

ORDINANCE NO. 604

AN ORDINANCE AMENDING THE FEE SCHEDULE

The City Council of the City of Mendota Heights, Minnesota, does hereby ordain:

Section 1.

Policy and Purpose. By the enactment of this Ordinance, the City Council intends to establish fees and charges required by the City Code and to comply with Minnesota Statutes 462.353, subd. 4.

Fees and Charges. The fees and charges for the City for the year 2026 are set forth in “Exhibit A” hereto attached.

Application. Where a direct conflict exists between the amount of a fee or charge set by any provisions of the City Code and a fee or charge set by this Ordinance, the fee or charge set by the Ordinance applies.

Section 2.

This Ordinance shall be effective immediately upon its passage and publication.

Adopted and ordained into an Ordinance this 16th day of December 2025.

**CITY COUNCIL
CITY OF MENDOTA HEIGHTS**

Stephanie B. Levine, Mayor

ATTEST

Nancy Bauer, City Clerk

Exhibit A

City of Mendota Heights
Fee Schedule



12/16/2025

ADMINISTRATION	Guidance	2026 Proposed Fee	2025 Fees
Assessment Search		no change	\$ 15 / search
Certification of Delinquent Sewer Accounts	Per City Code 10-3-7, B.2.	no change	\$ 50 / per certification Plus 7% Interest
City Ordinance Book		no change	\$ 75 / book
Comprehensive Plan		no change	\$ 50 / Complete; \$ 30 / One Volume
Election Filing Fee	Per MN Statutes 205.13 (3)	no change	\$ 5
Mailing Costs		no change	Actual or \$1 / minimum
Notary Public	Residents, businesses, license applicants only	no change	No charge
Returned Checks		no change	\$ 30 /check
TIF / Abatement Application Fee		no change	\$ 1,200

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

Photo Copies	1 to 100 pages	no change	\$.25 / single sided page
Photo Copies	101+ pages or data stored electronically	no change	\$.25 / single sided plus actual cost for search, retrieve, copy transmit/device
Public Data - stored electronically	MS 13	no change	\$.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	no change	Actual cost for search, retrieve, copy and device

***note actual cost charged in 15 minute increments**

<u>Intoxicating Liquor Licenses</u>			
Intoxicating Liquor Off Sale	limited by SS 340A.408 Subd. 3. a.(3)	no change	\$ 150
Intoxicating Liquor On-Sale Tier 1	Tier 1 license defined in Code 3-1-12. B.	no change	\$ 10,000
Intoxicating Liquor On-Sale Tier 2	Tier 2 license defined in Code 3-1-12. B.	no change	\$ 7,500
Intoxicating Liquor On-Sale Hotel	Limited Service Hotel	no change	\$ 3,000
Club Liquor On-Sale	limited by SS 340A.408 Subd. 2.b.	no change	\$ 350 (for 201-500 club members) \$ 300 (under 200 members)
Sunday Liquor	limited by SS 340A.504	no change	\$ 200
Wine On-Sale	limited by SS 340A.408 Subd. 2.c.	no change	\$ 2,000
Wine On-Sale Institutional	limited by SS 340A.408 Subd. 2.c.	no change	\$ 250
<u>Malt Liquor Licenses</u>			
Malt Liquor Off Sale (3.2%)		no change	\$ 50
Malt Liquor On Sale (3.2%)		no change	\$ 250

