

<b>Copy Fees – City Wide</b>	
<b>Service</b>	<b>Fee</b>
Audio Copy	\$6.00
Copies on Flash Drive	\$10.00
Video/DVD Copy	\$20.00
Photocopies – Letter, Legal or 11x17, Black and White	\$0.25/page
Photocopies – Letter, Legal or 11x17, Color	\$1.00/page

<b>Meeting Rooms – City Wide</b>	
<b>Service</b>	<b>Fee</b>
Non-profit meeting open to the public	No charge
Non-profit fee for meetings closed to the public or non-profits charging fees	\$25.00 per hour, maximum \$100 per day
Custodial - Additional cleaning beyond normal use	\$20.00/hour
City Hall Audio Visual Equipment	Staff salary plus \$25.00 administrative fee

<b>Maps</b>	
<b>Service</b>	<b>Fee</b>
Color (oversized) 42x36 or smaller	\$25.00
Color (oversized) 42x36 or larger	\$35.00
Color – 11x17	\$2.00
Color – 8.5x11	\$1.00
Black & White – 11x17	\$1.00
Black & White – 8.5x11	\$0.50
Custom Scale of Standard Maps – 11x17	\$5.00
Custom Scale of Standard Maps – 8.5x11	\$5.00
Custom Map (non-standard)	\$20.00/hour + printing fees

<b>Finance</b>	
<b>Service</b>	<b>Fee</b>
Special Assessment Search	\$25.00
Application for Conduit Debt	\$2,500.00
Annual Administration	1/8 <sup>th</sup> of 1% applies to amount of bonds o/s
Lodging Tax Administration	5% of lodging tax receipts



<b>Arts &amp; Culture</b>	
<b>Service</b>	<b>Fee</b>
Sidewalk Poetry Stamp	\$25.00

<b>Library</b>	
<b>Service</b>	<b>Fee</b>
<b>CITY ID</b>	
New card cost, adult	\$15.00 per card
New card cost, ages 16 and under	\$10.00 per card
Card renewal	\$5.00 per card
Card replacement/lost card	\$10.00 per card*
Library card add option (*\$2.00 of the \$10.00 fee will be allocated for library card replacement if Library card option is included on the card)	Free
Replacement Library Card	\$2.00 to replace recently issued cards; no charge for older or damaged cards
Photocopies (Self service)	\$0.15/page B&W; \$1.00/page color; \$0.30/page 11x17 B&W; \$2.00/page color 11x17
Computer Prints	\$0.15/page B&W; \$1.00/page color
Equipment Use	\$50.00 deposit for equipment checked out of building
Interlibrary Loan Fee	Cost Assessed by Loaning Library
Proctoring Exams	\$15.00/exam
Lost Materials Fee	Replacement cost + \$5.00 processing fee



**2022 City of Northfield Fee Schedule**  
**Updated 06/01/22 (Resolutions 2022-010, 2022-041)**

<b>Pool</b>	
<b>Service</b>	<b>Fee</b>
Daily Admission (FREE under the age of 1)	\$5.00
Twilight (after 5:00pm) (FREE under the age of 1)	\$2.75
Individual Season Pass	\$85.00 Resident/ \$100.00 Non-Resident
Dual Season Pass (Two people from same household)	\$125.00 Resident/ \$145.00 Non-Resident
Family Pass (2 Adults, 3 children from same household)	\$186.00 Resident/ \$200.00 Non-Resident
Pre-Season for Individual, Dual & Family Passes	10% Discount
Mid-Season Passes	½ off all regular season passes
Additional Family Member (From same household)	\$10.00 Resident/ \$10.00 Non-Resident
Open Swim Punch Card (Good for admission to 10 Open Swim Sessions)	\$40.00
Lap Swim Punch Card (Good for admission to 10 Lap Swim Sessions)	\$30.00
50-Meter Portion of Pool Rented (No Staff Provided)	\$45.00 per hour Nfld Groups/ \$50.00 per hour Non-Nfld Groups
Private Pool Rental with Staff	\$200.00/hour
Shade Structure Rental (2 hours)	\$25.00
Birthday Party Package (2 hours shade structure and 10 admissions)	\$50.00
Dog Swim (after regular season ends)	First Dog \$4.50 Additional Dogs \$2.75

