

LICENSE & PERMIT FEE SCHEDULE

General Provisions

Policy and Purpose of Chapter. By the enactment of this Chapter, the Council intends to establish to the maximum degree possible a uniform system for the issuance, revocation, suspension and renewal of licenses and permits for all activities for which licenses and permits are required by this code. The Council also intends that fees for licenses and permits required by this code shall be those set by this chapter.

Application of Chapter. Subdivision 1. General. Where a provision of this code requiring a license or permit contains no procedure for issuance, revocation, suspension, renewal or fee, the provisions of this chapter apply.

Subd. 2 Other Provisions. Where a provision of this code requiring a license or a permit contains procedures for its issuance, revocation, suspension, renewal or the procedure for a pro rata payment of a fee, such provisions prevail over this chapter.

Subd. 3 Conflicts. Where a direct conflict exists between the amount of a license or permit fee set by any provision of this code and a fee set by this chapter, the fee set by this chapter applies.

Licensing and Permit Procedure

General Rule. Except as otherwise provided in this code, all licenses and permits granted by the City shall be governed by the provisions of this section.

Licenses Required. It is unlawful for any person to engage in any trade, profession, business or privilege in the City for which a license is required by any provision of this code without first obtaining a license from the City in the manner provided in this section.

Application. Every application for a license shall be made to the Clerk on a form provided by the Clerk. It shall be accompanied by payment to the Clerk of the prescribed fee. If, after investigation, the Clerk is satisfied that all requirements of law and this code have been met, she shall present the application to the Council for action or, if the license or permit does not require Council approval, she shall issue the license.

Bond and Insurance. Subdivision 1. Form; Approval; Filing. Required bonds shall be in a form satisfactory to the City Attorney, shall be executed by two sureties, or a surety company, and be subject to the approval of the Clerk. Where policies of insurance are required, the policies shall be approved as to substance and form by the City Attorney. Satisfactory evidence of coverage by bond or insurance shall be filed with the Clerk before the license is issued.

Subd. 2 Bond. Where a bond is required for any license or permit, the bond shall be a corporate surety bond executed on a bond form approved by the City Attorney and shall be filed with the Clerk before the license or permit is issued. Except where otherwise provided, a bond shall be in the amount of \$1,000.00, conditioned that the licensee or permittee shall comply with the applicable Ordinance and Laws pertaining to the licensed or permitted activity and that the licensee or permittee will indemnify the City and save it harmless from all loss or damage by reason of inadequate work performed by him or by reason of accident caused by the negligence of the licensee or permittee, his agents or employees.

Subd. 3 Insurance. (a) When a licensee or permittee is required to have in force a policy of insurance, the policy shall be approved as to substance and form by the City Attorney. The policy shall provide that it is non-cancelable without 15 days notice to the City, and the coverage shall be for the term of the license or permit. Satisfactory evidence of coverage by insurance shall be filed with the Clerk before the license or permit is issued. Each license or permit shall terminate upon termination of the required insurance coverage.

(b) Unless otherwise provided, a required policy of liability insurance shall provide for protection in at least the following amounts:

For injuries including death therefrom sustained by any one person, \$100,000.00.

For injuries including death resulting therefrom by two or more persons as the result of any one occurrence, \$300,000.00.

For property damage, \$100,000.00.

Approval of Licenses. Where the approval of any City or State officer or the Council is required prior to the issuance of a license, the approval must be presented to the Clerk before the license is issued. No license may be approved by any City officer or issued by the Clerk if it appears that the conduct of the activity for which a license is sought will be contrary to the health, safety, or welfare of the public or any regulation, law or ordinance applicable to such activity. No license shall be issued if any real estate or personal property taxes on any property to be used in connection with any such license have become delinquent until such taxes with interest and penalties have been paid. Unless otherwise provided, every license shall be approved by the Council.

Duration of License. Unless otherwise specified, a license shall be valid for a calendar year or the part of the year for which it is issued and shall expire on December 31.

