

2024 Fee Schedule

CITY OF OSSEO
FEE SCHEDULE

Phone 763-425-2624
effective 1/1/2024

Administration	Fee	Fee Notes
Address Label List	\$25	
Audio Tape Copy	\$25	
Audit Book Copy	\$25	
CD Copy	\$25	
City Code (Ordinances) Photocopy	\$25	
Community Center Rental		
Weekdays, per room	\$50	Osseo residents & businesses, up to four hours
Weekdays, per room	\$150	non-residents & businesses, up to four hours
Weekends, must rent both rooms	\$100	Osseo residents & businesses, up to six hours
Weekends, must rent both rooms	\$300	non-residents & businesses, up to six hours
	50% off	tax exempt non-profit organizations, must be registered
Damage Deposit (refundable)	\$250/\$350*	*events with alcohol
Copies - single-sided black & white - up to 10	free	or, up to 6 double-sided, or 2 color or oversized
11-100	\$0.25	each
Copies over 100	**	**actual cost (staff time @ \$20/hr)
Double-sided black & white	\$0.40	each, for more than 6
Color or pictures	\$1.00	each, for more than 2
Electronic Data up to 20 minutes	free	
Electronic Data over 20 minutes	**	**actual cost (staff time @ \$20/hr)
Digital Photo/DVD/VHS Copy	\$25	each photo or tape
Franchise Fees Electric		2% per month
Gas		2% per month
Gateway Sign Message Application	\$100	per slide, per week
Garbage/Recycling/Yard Waste Collection	per contract	residential only
Delinquent Bills - County Certification	10% of balance, up to \$30+	admin fee per PID + interest
Late Fees	10%	per month
Mailing Costs of Copies/Reports	at cost	
NSF Check	\$30	
Notary Services	N/C	
Special Events		
Permit Application Fee	\$50	non-refundable
Special Services (see hourly rates for each dept)		**actual cost for staff time / deposit refundable, if not used
Staff Time - Administration		
City Staff -- Professional	\$85/hour	
City Staff -- Administrative Support	\$60/hour	
Building - Commercial	Fee	Fee Notes
Building Permit Fee	valuation	2003 Fee Schedule *
Plan Review		65% of permit fee
Building Without Permit	double fee	double cost of permit fee amount
Demolition - Commercial or Industrial	\$251	+ \$5,000 deposit (includes state surcharge)
Electrical		See Exhibit A
Fire Alarm Systems	valuation	2003 Fee Schedule *
Plan Review		65% of permit fee
Mechanical	valuation	2003 Fee Schedule *
Plan Review		65% of permit fee
Moved Building	valuation	2003 Fee Schedule *
Plumbing	valuation	2003 Fee Schedule *
Plan Review		65% of permit fee
Building - Residential	Fee	Fee Notes
Accessory Structure (<= 200 sq ft)	\$50	zoning permit + anchoring inspection
Accessory Structure (> 200 sq ft)	valuation	2003 Fee Schedule *
Backflow Preventer - Irrigation	\$51	includes state surcharge
Building Permit Fee	valuation	2003 Fee Schedule *
Plan Review		65% plan review fee
Building Without Permit	double fee	double cost of permit
Demolition (Garage or Shed)	\$76	+ \$1,000 deposit (includes state surcharge)
Demolition (House)	\$151	+ \$1,000 deposit (includes state surcharge)
Electrical		See Exhibit A
Fence (<= 6 ft)	\$50	zoning permit
Fence (> 6 ft)	valuation	2003 Fee Schedule *
Fireplace Construction	valuation	2003 Fee Schedule *

