

City of West Saint Paul Fee Schedule

Presented for Consideration and Final Approval 12/8/2025

<u>Fee</u>	<u>Add'l Description or Fee Basis</u>	<u>2025 Fee</u>	<u>2026 Request</u>	<u>Change vs. 2025</u>	<u>New Background Check Fee</u>	<u>Renewal Background Check Fee</u>
* Indicates a statutorily defined or limited fee						
BUSINESS LICENSE FEES						
Liquor, Wine & Beer:						
Intoxicating Liquor						
Off-Sale (MS 340A.408 Subd 3 (a)(3)) *		380.00	380.00	-	1,400.00	100.00
On-Sale (MS 340A.408 Subd 2 (a)(b))						
Category 1		7,500.00	7,500.00	-	1,400.00	100.00
Category 2 (formerly tavern)		7,500.00	7,500.00	-	1,400.00	100.00
On-Sale Installment Option						
Due December 15		3,750.00	3,750.00	-		
Due June 15 (includes \$25 Admin Fee)		3,775.00	3,775.00	-		
On-Sale Outside Service		225.00	225.00	-	150.00	100.00
Sunday Sale (MS 340A.408) *		200.00	200.00	-	150.00	100.00
On-Sale Temporary - per application		75.00	75.00	-	150.00	-
Wine (MS 340A.408 Subd 2©)		1,500.00	1,500.00	-	1,400.00	100.00
3.2% Malt Liquor						
Off-Sale		128.00	128.00	-	150.00	100.00
On-Sale		500.00	500.00	-	150.00	100.00
On-Sale Outside Service		225.00	225.00	-	150.00	100.00
On-Sale Temporary*	per application	50.00	50.00	-	150.00	-
On-Sale Temporary Outside Service *	per application	50.00	50.00	-	150.00	-
Brewpub/Taproom						
Off-Sale (Growler sale-refillable container)		200.00	200.00	-	150.00	100.00
On-Sale		500.00	500.00	-	150.00	100.00
Cocktail Room		500.00	500.00	-	150.00	100.00
Temporary Off-sale Wine*	per application	50.00	50.00	-	150.00	-
Culinary Class limited On-sale*	per application	50.00	50.00	-	150.00	-
<i>A 10% surcharge may be applied for provisional or conditional liquor, wine or beer licenses</i>						
THC License						
Specialty Intoxicating THC License	Product sales are > than 10 percent of gross revenue or the retail space	2,625.00	2,625.00	-		
Regular Intoxicating THC License	Product sales are 10 percent or less of gross revenue or the retail space	1,415.00	1,415.00	-		
Under Age Sales Violations-THC Sales, Alcohol sales						
Level 1 - Training		0-500.00 fine	0-500.00 fine	-		
Level 2 - Fine and/or Suspension 3-5 days		500.00-1,000.00	500.00-1,000.00	-		
Level 3 - Fine and/or 5-10 day suspension		500.00-1,000.00	500.00-1,000.00	-		
Level 4 Fine and/or 10-60 days suspension		500.00-1,000.00	500.00-1,000.00	-		
Under Age Sales Violations-tobacco						
First Violation						
License Holder		300.00	300.00	-		
Employee		50.00	50.00	-		
Second Violation in 36 months						
License Holder		600.00	600.00	-		
Employee		50.00	50.00	-		

City of West Saint Paul Fee Schedule

Presented for Consideration and Final Approval 12/8/2025

<u>Fee</u>	<u>Add'l Description or Fee Basis</u>	<u>2025 Fee</u>	<u>2026 Request</u>	<u>Change vs. 2025</u>	<u>New Background Check Fee</u>	<u>Renewal Background Check Fee</u>
Third Violation in 36 months						
License Holder		1,000.00	1,000.00	-		
Employee		50.00	50.00	-		
Special Events						
Consumption and Display Permit (Annual)		300.00	300.00	-	150.00	100.00
Consumption and Display Permit (One-Day)		30.00	30.00	-	150.00	-
Live Entertainment		375.00	375.00	-	150.00	100.00
<i>^ events requiring staff to revisit site</i>						
Amusement & Amusement Devices:						
Carnival - per week		2,800.00	2,800.00	-	150.00	100.00
Gambling (MS 349.213)						
Gambling - annual license *		NA	NA	-	150.00	100.00
Gambling - one day license *		NA	NA	-	30.00	25.00
Commercial & Service Activities:						
Adult Use (Sexually-Oriented Business)		7,300.00	7,300.00	-	1,400.00	100.00
Laundry						
Self-Service up to 10 machines		105.00	105.00	-		
each additional machine		5.00	5.00	-		
Massage Therapy						
Business		100.00	100.00	-	150.00	100.00
Personal		100.00	100.00	-	150.00	100.00
Pawnbroker		7,100.00	7,100.00	-	1,400.00	100.00
Pawn Transaction Fees						
Modem Transmissions		2.00	2.00	-		
Manual Transmissions		5.00	5.00	-		
Peddlers, Solicitors and Transient Merchants						
License		100.00	100.00	-	150.00	100.00
Registration		95.00	95.00	-		
Photo ID Badge		20.00	20.00	-		
Precious Metals Dealer		1,900.00	1,900.00	-	150.00	100.00
Rubbish Hauler (commercial and residential)		650.00	650.00	-		
Truck-Fee		50.00	50.00	-		
Second Hand Dealer		300.00	300.00	-		
Tattoo/Body Art - Business		425.00	425.00	-	150.00	100.00
Firework Sales						
Permit (MS624.20-624.25) *		25.00	25.00	-		
Inspection Fee (goes to SMFD)		75.00	75.00	-		
Tobacco		525.00	525.00	-	1,400.00	100.00
Building, Construction, Mechanical and Related Trades:						
Motor Vehicle Related Business:						
Motor Vehicle Sales and Rentals		100.00	100.00	-		
Motor Vehicle Related Business		100.00	100.00	-		
New & Used Motor Vehicle Dealer/Broker		200.00	200.00	-		
Residential Rental License						
Residential Rental Dwellings –per Unit > 4						
Category A: 1-3 Unit Buildings						
Base Fee		35.00	90.00	55.00	100.00	
Per Unit		8.00	35.00	27.00	NA	
Category A: 4+ Unit Buildings						

