

City of Mendota Heights Fee Schedule

Approved 12/16/2025



ADMINISTRATION		Guidance	2026 Fees
Assessment Search			\$ 15 / search
Certification of Delinquent Sewer Accounts	Per City Code 10-3-7, B.2.		\$ 50 / per certification Plus 7% Interest
City Ordinance Book			\$ 75 / book
Comprehensive Plan			\$ 50 / Complete; \$ 30 / One Volume
Election Filing Fee	Per MN Statutes 205.13 (3)		\$ 5
Mailing Costs			Actual or \$1 / minimum
Notary Public	Residents, businesses, license applicants only		No charge
Returned Checks			\$ 30 /check
TIF / Abatement Application Fee			\$ 1,200

Data Requests: the City adheres to MN Data Practices Act, MN Statutes Chap 13

Photo Copies	1 to 100 pages	\$.25 / single sided page
Photo Copies	101+ pages or data stored electronically	\$.25 / single sided plus actual cost for search, retrieve, copy transmit/device
Public Data - stored electronically	MS 13	\$.00 to review info at city hall; \$.25 per single sided copy; \$30 / hour actual cost for search, retrieve, copy, transmit
Electronic Storage Device USB/CD/DVD - 8.5 GB	Audio, video, images	Actual cost for search, retrieve, copy and device

*note actual cost charged in 15 minute increments

<u>Intoxicating Liquor License</u>		
Intoxicating Liquor Off Sale	limited by SS 340A.408 Subd. 3. a.(3)	\$ 150
Intoxicating Liquor On-Sale Tier 1	Tier 1 license defined in Code 3-1-12. B.	\$ 10,000
Intoxicating Liquor On-Sale Tier 2	Tier 2 license defined in Code 3-1-12. B.	\$ 7,500
Intoxicating Liquor On-Sale Hotel	Limited Service Hotel	\$ 3,000
Club Liquor On-Sale	limited by SS 340A.408 Subd. 2.b.	\$ 350 (for 201-500 club members) \$ 300 (under 200 members)
Sunday Liquor	limited by SS 340A.504	\$ 200
Wine On-Sale	limited by SS 340A.408 Subd. 2.c.	\$ 2,000
Wine On-Sale Institutional	limited by SS 340A.408 Subd. 2.c.	\$ 250
<u>Malt Liquor Licenses</u>		
Malt Liquor Off Sale (3.2%)		\$ 50
Malt Liquor On Sale (3.2%)		\$ 250

ADMINISTRATION (cont.)		Guidance	2026 Fees
<u>Temporary On Sale Liquor Licenses</u>			
Temporary On Sale Intoxicating Liquor, Malt Liquor, Wine	Issued only to clubs, non-profits, religious organizations		\$ 50 / one to four day license
<u>Liquor Application Investigation Fee</u>			
Malt Liquor Investigation	Renewal		\$ 100 / per establishment
Intoxicating Liquor, Wine, 3.2 Malt Liquor Application Investigation	New Licensees Limited by SS 340A.412 Subd. 2		\$ 500 / per establishment (additional charges if investigation needs to go out of state, then actual costs charged, up to \$10,000)
<u>Liquor License Violation</u>			
First Violation	within a 3 year rolling time period		\$ 500 fine
Second Violation	within a 3 year rolling time period		\$ 750 fine + 3 day suspension of license
Third Violation	within a 3 year rolling time period		\$ 1,500 fine + 10 day suspension of license
Fourth Violation	within a 3 year rolling time period		Revocation: minimum of 1 year from revocation date
<u>Permits/Licenses</u>			
Chicken Coop Permit	New		\$ 15 / coop
Food Truck Permit	Public events public property; city code requires I-industrial zoning district only or 1x/year special event in any zoning district		\$0
Food Truck Permit - Deposit Fee	(Ord 601 4/2025)		\$ 50 per city event
Garbage/Waste Hauler	code 4-3-3		\$ 75 + \$ 10/truck
Goat Grazing Permit	Allows for 3 grazing permits per calendar yr., each permit not to exceed 30 days		\$ 100 / year
Massage Therapist License	New licensee or renewal		\$ 50
Massage Therapist License Investigation	New licensee or renewal		\$ 50
Massage Therapy Establishment/Enterprise License	New licensee or renewal		\$ 100
Massage Therapy Enterprise License Investigation	New licensee or renewal		\$ 100
Rental - Short-Term License	New licensee or renewal		\$ 200 / annual
Tobacco License	City Code 3-2-4. Fee not prorated		\$ 200 / annual
Tobacco Investigation Fee	New or Renewal		\$ 100 per establishment
Tobacco Violations	Pursuant to MN SS 461.12, (2)		Pursuant to MN SS 461.12, (2)
Transient Merchant License	City Code 3-3; Issued for one 14-consecutive day period, per year		\$ 100 per vendor
<u>Registration Fee for Cannabis or Lower-Potency Hemp Retail Business</u>			
Initial Registration (includes first renewal)	Sec 3-8-4C.1		\$ 500.00
Renewal Registration (beginning with second renewal)	Sec 3-8-4C.1		\$ 1,000.00
Lower-potency Hemp Edible Retail Business Registration	Sec 3-8-4C.1		\$ 125.00
<u>Cannabis Retail Business Penalties</u>			
First Violation	Sec. 3-8-4E.4a		\$ 1,000.00
Second Violation at same location within five years of the first violation	Sec. 3-8-4E.4a		\$ 1,250.00
Third violation at same location within five years of the first violation	Sec. 3-8-4E.4a		\$ 2,000.00
Fourth violation at same location within five years of the first violation	Sec. 3-8-4E.4a		\$ 2,000.00
Retail sale without a retail registration	Sec. 3-8-4A.2		\$ 2,000.00