\* Resident Fee Capped at \$185.00 (5 people on pass; additional family members from households with more than 5 pass holders at no cost)

<b>Arena</b>	
<b>Service</b>	<b>Fee</b>
St. Olaf Men's & Women's Practices & Games	\$170.00/hour
St. Olaf Game Fee	\$160.00/game
ISD #659 Practices and Games	\$170.00/hour
ISD #659 Game Fee	\$185.00/game
NHA Practices/Games	\$130.00/hour
NHA Tournaments	\$145.00/hour
All Other Renters	\$145.00/hour
<b>Other Items</b>	
Open Skate	\$3.00
Open Skate Punch Card	\$22.50
Rental Skates	\$3.00
Open Hockey Adult/Youth	\$4.00/\$3.50
Skate Sharpening	\$3.50
Sharpening Punch Card	\$21.00





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<b>Dryland Rates</b>	
<b>Service</b>	<b>Fee</b>
Non-Profit	\$28.00/hour \$165.00/daily
Individual	\$45.00/hour \$275.00/daily
Private	\$95.00/hour \$550.00/daily



<b>Liquor License (City Clerk)</b>	
<b>Service</b>	<b>Fee</b>
3.2 Off Sale License	\$400.00
3.2 On Sale License	\$800.00
On Sale License	\$3,000.00
Wine License	\$800.00
Wine/3.2 Combo License	\$800.00
Brewer Taprooms (on & off sale)	\$500.00
Brew Pubs (off sale)	\$300.00
Cocktail Rooms (on sale)	\$500.00
Club Liquor License	<i>Depends on membership:</i> \$300.00 for under 200 \$500.00 for 201 to 500 \$650.00 for 501 to 1000 \$800.00 for 1001 to 2000 \$1,000.00 for 2001 to 4000 \$2,000.00 for 4001 to 6000 \$3,000.00 for over 6000
Sunday Liquor License	\$200.00
Temporary 3.2 On Sale License	\$350.00
Temporary On Sale License	\$350.00
2 AM Liquor License	\$200.00
Penalty for Late Applications	\$200.00
Liquor License Investigation (new applications only)	\$500.00
Liquor License Investigation (additional individual as needed)	\$50.00
Comprehensive/Out-of-State Liquor License Investigation	Actual cost not to exceed \$10,000.00
Certification from County on property taxes	\$25.00

<b>Liquor License Violation Penalties</b>	
<b>Violation</b>	<b>Penalties</b>
1 <sup>st</sup> offense	\$250.00 civil penalty and required verification of retraining*
2 <sup>nd</sup> offense within 2 years**	\$500.00 civil penalty, 3 day suspension of license, and required verification of retraining*
3 <sup>rd</sup> offense within 3 years**	\$2,000.00 civil penalty and 10 day suspension of license
4 <sup>th</sup> offense within 5 years**	Revocation of license

\* all employees who serve liquor shall participate in a liquor control training class approved by the Northfield Chief of Police

\*\* measured from date of first offense



<b>Other Licenses/Permits (City Clerk)</b>	
<b>Service</b>	<b>Fee</b>
Tobacco License	\$400.00
Tobacco License (Retail Only Store)	\$400.00
Refuse License	\$100.00 plus \$25/vehicle
Vehicle for Hire/Taxi License	\$100.00 license +25.00/vehicle
Misc./Concessions License	\$125.00
Fireworks – With other merchandise	\$125.00
Fireworks – Fireworks only	\$350.00
Gambling Permit	\$25.00
Gambling Premises Permit	\$50.00
Community Event Permit - Small	\$25.00
Community Event Permit - Large	\$125.00

