



## FEE SCHEDULE

The following schedule of fees is effective as of January 1, 2026 by Ordinance 2025-12

Item	City Code Reference	2026 Fee
<b>A. Licenses</b>		
<b>Liquor</b>	Sec. 4-1-8.A.3	
On-Sale 3.2 Liquor		\$100.00
Off-Sale 3.2 Liquor		\$100.00
Club		\$75.00
On-Sale Intoxicating Liquor		\$4,500.00
Off-Sale Intoxicating Liquor		\$150.00
Intoxicating Liquor (Sunday)		\$200.00
Investigation Fee - New (single or corporation)		\$500.00
Investigation Fee – Renewal (single or corporation)		\$100.00
Set-Ups		No Cost
Consumption and Display		\$300.00
Wine		\$150.00
Temporary Liquor		\$75.00
Small-Brewer (Off-Sale)		\$150.00
Brewpub (On-Sale) License		\$200.00
Brewpub (Off-Sale) License		\$150.00
Taproom License		
Cocktail Room		\$4,500.00
Microdistillery (Off-Sale)		\$150.00
Farm Winery		\$0.00
<b>Garbage Hauler</b>	Sec. 5-3-4.B	
License		\$100.00
Bond		\$0.00
<b>Dynamic Display Signs</b>	Sec. 4-11-4.B	No Cost
<b>Mobile Food Unit</b>	Sec. 4-12-3.D	\$50.00
<b>Peddlers and Transient Merchants</b>	Sec. 4-5-2.C	\$100.00/applicant
<b>Rental Housing License</b>	Title 4, Chapter 6	
License (initial/renewal)		\$100.00/du
Inspection; Single Family, Two-Family, Townhouse, or Condominium Apartment		\$65.00, plus \$65.00/hr (minimum 1 hr) after 2 inspections for initial license or renewal
Inspection; Multiple Family Building Under Single Ownership		\$65.00/hr (minimum 1 hr)

<b>Pawnbrokers, precious metals dealers and/or second-hand goods dealers</b>	Sec. 4-4-4	
Annual License		\$500.00
Investigation Fee		\$200.00 + cost incurred
Reportable Transaction Fee		\$50.00/transaction
Daily Reporting Penalty		\$50.00/day
<b>Massage Services</b>	Sec. 4-8-4.E	
Business License		\$500.00
Personal License		\$100.00
Application Investigation Business License		\$100.00/operator
Application Investigation Personal License		\$100.00
<b>Compost Facility License</b>	Sec. 5-3-8.C	\$200.00
<b>B. Permits</b>		
<b>Building Permits</b>	Sec. 9-1-1.B	
Building Permit Refund Fee	Sec. 9-1-2.B.2.b	\$30.00
Building Permit Fees		
Total Valuation		
\$1.00 to \$1,200.00		\$50.00
\$1,201.00 to \$2,000.00		\$50.00 for the first \$1,200.00 plus \$3.27 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00		\$76.18 for the first \$2,000.00 plus \$15.40 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00		\$430.38 for the first \$25,000.00 plus \$11.11 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00		\$708.13 for the first \$50,000.00 plus \$7.70 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00		1,093.13 for the first \$100,000.00 plus \$6.16 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00

\$500,001.00 to \$1,000,000.00		\$3,557.13 for the first \$500,000.00 plus \$5.23 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up		\$6,169.63 for the first \$1,000,000.00 plus \$4.02 for each additional \$1,000.00, or fraction thereof
Plan Review		A plan review fee shall be collected on all permits issued for work governed by Chapter 4, Section 1 of the City Code in accordance with Minnesota Statutes §326B.153. This fee is based on 65% of the building permit fee. Basement finish permit plan review fees are 10% of the building permit fee, and deck permit plan review fees are 25% of the building permit fee.
State of Minnesota Surcharge		A surcharge fee shall be collected on all permits issued for work governed by Chapter 4, Section 1 of the City Code in accordance with Minnesota Statutes §16B.70.
Special Investigation Fee		The fee for a special investigation shall be equal to (but in addition to) the building permit fee.
Electrical Permits and Inspections	Sec. 9-3-5.C	The fee schedule set forth in Minnesota Statutes §326B.37 is adopted by reference and incorporated herein.
<b>Water Connection Charge</b>	Sec. 8-1-5.C	\$4,596.00/REC
<b>Sewer Connection Charge</b>	Sec. 8-1-6.C	\$9,513.00/REC