City of West Saint Paul Fee Schedule

Presented for Consideration and Final Approval 12/8/2025

<u>Fee</u>	<u>Add'l Description or Fee Basis</u>	<u>2025 Fee</u>	<u>2026 Request</u>	<u>Change vs. 2025</u>	<u>New Background Check Fee</u>	<u>Renewal Background Check Fee</u>
Base Fee		35.00	150.00	115.00	100.00	
Per Unit		8.00	10.00	2.00	NA	
Category B: 1-3 Unit Buildings						
Base Fee		40.00	100.00	60.00	100.00	
Per Unit		10.00	50.00	40.00	NA	
Category B: 4+ Unit Buildings						
Base Fee		40.00	180.00	140.00	100.00	
Per Unit		10.00	25.00	15.00	NA	
Category C: 1-3 Unit Buildings						
Base Fee		50.00	110.00	60.00	100.00	
Per Unit		15.00	70.00	55.00	NA	
Category C: 4+ Unit Buildings						
Base Fee		50.00	40.00	(10.00)	100.00	
Per Unit		15.00		(15.00)	NA	
Provisional License Fee						
1-3 Unit Building			500.00			
4+ Unit Building			1,500.00			
Late Payment of Application Fee	50% of Application Fee		50% of Application Fee	-		
Rental Housing Inspection						
Base Fee		150.00	150.00	-		
Per Unit		20.00	25.00	5.00		
Re-inspection: Base Fee		50.00	50.00	-		
Re-inspection: Per Unit			75.00			
No Show Fee		50.00	25.00	(25.00)		
Other Businesses:						
Courtesy Benches - each		35.00	35.00	-		
NON-BUSINESS LICENSE FEES						
Animals:						
Cats-Life Time NO REFUNDS		30.00	30.00	-		
Spayed or Neutered		25.00	25.00	-		
Duplicate License		5.00	5.00	-		
Dogs-Life Time NO REFUNDS		30.00	30.00	-		
Spayed or Neutered		25.00	25.00	-		
Duplicate License		5.00	5.00	-		
Potentially Dangerous Animal		210.00	210.00	-		
Dangerous Animal (including warning symbol and tag)		420.00	420.00	-		
Exotic Animal Permit		200.00	200.00	-		
Special Permit - Exceeding Number of Animals Allowed		200.00	200.00	-		
Renewal of Special Permit-Exceeding Number of Animals Allowed		100.00	100.00	-		
Animal Impoundment - plus boarding fees (by contract)		25.00	25.00	-		

BUILDING DEPARTMENT PERMITS

Administrative:

Contractor License Verification	when a License or Bond is required by the Department of Labor and Industry	5.00
Contractor Lead Certification Verification		5.00

City of West Saint Paul Fee Schedule

Presented for Consideration and Final Approval 12/8/2025

<u>Fee</u>	<u>Add'l Description or Fee Basis</u>	<u>2025 Fee</u>	<u>2026 Request</u>	<u>Change vs. 2025</u>	<u>New Background Check Fee</u>	<u>Renewal Background Check Fee</u>
Reopen Permit Fee	reopen a recently expired permit		50.00			
Investigative Fee			up to double the permit fee			
Plan Review Fees:						
Electrical Plan Review	if applicable		35% of permit fee			
Building Plan Review - Valuation			65% of permit fee			
Building Plan Review - Minimum			50.00			
Commercial Plumbing Plan Review Fee:						
Valuation 0-1,500			135.00			
Valuation 1,501-2,500			135.00 for first 1,500 + (28.00 per 500.00 or fraction thereof to and including 2,500)			
Valuation 2,501-5,000			191.00 for first 2,500 + (25.00 per 500.00 or fraction thereof to and including 5,000)			
Valuation 5,001-25,000			316.00 for first 5,000+ (33.00 per 1,000.00 or fraction thereof to and including 25,000)			
Valuation 25,001-50,000			976.00 for first 25,000+ (31.00 per 1,000.00 or fraction thereof to and including 50,000)			
Valuation 50,001-500,000			1,751.00 for first 50,000 + (23.00 per 10,000.00 or fraction thereof to and including 100,000)			
Valuation 500,001-3,000,000			2,786.00 500,000 + (41.00 per 100,000.00 or fraction thereof to and including 3,000,000)			
Valuation 3,000,001 and over			3,811.00 for first 3,000,000 + (33.00 per 3,000,000.00 or fraction thereof)			
State Surcharge						
State Surcharge - Value Based Building Permits:						
Valuation of 1,000,000 or less -			Valuation * 0.0005	-		
Valuation of 1,000,001 to 2,000,000 -			500.00 + (value between 1,000,000 and 2,000,000 * 0.0004)	-		
Valuation 2,000,001 to 3,000,000 -			900.00 + (value between 2,000,000 and 3,000,000 * 0.0003)	-		
Valuation of 3,000,001 to 4,000,000 -			1,200.00 + (value between 3,000,000 and 4,000,000 * 0.0002)	-		
Valuation of 4,000,001 to 5,000,000 -			1,400.00 + (value between 4,000,000 and 5,000,000 * 0.0001)	-		
Valuation greater than 5,000,000 -			1,500.00 + (value exceeding 5,000,000 * 0.00005)	-		

