

**CITY OF HAMBURG
ORDINANCE NUMBER 172**

AN ORDINANCE AMENDING THE SCHEDULE OF FEES FOR BUILDING PERMIT APPLICATIONS

THE CITY COUNCIL OF THE CITY OF HAMBURG, CARVER COUNTY, MINNESOTA, ORDAINS:

Section 1. Recitals and Findings

Minnesota Statutes § 326B.151, Subdivision 1 authorizes the City to collect fees in connection with the processing of building permits, and Minnesota Statutes § 326B.148 authorizes the collection of certain surcharges. Minnesota Rules § 1300.160 subpart 1 authorizes the City to set its fees according to a fee schedule.

The City Council of the City of Hamburg ("the City") finds that it is in the best interests of the City and the public to update the fee schedule for building permit fees to offset the rising costs of administering the Building Code.

Section 2. Adoption of Fee Schedule

The fee schedule attached hereto as EXHIBIT A is hereby adopted and shall be the schedule of fees applicable to building permits administered by the City of Hamburg in effect as of the date of publication of this Ordinance.

Section 3. Amendment


Title XV, Chapter 1150, Section 150.17 of the City Code relating to FEES is hereby deleted and replaced with the following:

The building permit fee shall be paid by the applicant to the City in an amount established in the City's most current building permit fee schedule.

Section 4. Effective Date

This Ordinance shall be in full force effective upon its adoption and publication according to the law.

Passed and adopted by the City Council of the City of Hamburg this 16th day of July, 2025.


Chris Lund, Mayor

ATTEST: 
Jeremy Gruenhagen, City Clerk

(City Seal)

M/ Tracy

S/ Weber

| | |
|---------|---------------|
| Lund | <u>Yes</u> |
| Polzin | <u>Absent</u> |
| Poppler | <u>Yes</u> |
| Tracy | <u>Yes</u> |
| Weber | <u>Yes</u> |

Published in Patriot Newspaper on July 24, 2025.

EXHIBIT A

CITY OF HAMBURG BUILDING/MECHANICAL/PLUMBING CODE PERMIT FEE SCHEDULE

Effective Date: July 24, 2025

State Surcharge

The State Surcharge is a State fee imposed on all permits issued by municipalities. The State Surcharge amount is based on MN Statute 326B.148, subdivision 1, which can be viewed here → <https://www.revisor.mn.gov/statutes/cite/326B.148>

Permit Fees

- Pursuant to MN Rules Chapter 1300.0160 subpart 4, permits fees shall be based on valuation except:
- one- and two-family dwelling maintenance permits for roofing, siding, windows, doors, or other minor projects may be charged a fixed fee.
 - permits for plumbing, mechanical, electrical, or other building service equipment systems may be based on valuation or charged a fixed fee.

Valuation

Pursuant to MN Rules Chapter 1300.0160 subpart 3, The applicant for a permit shall provide an estimated permit value at time of application. Permit valuations shall include the total value of all construction work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment, and permanent systems. The building permit valuation shall be set by the Building Official. For determining the permit valuation, the Building Official will use the supplied valuation with a minimum value as calculated by the current International Code Council Building Valuation Data Table (and other data as needed, for projects not specified in that table).

Valuation Table

Fee Schedule Base: 1997 (+10%)

| Value up to (and including): | Base Amount: | | For the first: | Plus: | For each additional: |
|------------------------------|--------------|--|----------------|---------|-----------------------------|
| \$2000.00 | \$75.00 | | | | |
| \$25,000.00 | \$75.00 | | \$2000.00 | \$15.40 | \$1,000 or fraction thereof |
| \$50,000.00 | \$429.20 | | \$25,000.00 | \$11.11 | \$1,000 or fraction thereof |
| \$100,000.00 | \$706.95 | | \$50,000.00 | \$7.70 | \$1,000 or fraction thereof |
| \$500,000.00 | \$1091.95 | | \$100,000.00 | \$6.16 | \$1,000 or fraction thereof |
| \$1,000,000.00 | \$3555.95 | | \$500,000.00 | \$5.23 | \$1,000 or fraction thereof |
| Over \$1,000,000.00 | \$6170.95 | | \$1,000,000.00 | \$4.40 | \$1,000 or fraction thereof |

Plan Review/Compliance Verification Fees – (Commercial and Residential)

Unless otherwise noted, all permits require a review for compliance with applicable codes.