<b>Water Meter Assembly:</b>		Sec. 8-2-2.D	
5/8-inch			\$500.21/each + sales tax
1-inch			\$714.94/each + sales tax
1 ½-inch			\$1,245.97/each + sales tax
2-inch			\$1,455.72/each + sales tax
Over 2-inch			Quote
<b>Other Permit Fees (Flat Fee)</b>		Sec. 9-1-1.B	
Item	Fee	Surcharge	Total
Fireplace	\$75.00	\$1.00	\$76.00
Roof	\$150.00	\$1.00	\$151.00
Siding	\$150.00	\$1.00	\$151.00
Windows	\$75.00	\$1.00	\$76.00
Furnace	\$75.00	\$1.00	\$76.00
Air Conditioner	\$75.00	\$1.00	\$76.00
Furnace & Air Conditioner (same house)	\$100.00	\$1.00	\$101.00
Septic Install/Repair	\$250.00	\$0.00	\$250.00
Septic Tank (only) Replace	\$75.00	\$0.00	\$75.00
Water Softener	\$75.00	\$1.00	\$76.00
Water Heater	\$75.00	\$1.00	\$76.00
Door Replacement (same opening size)	\$75.00	\$1.00	\$76.00
Lawn Irrigation	\$75.00	\$1.00	\$76.00
<b>Construction Escrows</b>		Sec. 11-19-2.E	
Landscape/As-Built Grading			\$3,000/lot
Driveway/Sidewalk			
Urban Lot			\$2,000/lot
Rural Lot			\$5,500/lot
<b>Burning Permit</b>		Sec. 5-5-4	No cost
<b>Fence Permit</b>		Sec. 11-19-4.A	
Basic Permit			\$50.00
Easement Encroachment			\$100.00
<b>Second Driveway Permit</b>		Sec. 11-21-6.D.4	\$100.00
<b>Home Occupation Permit</b>		Sec. 11-28-3.A	\$50.00
<b>Sign Permit</b>		Sec. 11-37-7.A.3	\$50.00
<b>Natural Landscaping Permit</b>		Sec. 5-2-3.F.1	\$100.00
<b>Sewer and Water Hook-Up</b>		Sec. 8-1-4.A	
Permit			Included w/building permit
Inspection			\$50.00/hr.
<b>New Construction Assessor's Valuation</b>			
Estimated Construction Value<\$499,999			\$60.00
Estimated Construction Value>\$500,000			\$160.00
<b>Swimming Pool Administrative Permit</b>		Sec. 11-18-5.B	\$50.00

<b>Lawful Gambling</b>	Sec. 4-7-6.D	
Investigation Fee		\$100.00
<b>Archery Permit</b>	Sec. 6-3-3.L	No cost
<b>Play Field Use</b>	Res #2013-65	
City Sponsored Users		No charge
Recognized Youth Associations:		
Ballfield		\$300.00/seasonal field assignment
Soccer (4v4 size field)		\$150.00/seasonal field assignment
Soccer (Full size field)		\$300.00/seasonal field assignment
Soccer (Lights)		\$4.00 per hour
All Other Users:		
Athletic Tournaments		\$150.00 Per Tournament
Day Camps		\$20.00 Per Day
Monday-Thursday; Baseball		\$50.00/field/day
Monday-Thursday; Field game		\$50.00/field/day
Saturday/Sunday; Baseball		\$100.00/field/day
Saturday/Sunday; Field game		\$100.00/field/day
Other Charges:		
Public Works Staff/Equipment		Refer to Sec. 3-1-2.E.9
Portable Toilets/Trach Containers		Cost incurred
Clean up of Site and/or Equipment Replacement		A deposit may be required in an amount approved by the Parks and Recreation Commission.
<b>Park Living Memorials:</b>	Res #2012-08	Cost Incurred
<b>Prairie Park Veterans Memorial Paver:</b>	Res #2018-43	\$50.00
<b>Engraved Bench:</b>	Res #2021-78	\$2,000.00
<b>Park Shelters:</b>	Res #2013-13	
Reservable shelters are located at Carrick's Landing, Norin Landing, and Prairie Park		
Residents		\$20.00/per 2-hour reservation + sales tax
Non-Residents		\$40.00/per 2-hour reservation + sales tax
<b>Prairie Center:</b>	Res #2014-21	
Activity Room		
	Resident	\$40.00/hr. + sales tax
	Non-Resident	\$55.00/hr. + sales tax
Conference Room 1 (Fireplace)		
	Resident	\$20.00/hr + sales tax
	Non-Resident	\$30.00/hr + sales tax