BUILDING PERMITS		Guidance	2026 Fees
Building Moving Permit			\$ 75
Building Permit Fee		Residential/Commercial	Per Attachment A
Demolition Permit			Per Attachment A
Mechanical Permit		Commercial	Per Attachment A + Plan Review Fee
Mechanical Permit		Residential	1% of value/\$ 75 minimum
Plan Review Fee		Residential or Commercial	Per Attachment A Exceptions (\$50 fee): Decks, Basement Finishes, Kitchen Remodel, Bathroom Remodel, and similar projects.
Plumbing Permit		Commercial	Per Attachment A + Plan Review Fee
Plumbing Permit		Residential	1% of value /\$ 75 minimum
Pool Permit - above ground			\$ 25
Roofing Permit		Commercial	1% of value, \$100 minimum, \$1,000 maximum
Roofing and/or Siding Permit		Residential	1% of value / \$100 minimum
Sewer Permit		Residential/Commercial	\$ 75
Window/Door Permit		Residential	1% of value / \$75 minimum
CODE ENFORCEMENT INSPECTIONS			
Initial Inspection		Sec. 9-6-1(A)	No Fee
First re-inspection		Sec. 9-6-1(A)	\$ 100.00 (no charge if resolved after first inspection)
Second re-inspection		Sec. 9-6-1(A)	\$ 150
Any Subsequent Inspections		Sec. 9-6-1(A)	\$ 150

ENGINEERING		Guidance	2026 Fees
Driveway Permit	Replacement		\$ 50
Driveway Permit	New or Expanded		\$ 100
Engineering and Drafting Services			Actual costs plus staff time
Feasibility Report	Credit shall be given for information which can be used in plan and specification preparation		Actual costs plus staff time
Field Inspection and Staking			Actual costs plus staff time
Grading Permit			\$ 200 + \$ 500 escrow
Stormwater Management Permit - Escrow Only			\$ 2,000 or amount equal to 125% of estimated cost to accomplish compliance with approved storm water management permit, whichever is greater
Litigation			Actual costs plus staff time
Miscellaneous Charges			Actual costs plus staff time
Plans and Specifications	Project Construction under \$100,000		Actual costs plus staff time
Plans and Specifications	Project Construction over \$100,000		7% of final contract amount
Preliminary Studies			Actual costs plus staff time
Professional Services on Planning Cases			1st hour per case included / thereafter actual costs plus staff time
Public Right of Way General Excavation Permit			\$ 200 / flat fee
Public Right of Way Utility Permit	Commercial		\$ 200 / first 1000 feet \$ 25 / each additional 100 feet \$ 75 / winter surcharge fee (11/1 - 3/31)
Public Right of Way Permit	Residential		\$ 50 / flat fee
Right-Of-Way Usage license			\$ 350
Tree Replacement Requirement Escrow	Title 15 -3-6		\$100 per caliper inch of required caliper inches to be replaced or \$250 per tree when 1:1 replacement is required
Vacation - ROW or Easement			\$ 500
Electronic Storage Device USB/CD/DVD of Data or Maps			\$ 10 plus map fee
Maps/Plans/Drawings: Comprehensive Plan Critical Area GIS Land Use Plats Sanitary Sewer Storm Sewer, Street Asbuilts, Wetlands Zoning	Up to 11 x 17 Black and White		\$ 3
	Up to 11 x 17 Color		\$ 10
	Greater than 11 x 17 Black and White		\$ 6