- Plan Review/Compliance Verification:
 - 65% of the Permit Fee
- Review of State-approved plans:
 - 25% of the Plan Review/Compliance Verification fee identified above.
- Plan Review/Compliance Verification for master and similar plans:
 - 65% of the permit fee for the original plan review
 - 25% of the permit fee for similar plans
 - The use of these fees must be identified upon submittal of the master plan.

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Residential Permit Fees

(for permits that are issued over-the-counter and have flat-rate fees)

*(Definition of residential: **IRC-1 Single Family Dwelling:** Any building that contains one dwelling unit used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or occupied for living purposes. **IRC-2 Two-Family Dwelling:** Any building that contains two separate dwelling units with separation either horizontal or vertical on one lot used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or occupied for living purposes. **IRC-3 – Townhouse:** Definition: A single-family dwelling unit constructed in a group of two or more attached units in which each unit extends from the foundation to the roof and having open space on at least two sides of each unit. Each single-family dwelling unit shall be considered to be a separate building. Separate building service utilities shall be provided to each single-family dwelling unit when required by other chapters of the State Building Code. **IRC-4 Accessory Structure:** Definition: A structure not greater than 3000 ft² in floor area, and not over two stories in height, the use of which is customarily accessory to and incidental to that of the dwelling(s) and which is located on the same lot.*

- Unless identified below, all residential permits require a valuation, and fees shall be calculated using the Valuation Table.

Fixed Fees are as follows and do not require a review for compliance:

Maintenance Permit Fees (for one- and two-family dwellings and accessory structures only):

- Re-Roof: **\$75.00** - Replacement of like-for-like roof covering materials only
- Re-Side: **\$75.00** - Replacement of siding material only
- Re-Window: **\$75.00** - Replacement of same size windows
- Re-Door/Garage door: **\$75.00** - Replacement of same size doors

Plumbing Permit Fees:

- New fixtures: **\$80.00** (plus \$10.00 per fixture after 8 fixtures)
- Lawn Irrigation Systems: **\$65.00**
- Fixture Replacement: **\$65.00/fixture**

Mechanical Permit Fees:

- New appliances/fireplace inserts: **\$75.00** minimum (plus \$37.50 per unit after 2 units)
- Gas Line (with mechanical permit): **\$10.00** per gas line, **\$20.00** minimum
- Gas Line only permit: **\$65.00**
- Unit Replacement: **\$65.00/unit**
- Fireplace masonry – Based on valuation (building permit required)

Exterior Structure Fees

- The following exterior structure permits require a valuation and fees shall be calculated using the valuation table.

- Retaining Wall (over 4' in height)
- Fence (over 7' in height)
- Sheds (over 200 sq. feet)
- Permanent and In-ground Swimming Pools

Retaining Walls under 4', Fences under 7', Sheds under 200 sq. feet, and Seasonal Swimming Pools require a zoning permit: **\$75.00 no state surcharge**

(Seasonal residential swimming pools requiring permits (over 24" deep or 5000 gallons in capacity, installed entirely above grade) are allowed to be installed with a single application and approval provided that the same pool is installed in the same location each year. Once approved, the pool may be put up and taken down any number of times. A site plan is required to be approved as a part of the permit submittal, and it must be kept on site for review as needed.)