Conference Room 2 (Northeast)		
	Resident	\$15.00/hr + sales tax
	Non-Resident	\$20.00/hr + sales tax
Conference Room 3 (Small)		
	Resident	\$10.00/hr + sales tax
	Non-Resident	\$15.00/hr + sales tax
Conference Room 4 (Southwest)		
	Resident	\$20.00/hr + sales tax
	Non-Resident	\$30.00/hr + sales tax
There shall be a \$15.00/hour surcharge for room rentals after 5:00P Monday through Thursday, after 12:00 Noon on Friday or on Saturday or Sunday.		
The City may charge additional fees (and sales tax when required) for a security officer to be present or unusual or extra-ordinary services or facilities as determined by the Parks and Recreation Director.		
Nonprofits serving the Otsego area will have the opportunity to rent space at Prairie Center once per month for a fee of 50% of the regular residential fee rate for that space.		
<b>Special Event Permit</b>		
City Property	Sec. 8-7-6	\$25.00
All Others	Sec. 4-2-4	\$500.00
<b>Outdoor Entertainment Permit</b>		
	Sec. 4-3-4	
Single Event		\$50.00
Reoccurring Event on the same day (s) of week each calendar year		\$50.00
<b>C. Development Applications</b>		
<b>Comprehensive Plan Amendment</b>		
Base Fee		\$500.00
Escrow – Single Family		\$1,000.00
Escrow – All Others		\$3,000.00
<b>Zoning Amendment (map or text):</b>		
	Sec. 11-3-2.A.1	
Base Fee		\$500.00
Escrow – Single Family		\$1,000.00
Escrow – All Others		\$3,000.00
<b>Variance:</b>		
	Sec. 11-6-4.C.1	
Base Fee		\$500.00
Escrow – Single Family		\$1,000.00
Escrow – All Others		\$5,000.00
<b>Conditional Use Permit:</b>		
	Sec. 11-4-2.A.1	
Base Fee		\$500.00
Escrow – Single Family		\$1,000.00
Escrow – All Others		\$5,000.00
<b>Interim Use Permit:</b>		
	Sec. 11-5-2.A.1	
Base Fee		\$500.00
Escrow		\$5,000.00

<b>Administrative Permit and Appeals:</b>	Sec. 11-8-2.A.1/ Sec. 11.7-3.D	
Base Fee		\$200.00
Escrow		\$400.00
<b>Site Plan Review:</b>	Sec. 11-9-3.A.1	
Base Fee		\$500.00
Escrow		\$5,000.00
<b>Concept Plan/PUD Concept Plan:</b>	Sec. 11-3-2.A.1	
Base Fee		\$500.00
Escrow		\$5,000.00
<b>PUD Development Stage Plan:</b>	<u>Sec. 11-36.4.D</u>	
Base Fee		\$500.00
Escrow		\$5,000.00
<b>PUD/CUP/IUP Approval Extension:</b>	Sec. 11-4-5.B.3/ 11-5-6.B.3	
Base Fee		\$200.00
Escrow		\$1,000.00
<b>Sketch Plan/Preliminary Plat:</b>	Sec. 10-5-2.A.2	
Base Fee		\$500.00
Escrow		\$5,000.00
<b>Final Plat:</b>	Sec. 10-5-3.A.4	
Base Fee		\$500.00
Escrow		\$5,000.00
<b>Administrative Subdivision:</b>	Sec. 10-4-2.C	
Base Fee		\$200.00
Escrow		\$800.00
<b>Environmental Assessment Worksheet Review</b>		
Base Fee		\$500.00
Escrow		\$2,000.00
<b>Development Contract/SIPA – Minimums</b>		
Legal Escrow		\$1,500.00
Engineering / Construction Observation Escrow		\$10,000.00
City Administrative Fee		\$1,500.00
<b>D. Development Fees</b>		
<b>Water Availability Charge</b>	Sec. 8-1-5.B	\$4,596.00/REC
<b>Sewer Availability Charge</b>	Sec. 8-2.5.B	\$3,171.00/REC
<b>Storm Water Impact:</b>	Sec. 8-4-1	
Lefebvre Creek		\$3,165.00/gross acre
Otsego Creek		\$4,972.00/net acre
North Mississippi Watershed		\$8,851.00/gross acre
<b>Park Land Fee in Lieu of Land Dedication:</b>	Sec. 10-8-15	
Residential Development		\$3,950.00/du
Commercial Development		\$10,680.00/gross acre
Industrial Development		\$2,418.00/gross acre