ADMINISTRATION (cont.)	Guidance	2026 Proposed Fee	2025 Fees
Temporary On Sale Liquor Licenses			
Temporary On Sale Intoxicating Liquor, Malt Liquor, Wine	Issued only to clubs, non-profits, religious organizations	no change	\$ 50 / one to four day license
Liquor Application Investigation Fee			
Malt Liquor Investigation	Renewal	no change	\$ 100 / per establishment
Intoxicating Liquor, Wine, 3.2 Malt Liquor Application Investigation	New Licensees Limited by SS 340A.412 Subd. 2	no change	\$ 500 / per establishment (additional charges if investigation needs to go out of state, then actual costs charged, up to \$10,000)
Liquor License Violation			
First Violation	within a 3 year rolling time period	no change	\$ 500 fine
Second Violation	within a 3 year rolling time period	no change	\$ 750 fine + 3 day suspension of license
Third Violation	within a 3 year rolling time period	no change	\$ 1,500 fine + 10 day suspension of license
Fourth Violation	within a 3 year rolling time period	no change	Revocation: minimum of 1 year from revocation date
Permits/Licenses			
Chicken Coop Permit	New	no change	\$ 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	no change	\$0
Food Truck Permit - Deposit Fee	(Ord 601 4/2025)		\$ 50 per city event
Garbage/Waste Hauler	code 4-3-3	no change	\$ 75 + \$ 10/truck
Goat Grazing Permit	Allows for 3 grazing permits per calendar yr., each permit not to exceed 30 days	no change	\$ 100 / year
Massage Therapist License	New licensee or renewal	no change	\$ 50
Massage Therapist License Investigation	New licensee or renewal	no change	\$ 50
Massage Therapy Establishment/Enterprise License	New licensee or renewal	no change	\$ 100
Massage Therapy Enterprise License Investigation	New licensee or renewal	no change	\$ 100
Rental - Short-Term License	New licensee or renewal	no change	\$200 / annual
Tobacco License	City Code 3-2-4. Fee not prorated	no change	\$ 200 / annual
Tobacco Investigation Fee	New or Renewal	no change	\$ 100 per establishment
Tobacco Violations	Pursuant to MN SS 461.12, (2)	no change	Pursuant to MN SS 461.12, (2)
Transient Merchant License	City Code 3-3; Issued for one 14-consecutive day period, per year	no change	\$ 100 per vendor
Registration Fee for Cannabis or Lower-Potency Hemp Retail Business			
Initial Registration (includes first renewal)	Sec 3-8-4C.1	no change	\$ 500.00
Renewal Registration (beginning with second renewal)	Sec 3-8-4C.1	no change	\$ 1,000.00
Lower-potency Hemp Edible Retail Business Registration	Sec 3-8-4C.1	no change	\$ 125.00
Cannabis Retail Business Penalties			
First Violation	Sec. 3-8-4E.4a	no change	\$ 1,000.00
Second Violation at same location within five years of the first violation	Sec. 3-8-4E.4a	no change	\$ 1,250.00
Third violation at same location within five years of the first violation	Sec. 3-8-4E.4a	no change	\$ 2,000.00
Fourth violation at same location within five years of the first violation	Sec. 3-8-4E.4a	no change	\$ 2,000.00
Retail sale without a retail registration	Sec. 3-8-4A.2	no change	\$ 2,000.00

BUILDING PERMITS		Guidance	2026 Proposed Fee	2025 Fees
Building Moving Permit		no change	\$ 75	
Building Permit Fee		Residential/Commercial	no change	Per Attachment A
Demolition Permit		no change		Per Attachment A
Mechanical Permit		Commercial		Per Attachment A + Plan Review Fee
Mechanical Permit		Residential	no change	1% of value/ \$ 75 minimum
Plan Review Fee		Residential or Commercial	no change	Per Attachment A Exceptions (\$50 fee): Decks, Basement Finishes, Kitchen Remodel, Bathroom Remodel, and similar projects.
Plumbing Permit		Commercial	no change	Per Attachment A + Plan Review Fee
Plumbing Permit		Residential	no change	1% of value / \$ 75 minimum
Pool Permit - above ground			no change	\$ 25
Roofing Permit		Commercial	no change	1% of value, \$100 minimum, \$1,000 maximum
Roofing and/or Siding Permit		Residential	no change	1% of value / \$100 minimum
Sewer Permit		Residential/Commercial	no change	\$ 75
Window/Door Permit		Residential	no change	1% of value / \$75 minimum
CODE ENFORCEMENT INSPECTIONS				
Initial Inspection		Sec. 9-6-1(A)	no change	No Fee
First re-inspection		Sec. 9-6-1(A)	no change	\$ 100.00 (no charge if resolved after first inspection)
Second re-inspection		Sec. 9-6-1(A)	no change	\$ 150
Any Subsequent Inspections		Sec. 9-6-1(A)	no change	\$ 150