City of West Saint Paul Fee Schedule

Presented for Consideration and Final Approval 12/8/2025

<u>Fee</u>	<u>Add'l Description or Fee Basis</u>	<u>2025 Fee</u>	<u>2026 Request</u>	<u>Change vs. 2025</u>	<u>New Background Check Fee</u>	<u>Renewal Background Check Fee</u>
State Surcharge - Fixed Fee Permits:						
State Surcharge Fixed Fee Permits				1.00		
State Surcharge - Commercial Mechanical/Plumbing Permits			Project Value x 0.0005			
State Surcharge - Value Based Electrical Permits			Project Value x 0.0005	-		
Building Permits						
Building Permits: Valuation			For all Building Permits the City follows the MN Statute 326B.153 Building Permit Fee Schedule			
Residential Contractor License Verification		5.00	5.00	-		
Contractor Lead Certification Verification		5.00	5.00	-		
Cell Tower Antenna			200.00			
Commercial Parking Lot			500.00			
Pool: Above Ground (over 5000 gallons)			100.00			
Pool: Inground			100.00			
Residential Drain Tile			200.00			
Residential Door Replacement			145.00			
Residential Minor Remodel			200.00			
Residential New/Expand Door			195.00			
Residential New/Expand Window			195.00			
Residential Roofing Replacement		145.00	145.00	-		
Residential Window		145.00	145.00	-		
Residential Siding Replacement		145.00	145.00	-		
Solar PV System Permit						
0 watts to and including 5,000 watts		90.00	90.00	-		
5,001 watts to and including 10,000 watts		150.00	150.00	-		
10,001 watts to and including 20,000 watts		225.00	225.00	-		
20,001 watts to and including 30,000		300.00	300.00	-		
30,001 watts to and including 40,000 watts		375.00	375.00	-		
40,001 watts to and including 1,000,000. \$25.00 for each additional 10,000 watts over 40,000 watts		375.00	375.00	-		
1,000,001 watts to 5,000,000 watts and \$15.00 for each additional 10,000 watts over 1,000,000 watts		3,975.00	3,975.00	-		
5,000,001 watts and larger and \$10.00 for each additional 10,000 watts over 5,000,001 watts		12,975.00	12,975.00	-		
State Surcharge - Value Based Permits:						
Valuation of 1,000,000 or less -		Valuation*.005 or (.50*1,000)		-		
Valuation of 1,000,001 to 2,000,000 -		500.00+.004*(value-1,000,000.00)		-		
Valuation 2,000,001 to 3,000,000 -		900.00+.003*(value-2,000,000.00)		-		
Valuation of 3,000,001 to 4,000,000 -		1,200.00+.002*(value-3,000,000.00)		-		
Valuation of 4,000,001 to 5,000,000 -		1,400.00+.001*(value-4,000,000.00)		-		
Valuation greater than 5,000,000 -		1,500.00+.0005*(value-5,000,000.00)		-		

City of West Saint Paul Fee Schedule

Presented for Consideration and Final Approval 12/8/2025

<u>Fee</u>	<u>Add'l Description or Fee Basis</u>	<u>2025 Fee</u>	<u>2026 Request</u>	<u>Change vs. 2025</u>	<u>New Background Check Fee</u>	<u>Renewal Background Check Fee</u>
State Surcharge - Fixed Fee Permits:						
Permit fee less than 10,000		1.00	1.00	-		
Permit fee more than 10,000		Fee*.0005	Fee*.0005	-		
Plumbing Permits:						
Commercial Plumbing Permit Fee		min 100.00 Or 1.5% of value	min 100.00 Or 1.5% of value			
Residential Plumbing Permit Fee		10.00	For existing buildings there will be a base fee of \$100.00 · this includes one fixture. Each additional fixture will add \$10.00. Max \$300.00			
Residential Plumbing Permit Fee						
New Single Family Dwelling Plumbing Permit Fee		300.00 + state surcharge of 5.00	300.00	-		
Minnesota State Surcharge As Required		5.00	5.00	-		
Mechanical Permits:						
Commercial Mechanical Permit Fee		min 100.00 Or 1.5% of value	min 100.00 Or 1.5% of value			
Residential Mechanical Permit Fee			For existing buildings there will be a base fee of \$100.00 · this includes one fixture. Each additional fixture will add \$10.00. Max \$300.00			
Residential Mechanical Permit Fee						
New Single Family Dwelling Mechanical Permit Fee		300.00	300.00	-		
Electrical Permits:						
Permit Fee Minimum per Inspection		70.00	75.00	5.00		
1-2 Family Dwellings or Townhouses						
New Dwelling Unit (per unit)	If a unit has more than one Panel it		225.00	225.00		
Replace Panel Board (reconnect existing feeder/circuits)			100.00	100.00		
No new wiring run, use existing. Mechanical/Plumbing fixture replacement			75.00	75.00		
New wiring run (2 inspections)			150.00	150.00		
Commercial/Industrial/Apartment Homes (new or remodel)						
Commercial/Industrial/Apartment Homes (new or remodel) Permit Fee			Project Value x 2.5% (0.025)			
Service/Power Supply (for Solar PV Systems)						
0-400 amp			70.00 each			
401-800 amp			140.00 each			
Over 800 amp			200.00 each			
(over 250 volts) 0-400 amp			140.00 each			
(over 250 volts) 401-800 amp			280.00 each			
(over 250 volts) over 800 amp			400.00 each			
Electrical Solar PV System Worksheet						
0 watts to and including 5,000 watts			90.00	90.00		
5,001 watts to and including 10,000 watts			150.00	150.00		
10,001 watts to and including 20,000 watts			225.00	225.00		
20,001 watts to and including 30,000			300.00	300.00		
30,001 watts to and including 40,000 watts			375.00	375.00		