Transfers. No license issued under this code may be transferred to any other person. Where license relates to specific premises, the license shall not be changed to another location without approval of the Council or other licensing authority.

Inspection. Subdivision 1. Authorized Personnel. Any City official or employee having a duty to perform with reference to a license under this code and any Police officer may inspect and examine any licensee, his business, or premises to enforce compliance with applicable provisions of this code. Subject to the provisions of Subdivision 2, he may, at any reasonable time enter any licensed premises or premises for which a license is required in order to enforce compliance with this code.

Subd. 2 Search Warrants. If the licensee objects to the inspection of this premises, the City official or employee charged with the duty of enforcing the provisions of this code shall procure a valid search warrant before conducting the inspection.

Renewal. License renewals are issued in the same manner and subject to the same conditions as original licenses.

Revocation; Suspension; Denial. Subdivision 1. Grounds. A license issued or to be issued by the City may be denied, suspended, or revoked by the Council for any of the following causes:

- (a) Fraud, misrepresentation, or incorrect statement contained in the application for license, or made in carrying on the licensed activity.

(b) Conviction of any crime, or misdemeanor, pertaining to the license held or applied for, subject to the provisions of Minnesota Statutes, Chapter 364.

(c) Conducting such licensed activity in such manner as to constitute a breach of the peace, or a menace to the health, safety, and welfare of the public, or a disturbance of the peace or comfort of the residents of the City, upon recommendation of the City Health Authority or other appropriate City official.

(d) Expiration or cancellation of any required bond or insurance, or failure to notify the City within a reasonable time of changes in the terms of the insurance or the carriers.

(e) Actions unauthorized or beyond the scope of the license granted.

(f) Violation of any regulation or provision of this code applicable to the activity for which the license has been granted, or any regulation or law of the State so applicable.

(g) Failure to continuously comply with all conditions required as precedent to the approval of the license.

Subd. 2 Hearing. Except where mandatory revocation is provide by law without notice and hearing, and except where suspension may be made without a hearing, the holder of the license or permit shall be granted a hearing upon at least ten days notice before revocation or suspension is ordered. The notice shall state the time and place of the hearing and the nature of the charges against the licensee.

Subd. 3 Temporary Suspension. The Council may temporarily suspend a license pending a hearing on revocation or suspension when in its judgment the public health, safety and welfare is endangered by the continuance of the licensed activity.

Duties of Licensee. Subdivision 1. Compliance Required. Every licensee and permittee shall have the duties set forth in this section.

Subd. 2 Inspection. At reasonable times the licensee shall permit by inspections of his business and examination of his books and records by authorized officers or employees.

Subd. 3 Compliance with Law. The licensee shall comply with laws, ordinances, and regulations applicable to the licensed business, activity, or property.

Subd. 4 Display of License. The licensee shall display the license or other insignia

given him as evidence of the licensee in a conspicuous place on the premises, vehicle, or device to which the license relates. If the license is not so related, the license shall be carried on the licensee's person whenever he is carrying on the licensed activity.

Subd. 5 Unlawful Disposition. The licensee shall not lend or give to any other person his license or license insignia.

Licenses

In General. Subdivision 1. Fees Established. License fees are in the amounts established in this section unless otherwise provided in this code.

Subd. 2 Prorated Fees. License fees shall not be prorated unless otherwise specified by this code or by law.

Subd. 3 Refunds. License fees shall not be refunded in whole or in part unless otherwise specified by this code or by law.

Late Fees. Subdivision 1. Activity Begun Without License. When an activity licensed under this code is begun without a license, the fee shall be twice the fee set by this chapter or the fee plus \$100.00, whichever is more.

Subd. 2 Renewal Penalty. A licensee who fails to pay a license renewal fee by January 1, shall pay a late application fee of \$10.00 plus \$2.00 for every month or part thereof after January 1. This Subdivision does not apply to licenses issued for work performed in or on City streets or sidewalks.