***Note: Staff time is computed on the basis of 250% of the employee's hourly rate for the above services**

PARKS AND RECREATION		Guidance	2026 Fees
Application Fee	Charged per permit season for all field/facility, permit application reservations. Due upon application. Non-refundable		\$ 25
Concessions Building Reservation	Must provide proof of Food/Beverage License		\$ 25 per event per day
Field Reservation Baseball/Softball/Soccer/Football/Lacrosse	Priority Level 3		\$ 7 per player per season
	Priority Level 4		\$ 10 per player per season
	Priority Level 5		\$ 10 per hour per field
	Priority Level 6 & 7		\$ 15 per hour per field
Field Reservation and Prep Fee for Tournaments Baseball/Softball/Soccer/Football/Lacrosse	Priority Level 3, 4, 5, 6, 7 (Ord 601 4/2025)		\$41.50 per day/per field
Field Preparation	Non-Tournament Use		\$ 35 per field per day
Field Preparation	Tournament Use - Required for Priority Levels 3 and 4		\$ 35 per field per day
	Tournament Use - Optional for Priority Levels 5, 6, and 7		\$ 35 per field per day
<u>PAR 3 COMMUNITY GOLF COURSE</u>			
Par 3 Footgolf Fees			\$ 9 per round
Par 3 Greens Fees	Juniors/Seniors/Veterans-Weekday		\$ 15 per round
	Juniors/Seniors/Veterans-Weekend		\$ 17 per round
	Weekday		\$ 16 per round
	Weekend or Holiday		\$ 18 per round
Par 3 10-Round Pass			\$ 125 per pass
Par 3 Senior Pass	Age 65 and over Does not include golf cart		\$ 200 per year
Par 3 Pull Cart Rental			\$ 5 per round
Par 3 Power Cart Rental			\$ 14 per round
<u>PARKS AND RECREATION FACILITY RESERVATION</u>			
Ice Rink Reservation	Priority Level 3		\$ 4 per hour per rink
	Priority Level 4		\$ 6 per hour per rink
	Priority Level 5		\$ 4 per hour per rink
	Priority Level 6 and 7		\$ 8 per hour per rink
Tennis Court Reservations			\$ 5 per hour
Picnic Area/Shelter	Resident - Private		\$ 25
Picnic Area/Shelter	Non-Resident - Private		\$ 75
Picnic Area/Shelter	Resident - Business		\$ 75
Picnic Area/Shelter	Non-Resident - Business		\$ 175
NOTE: Mendota Heights schools, city events, and non-profit civic organizations are fee exempt for Picnic Area/Shelter rental fees.			
Picnic Table Additional	On-site		\$ 15/day
Canoe Rack Rental	Canoe Storage @Rogers Lake Park during summer months		\$ 50 per summer
Park Bench Donation			\$1,500
Tree Donation	Parks and Rec Donation Policy		\$ 200
Picnic Tables	Parks and Rec Donation Policy		\$ 900
Little Free Library	Parks and Rec Donation Policy		\$ 800

PLANNING		Guidance	2026 Fees
Accessory Structure Permit		For structures not requiring building permit	\$25
After-the-Fact Permit		For actions without appropriate zoning permits	Double fee, or \$ 250, whichever is greater
Appeal to Board of Zoning Appeals			\$ 250 + \$ 500 escrow
Comprehensive Plan Amendment			\$ 750 + \$ 500 escrow
Concept Plan Review for PUD/Plat			\$ 250 + \$ 500 escrow
Conditional Use Permit / Interim Use Permit	Residential		\$ 350 + \$ 500 escrow
Conditional Use Permit / Interim Use Permit	Commercial/Industrial		\$ 500 + \$ 500 escrow
MRCCA Permit	-		\$ 500 + \$ 500 escrow + Security deposit determined by staff
MRCCA Permit-Administrative	-		\$ 200 + Security deposit determined by staff
CUP for PUD			\$ 500 + \$ 500 escrow
Fence Permit			\$ 25
Lot Split / Lot Line Adjustment			\$ 500 + \$ 500 escrow
Mining Permit			\$ 350 + \$ 500 escrow
Park Dedication Fee	Single & Multi-Family Residential		\$ 4,000/ dwelling unit
Park Dedication Fee	New Commercial / Industrial Lot		10% assessed value of unimproved land determined by County Assessor
Rezoning			\$ 500 + \$ 500 escrow
Preliminary/Final Plat			\$ 750 + escrow amount
Sign Permit	Triple fee charged if sign erected w/o permit; per Code 12-1D-15 B2		Per Attachment A; 3x (triple) fee charged if sign erected without permit; Code 12-1D-15 B2
Temporary Sign Permit			\$ 25
Variance	Residential		\$ 300 + \$ 500 escrow
Variance	Commercial or Industrial		\$ 500 + \$ 500 escrow
Wetlands Permit			\$500 + \$500 escrow and/or security deposit determined by staff
Wetlands Permit - Administrative	Per City Code 12-2-6.6.		\$100 + Security deposit determined by staff
Zoning Letter			\$50
Zoning Ordinance Amendment			\$ 250 + \$ 500 escrow
Escrow Table			
Residential districts - 0 to 10 units			\$ 100/unit, \$ 250 minimum
Res Districts, MR-PUD, HR-PUD districts-over 10 units			\$ 50/unit
Commercial/Industrial Districts, MU-PUD			\$ 1,500