City of West Saint Paul Fee Schedule

Presented for Consideration and Final Approval 12/8/2025

<u>Fee</u>	<u>Add'l Description or Fee Basis</u>	<u>2025 Fee</u>	<u>2026 Request</u>	<u>Change vs. 2025</u>	<u>New Background Check Fee</u>	<u>Renewal Background Check Fee</u>
40,001 watts to and including 1,000,000			375.00 + 25.00/each			
1,000,001 watts to 5,000,000 watts			3,975.00 + 15.00/each			
5,000,001 watts and larger			12,975.00 + 10.00/each additional 10,000 watts over 5,000,001 watts	-		

Zoning Permits

Temporary Signs			25.00			
Accessory Structure under 200sqft			100.00			
Driveway Replacement - As Is			100.00			
Driveway - New or Expand			100.00			
Fence			100.00			
Hot Tub/Sauna			100.00			
Platform or Deck not covered under Building Code			100.00			
Pool: Above Ground under 5000 gallons			100.00			

Environmental Compliance

Erosion Control Compliance Permit: Single-Family Residential - All construction requiring ground disturbance activity for multi-family residential, commercial, and industrial		\$3,000/acre (\$3,000 min)	\$3,000/acre (\$3,000 min)			
Erosion Control Compliance Permit: Multi-Family Res, Commercial, Industrial - All construction requiring ground disturbance activity for single family residential		1200 each	1200 each			
Escrow: Erosion Control Compliance Res 1-2 Family		1,000.00	1,000.00	-		
Escrow: Erosion Control Compliance – Multi-Family/Comm/Industrial		3,000.00/ Per Acre	3,000.00/ Per Acre	-		

PLANNING APPLICATION AND DEVELOPMENT FEES

Rezoning

Fee		350.00	350.00	-		
Escrow Deposit		1,000.00	1,000.00	-		

Variance

Residential - Fee		200.00	200.00	-		
Residential - Escrow Deposit	Single variance	500.00	500.00	-		
Residential - Escrow Deposit	Multiple variance	600.00	600.00	-		
Commercial - Fee		300.00	300.00	-		
Commercial - Escrow Deposit	Single variance	800.00	800.00	-		
Commercial - Escrow Deposit	Multiple variance	1,000.00	1,000.00	-		

Interim Use Permit

Fee		300.00	300.00	-		
Escrow Deposit						

Conditional Use Permit

Residential - Fee		300.00	300.00	-		
Residential - Escrow Deposit		500.00	500.00	-		
Commercial - Fee		300.00	300.00	-		
Commercial - Escrow Deposit		1,000.00	1,000.00	-		
Preliminary/Final Plat - Fee	1-2 Lots	300.00	300.00	-		
Preliminary/Final Plat - Fee	3+ Lots	500.00	500.00	-		
Preliminary/Final Plat - Escrow Deposit	1-2 Lots	1,000.00	1,000.00	-		
Preliminary/Final Plat - Escrow Deposit	3+ Lots	2,500.00	2,500.00	-		
Special Meetings of the Planning Commission		275.00	275.00	-		

City of West Saint Paul Fee Schedule

Presented for Consideration and Final Approval 12/8/2025

<u>Fee</u>	<u>Add'l Description or Fee Basis</u>	<u>2025 Fee</u>	<u>2026 Request</u>	<u>Change vs. 2025</u>	<u>New Background Check Fee</u>	<u>Renewal Background Check Fee</u>
Special Meetings						
Site Plan - Fee		300.00	300.00	-		
Site Plan - Escrow Deposit		1,500.00	1,500.00	-		
Planned Development - Fee		500.00	500.00	-		
Planned Development - Escrow		2,000.00	2,000.00	-		
Comp Plan Amendment - Fee		500.00	500.00	-		
Comp Plan Amendment - Escrow		1,500.00	1,500.00	-		
Zoning Letter						
Standard		100.00	100.00	-		
Detailed		200.00	200.00	-		

PARKS & RECREATION FEES

Park fees are based on a reserved or exclusive basis

Park Dedication Fees:

Commercial, per acre	Per acre	12,500.00	12,500.00	-		
Industrial, per acre	Per acre	12,500.00	12,500.00	-		
Residential - lesser of 8% of market value or:						
R1	Per unit	3,000.00	3,000.00	-		
R2	Per unit	2,500.00	2,500.00	-		
R3	Per unit	2,250.00	2,250.00	-		
R4	Per unit	2,250.00	2,250.00	-		
Mixed use	Per unit	2,250.00	2,250.00	-		
PUD	Amount based on actual usage	TBD	TBD	-		

Regional Athletic Center (Sports Dome):

Note: All weekday day-time, Saturday late night, and Sunday morning rentals are considered Non-Prime

Added for clarity

Fields: November - April

Field 1	Prime Time (M-F: 5pm-10pm, Sat: 7am-10pm, Sun: noon-10pm) per hour	180.00	190.00	10.00		
Field 2	Prime Time (M-F: 5pm-10pm, Sat: 7am-10pm, Sun: noon-10pm) per hour	180.00	190.00	10.00		
Field 3	Prime Time (M-F: 5pm-10pm, Sat: 7am-10pm, Sun: noon-10pm) per hour	155.00	165.00	10.00		
Late Night	After 10 pm, any day, any field, per hour	100.00	110.00	10.00		
Damage Deposit - Short Term	Per rental	100.00	100.00	-		
Damage Deposit - Season	Per rental block or season	n/a	250.00			

Fields: May - October

Fields 1 and 2 together	Prime Time (M-F: 5pm-10pm, Sat: 7am-10pm, Sun: noon-10pm) per hour	77.00	155.00	78.00	Increase from \$85 to \$155	
Field 3	Prime Time (M-F: 5pm-10pm, Sat: 7am-10pm, Sun: noon-10pm) per hour	26.00	55.00	29.00	Increase from \$30 to \$55	
Any field	Day (M-F, 7am -5pm)		45.00	45.00		
Full Dome Rental			200.00			New
Damage Deposit - Short Term	Per rental	100.00	100.00	-		

City of West Saint Paul Fee Schedule

Presented for Consideration and Final Approval 12/8/2025

<u>Fee</u>	<u>Add'l Description or Fee Basis</u>	<u>2025 Fee</u>	<u>2026 Request</u>	<u>Change vs. 2025</u>	<u>New Background Check Fee</u>	<u>Renewal Background Check Fee</u>
Damage Deposit - Season		n/a	250.00			
Other Fees						
Batting Cages (1 batting cage is included with field rates above)	Per hour	30.00	35.00	5.00		
Open Dome	per day	5.00	5.00	-		
Walking	per day	-	-	-		
Concessions	per month	250.00	250.00	-		
Pool						
Season Pass						
Individual, Resident	Per season	60.00	60.00	-		
Family (up to 5 members) Resident	Per season	200.00	200.00	-		
Each Additional Member, Resident	Per season	25.00	25.00	-		
Individual, Non-Resident	Per season	75.00	80.00	5.00		
Family (up to 5 members) Non-Resident	Per season	250.00	275.00	25.00		
Each Additional Member, Non-Resident	Per season	35.00	40.00	5.00		
Daily Pass						
Individual - daily pass, lap swim, or water class	Per day	6.00	6.00	-		
Individual Evening (2 hours before closing)	Per day	n/a	4.50			
Youth Group Reservation	Per person per day	4.00	4.50	0.50		
Water Class						
One Class		6.00	6.00	-		
Pack of 10 Classes		40.00	40.00			
Party Rentals						
Resident	2-hour window, up to 50 people	250.00	250.00			
Non-Resident	2-hour window, up to 50 people		300.00			
Add'l Lifeguard	Required for parties over 50 people, one lifeguard per 25 people	25.00	50.00			
Damage Deposit	Per rental	n/a	100.00			
Ice Arena						
Ice Arena Prime (Oct-Feb May)	Per hour	210.00	215.00	5.00		Clarification on prime vs non-prime time periods
Ice Arena Non-Prime (Mar June-Sept and all weekday daytime)	Per hour	145.00	150.00	5.00		
Damage Deposit: Short Term	Per rental	100.00	100.00	-		
Damage Deposit: Season	Per rental block or season		250.00			
Multi Purpose						
Two Hours - Resident	Per 2-hour block	20.00	20.00	-		
Two Hours - Non-Resident	Per 2-hour block	30.00	30.00	-		
Damage Deposit	Per rental	100.00	100.00	-		
Dryland - Only available with ice rental						
Winter (Sept 15-May 15)						
Prime (M-Th: 4-9 p.m., F 4-10 p.m., Weekend/school holiday: 7 a.m.-10 p.m.)						
1-45 hours	Per hour	75.00	75.00	-		
46-100 hours	Per hour	50.00	50.00	-		
101-249 hours	Per hour	30.00	30.00	-		
Over 250	Per season	5,000.00	5,000.00	-		
Non-Prime	Per hour	30.00	30.00	-		
Summer (May 16-Sept 14)						