<b>Street Lighting</b>	Sec. 10-9-11	
Street Light Operation (new installation)		\$500.00/fixture
Decorative Street Light (Parkview Retail & GRC)		\$8,200.00/fixture
<b>CSAH 39/TH 101 AUAR</b>	NA	\$280.00/gross acre
<b>E. General Government Services</b>		
<b>General Labor (minimum 15 minutes)</b>		\$30.00/hr.
<b>Copies:</b>		
Black & White		\$0.25/per page
Color		\$0.50/per page
<b>Zoning Confirmation Letter</b>		\$60.00/parcel
<b>Special Assessment Search</b>		\$35.00/parcel
<b>Returned Check Fee</b>		\$30.00
<b>Assessment Administration Fee</b>		\$100.00/parcel
<b>Assessment Roll Copy</b>		\$100.00
<b>Special Meeting</b>		\$500.00
<b>Candidate Filing Fee</b>		\$25.00
<b>Radon Test Kits</b>		\$5.00/each
<b>Inspection Fee</b>	Sec. 9-4-3	
Fire Sprinkler Inspections Residential (townhomes)		\$1.50/per square foot
Fire Sprinkler Inspections Commercial		Based on Valuation
Other (non-permit) Building Safety Inspections		\$150.00 + \$75.00 for each re-inspection
Biannual Fire Inspection (commercial, industrial, and institutional uses)		No charge for the first two inspections/costs incurred for any other inspection
<b>FOG Interceptor/Separator Inspection</b>	Sec. 8-3-11.E	No charge
<b>Public Works (not otherwise specified)</b>		
Labor per Employee – Full Time		\$50.00/hour + overtime per City Policy
Labor per Employee – Seasonal		\$25.00/hour + overtime per City Policy
<b>Equipment:</b>		
Tandem Axle Dump Truck		\$140.00/hr.
Single Axle Dump Truck		\$55.00/hr.
Front-End Loader (3 Yard)		\$110.00/hr.
Front-End Loader (1.5 Yard)		\$80.00/hr.
Grader		\$168.00/hr.
Excavator		\$95.00/hr.
Skid Loader		\$55.00/hr.
Skid Loader (Large)		\$70.00/hr.
Tractor with Attachment		\$50.00/hr.
Utility Terrain Vehicle (UTV)		\$40.00/hr.
Message Board Trailer		\$13.00/hr.
Portable Generator Trailer (150 kW)		\$85.00/hr.

Portable Generator Trailer (200 kW)		\$115.00/hr.
Crane Truck		\$55.00/hr.
Wood Chipper Trailer		\$75.00/hr.
Water Tanker Truck		\$62.00/hr.
Pickup (1/2 Ton)		\$30.00/hr.
Pickup (3/4 Ton)		\$35.00/hr.
Pickup (1 Ton)		\$40.00/hr.
Zero Turn Lawn Mower		\$30.00/hr.
Bucket Truck		\$45.00/hr.
Walk Behind Snowblower		\$17.00/hr.
Utility Trailer		\$20.00/hr.
Trash Pump (w/ Hoses)		\$25.00/hr.
Hand Tools		\$5.00/hr.
Jet-Vac Combo Truck		\$125.00/hr.
Jetter Truck		\$100.00/hr.
Front-End Loader & Snowblower		\$210.00/hr.
Street Sweeper		\$180.00/hr.
Sandbags/Sand		\$10.00/bundle of 30 sandbags
<b>Items Not Listed:</b>		
City Equipment		FEMA schedule of equipment rates
Rental		Costs incurred
Minimum Charge		One (1) hour
Expenses, Services, Supplies		Actual cost + 15% + sales tax
<b>F. Animals</b>		
<b>Impound/Release Permit</b>	Sec. 6-2-11.C	All costs incurred
<b>Fowl Keeping License</b>	Sec. 11-26-4.G.9	\$20.00
<b>G. Public Safety</b>		
<b>Administrative Enforcement Civil Penalties</b>		
	Sec. 1-5-3.B	
Class A (animal violations)		\$50.00
Class B (zoning violations- except signs)		\$200.00
Class C (nuisance, sign ordinance, business license, and building regulation violations)		\$200.00
Nuisance Abatement Fee		\$200.00 + costs incurred
<b>False Alarm Charge:</b>	Sec. 3-2-4	
Fire		No charge for first three (3) alarms, \$200.00 for fourth (4) alarm, \$200.00 + \$50.00 for each successive alarm per calendar year

