

## SECTION 815 PERMIT PROCEDURE

### 815.01 PERMITS REQUIRED.

It is unlawful to engage in any trade, business, profession, activity or privilege in the City for which a permit is required by any provision of this Code without first obtaining a permit from the City in the manner provided in this Section.

### 815.03 APPLICATION FOR PERMIT.

Application for a permit is made to the City Clerk on forms furnished by the City. The application shall contain information as to location, nature, extent and costs of the proposed structure, work, installation, or other purposes, and other information which the Building Inspector or other duly authorized persons may require under this Code. The application shall contain a declaration that the facts and representations therein made are true and correct, which statement shall be subscribed to by the person or persons, or officers or agents of a corporation, applying for said permit.

### 815.05 GRANTING OF PERMITS.

Upon payment to the City by the applicant of the required fee for any permits, and upon the approval of the appropriate inspector, the permit shall be issued, except where Council approval is required, in which case the Building Inspector is authorized to issue such permit after approval is granted by the Council.

### 815.07 PAYMENT OF FEES.

Subd. 1. Payment. The permit fee and other fees and charges set forth in this Code shall be collected by the City before the issuance of any permits, the City Clerk, Building Inspector, or other persons duly authorized to issue such permit for which the payment of a fee is required under the provisions of this Code may not issue a permit until such fee shall have been paid.

Subd. 2. Double Fees. If a person begins work of any kind for which a permit from the City is required, without having secured the necessary permits therefore, either previous to or on the date of commencement of such work, he/she shall, when subsequently securing such permit, pay double the fee provided for such permit, and is subject to the penalty provisions of this Code.

Subd. 3. Refund Policy. Whenever the owner of a permit or his representative makes a written request, within but no greater than 180 days of permit issuance provided no work authorized by the permit has occurred, the City

is authorized to refund the permit fee, minus an administrative fee equal to 20% of the permit fee up to a maximum of \$100, plus all out-of-pocket expense associated with the issuance of the permit.

815.09 PERMIT FEES.

The fees for the various permits are set for in this Subsection.

<b>TYPE OF PERMIT</b>	<b>SECTION REQUIRING PERMIT</b>	<b>PERMIT FEE</b>
Building-Standard Single Family Dwelling (Owner)	200.03	97 UBC
Building – Moving Permit App.	200.03	\$150.00
Building – Demolition Permit App.	200.03	\$150.00
Building – Mobile Home Permit Application	200.03	\$80.00
Land Excavation	205.01	\$5.00
Water Services	500.13	\$50.00 per service connection – if excavation is commenced without an excavation permit, the fee shall be increased to the sum of \$100.00
SAC (effective 1/1/04)	500.27	\$600.00
WAC (effective 1/1/04)	500.27	\$100.00
Private Sewage Disposal	505.05	\$30.00
Individual Sewage Treatment System 1. <i>Standard system</i> 2. <i>Mound system</i>	505.07 505.07	\$250.00 \$360.00
Building Sewer Permit (Residential)	505.09	\$30.00
Building Sewer Permit (Industrial)	505.09	\$100.00
Street Excavation	600.01	\$50.00
Telecommunications Excavation	602.03	\$50.00
Starting of Fires	720.07	\$5.00
Street Alley Vacation Application		\$150.00

815.11 ADDITIONAL PERMIT FEES.

Fees for the following permits are hereby established.

TYPE OF PERMIT	SECTION REQUIRING PERMIT	PERMIT FEE
<b>ZONING:</b>		
District Classification Change	305.09	\$200.00
Conditional Use Permit <input type="checkbox"/> Residential <input type="checkbox"/> Commercial	305.09	\$200.00 \$250.00
Zoning Compliance Letter	305.09	\$25.00
Planned Unit Development	305.09	\$300.00
Variance <input type="checkbox"/> Residential <input type="checkbox"/> Commercial	305.11	\$100.00 \$150.00
Council Appeal Process	305.11	\$100.00
<b>FLOOD PLAIN:</b>		
Condition Use Permit	325-10.0	\$200.00
Variance	325-10.0	\$100.00
<b>SIGN/SPECIAL SIGN:</b>		
Sign Permit	310.09/312.07	\$50.00
Variance	310.43/312.21	\$150.00
<b>SUBDIVISION:</b>		
Preliminary Plat	300.11	\$500.00
Plan Unit Development Application	300.11	\$300.00
Minor Subdivision – property split	300.11	\$200.00