City of West Saint Paul Fee Schedule

Presented for Consideration and Final Approval 12/8/2025

<u>Fee</u>	<u>Add'l Description or Fee Basis</u>	<u>2025 Fee</u>	<u>2026 Request</u>	<u>Change vs. 2025</u>	<u>New Background Check Fee</u>	<u>Renewal Background Check Fee</u>
Prime (M-Sun: 7 a.m.-10 p.m.)						
1-45 hours	Per hour	75.00	75.00	-		
46-100 hours	Per hour	50.00	50.00	-		
101-249 hours	Per hour	25.00	25.00	-		
Over 250	Per season	4,000.00	4,000.00	-		
Damage Deposit - Short Term	Per rental	100.00	100.00	-		
Damage Deposit - Season	Per rental block or season	n/a	250.00			
Other Fees						
Open Skate	Per person	5.00	5.00	-		
Open Hockey	Per person	7.00	5.00	(2.00)		
Skate sharpening	per sharpening	3.00	5.00	2.00		
Concessions	per month	250.00	250.00	-		
Baseball/Softball Fields						
Premier Fields-Harmon, Sports Complex						
Seasonal Play						
Baseball/Softball, Youth	per player, per season	n/a	n/a			
Field, Youth/Elementary	per field per hour*	\$10.00	\$7.00	(3.00)		
Field, Middle School	per field per hour*	\$10.00	\$11.00	1.00		
Field, High School and Adult	per field per hour*	\$13.33	\$13.00	(0.33)		
Damage Deposit: Short-term	per rental block	250.00	100.00	(150.00)		
Damage Deposit: Season	per rental block or season	250.00	250.00	-		
Athletic Special Events (Tournaments, Short-term Events)						
Youth Tournament						
1st Field	per field, per 12-hour day		75.00			
2nd Field	per field, per 12-hour day		100.00			
3rd Field	per field, per 12-hour day		125.00			
4th Field	per field, per 12-hour day		150.00			
5th Field/Pelano Field	per field, per 12-hour day		200.00			
Additional Time	per hour, any field		25.00			
Adult/High School Tournament						
1st Field	per field, per 12-hour day		175.00			
2nd Field	per field, per 12-hour day		200.00			
3rd Field	per field, per 12-hour day		225.00			
4th Field	per field, per 12-hour day		250.00			
5th Field/Pelano Field	per field, per 12-hour day		300.00			
Additional Time	per hour, any field		50.00			
Cancellation 15-30 Days Before		50% Refund	50% Refund			
Cancellation Less than 14 Days Before		No Refund	No Refund			
Athletic Special Events Damage Deposit	Per rental	250.00	250.00	-		
Neighborhood Fields-Haskell, Southview						
Field	Per field per hour	8.33	5.00	(3.33)		
Damage Deposit	Per rental	100.00	50.00	(50.00)		
Soccer/Football Fields						
Premier Fields-Sports Complex						
Seasonal						
Youth	per field per hour*	13.33	10.00	(3.33)		
Adult/High School	per field per hour*	25.00	20.00	(5.00)		

City of West Saint Paul Fee Schedule

Presented for Consideration and Final Approval 12/8/2025

<u>Fee</u>	<u>Add'l Description or Fee Basis</u>	<u>2025 Fee</u>	<u>2026 Request</u>	<u>Change vs. 2025</u>	<u>New Background Check Fee</u>	<u>Renewal Background Check Fee</u>
Damage Deposit: Short Term	Per rental	100.00	100.00	-		
Damage Deposit: Season	Per rental block or season		250.00			
Athletic Special Events (Tournaments, Short-term Events)						
Weekday (Mon-Thurs)						
Youth	Per field per day	100.00	100.00	-		
Adult	Per field per day	125.00	150.00	25.00		
Weekend (Fri-Sun, holidays)						
Youth	Per field per day	125.00	125.00	-		
Adult	Per field per day	125.00	175.00	50.00		
Cancellation 15-30 Days Before		50% Refund	50% Refund			
Cancellation Less than 14 Days Before		No Refund	No Refund			
Athletic Special Events Damage Deposit	Per rental	250.00	250.00	-		
Neighborhood Fields-Haskell						
All rentals	per field per hour	25.00	25.00	-		
Other Fields Damage Deposit	per rental	100.00	100.00	-		
Courts, Rinks, & Other Athletic Facilities						
Basketball	Per court per hour	5.00	5.00	-		
Tennis/Pickleball	Per court per hour	5.00	5.00	-		
Ice Rink, cement	Per rink per hour	15.00	15.00	-		
Ice Rink, grass	Per rink per hour	10.00	10.00	-		
Ice Rink Warming House Attendant	Per hour	25.00	25.00	-		
Disc Golf	Tournaments, per 9-holes per day	50.00	50.00	-		
Park Amenities and Athletic Special Event Fees						
Amenities						
Park GreenSpace	per hour	n/a	25.00			
Lights - Limited use	Per field per hour	35.00	10.00	(25.00)		
Lights - Seasonal	per season with agreement		200.00			
Fields Chalking - baseball/softball	Per field	25.00	25.00	-		
Fields Lining - football	Per field	200.00	200.00	-		
Fields Lining - soccer	Per field	100.00	100.00	-		
Portable Bathroom	per restroom	75.00	125.00	50.00		
Portable Bathroom, Additional Servicing	per service		75.00			
Additional Picnic Table	per day	n/a	50.00			
Additional Staffing						
Attendant	Per hour	25.00	25.00	-		
Traffic Control	per off-duty officer, per hour	staff costs	staff costs			
Waste Collection						
Additional waste collection	Per additional	50.00	50.00	-		
Additional 8-year dumpster	Per additional	175.00	400.00	225.00		
Additional waste bin	Per additional	15.00	15.00	-		
Concessions						
Sports Complex	per month					
Sports Complex	per day		50.00			
Harmon	per month					
Harmon	per day		50.00			