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Fireplace Insert	\$101	includes state surcharge
Moved House In	valuation	2003 Fee Schedule *
Mechanical - (per unit cost) Furnace, A/C, etc.	\$101	includes state surcharge; needs separate electrical permit
Mechanical - Ductwork, Gas Piping	\$101	includes state surcharge
Alterations, Miscellaneous		
Plumbing (1-5 fixtures)	\$76	includes state surcharge
Each Additional	\$5	
Replace Windows	\$101	includes state surcharge
Re-roof	\$126	includes state surcharge
Re-side	\$126	includes state surcharge; needs separate electrical permit
Re-side Stucco	\$151	includes state surcharge
Underground Tank Removal	\$126	includes state surcharge
Water Heater	\$101	includes state surcharge
Water Softener	\$76	includes state surcharge
<i>All other fees not covered by this fee schedule minimum \$50 or valuation, whichever is greater</i>		
Business Licenses	Fee	Fee Notes
Amusement Machines	\$15	per machine per year
Investigation Fee	\$300/\$500	\$300 individual; \$500 partnership/corporation (initial)
License Fee	\$15	per location per year
Edible Cannabinoid Products Containing THC	\$500	must possess liquor (exclusive or on-sale) or tobacco license; valid until March 1, 2025 or the OCM assumes licensing
Liquor		
Consumption & Display	\$300	state fee may also apply, annual renewal on March 31
Consumption & Display one day	\$50	
Investigation Fee	\$300/\$500	\$300 individual; \$500 partnership/corporation (initial) *valid CUP for property also needed
Off Sale		
Beer 3.2 Off Sale	\$50	annual renewal on July 1
Brew Pub Off Sale	\$200	state fee may also apply, annual renewal on July 1
Brewer Off Sale	\$200	state fee may also apply, annual renewal on July 1
Intoxicating Off Sale	\$240	annual renewal on July 1
Microdistillery Off Sale	\$200	annual renewal on July 1
Wine Temporary Off Sale	\$50/day	
On Sale		
Beer 3.2 On Sale	\$300	annual renewal on July 1
Beer 3.2 On Sale Temporary	\$50/day	
Brew Pub On Sale	\$600	state fee may also apply, annual renewal on July 1
Brewer Temporary On Sale	\$50/day	
Brewer Taproom	\$600	state fee may also apply, annual renewal on July 1
Club		
Up to 200 members	\$300;	
201-500 members	\$500;	
501-1,000 members	\$650;	
1,001-2,000 members	\$800;	
2,001-4,000 members	\$1,000;	
4,001-6,000 members	\$2,000;	
over 6,000 members	\$3,000	(depends on number of members) annual renewal on July 1
Culinary Class Limited	\$300	annual renewal on July 1
Intoxicating On Sale	\$6,000	annual renewal on July 1
Microdistillery Cocktail Room	\$600	state fee may also apply, annual renewal on July 1
Microdistillery Temporary On Sale	\$50/day	
Sunday On Sale	\$200	annual renewal on July 1
Temporary Intoxicating On Sale	\$50/day	
Wine On Sale	\$650	annual renewal on July 1
Pawnbrokers License	\$250	initial fee
Investigation Fee	\$300/\$500	\$300 individual; \$500 partnership/corporation (initial)
License Fee	\$12,000	annual fee
Peddlers Permits		
Registration	\$15	criminal background check
Solicitors	registration only	per calendar year
Peddlers & Transient Merchant License (in addition to registration)	\$15	1 day
	\$25	7 days
	\$50	30 days

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	\$150	365 days
Sexually-Oriented Business License	\$5,000	annual fee
Investigation Fee	\$300/\$500	\$300 individual; \$500 partnership/corporation (initial)
Tobacco License	\$250	annual renewal on July 1
Investigation Fee	\$300/\$500	\$300 individual; \$500 partnership/corporation (initial)
Parks	Fee	Fee Notes
Bandshell Use in Boerboom Park	N/C	Osseo residents and businesses, up to one hour
	\$30	Osseo residents and businesses, one to four hours
	\$50	non-residents & businesses, up to four hours
	50% off	tax exempt non-profit organizations, must be registered
Picnic Shelter Use in Sipe Park	\$30	Osseo residents and businesses, up to four hours
	\$50	non-residents & businesses, up to four hours
	\$25	per additional garbage can requested
	50% off	tax exempt non-profit organizations, must be registered
Sipe Park Ballfield Use	N/C	must register with Public Works at 763-425-5741
Planning & Zoning	Fee	Fee Notes
Appeal Administrative Decision ***	\$200	
Comprehensive Plan Copy	\$50	
Comprehensive Plan Amendment ***	\$600	
Conditional Use Permits ***	\$500	
Conditional Use Permit Amendment **	\$250	
Recording of Documents by City	\$75 + recording costs	recording costs established by Hennepin County; vary by document number & type
Grading/Fill/Excavation Permit		
< = 50 cubic yards	\$60	
51-100 cubic yards	\$125	
Above 100 cubic yards	\$250	
Above 1,000 cubic yards	\$750	Council approval needed if not part of development approval
Grading Permit Review	\$150	
Minor Subdivision or Lot Combination ***	\$500	
Park Dedication Fees		
Residential	\$750	per unit or acre, whichever is greatest (acreage rounded up to next whole acre)
Commercial/Industrial	\$750	per building, acre, or 10,000 SF floor area, whichever is greatest (acreage rounded up to next whole acre & SF rounded up to next higher 10,000 SF)
Planned Unit Development ***	\$1,250	
Planned Unit Development Amendment	\$300	
Plat Review	\$550	
Rezoning Application ***	\$550	
Site or Building Plan Review ***	\$550	
Vacation of Property***	\$550	
Variances ***	\$550	
Zoning Verification Letter	\$25	
<i>*** Denotes developer and/or third party responsibility for City accrued expenses - staff & legal time, printing, mailing, etc.</i>		
Public Safety	Fee	Fee Notes
Administrative Fine Ordinance Violations		
Code 70.31-Traffic	\$60	
Code 71.01(A)-Parking	\$20	
Code 71.01(B)-Parking	\$20	
Code 71.01(C)-Parking	\$20	
Code 71.02(A)-Parking	\$20	
Code 71.03(A)-Parking	\$20	
Code 71.04-Parking	\$20	
Code 71.06-Parking	\$20	
Code 71.07(A)-Parking	\$20	
Code 71.07(B)-Parking	\$20	
Code 93.16(F)-Criminal	\$40	
Code 93.16(H)-Criminal	\$40	
Code 93.18(F)-Criminal	\$40	
Code 93.18(T)-Criminal	\$40	
Code 93.19(B)(1)-Criminal	\$40	

