



705 SECOND STREET NORTH  
PRINCETON, MINNESOTA 55371  
E-MAIL: [city@princetonmn.org](mailto:city@princetonmn.org)  
[www.princetonmn.org](http://www.princetonmn.org)

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July 17, 2023

Sherburne County Planning and Zoning  
Attn: Lynn Waytashek  
13880 Business Center Dr NW  
Suite 100  
Elk River, MN 55330

Ms. Waytashek,

The City of Princeton, Minnesota, is soliciting proposals from qualified businesses, firms and organizations to provide Certified Building Official and Inspection services for the City of Princeton.

Anticipated work includes executing certified Building Official requirements, reviewing plans, permitting, inspections and overall facilitation of building permits. The City of Princeton has locally adopted the State Building Code and is basing permit fees on the 1997 fee schedule.

If you are interested in submitting a request for proposal, please submit the items listed on the attached sheet along with a cover letter to the City of Princeton no later than **3:00 p.m. August 18<sup>th</sup>, 2023**. If you have any questions, please call Stacy Marquardt at 763-389-2040. We look forward to hearing from you.

Sincerely,

  
Stacy Marquardt  
Community Development Planner

POLICE (763) 389-4879 CITY HALL (763) 389-2040 PUBLIC WORKS (763)-389-2042  
FIRE DEPT (763) 389-2040 FAX (763) 389-0993 MUNICIPAL LIQUOR (763) 389-3613

- The City of Princeton is an equal opportunity provider and employer -

**REQUEST FOR PROPOSALS FOR  
BUILDING OFFICIAL AND INSPECTION SERVICES  
FOR THE CITY OF PRINCETON**

The City of Princeton, Minnesota, is soliciting proposals from qualified businesses, firms and organizations to provide Certified Building Official and Inspection services for the City of Princeton.

Anticipated work includes executing certified Building Official requirements, reviewing plans, permitting, inspections and overall facilitation of building permits. The City of Princeton has locally adopted the State Building Code and is basing permit fees on the 1997 fee schedule.

Submittals should include:

1. Narrative of your business, firm or organization.
2. Description of services provided.
3. List of qualifications, years of experience and certifications held.
4. Description of experience and references from other governmental jurisdictions.
5. Identification and number of personnel who will work directly with the City. Where your business, firm or organization would office out of.
6. Breakdown of your fees for these services.

The City of Princeton may select a business, firm or organization directly based on the responses to this RFP or may request additional information and/or interview some or all of the respondents.

The proposals should be submitted by **3:00 p.m.**, Friday, August 18<sup>th</sup>, 2023 to:  
Stacy Marquardt, Community Development Planner  
City of Princeton  
705 2nd Street North  
Princeton, MN 55371

Questions can be directed to Stacy Marquardt at (763) 389-2040 or [smarquardt@princetonmn.org](mailto:smarquardt@princetonmn.org). The Princeton City Council will review the qualifications. The Princeton City Council will make the final decision. The City reserves the right to reject all businesses, firms or organizations.



Lynn Waytashek  
Planning & Zoning Administrator

Sherburne County Government Center  
13880 Business Center Drive  
Suite 100  
Elk River, MN 55330-4668  
[Lynn.Waytashek@co.sherburne.mn.us](mailto:Lynn.Waytashek@co.sherburne.mn.us)  
(763) 765-4461

August 16, 2023

Stacy Marquardt, Community Development Planner  
City of Princeton  
705 – 2<sup>nd</sup> Street North  
Princeton, MN 55371

Dear Ms. Marquardt,

Thank you for providing the Sherburne County Planning and Zoning Department the opportunity to provide a proposal to offer building official and inspection services for the City of Princeton. Below are our responses to your Request for Proposal. Please let me know if you have any questions. We would welcome the opportunity to establish a partnership with the City.

**1 - Narrative of business or organization** – The Sherburne County Planning & Zoning Department issues the building and septic permits for eight (8) townships in Sherburne County. Our office completes all building and septic inspections for those permits issued by the county.

**2 – Description of services provided** – The our staff will review all building applications and stamp all plans submitted to assure compliance with all MN Building Codes and MN Rules 7080-7083 MN Subsurface Sewage Treatment Systems. All building and septic inspections are completed on site. We do no virtual inspections. Inspections can be scheduled 24 hours in advance. The County currently has two building inspectors and a building official. All are fully licensed by the Department of Labor and Industry for building inspections and certified through the Minnesota Pollution Control Agency for SSTS (septic) inspections. All telephone calls received are answered during business hours of Monday – Friday, 8AM -4:30PM. We do not have an answering service, we answer all phone calls.

