43')	4,500.00
(Additional escrow for concrete curb and gutter removal)	900.00
Turf Escrow	3,500.00
(Note: Escrows for completion of Building permits are equal to 150% of estimate provided by contractor to complete the items.)	

OTHER MISC. PERMITS

Commercial Fence Permits	75.00
Moving-in of buildings:	
Pre-Inspection Fee	75.00 per hour
Garage (minimum)	300.00
House (minimum)	500.00
Sign Permits (\$1.00 per sq. ft. per side)	75.00 minimum
Sign – Temporary	
(only for 30 days, maximum 3 times annually)	50.00
Temporary Commercial Structure/Tent Permit	75.00
(For up to six weeks in a calendar year. May be divided into 3 separate usages, each of which must be separated by at least 30 days)	

RESIDUAL LICENSES – PERMITS - FEES

Burning Permit Inspection Fee	30.00
Burns – Prescribed	
Less than one acre	50.00
1 to 5 acres	60.00
Over 5 acres	80.00
Dangerous Dog Certificate	35.00
Plus proof of insurance and other applicable fees	
Special Vehicle Operator's Permit	15.00
Field Party License	50.00
Horse Permits	50.00
Investigation Fee for Lawful Gambling License	100.00
Temporary Mobile Home Permits (for 90 days)	25.00
Large Assemblies	100.00
Multiple Dog License	50.00
Short-Term Rental License	100.00

SPECIAL INSPECTIONS

Re-Inspection Fee (Building Inspector or Fire Inspector)	75.00
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WORK IN RIGHT-OF-WAY

Delay Penalty (up to 3 days late)	60.00 plus \$10/day each day after
Individual Service Work in Right-of-Way	10.00
Mapping (must be provided in City format)	30.00
Obstruction	70.00
Permit Extension	55.00
Right-of-Way Excavation Permit	150.00 per mile or fraction thereof
Trench (open cut of pavement)	100.00 per lineal foot

PLANNING AND ZONING

Special meeting of the Planning Commission	500.00
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THE FOLLOWING ARE DEPOSITS:

Lot Line Adjustment/Courtesy Combination/Metes and Bounds Conveyance (no new lots are created)	500.00
City Code Change Request	500.00
Flood Zone Map Amendment	100.00
Planning Expedited Review (Flat Fee to give app priority status)	1,000.00
Planning Commission Review Deposit (includes staff review fee \$200, inspection fee \$20, other actual costs)	500.00
Planning Comm. Review Deposit – Commercial Bldg Permit (includes staff review fee \$200, inspection fee \$20, costs for City Engineer and/or City Attorney and any additional costs)	1,000.00
Public Hearing Deposit – New CUP or Amendment CUP (includes inspection fee \$20, publication, CUP \$300, land use change sign \$50, any additional costs)	1,000.00

Public Hearing Deposit – Rezoning or Multiple Dog License (includes staff review fee \$200, inspection fee \$20, publication, actual postage, land use change sign \$50, multiple Dog License \$30, other actual costs)	400.00
Public Hearing Deposit - Excavation Permit (includes staff review fee \$200, inspection fee \$20, publication, actual postage, land use change sign \$50, Excavation Permit \$50, other actual costs)	5,000.00
Sub-Division of Land	
Plat (at sketch Plan stage) per lot or per unit	700.00
Upper Rum River WMO or Sunrise WMO Permit Application	750.00
Vacation of Public Land	650.00
(includes publication, postage, other actual costs, filing fee)	
Variance Requests	500.00

THE FOLLOWING ARE FEES:

Deviation Permit Fee/Livability Review Fee (Lots that deviate from approved Grading Plan)	400.00
Future Development Placement Sign Fee (deposit is refundable when sign is returned undamaged)	50.00
Future Drainage Improvement Fund (Residential living unit) (Commercial is computed by City Engineer)	500.00
Future Street Improvement Fund (Note: Determined in development agreement)	
Parkland Dedication Fee (City Valuation \$25,000 per acre)	2,500.00 per lot
(Note: parkland dedication is not charged on commercial property)	
Signs for notification of cul-de-sacs or parkland	200.00

**NOTE: ACTUAL CITY ATTORNEY AND CITY ENGINEER EXPENSES
ARE REQUIRED FOR REVIEW/INSPECTION OF ANY TOPE OF
DEVELOPER/TAXPAYER REQUEST**