Pavilions

City of West Saint Paul Fee Schedule

Presented for Consideration and Final Approval 12/8/2025

<u>Fee</u>	<u>Add'l Description or Fee Basis</u>	<u>2025 Fee</u>	<u>2026 Request</u>	<u>Change vs. 2025</u>	<u>New Background Check Fee</u>	<u>Renewal Background Check Fee</u>
Sports Complex Pavilion						
Weekday Resident	Per day	150.00	175.00	25.00		
Weekday Non-Resident	Per day	175.00	225.00	50.00		
Weekend Resident	Per day	175.00	200.00	25.00		
Weekend Non-Resident	Per day	200.00	250.00	50.00		
Damage Deposit	Per rental	150.00	125.00	(25.00)		
Marthaler Pavilion						
Weekday Resident	Per day	125.00	125.00	-		
Weekday Non-Resident	Per day	150.00	175.00	25.00		
Weekend Resident	Per day	150.00	150.00	-		
Weekend Non-Resident	Per day	175.00	200.00	25.00		
Damage deposit	Per rental	125.00	\$125.00	-		
Picnic Shelters						
Garlough Shelter and Sports Complex Parking Lot Combined Shelters						
Resident	Per day	80.00	90.00	10.00		
Non-Resident	Per day	100.00	115.00	15.00		
Damage Deposit	Per rental	80.00	\$100.00	20.00		
Oakdale, Southview & Sports Complex Playground Shelters						
Resident	Per day	50.00	55.00	5.00		
Non-Resident	Per day	60.00	70.00	10.00		
Damage deposit	Per rental	50.00	\$75.00	25.00		
Indoor Facilities						
Harmon Park Neighborhood Center						
Weekday Resident	Per hour	55.00	55.00	-		
Weekday Non-Resident	Per hour	75.00	80.00	5.00		
Weekday Nonprofit	per hour	n/a	55.00			
Weekend Resident	Per hour	60.00	60.00	-		
Weekend Non-Resident	Per hour	85.00	90.00	5.00		
Weekend Nonprofit	per hour	n/a	60.00			
Damage Deposit	Per rental	125.00	125.00	-		
Alcohol Add on fee	Per rental	125.00	125.00	-		
Thompson Park Activity Center						
Weekday Resident	Per hour	55.00	55.00	-		
Weekday Non-Resident	Per hour	75.00	80.00	5.00		
Weekday Nonprofit	per hour	n/a	55.00			
Weekend Resident	Per hour	60.00	60.00	-		
Weekend Non-Resident	Per hour	85.00	90.00	5.00		
Weekend Nonprofit	per hour	n/a	60.00			
Damage Deposit	Per rental	125.00	125.00	-		
Alcohol Add on fee	Per rental	125.00	125.00	-		
NOTE: Park pavilion and shelter fees are waived for bonafide military service organizations and may be waived for other non-profit organizations at the City Manager's discretion.						
Tributes and Memorials						
Bench	per bench	n/a	1,500.00			
Picnic Table	per picnic table	n/a	2,000.00			

City of West Saint Paul Fee Schedule

Presented for Consideration and Final Approval 12/8/2025

<u>Fee</u>	<u>Add'l Description or Fee Basis</u>	<u>2025 Fee</u>	<u>2026 Request</u>	<u>Change vs. 2025</u>	<u>New Background Check Fee</u>	<u>Renewal Background Check Fee</u>
Tree	per tree	n/a	750.00			
Bike Rack	per bike rack	n/a	500.00			
Planter Box	per planter box	n/a	750.00			
Park Kiosk	per kiosk	n/a	3,500.00			
Interpretive Sign	per sign	n/a	2,000.00			

PUBLIC WORKS FEES

Cell Antenna Escrow		12,000.00	12,000.00	-		
Right-of-way permits:						
General Work in Right-of-Way	Up to 500ft. Plus .20ft 501+ ft.	200 + .40ft	200 + .40ft			
Right-of-Way Obstruction		55.00	55.00	-		
Delay Penalty for ROW Permit/per day fee		50.00	50.00	-		
Sewer Permits:						
Single Family Homes	2 Units or Less	175.00 + 1.00 State Surcharge	175.00 + 1.00 State Surcharge	-		
Multi-Family, Industrial, Commercial	3 or more units	1% of project cost or \$176 minimum	1% of project cost or \$176 minimum	-		
Sewer Connection Charge						
Residential	Single and Multi Family	250.00 per Unit	250.00 per Unit	-		
Commercial & Industrial		250.00 per 1,000 sq. ft.	250.00 per 1,000 sq. ft.	-		
Escrow: Grading/Stormwater Design Review						
New development Escrow for third party consultant fees		5,000.00	5,000.00	-		
Escrow: Grading/Stormwater Compliance						
New development Escrow for third party consultant fees			5,000.00	5,000.00		
Vacation of Property						
All costs to process the vacation of a property		Actual Costs	Actual Costs	-		
Traffic Control Signs:						
Street or Traffic Signs Requested		Actual Costs	\$355.00			
Permit Parking signs/per sign		200.00	200.00	-		
Permit Parking stickers	1st sticker no charge	15.00	15.00	-		
1 day sticker-limit of 15 stickers per request	Each	1.00	1.00	-		