<b>Tobacco License Violation Penalties</b>	
<b>Violation</b>	<b>Penalties</b>
1 <sup>st</sup> offense	\$250.00 civil penalty
2 <sup>nd</sup> offense within 2 years*	\$500.00 civil penalty and a 3 day suspension of license
3 <sup>rd</sup> offense within 3 years*	\$2,000.00 civil penalty and 18 day suspension of license
4 <sup>th</sup> offense within 5 years*	\$2,500.00 civil penalty and revocation of license for a minimum of 1 year

\* measured from date of first offense

<b>Tobacco License Training Violation Penalties</b>	
<b>Violation</b>	<b>Penalties</b>
1 <sup>st</sup> offense	\$100.00 civil penalty
2 <sup>nd</sup> offense within 2 years*	\$250.00 civil penalty and a 3 day suspension of license
3 <sup>rd</sup> offense within 3 years*	\$500.00 civil penalty and 18 day suspension of license
4 <sup>th</sup> offense within 5 years*	\$1,000.00 civil penalty and 30 day suspension of license

\* measured from date of first offense



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<b>Public Works - Engineering</b>	
<b>Service</b>	<b>Fee</b>
Grading Permit Fee (less than 1 acre of disturbance)	\$300.00
Grading Permit Fee (greater than 1 acre of disturbance)	\$1,000.00
Grading Permit performance security escrow or certified letter of credit (excluding grading on properties <1 acre in size)	\$2,000.00/acre

<b>Public Works – Streets/Parks</b>	
<b>Service</b>	<b>Fee</b>
Pavilion Rental – 4 Hours	\$45.00
Pavilion Rental – Full Day	\$65.00
Picnic Table Rental	\$20.00/\$100.00 deposit
Showmobile	\$320.00+\$50.00/hour after 5 hours
Electrical Downtown (Bridge Square, River Commons etc.)	<i>Small event: \$20.00/day + \$100.00 deposit</i> <i>Large event: \$30.00/day +\$100.00 deposit+ greater than 50 amps of service-actual meter charge</i>

<b>Public Works – Right of Way Permits</b>				
<b>Service</b>	<b>Base Rate Max. Inspections</b>	<b>Inspection Fee Max. Inspection Fees</b>	<b>Max. Total Fees</b>	<b>Additional Comments</b>
Sewer and Water Connection	\$90.00 10	\$51.00 \$510.00	\$600.00	Escrow as required
Private Utility, Large Scale	\$90.00 8	\$51.00 \$408.00	\$498.00	Escrow as required
Private Utility, Small Scale	\$90.00 2	\$51.00 \$102.00	\$192.00	Escrow as required
Sprinkler Line	\$90.00 13	\$51.00 \$663.00	\$753.00	Escrow as required
Storm System Connection	\$90.00 8	\$51.00 \$408.00	\$498.00	Escrow as required
Obstruction Permit	\$90.00 2	\$51.00 \$102.00	\$192.00	Escrow as required
Driveway	\$36.00 1	\$40.00 \$40.00	\$76.00	\$0.00

<b>Public Works – Small Cell Wireless</b>	
<b>Service</b>	<b>Fee</b>
Rent - Wireless Support Structure	\$150.00
Annual Electric Fee - less than or equal to 100 watts	\$876.00
Annual Electric Fee - over 100 watts	\$2,184.00
Right of Way Permit Fee Per Unit	\$255.22



<b>Police</b>	
Service	Fee
Dance/Cabarets	\$150.00
Fax- Domestic	\$5.00
Fax- International	\$10.00
Peddler/Solicitor <i>Note: If you are exempt from fees, please provide your tax exempt notice or letter from the state, upon submission of application.</i>	\$30.00 for initial application for one day for one individual. Each additional day, up to a maximum of five days, is \$7.50 per day. For each additional person authorized by the company licensed, \$12.00 per day for a maximum of five days. Annual permit fee is \$60.00 for one person; \$12.00 for each additional person of that organization.
Response to false hold up and panic alarms at private businesses, schools and private residences Per Calendar Year	1-2 per year- no charge 3rd Response- \$75.00 4th Response- \$100.00 5th Response- \$125.00 6th and beyond- \$175.00
Photograph Copies	\$5.00/color copy
Fingerprinting Service	\$25.00
Certified Copy - background check with seal	\$10.00
Title & Odometer Reading	\$25.00
PBT Test	\$10.00