PUBLIC SAFETY

Chief Officer, Duty Officer (including vehicle)	125.00 per hour
Engine, Tanker, Aerial (including personnel)	300.00 per hour
False Alarm Fee – Commercial	100.00
False Alarm Fee - Residential	50.00
Personnel, Additional (regardless of rank)	18.00 per hour
Rescue, Grass, utility (including personnel)	175.00 per hour
Re-Inspection Fee	75.00

RESALE AND SERVICE FEES

City Map	5.00
City Zoning Map	5.00
Comprehensive Plan	250.00
DVD of any City event or meeting	15.00
Filing Fee (election)	25.00
Ham Laker Ad (business card size)	75.00
(Free to non-profit organizations & Chamber Members)	
Impounding horses, donkeys or mules	1,000.00
Mailing/Handling Fee	5.00
(actual postage cost is in addition to the fee)	
Providing water to contractors (includes tax)	50.00 minimum
plus \$3.00 per every 1,000 gallons	
Returned Check Fee	35.00
Special Assessment Search	30.00
Storm Water Mgmt. Plan (includes tax)	500.00
Street Lighting charges (per unit, per month)	3.75
Xerox Copy (per page) (includes tax)	.25
Yearly subscription to "Ham Laker"	50.00

USAGE OF PARK FACILITIES

Note: All rental fees will have sales tax added

LIONS PARK – includes large picnic shelter, small picnic shelter, indoor restrooms

	<u>Monday-Thursday</u>	<u>Friday-Sunday</u>	<u>Deposit</u>
Resident	50.00 + tax	100.00 + tax	150.00
Non-Resident	100.00 + tax	175.00 + tax	150.00
Non-Profit	No Fee	No Fee	150.00

HAM LAKE PARK – includes indoor pavilion, outdoor picnic shelter, indoor restrooms

	<u>Monday-Thursday</u>	<u>Friday-Sunday</u>	<u>Deposit</u>
Resident	50.00 + tax	100.00 + tax	150.00
Non-Resident	100.00 + tax	175.00 + tax	150.00
Non-Profit	No Fee	No Fee	150.00

Ham Lake Ballfields, for use by adult leagues, \$10.00, plus tax, per field, per day.

RULES/REGULATIONS

1. Rates are for exclusive use permits. There will be no charge for occasional, incidental or neighborhood usage, if permits have not been issued to others.
2. The City of Ham Lake may regulate the size of the group, any requirements for insurance and the use of motorized vehicles in other than parking areas.
3. Permits are good for the time, date and place specified.

4. The deposit will be collected and if the facility is not cleaned, the city reserves the right to withhold return of that deposit to cover clean-up costs. The user will be responsible (charged) for additional damages or clean up costs not covered by the required deposit.
5. There must be adequate adult supervision.
6. No alcoholic beverages without valid city licenses.

Ham Lake Park Ballfield Complex and/or Lions Park Ballfield Complex fees for tournaments (two days):

	4-Field Complex	w/Fields 5 & 6 (Lions Park only)
Resident (per complex, plus tax) (see definition below)	300.00	350.00
Non-Resident/Other Organizations (per complex, plus tax) (see definition below)	1,000.00	1,000.00
Damage Deposit	1,000.00	1,000.00

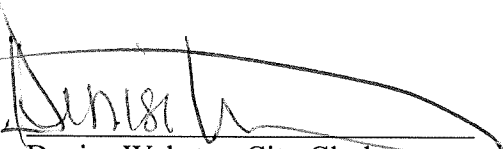
Soderville Blaine Athletic Association (See Facility Agreement)
(only official sponsored SBAA events, with authorized signature)

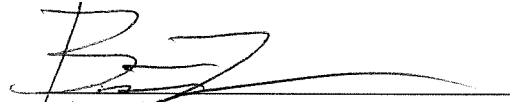
All Rules/Regulations listed above will also apply.

Resident: A group that has at least 50% of its membership that live within the City of Ham Lake, or a business, industry, church or school, which has its physical facilities within the City of Ham Lake.

Non-Resident/Other Organization: Any organization who does not live within or have its physical facilities within the City of Ham Lake.

Presented to the Ham Lake City Council on November 17, 2025 and adopted by a unanimous vote this 1st day of December, 2025.


Denise Webster, City Clerk


Brian Kirkham, Mayor