ENGINEERING	Guidance	2026 Proposed Fee	2025 Fees
Driveway Permit	Replacement	no change	\$ 50
Driveway Permit	New or Expanded	no change	\$ 100
Engineering and Drafting Services		no change	Actual costs plus staff time
Feasibility Report	Credit shall be given for information which can be used in plan and specification preparation	no change	Actual costs plus staff time
Field Inspection and Staking		no change	Actual costs plus staff time
Grading Permit		no change	\$ 200 + \$ 500 escrow
Stormwater Management Permit - Escrow Only		no change	\$ 2,000 or amount equal to 125% of estimated cost to accomplish compliance with approved storm water management permit, whichever is greater
Litigation		no change	Actual costs plus staff time
Miscellaneous Charges		no change	Actual costs plus staff time
Plans and Specifications	Project Construction under \$100,000	no change	Actual costs plus staff time
Plans and Specifications	Project Construction over \$100,000	no change	7% of final contract amount
Preliminary Studies		no change	Actual costs plus staff time
Professional Services on Planning Cases		no change	1st hour per case included / thereafter actual costs plus staff time
Public Right of Way General Excavation Permit		no change	\$ 200 / flat fee
Public Right of Way Utility Permit	Commercial	no change	\$ 200 / first 1000 feet \$ 25 / each additional 100 feet \$ 75 / winter surcharge fee (11/1 - 3/31)
Public Right of Way Permit	Residential	no change	\$ 50 / flat fee
Right-Of-Way Usage license		no change	\$ 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		no change	\$ 500
Electronic Storage Device USB/CD/DVD of Data or Maps		no change	\$ 10 plus map fee
Maps/Plans/Drawings:	Up to 11 x 17 Black and White	no change	\$ 3
Comprehensive Plan	Up to 11 x 17 Color	no change	\$ 10
Critical Area			
GIS	Greater than 11 x 17 Black and White	no change	\$ 6
Land Use			
Plats			
Sanitary Sewer	Greater than 11 x 17 Color	no change	\$ 20
Storm Sewer, Street Asbuilt, Wetlands Zoning			

*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 Proposed Fee	2025 Fees
Application Fee	Charged per permit season for all field/facility, permit application reservations. Due upon application. Non-refundable	no change	\$ 25
Concessions Building Reservation	Must provide proof of Food/Beverage License	no change	\$ 25 per event per day
	Priority Level 3	no change	\$ 7 per player per season
Field Reservation	Priority Level 4	no change	\$ 10 per player per season
Baseball/Softball/Soccer/Football/Lacrosse	Priority Level 5	no change	\$ 10 per hour per field
	Priority Level 6 & 7	no change	\$ 15 per hour per field
Field Reservation and Prep Fee for Tournaments	Priority Level 3, 4, 5, 6, 7 (Ord 601 4/2025)	no change	\$41.50 per day/per field
Baseball/Softball/Soccer/Football/Lacrosse			
Field Preparation	Non-Tournament Use	no change	\$ 35 per field per day
	Tournament Use - Required for Priority Levels 3 and 4	no change	\$ 35 per field per day
Field Preparation	Tournament Use - Optional for Priority Levels 5, 6, and 7	no change	\$ 35 per field per day
PAR 3 COMMUNITY GOLF COURSE			
Par 3 Footgolf Fees		\$ 9 per round	\$ 8 per round
Par 3 Greens Fees	Juniors/Seniors/Veterans-Weekday	\$ 15 per round	\$ 14 per round
	Juniors/Seniors/Veterans-Weekend	\$ 17 per round	\$ 16 per round
	Weekday	\$ 16 per round	\$ 15 per round
	Weekend or Holiday	\$ 18 per round	\$ 17 per round
Par 3 10-Round Pass		no change	\$ 125 per pass
Par 3 Senior Pass	Age 65 and over Does not include golf cart	no change	\$ 200 per year
Par 3 Pull Cart Rental		\$ 5 per round	\$ 4 per round
Par 3 Power Cart Rental		\$ 14 per round	\$ 12 per round
PARKS AND RECREATION FACILITY RESERVATION			
	Priority Level 3	no change	\$ 4 per hour per rink
Ice Rink Reservation	Priority Level 4	no change	\$ 6 per hour per rink
	Priority Level 5	no change	\$ 4 per hour per rink
	Priority Level 6 and 7	no change	\$ 8 per hour per rink
Tennis Court Reservations		no change	\$ 5 per hour
Picnic Area/Shelter	Resident - Private	no change	\$ 25
Picnic Area/Shelter	Non-Resident - Private	no change	\$ 75
Picnic Area/Shelter	Resident - Business	no change	\$ 75
Picnic Area/Shelter	Non-Resident - Business	no change	\$ 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	no change	\$ 15/day
Canoe Rack Rental	Canoe Storage @Rogers Lake Park during summer months	no change	\$ 50 per summer
Park Bench Donation		no change	\$1,500
Tree Donation	Parks and Rec Donation Policy	New	\$ 200
Picnic Tables	Parks and Rec Donation Policy	New	\$ 900
Little Free Library	Parks and Rec Donation Policy	New	\$ 800