<b>Police – Parking Fees/Fines</b>	
Service	Fee
2-Hour Parking Limit Violation	\$10.00
Overtime and Prohibited Parking Violations	\$25.00
Winter Parking Ban Violation	\$50.00
Interfering with Snow Removal	\$75.00
Penalty for late payment (if not paid in full within 10 days)	\$20.00
Electric Vehicle Charging Station - charging fee	\$0.35/kWh





**2022 City of Northfield Fee Schedule**  
**Updated 06/01/22 (Resolutions 2022-010, 2022-041)**

<b>Police – Pawnbroker/Combined Pawnbroker &amp; Precious Metal Dealer License Fee</b>	
Service	Fee
Annual License Fee	\$5,000.00
Initial Investigation Fee (if investigation goes out of state, the fee will be the actual costs not to exceed \$10,000.00)	\$500.00
Manager and New Manager Investigation Fee (if investigation goes out of state, the fee will be the actual costs not to exceed \$10,000.00)	\$500.00
Billable Transaction Fee	\$1.50
Reporting Failure Penalty	\$25.00 daily until corrected
Sanction (Denial, Suspension or Revocation) Civil fine not to exceed for each violation or a combination of a civil fine, and license suspension or revocation	Not to exceed \$2,000.00

<b>Police – Precious Metal Dealer License Only Fees</b>	
Service	Fee
Annual License Fee	
More than 100 transactions	\$200.00
Less than 100 transactions	\$50.00
Initial Investigation Fee (if investigation goes out of state, the fee will be the actual costs not to exceed \$10,000.00)	\$500.00
Manager and New Manager Investigation Fee (if investigation goes out of state, the fee will be the actual costs not to exceed \$10,000.00)	\$500.00
Billable Transaction Fee	\$1.50
Reporting Failure Penalty	\$25.00 daily until corrected
Sanction (Denial, Suspension or Revocation) Civil fine not to exceed for each violation or a combination of a civil fine, and license suspension or revocation	Not to exceed \$2,000.00

<b>Police – Animal Impound Services</b>	
Service	Fee
City Pick-Up Fee	\$26.00
Initial Impound	\$32.00
Impound/Boarding – Cat	\$25.00/day
Impound/Boarding - Dog	\$25.00/day
Reclaim Fee	\$30.00/animal
Rabies Vaccination	\$28.00
Euthanasia/Disposal Fee	\$50.00



**Community Development – Planning/Development**

**Type 1 Review – Staff Review Only**

<b>Application/Service</b>	<b>Fee</b>	<b>Escrow*</b>
Adjacent Parcel Land Conveyance	\$250.00	n/a
Sign Permit (not in Historic District)	\$75.00	n/a
Zoning Letter Request	\$100.00	n/a
Temporary Use	\$75.00	n/a
Zoning Certificate (Type 1) Includes review of: New homes (single or two-family), additions (non-residential: <500 SF), accessory uses (ADUs, detached garage, shed, gazebo, swimming pool, hot tub, spa, sport court, etc.), change of use/pre-existing use registration, fence or retaining wall, and minor amendment to a Conditional Use Permit.	\$75.00	n/a

**Type 2 Review – Staff Review with Development Review Committee (DRC)**

<b>Application/Service</b>	<b>Fee</b>	<b>Escrow*</b>
Minor Amendment to PUD Overlay (major amendments to PUDs require a Zoning Map Amendment)	\$600.00	\$1,500.00
Flood Plain Development Permit (A flood plain development permit is typically submitted with another application. The \$100 fee is in addition to other applicable permitting.)	\$100.00	n/a
Site Plan Review/Zoning Certificate (Type 2) Includes review of: new multi-family dwellings of three units or more, any additions or modifications to multi-family dwellings of three units or more, additions to nonresidential structures of 500 SF or more, and parking structures and facilities and parking lots.	\$600.00	\$1,500.00