Expenses billed to city charged against escrow. Remaining escrow returned to applicant. Applicants billed for city incurred expenses exceeding escrow.

PUBLIC SAFETY		Guidance	2026 Fees
Fingerprints			\$ 20/card
Local Record Check w/Clearance Letter	Includes Clearance Letter		\$ 15
Certified Copy of Police Data			\$ 15
Dangerous Dog Registration	City Code 5-3-4. D.; Limited by SS 347.51 subd. 2(3)		\$ 500
False Alarm, Police	Per calendar year		First three no charge, 4th-\$50; 5th-\$75; 6th and ea. add'l - \$ 100
False Alarm, Fire	Per calendar year		1st and 2nd = no charge, 3rd and ea. add'l - \$ 150/ea.
Fire Alarm Permit	Commercial		Per Attachment A
Removal of Underground Fuel Tanks	Residential/Commercial		\$ 50 minimum
Plan Review Fee			Per Attachment A
Fire Sprinkler Alteration			Per Attachment A
Day Care Fire Inspection	Per MN Statutes 299F.011		\$ 50
Copy of Incident Report			\$.25/page up to 100 pages
Copy of Accident Report	In-person, Involved party request		\$.25/page up to 100 pages
Copy of Accident Report - insurance or attorney request	Per MN Dept. of Admin/Data Practices and M.S. Chapter 13.82 must prove involvement in relationship to accident and either present ID or a signed release		Self-addressed, stamped envelope with signed release. If over 4 pgs., contact requestor for alt. payment.
911 Audio Transcription/or other transcriptions	Per M.S. 13.82 subd. 4		Actual cost with \$30.00 deposit
Public Data - stored electronically	MS 13		Actual cost for search, retrieve, copy and transmit
USB/CD/DVD/Electronic Storage Device - Per 8.5 GB	MS 13		Actual cost for search, retrieve, copy and device
Monthly email of public data for accident reports			\$ 60/month

*Note actual cost charged in 15-minute increments

Data Requests: the City adheres to MN Data Practices Act, MN Statutes Chap 13

CITY OF MENDOTA HEIGHTS "ATTACHMENT A" FOR BUILDING PERMIT FEES		
Valuation		Permit Fees
\$1.00 to	\$500	\$25.00
\$501 to	\$2,000	\$25.00 for the first \$500 plus \$3.25 for each additional \$100 or fraction thereof, to and including \$2000
\$2,001 to	\$25,000	\$73.75 for the first \$2,000 plus \$14.75 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to	\$50,000	\$413.00 for the first \$25,000 plus \$10.75 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 to	\$100,000	\$681.75 for the first \$50,000 plus \$7.50 for each additional \$1,000, or fraction thereof, to and including \$100,000
\$100,001 to	\$500,000	\$1,056.75 for the first \$100,000 plus \$6.00 for each additional \$1,000, or fraction thereof, to and including \$500,000
\$500,001 to	\$1,000,000	\$3,456.75 for the first \$500,000 plus \$5.00 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and greater		\$5,956.75 for the first \$1,000,000 plus \$4.00 for each additional \$1,000 or fraction thereof
Plan Review Fee = 65% of the building permit fee by valuation		
State Surcharge = .0005 x Valuation		
Sewer Availability Charge (SAC) \$2,485/unit		
<u>Note:</u> Unit & SAC fee determined by Metropolitan Council; may be added to city building permit fee		