Subd. 3 No Bar to Prosecution. The payment of the late fees and penalty fees established in this Subdivision does not prevent prosecution by the City for operating or conducting any licensed activity without a license.

Fees Set. The fees for the various licenses required by this code are set forth in this Subsection under the following Subdivisions and Headings:

(Following Page)

<u>SUBD. NO.</u>	<u>TYPE OF LICENSE</u>	<u>SECTION REQUIRING LICENSE</u>	<u>FEE SCHEDULE</u>
1.	DOGS	405	
	Male and Spayed Female		\$2.50
	Unspayed Female		\$5.00
2.	GAMBLING DEVICES	600	\$20.00
3.	CIGARETTE LICENSE	700	\$20.00
4.	PRELIMINARY PLAT FEE	1010	\$150.00
5.	PUBLIC HEARING FEE	900 - 1000	\$250.00
6.	WATER PERMIT FEE	1100	\$25.00
7.	WATER HOOKUP FEE	1100	\$200.00
8.	SEWER PERMIT FEE	1200	\$25.00
9.	SEWER HOOKUP FEE	1200	\$300.00
10.	WINE LICENSE FEE	1400	Not Set
11.	VENDING MACHINE FEE	1500	\$2.00
12.	PARK USE LICENSE	2000	Per Event
13.	INTOXICATING LIQUOR	2100	
	Off Sale		\$100.00
	On Sale		\$1,200.00
	Sunday On Sale		\$200.00
14.	NON-INTOXICATING LIQUOR	2100	
	On Sale - Non		\$25.00
	Off Sale - Non		\$25.00
	Temporary - Non		\$25.00
15.	PARKING FINES	2200	
	Wrong Side		\$10.00
	Fire Hydrant		\$25.00
	Handicapped Space		\$25.00
	Snow Emergency		\$25.00
	Driveway		\$15.00
	Other		\$5.00
16.	ZONING FEES	900	
	Conditional Use Permit (Annually)		\$20.00
	Variance Application		\$10.00
	Re-Zoning Application		\$25.00
	Home Occupation Permit (Annually)		\$75.00

Permits and Fees

Procedure. Unless indicated otherwise by this code, the procedure for obtaining a permit shall be the same as that required to obtain a license. The procedures for denial, revocation or suspension of a license shall apply to denial, revocation or suspension of a permit.

Payment of Fees. Subdivision 1. Payment. The permit fee and other fees and charges set forth in this code shall be collected by the City before the issuance of any permit, and the Clerk, Building Inspector, or other persons authorized to issue a permit for which the payment of a fee is required under the provisions of this code may not issue a permit until the fee has been paid.

Subd. 2 Double Fees. Except as otherwise specified provided herein, if a person begins work of any kind for which a permit from the City is required without having secured the necessary permit therefor, either previous to or on the date of commencement of such work, he shall, when subsequently securing such permit, pay double the fee provided for the permit, and is subject to the penalty provisions of this code.

Permit Fees. The fees and charges for the various permits required by this code are set forth in this subsection:

BUILDING PERMIT FEE SCHEDULE

The fee for a building permit is set forth in the following schedule according to the value of construction work as defined below:

\$10.00 for the first \$500 plus \$1.50 for each additional \$100 or fraction thereof to an included \$1,000.

\$32.50 for the first \$2,000 plus \$6.00 for each additional thousand or a fraction thereof up to \$25,000, plus a \$10.00 plan review check fee up to \$4,000 and adjusted plan review fee thereafter.

\$170.50 for the first \$25,000 plus \$110.80 for the plan review fee, plus another \$4.50 for each additional thousand or a fraction thereof with an adjusted plan review fee up to \$50,000.

\$286.00 for \$51,000 in valuation plus \$185.40 for the plan review fee, plus another \$3.00 for each additional thousand or a fraction thereof with an adjusted plan review fee up to \$100,000.

\$435.50 for \$101,000 in valuation plus \$283.08 for the plan review fee, plus another \$2.50 for each additional thousand or fraction thereof, with an adjusted plan review fee.