**Type 3 Review – Staff Review with Heritage Preservation Commission Review and Decision**

<b>Application/Service</b>	<b>Fee</b>	<b>Escrow*</b>
Sign Permit (Historic District)	\$75.00	n/a
Certificate of Appropriateness	\$150.00	n/a



**2022 City of Northfield Fee Schedule**  
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**Type 4 Review – Staff Review and Planning Commission or Heritage Preservation Commission Recommendation with City Council Decision**

<b>Application/Service</b>	<b>Fee</b>	<b>Escrow*</b>
Annexation	\$600.00	\$1,500.00
Comprehensive Plan Amendment	\$600.00	\$2,000.00
Conditional Use Permit (includes Floodplain and Wild & Scenic Overlays)	\$600.00	\$1,500.00
Environmental Assessment Worksheet	\$600.00	\$4,000.00
Heritage Preservation Site Designation	\$600.00	\$1,000.00
Major Amendment to a Conditional Use Permit	\$600.00	\$1,500.00
Major Subdivision Preliminary Plat	\$800.00	\$1,500.00
Zoning District Text Amendment	\$600.00	\$1,500.00
Zoning Map Amendment	\$600.00	\$1,500.00

**Type 5 Review – Staff Review with Decision by City Council with No Review by Planning Commission**

<b>Application/Service</b>	<b>Fee</b>	<b>Escrow*</b>
Major Subdivision Final Plat	\$600.00	\$1,500.00
Minor Subdivision or Lot Consolidation	\$500.00	\$500.00

**Type 6 Review – Staff Review with Quasi-Judicial Decision by the Zoning Board of Appeals**

<b>Application/Service</b>	<b>Fee</b>	<b>Escrow*</b>
Variance	\$450.00	\$1,000.00
Code Interpretation	\$150.00	n/a

**Type 7 Review – Staff Review with Planning Commission Decision**

<b>Application/Service</b>	<b>Fee</b>	<b>Escrow*</b>
Zoning Certificate (C2: Highway Commercial Zoning District only)	\$600.00	\$1,500.00

\* Charges over the escrow amount will be invoiced to the applicant, any escrow not used will be returned to the applicant.

**Other Applications**

<b>Application/Service</b>	<b>Fee</b>	<b>Escrow</b>
Vacation - ROW or Easement	\$450.00	\$500.00
Variance Appeal	\$450.00	\$1,000.00



<b>Community Development – Rental</b>	
<b>Service</b>	<b>Fee</b>
Rental License Type 1 (2 years)	\$60.00 license fee first unit; \$25.00 each additional unit
Rental License Type 2 (1 year)	\$180.00 license fee first unit; \$25.00 each additional unit
Rental License Type 3 (6 months)	\$240.00 license fee first unit; \$25.00 each additional unit
Rental License Temporary (1 year or less)	\$60.00 license fee first unit; \$25.00 each additional unit
Rental Housing Inspection Fees	\$50.00
Late rental license renewal application - § 14-93	\$50.00
Failure to renew rental license prior to expiration - § 14-95	\$50.00
Renting without a rental license - § 14-95	Two times (2x) the amount of the applicable rental license fee
Rental housing board of appeals processing - § 14-136	\$100.00
Rental License re-inspection fee for inspections after the 1 <sup>st</sup> inspection	\$75.00

<b>Fines for Rental Ordinance Offenses</b>			
	<b>First Offense</b>	<b>Second Offense</b>	<b>Subsequent Offenses</b>
License Violations	\$100.00	\$250.00	\$500.00
Vehicle or Bicycle Violations	\$15.00	\$30.00	\$100.00
Animal Violations	\$20.00	\$75.00	\$150.00
All Other Violations of City Code Not Otherwise Specified	\$25.00	\$50.00	\$100.00