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Code 93.20(A)-Criminal	\$40	
Code 94.31(A)-Criminal	\$40	
Code 94.31(B)-Criminal	\$40	
Code 94.45-Criminal	\$40	
CD Copy	\$25	
Copies - Single-sided	\$0.25	
Doubled-sided	\$0.40	
Oversized	\$1	
Color or Pictures	\$1	
Digital Photo/DVD/VHS Copy	\$25	each photo or tape
Dog, Dangerous Dog License	\$50	annual registration fee
Dog Impound Fees (1st Pickup-Calendar Year)	\$50	+ boarding fees
2nd Pickup	\$75	+ boarding fees
3rd Pickup or more	\$100	+ boarding fees
		<i>fees are doubled if dangerous dog is unlicensed</i>
Fingerprinting	\$25	per card (Osseo residents & businesses free)
Fire False Alarm (1st in Calendar Year)	N/C	
2nd	N/C	
3rd or more	\$200	
Fire Safety Inspections (commercial)		
Initial Safety Inspection & 1st Follow-up	N/C	
2nd	\$100	each
3rd	\$150	each
4th or more	\$200	each
School (Public) Initial Insp & 2 Follow-ups	\$0.01	per building SF
3rd or more	\$0.01	per building SF
School (Charter) Initial Insp & 2 Follow-ups	\$100	each
3rd or more	\$50	each
Commercial Hood Cleaning	\$50	annual permit
Golf (Motorized) Cart	\$25	
Liquor Administrative Penalty - 1st Violation	\$500	within 3 year period
2nd Violation	\$1,000	within 3 year period
3rd or more Violations	\$2,000	within 3 year period
Police False Alarm - 1st, 2nd, 3rd	\$0	no charge
4th-10th	\$50	each
11th-15th	\$100	each
16th or more	\$150	each
Seized/Impounded Property Fees	\$20	per day
Seized Vehicle/Forfeiture Administrative Fee	\$500	
2nd	\$750	within 2 year period
3rd or more	\$1,000	within 2 year period
Minors	\$50	+ referral to dependency counseling; if no fine, community
Providers & Other Individuals	\$50	
Staff Time/Police Services Time		1.5 times top officer pay + benefits per hour per officer
Towing		actual cost incurred by towing agency
Vehicle Impound Release Fee	\$10	
Public Works	Fee	Fee Notes
Boulevard Feature Permit	\$40	one-time fee due at issuance of new permit
Equipment Charge	\$63	bucket truck per 1/2 hour (minimum charge 1/2 hr)
	\$50	dump truck per 1/2 hour (minimum charge 1/2 hr)
	\$75	pay loader per 1/2 hour (minimum charge 1/2 hr)
	\$38	skid loader per 1/2 hour (minimum charge 1/2 hr)
Re-inspection	\$75	
Right-of-Way Permit	\$100	administration & inspection
Aerial (per 100 linear feet)	\$15	
Directional Bore (per 100 feet)	\$100	+ \$5,000 bond, cashier's check, or letter of credit req'd
Hole in Boulevard	\$75	+ \$5,000 bond, cashier's check, or letter of credit req'd
Street Excavation (per hole)	\$300	+ \$10,000 bond, cashier's check, or letter of credit req'd
Trench (per 100 linear feet)	\$150	+ \$5,000 bond, cashier's check, or letter of credit req'd
ROW Obstruction (no excavation)	N/C	day 1
Days 2-7	\$15	per day
Days 8+	\$30	per day
Staff Time - Public Works Director	\$125	per hour
Maintenance	\$85	per hour
Small Cell Wireless Facility Rent	\$175/yr	\$150/year rent + \$25/year maintenance fee
Small Cell Wireless Electricity (<=100 watts)	\$73	per node/year; per State Statute
Small Cell Wireless Electricity (>100 watts)	\$182	per node/year; per State Statute

