



**City of Tracy**  
**Building Department**  
**Schedule of Fixed Fees and Other Fees**

**PLAN REVIEW FEES**

When Submittal documents are required by the building official for multi-family dwellings of four units or more, or any commercial or industrial use structures, a plan review fee shall be paid. Said plan review fee shall be 25% of the building permit fee. The plan review fees are separate fees from the permit fees and are in addition to the permit fees. When submittal documents are incomplete or changed so as to require additional plan review, fees shall be charged at the rate shown below in "Other Inspections & Fees". Plan review for similar plans shall be 10% of the building permit fee.

**FIXED FEES**

Plumbing (Residential).....	\$29.50+\$0.50 surcharge
Mechanical (Residential).....	\$29.50+\$0.50 surcharge
Air Conditioning Installations.....	\$29.50+\$0.50 surcharge
Gas Piping (That is not part of mechanical installation)	\$29.50+\$0.50 surcharge
Fireplace (Gas or Wood).....	\$29.50+\$0.50 surcharge
Re-Roofing (Residential).....	\$29.50+\$0.50 surcharge
Re-Siding.....	\$29.50+\$0.50 surcharge
Window Replacement.....	\$29.50+\$0.50 surcharge
Demolition.....	\$49.50+\$0.50 surcharge

Other maintenance or minor projects as determined by building official will be \$49.50+\$0.50 surcharge

**All other permits based on valuation (Labor & Material) using either the Residential or Commercial fee schedule**

\*Minnesota Statutes, section 16B.665. \$15 or 5% of the cost of the improvement, installation, or replacement, whichever is greater, for the improvement, installation, or replacement of a residential fixture or appliance that:

1. Does not require modification to electric or gas service;
2. Has a total cost of \$500.00 or less, excluding the cost of the fixture or appliance; and
3. Is improved, installed, or replaced by the homeowner or licensed contractor.

**OTHER INSPECTIONS AND FEES**

1. Inspections outside of normal business hours.....	\$40.00 per hour*
2. Additional plan review required by changes, additions, or revisions to plans	\$40.00 per hour*
3. Inspections for which no fee is specifically indicated (0.5 hour minimum).....	\$40.00 per hour*
4. Re-inspections Fees.....	.40.00 per hour*
5. For use of outside consultants for plan checking and inspections, or both...	Actual costs**
6. State Surcharge.....	\$Permit fee x 0.0005

\* Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

\*\* Actual costs include administrative and overhead costs.

**PAYMENT OF FEES**

A permit shall not be issued until the fees prescribed by the City of Tracy have been paid.

**WORK COMMENCING BEFORE PERMIT ISSUANCE**

If work for which a permit is required by the code has been commenced without first obtaining a building permit, a special investigation shall be made before a permit may be issued for the work. An investigation fee shall be collected and is in addition to the required permit fee, and equal to the permit fee.

**FEE REFUNDS**

The building official may authorize refunding of any fees paid here under which was erroneously paid or collected. The building official may authorize refunding of not more than 80 percent of the permit fee or plan review fee paid when no work has been done under a permit issued. The building official shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment.

**RE-INSPECTIONS**

A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is called for is not complete or when corrections called for are not made. To obtain a re-inspection, the permit applicant shall pay the re-inspection fee in accordance with the fee schedule adopted by the City of Tracy. In instances where re-inspection fees have been assessed, no additional inspections of the work will be performed until the required fees have been paid.

**EXPIRATION**

Every permit issued by the building official shall expire by limitation and become null and void if the building or work authorized by such permit is not commenced within 180 days from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Before such work can be recommenced, a new permit shall be first obtained to do so, and the fee therefore shall be one half the amount required for a new permit for such work, excluding plan review fee, provided no changes have been made or will be made in the original plans and specifications for such work. The building official may grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

**EXPIRATION OF PLAN REVIEW**

Applications for which no permit is issued within 180 days following the date of application shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the building official. In order to renew action on an application after expiration, the applicant shall resubmit plans and pay a new plan review fee. In the event of a hardship and at the discretion of the building official a new plan review fee may be waived.