Community Development – Building	
Service	Fee
Plan Review Fee (non-residential)	65% of building permit
Plan Review Fee (residential)	50% of building permit
Residential Repair and Maintenance Permit	According to 1997 Uniform Building Code
Duplicate Review Fee for Master Plan Submittal	According to 1997 Uniform Building Code
Residential Deck Permit	% of valuation + plan review + surcharge Minimum \$99.00 + \$1.00 surcharge
Residential Deck Repair	\$99.00 + \$1.00 surcharge
Residential Fireplace	\$99.00 + \$1.00 surcharge
Radon Mitigation System	\$99.00 + \$1.00 surcharge
Residential Sewer and Water Service	\$99.00 + \$1.00 surcharge
Residential Plumbing Permit <ul style="list-style-type: none"> <li>• New Home or Major Remodel</li> <li>• Minor Remodel (3 fixtures/no stack work)</li> </ul>	\$185.00 + state surcharge \$99.00 + state surcharge
Non-Residential Plumbing Permit	2.5% of job valuation, with a minimum \$70.00 plus \$1.00 State Surcharge
Plumbing Plan Review	10% of the Plumbing Plan Permit cost
New Residential HVAC	\$185.00 + \$1.00 Surcharge
Residential HVAC Remodel/Alteration	\$99.00 + \$1.00 surcharge
Non-Residential HVAC	\$50.00 or 1.5% of initial \$5,000 whichever is greater; \$75.00 or 1% of \$5,001 to \$50,000 whichever is greater; \$100.00 or .5% of \$50,001 and greater whichever is greater; plus state surcharge*
Individual Septic Tank Systems	Charged by Outside Service
Manufactured Home Installation	\$99.00 + \$1.00 surcharge
Fire Suppression System	\$145.00 + \$1.00 Surcharge
Demolition Permit <ul style="list-style-type: none"> <li>• Commercial</li> <li>• Residential</li> </ul>	\$145.00 + \$1.00 \$99.00 + \$1.00
Roofing- Commercial	\$145.00 plus state surcharge
Roofing- Residential	\$99.00 + \$1.00 Surcharge
Residential Siding and/or Windows	\$99.00 + \$1.00 Surcharge
Building Moving Permit	\$100.00
Residential Solar Panels	\$99.00 + \$1.00 Surcharge
Commercial Solar Panels	\$145.00 plus state surcharge, plus fees based on value of support structure.



Community Development – Building Permits	
Service	Fee
<b>Building Permits</b> (based on project value incl. materials & labor)	Building Permit Formulas According to 1997 Uniform Building Code Table 1-A
\$1.00 up to and including \$500.00	\$23.50
\$501.00 up to and including \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00 or fraction thereof.
\$2,001.00 up to and including \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00 or fraction thereof.
\$25,001.00 up to and including \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00 or fraction thereof.
\$50,001.00 up to and including \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof.
\$100,001.00 up to and including \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof.
\$500,001.00 up to and including \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof.
Over \$1,000,001.00	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00 or fraction thereof.
Permit Reinstatement Fee	½ of the original permit fee
Reinspection Fee	\$47.00
Administrative Fee for Work Without a Building Permit (Note this is for the investigation. If a permit is subsequently issued, the regular fee will also be charged for that issuance).	Original Permit Fee

\* There are three parts used to calculate the total Building Permit fee:

1. The base Building Permit fee is calculated on the value of the project including materials and labor using the formulas below.
2. The Plan Review fee is 50% of the building permit fee for Residential projects and 65% of the building permit fee for Commercial projects.
3. **Building Surcharge Fee:**  
 A minimum surcharge shall be \$0.50 for all permits except flat fee permits shall be a minimum of \$5.00. The State surcharge is calculated as follows:  
 .0005 times the value of projects under \$1,000,000;  
 .0004 for values over \$1,000,000.00 up to \$2,000,000.00;  
 .0003 for values over \$2,000,000.00 up to \$3,000,000.00;  
 .0002 for values over \$3,000,000.00 up to \$4,000,000.00;  
 .0001 for values over \$4,000,000.00 up to \$5,000,000.00;  
 .00005 for values over \$5,000,000.00