POLICE DEPARTMENT FEES

Reports, Media on CD or Flash Drive		10.00	10.00	-		
Clearance Letter		12.00	12.00	-		
Drug Lab Clean-up		Actual Cost of Clean up + 10% Admin fee	Actual Cost of Clean up + 10% Admin fee	-		
Public Crash Data for commercial requestors, annual fee per organization (provides weekly reports to each requestor)		75.00	75.00	-		
Reports - per 8-1/2 x 11 page (MS 13.03 Subd 3-c)		0.25	0.25	-		
General Police Services:						
1 officer plus vehicle	Per hour	150.00	150.00	-		

City of West Saint Paul Fee Schedule

Presented for Consideration and Final Approval 12/8/2025

<u>Fee</u>	<u>Add'l Description or Fee Basis</u>	<u>2025 Fee</u>	<u>2026 Request</u>	<u>Change vs. 2025</u>	<u>New Background Check Fee</u>	<u>Renewal Background Check Fee</u>
False Alarms						
0-3 Alarms per year		Free each year	Free each year	-		
4-6 Alarms per year		130.00	130.00	-		
7-10 Alarms per year		190.00	190.00	-		
More than 10 Alarms per year		300.00	300.00	-		
Fingerprinting	Residents only	17.00	17.00	-		
Abandoned Property Storage						
On-site (per item)	Per item	7.50	7.50	-		
Off-site (per item)	Per item	Actual Cost + 25.00	Actual Cost + 25.00	-		
Firearm Storage Fee						
In take of Firearm		50.00	50.00	-		
Removal of Firearm		50.00	50.00	-		
Storage Fee	Daily	0.50	0.50	-		

PUBLICATIONS AND OTHER SERVICES

Abatement Fee		20% of actual cost	20% of actual cost	-		
Admin Fee		21.00	21.00	-		
Annual Budget Book		93.00	93.00	-		
Annual Financial Statements		93.00	93.00	-		
City Code Book		220.00	220.00	-		
Copies per 8-1/2 x 11 copy (MS 13.03 Subd 3-c)		0.25	0.25	-		
Filing Fee *Per City Charter		20.00	20.00	-		
Non-Sufficient Funds (NSF) per State Statue	Per item	30.00	30.00	-		
Notary Fee (when not performed with other fee-based service)		1.00	1.00	-		
Precinct Map		1.00	1.00	-		
Property Assessment Search		20.00	20.00	-		
Zoning Book		155.00	155.00	-		
Other Staff Costs besides Police Officer		2 X the salary rate	2 X the salary rate	-		

UTILITY RATES-SEWER

Base Rate	Per the 10 year plan	38.17	38.17	-		
Volume Rates per 748 gallons of water						
Residential	Per CEF-Winter Qtr. Use	7.00	7.00	-		
All Other	Per CEF	8.11	8.11	-		
City SAC admin fee	Per SAC Unit	50.00	50.00	-		

UTILITY RATES-STORMWATER

Flat Rates						
Residential	Per quarter	16.28	16.28	-		
All Other	Per month-per REF	8.11	8.11	-		

ADMINISTRATIVE CITATIONS

Building Code - All violations except otherwise noted		200.00	200.00	-		
Building Code - All violations involving hazardous conditions		500.00	500.00	-		
Public Health - All violations except otherwise noted		200.00	200.00	-		
Public Health - All violations involving hazardous conditions		500.00	500.00	-		

City of West Saint Paul Fee Schedule

Presented for Consideration and Final Approval 12/8/2025

<u>Fee</u>	<u>Add'l Description or Fee Basis</u>	<u>2025 Fee</u>	<u>2026 Request</u>	<u>Change vs. 2025</u>	<u>New Background Check Fee</u>	<u>Renewal Background Check Fee</u>
Gift Card Sales Violations		250.00	250.00	-		
All animal violations except otherwise noted		100.00	100.00	-		
All animal license violations		55.00	55.00	-		
All violations of the Dangerous Dog regulations		500.00	500.00	-		
All violations involving business licenses, except rental		500.00	500.00	-		
All parking violations		20.00	20.00	-		
All misdemeanor violations, except as otherwise stated		200.00	200.00	-		
Except as otherwise stated herein, all violations of the City Code or Zoning Ordinance		200.00	200.00	-		
Repeat violations within 12 months						
Rental license violations						
First Violation		500.00	500.00	-		
Second Violation within 12 months		1,000.00	1,000.00	-		
Third Violation and subsequent violations within 12 months		2,000.00	2,000.00	-		

REPEAT NUISANCE SERVICE CALLS

1-2 nuisance service call(s) within 12 months	no charge	no charge	
3rd nuisance service call within 12 months	200.00	200.00	-
4th nuisance service call within 12 months	400.00	400.00	-
5th nuisance service call within 12 months	800.00	800.00	-
6th nuisance service call within 12 months	1,600.00	1,600.00	-
7th nuisance service call within 12 months and all subsequent nuisance service calls within 12 months	2,000.00	2,000.00	-

Unless otherwise required by the Code, a late fee of 1.5% shall be applied to all invoices that are not paid in a timely manner.