Other		No charge for first three(3) alarms, \$50.00 for fourth(4) alarm, \$100.00 for each successive alarm per calendar year
<b>Fire Services Charges</b>	Sec. 3-2-3	
Mutual Aid:		
Agriculture, Residential Building, Vacant Parcel		Cost incurred
Commercial, Industrial, Institutional Building		Cost incurred
<b>H. Engineering</b>		
<b>Wetland Delineation Review</b>	Sec. 11-16-5.B	
Base Fee		\$200.00
Escrow		\$2,000.00
<b>Water Tower/Antenna Review</b>		\$3,500.00 escrow
<b>Street Sign (sign + installation of new sign)</b>	Engineering Manual	\$250.00/sign
<b>Certification of Grading:</b>	Sec. 11-16-5.G	
Initial Survey Review		\$150.00/lot
Each Re-Inspection		\$125.00/lot
<b>Petition for R.O.W. or Easement Vacation:</b>	Sec. 8-6-19	
Base Fee		\$500.00
Escrow		\$1,000.00
Total		\$1,500.00
<b>R.O.W. Permit:</b>	Sec. 8-6-7.A	
Excavation Fee		\$200.00 + cost incurred
Obstruction Fee		\$2,000 or \$2.50/ft whichever is greater
Obstruction Escrow		\$5,000 or \$2.50/ft whichever is greater
Small Wireless Facility:		
Management Fee		\$200.00
Annual lease fee for use of City structure		\$150.00
Annual collocation maintenance fee		\$25.00
Electrical service fee		Cost incurred
<b>Site Development (Grading) Permit:</b>	Sec. 9-6-3.D	
Up to five (5) acres		\$500.00 escrow
More than five (5) acres		\$1,000.00 escrow
<b>GIS Data Entry:</b>	Engineering Manual	
Residential		\$100.00/acre
Commercial, Industrial, Other		\$250.00/lot

<b>Public Improvement Assessments:</b>	Sec. 3-1-2.I	
Single family, two-family, and townhouse dwelling street assessment in accordance with the adopted Public Improvement Assessment Policy.		Not to exceed \$1,092.00
<b>I. Public Utilities</b>		
<b>Municipal Water and Sewage Usage Rate</b>	Sec. 8-1-5.B	Water and Sewer usage rates are established by the City Council with passage of a separate resolution on an annual basis. Any usage rate increases will be effective with the March billing
<b>Watering Ban Violation Fee</b>	Sec. 8-2-6.E	\$50.00
<b>Delinquent Account Late Fee</b>	Sec. 8-1-9.A	5.00% on the unpaid portion of the account
<b>Delinquent Account Administration Fee</b>	Sec. 8-1-9	\$100.00
<b>Water Disconnect/Reconnect At Service Valve Fees</b>	Sec 8-2-3.B	A minimum of \$75.00 will be charged, which includes one hour of labor. Additional labor will be charged in 15-minute increments at the Public Works labor rate. Equipment and material charges will apply as necessary
<b>Annual Storm water District Utility Fee for lots of final platted after November 15, 1990</b>	Sec. 8-4-2	
Agricultural Districts:		
A-2 District		\$43.74/parcel
Residential Districts:		
R-C, R-1, R-2, R-3 Districts		\$46.91/lot
R-4A, R-4 Districts		\$22.66/lot
R-5 Districts		\$17.96/unit
R-MH District		\$12.10/unit
R-6 District		
Single Family lot		\$17.96/unit
Other dwelling unit		\$9.37/unit
R-7 District		
Single Family lot		\$17.96/unit
Twin home or townhouse dwelling unit		\$9.37/unit
Multiple family dwelling unit		\$4.21/unit
Business Districts		\$96.87/gross acre

Industrial Districts		\$96.87/gross acre
<b>Storm Sewer Surcharge (Sump Pump)</b>	Sec. 8-3-7.D.4.b	\$50.00/month
<b>J. Franchise Fees</b>		
Cable franchise application	Sec. 4-10-9	\$5,000.00