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Work without Required Permit	double fee	double cost of permit fee amount
Unpaid Special Services Charges- County Certification	\$30+	admin fee per PID + interest
Rental Housing Licensing	Fee	Fee Notes
Single Family, Duplex, Triplex, Townhome, Condo	\$185	per unit
Multi-Family 4+ units (annual inspection)	\$175	
Multi-Family 4+ units (biennial inspection)	\$25	per unit
Reinspection Fee (after initial inspection and follow-up inspection)	\$100	per inspection
1-15 Days Late Fee for All Licenses	50%	of license fee
16+ Days Late Fee for All Licenses	100%	of license fee
Point of Conversion Fee	\$750	
Signs	Fee	Fee Notes
Class A & B Signs**	\$75 + \$0.50/sq ft	** may require building inspector approval + plan review per 2003 Fee Schedule
Class C "Dynamic, Temporary" Signs	\$50	7 day period; 3-year maximum
Utility Fees	Fee	Fee Notes
Delinquent Bills - County Certification	\$30+	admin fee per PID + interest
Overdue/Unpaid Bills		cost + 10% per quarter
Private Hydrants		
Flushing	\$40	per hydrant
		base of \$58.77 + \$11.31 /1000 gallons above 15,000, single family residential quarterly sewer billings will be based on the lesser of the winter quarter water usage or the actual quarterly usage, but not less than the 15,000 gallons included in the base charge (Effective January 1, 2023)
Sewer Usage Charge (quarterly)	\$58.77+	
Storm Water Charge (quarterly)	\$43.82	per Residential Equivalency Factor (REF)
Temporary Hydrant Meters		
Construction (per month)	\$50	
Construction (Deposit)	\$1,000	
Damaged Hydrant		at cost
Damaged Water Main		at cost
Water Usage Charge (quarterly)		<i>All water rates effective April 1, 2023</i>
RESIDENTIAL flat rate minimum		
up to 1" meter	\$21.84	
1.5" meter	\$35.52	
2" meter	\$47.36	
3" meter	\$118.39	
4" meter or larger	\$473.58	
RESIDENTIAL Tier 1 (0 to 10,000 gal)	\$3.00	per 1,000 gallons
Tier 2 (10,001 to 16,000 gal)	\$4.35	per 1,000 gallons
Tier 3 (16,001 to 24,000 gal)	\$6.09	per 1,000 gallons
Tier 4 (over 24,000 gal)	\$8.53	per 1,000 gallons
MULTI FAMILY all usage	\$4.83	per 1,000 gallons
COMMERCIAL Tier 1 (up to 50,000 gal)	\$3.80	per 1,000 gallons
Tier 2 (50,001-100,000 gal)	\$4.37	per 1,000 gallons
Tier 3 (100,001-125,000 gal)	\$5.46	per 1,000 gallons
Tier 4 (over 125,000 gal)	\$7.10	per 1,000 gallons
IRRIGATION all usage	\$8.53	per 1,000 gallons
BULK WATER SALES all usage	\$8.53	per 1,000 gallons
Utility Customer List	\$25	
Utility Trunk Charges	Fee	Fee Notes
Inflow & Infiltration Violation	\$500	per quarter
Sanitary Sewer Non-Compliance	\$100	per month
Sewer Access Charge (SAC)		
MCES (Met Council)	\$2,485	per unit
City Residential	\$500	per residential unit
City Commercial/Industrial	\$2,500	per MCES SAC unit
Sewer Connection Permits		
Permit/Inspection Fee Residential	\$75	
Permit/Inspection Fee Commercial/Ind		2% of contract value
Disconnect/Shut-off	\$60	
Excavation	\$150	+ \$10,000 bond, cashier's check, or letter of credit
Re-connect after Shutoff	\$150	
Repair	\$100	

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Storm Water Permit		
Permit/Inspection Fee		2% of contract value
Excavation	\$150	+ \$10,000 bond, cashier's check, or letter of credit
Repair	\$100	
Water Access Charge (WAC)		
Residential	\$1,260	per unit
Commercial & Industrial	\$6,000	per connection
Churches	\$3,000	
Parks	\$750	
Water Connection Permits		
Permit/Inspection Fee Residential	\$75	
Permit/Inspection Fee Commercial/ Industrial		2% of contract value
Disconnect/Shut-off	\$75	
New Water Line/upgrade 1"	\$25	
New Water Line/upgrade over 1"	\$35	
New Water Line/upgrade 6"	\$200	
Repair	\$75	
Re-connect after Shutoff	\$150	
Water Meter	20% over cost	