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Commercial Permit Fees

(Includes Structures that are not Residential as defined in the "Residential Permit Fees" Section; Fire Suppression & Alarm systems; Mechanical systems; and Plumbing systems)

- **All commercial permits require a valuation and fees shall be calculated using the Valuation Table.**

- Building Permit minimum: \$100.00
- Plumbing Permit minimum: \$100.00
- Mechanical Permit minimum: \$100.00
- Gas Line Only Permit minimum: \$100.00
- Fire Suppression Permit minimum: \$100.00 (new min)
- Fire Alarm Permit minimum: \$100.00 (new min)

Demolition Permit Fees

- **All demolition permits require a valuation and fees shall be calculated using the Valuation Table.**

- Demolition Permit minimum: \$100.00

Manufactured (Mobile), Modular, and Moved In Structure Fees

- **Foundations and interior remodels for these structures require separate permits which requires a valuation. Fees shall be calculated using the valuation table.**

- Pre-moved in single family dwelling Inspection: \$175.00 plus travel time and mileage from municipality office (as calculated by Google maps)
- Pre-moved in accessory structure Inspection: \$125.00 plus travel time and mileage from municipality office (as calculated by Google maps)
- Site work: Requires a valuation and fees shall be calculated using the Valuation Table
- Moved In House: \$275.00
- Moved In Accessory structure: \$200.00
- Manufactured (Mobile) Home: \$275.00
- Modular House: \$275.00
- Plumbing Connection: \$ 75.00
- Mechanical Connection: \$ 75.00

Site, Sediment and Erosion Fees

- Residential Site Inspection: \$65.00
 - Required for new construction of/on homes, detached garages, and accessory structures.
- Commercial Site Inspection: \$95.00
 - Required for new construction of/on buildings and accessory structures.
- S.E.C. (Sediment and Erosion Control):
 - .0005 x permit valuation for all permits requiring the monitoring the control of sediment and erosion on a construction site.
 - Minimum \$150.00 (new home and commercial construction projects)
 - Minimum \$50.00 (other projects)

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Other Inspections and Fees

| | |
|--|----------------------------|
| Re-inspection Fee - A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is requested is not complete or when required corrections are not made. On valuation-based building permits, this fee is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of the code, but as controlling the practice of calling for inspections before the job is ready for such inspection or re-inspection. Re-inspection fees may also be assessed 1) when full access to the site is not provided for the inspector, 2) when the inspector is not met by the responsible individual (no-show), 3) on fixed-fee permits where corrections are required to be inspected, and 4) when deviations from the approved plans have occurred without prior Building Official approval. Re-inspection fees are due on or before the re-inspection. Payment to be made payable to the Municipality: | \$75.00 |
| Inspections outside of normal business hours (includes travel time both ways with a 2-hour minimum): | \$95.00/hr. |
| Inspections for which no fee is indicated, miscellaneous and special services (half-hour minimum): | \$95.00/hr. |
| Additional Plan Review required by changes, additions, or revisions to approved plans (half-hour minimum) | \$95.00/hr. |
| Special Investigation fee (work started without obtaining a permit) | 100% of permit fee |
| Residential Contractor License verification (for eligible projects) MN Statute 236B.815 Subd. 2 | \$5.00 |
| Lead Certification verification (for eligible projects) MN Statute 236B.103 Subd. 13 | \$5.00 |
| Permit Renewal within 6 mos. of expiration (no plan changes, no code changes, new permit number) | 50% of original permit fee |
| Print or Copy charge (large plan sheet) | \$4.00/pg |
| Change of Use with no other permits issued | \$100.00 |
| Pre-Final Inspection (new home or structure) | \$75.00 |
| Temporary Certificate of Occupancy – Escrow (less costs to administer) | \$1,000.00 |
| Refunds: | |
| Refunds for Issued Permits: | |
| NOTE: The permit applicant is responsible to pay the Plan Review fee (if the Review has been completed) even if the project is cancelled prior to permit issuance. | |
| Fixed-fee permits | 0% |
| Plan review fee | 0% |
| Permit fee (if work not started) within 6 months of issuance by municipality | 80% |