PLANNING	Guidance	20206 Proposed Fees	2025 Fees
Accessory Structure Permit	For structures not requiring building permit	no change	\$25
After-the-Fact Permit	For actions without appropriate zoning permits	no change	Double fee, or \$ 250, whichever is greater
Appeal to Board of Zoning Appeals		no change	\$ 250 + \$ 500 escrow
Comprehensive Plan Amendment		no change	\$ 750 + \$ 500 escrow
Concept Plan Review for PUD/Plat		no change	\$ 250 + \$ 500 escrow
Conditional Use Permit / Interim Use Permit	Residential	no change	\$ 350 + \$ 500 escrow
Conditional Use Permit / Interim Use Permit	Commercial/Industrial	no change	\$ 500 + \$ 500 escrow
MRCCA Permit	-	no change	\$ 500 + \$ 500 escrow + Security deposit determined by staff
MRCCA Permit-Administrative	-	no change	\$ 200 + Security deposit determined by staff
CUP for PUD		no change	\$ 500 + \$ 500 escrow
Fence Permit		no change	\$ 25
Lot Split / Lot Line Adjustment		no change	\$ 500 + \$ 500 escrow
Mining Permit		no change	\$ 350 + \$ 500 escrow
Park Dedication Fee	Single & Multi-Family Residential	no change	\$ 4,000/ dwelling unit
Park Dedication Fee	New Commercial / Industrial Lot	no change	10% assessed value of unimproved land determined by County Assessor
Rezoning		no change	\$ 500 + \$ 500 escrow
Preliminary/Final Plat		no change	\$ 750 + escrow amount
Sign Permit	Triple fee charged if sign erected w/o permit; per Code 12-1D-15 B2	no change	Per Attachment A; 3x (triple) fee charged if sign erected without permit; Code 12-1D-15 B2
Temporary Sign Permit		no change	\$ 25
Variance	Residential	no change	\$ 300 + \$ 500 escrow
Variance	Commercial or Industrial	no change	\$ 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		no change	\$50
Zoning Ordinance Amendment		no change	\$ 250 + \$ 500 escrow
Escrow Table			
Residential districts - 0 to 10 units		no change	\$ 100/unit, \$ 250 minimum
Res Districts, MR-PUD, HR-PUD districts- over 10 units		no change	\$ 50/unit
Commercial/Industrial Districts, MU-PUD		no change	\$ 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 Proposed Fees	20025 Fees
Fingerprints		no change	\$ 20/card
Local Record Check w/Clearance Letter	Includes Clearance Letter	no change	\$ 15
Certified Copy of Police Data		no change	\$ 15
Dangerous Dog Registration	City Code 5-3-4. D.; Limited by SS 347.51 subd. 2(3)	no change	\$ 500
False Alarm, Police	Per calendar year	no change	First three no charge, 4th-\$50; 5th-\$75; 6th and ea. add'l - \$ 100
False Alarm, Fire	Per calendar year	no change	1st and 2nd = no charge, 3rd and ea. add'l - \$ 150/ea.
Fire Alarm Permit	Commercial	no change	Per Attachment A
Removal of Underground Fuel Tanks	Residential/Commercial	no change	\$ 50 minimum
Plan Review Fee		no change	Per Attachment A
Fire Sprinkler Alteration		no change	Per Attachment A
Day Care Fire Inspection	Per MN Statutes 299F.011	no change	\$ 50
Copy of Incident Report		no change	\$.25/page up to 100 pages
Copy of Accident Report	In-person, Involved party request	no change	\$.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	no change	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	no change	Actual cost with \$30.00 deposit
Public Data - stored electronically	MS 13	no change	Actual cost for search, retrieve, copy and transmit
USB/CD/DVD/Electronic Storage Device - Per 8.5 GB	MS 13	no change	Actual cost for search, retrieve, copy and device
Monthly email of public data for accident reports		no change	\$ 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	
Note: Unit & SAC fee determined by Metropolitan Council; may be added to city building permit fee	