The County currently has an electronic records system for permitting and is in the process of installing a new electronic records system for permitting. The new system is anticipated to begin accepting applications October 1, 2023. This system will allow applicants to apply for

all permits online and submit payments online. Applicants will also have the option of submitting an application in person or via US Mail and may pay with either cash, check or credit card. The County will be able to provide a report of all permits issued to the city on a monthly, quarterly and/or yearly basis upon request.

The Planning & Zoning Department prides itself on excellent customer service while upholding all building codes and rules.

### **3 – List of qualifications, years of experience and certifications held**

Doug Maschler	Building Official—License #BO736751 MPCA Septic Inspector—Certification #C443 7 years of experience as combination inspector 5 years of experience as Building Official Mn Residential Building Contractors Lic. #QB143421 32 years of experience in the construction industry
Mark Dewey	Building Inspector-License #BO739492 MPCA Septic Inspector-Certification #C1298 6 years of experience as combination inspector 5 Years of experience combination inspector in Sherburne County 6 Month Internship for inspections, plan review in Maplewood MN 3 Month Internship for inspections, plan review in Wyoming MN 3 Month Internship for inspections, plan review in Forest Lake MN BIT Course and Certificate from North Hennepin Community College 20+ years of experience in the construction industry
Kevin Tramm	Building Inspector-License #LB002964 MPCA Septic Inspector- Certification #C9394 5 years of experience as combination inspector in Sherburne County 3 years of experience as combination inspector in Linwood Township Mn Residential Building Contractors Lic. #004343 Over 35 years of experience in the construction industry

### **4 – Description of experience and references from other governmental jurisdictions**

Sherburne County inspectors have experience in all aspects of the building inspection process. Their years of experience working in the construction industry is very helpful when completing both plan reviews and inspections. The County does all building inspections for eight (8) of the townships in the County.

**5 – Identification and number of personnel who will work directly with the City. Where will the office be located –**

County staff that would work directly with the city may include the following:

- Building Official
- Building Inspectors
- Building Permit Technician
- Office Supervisor

The office for the Building Department would be located at:

13880 Business Center Drive  
Elk River, MN 55330

**6 – Breakdown of fees for services** – Attached is the County’s fee schedule for building permits. These fees are what Sherburne County currently collects within our jurisdiction and do not reflect any fees accrued by the city. The city may choose to charge a Land Use Permit type fee in addition to these fees. Method of collection would need to be determined.

Please contact me if you have any further questions.

Sincerely,

Lynn Waytashek

## Planning & Zoning

### BUILDING & SEPTIC PERMITS

Item	Fee
Ag Building & Land Use	\$150
Building Code Appeal	\$300 per appeal
Building Contractor License Verification	\$5 per license
After-the-Fact building and septic permits	Double the cost of the permit

#### Building Permits - Commercial and Residential

Follows the 1997 Uniform Building Code Permit Fee Table 1-A - Building valuation is based on the most current building valuation data from the State of Minnesota. Shall include a State surcharge of 0.0005 times the building valuations. All building permits (other than fixed fee permits) will be charged a Plan Review fee of 65% of the cost of the total permit fees. All new homes will be charged for a separate plumbing plan review & permit fee (plus surcharge) and septic system fee. New home building permit fees calculated based on \$105/sq. ft. valuation

Item	Fee
\$1 to \$500	\$24.50
\$501 to \$2,000	\$24.50 for the first \$500 plus \$3.40 for each additional \$100, or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	\$75.50 for the first \$2,000 plus \$15 for each additional \$1,000, or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$420.50 for the first \$25,000 plus \$11 for each additional \$1,000, or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$695.50 for the first \$50,000 plus \$8 for each additional \$1,000, or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$1,095.50 for the first \$100,000 plus \$6 for each additional \$1,000, or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,495.50 for the first \$500,000 plus \$5 for each additional \$1,000, or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$5,995.50 for the first \$1,000,000 plus \$4 for each additional \$1,000, or fraction thereof

#### Other Inspections and Fees

Charged at the following hourly rates or at the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

Item	Fee
Inspections outside of business hours (2 hour minimum charge)	\$50 per hour
Re-inspection fees assessed under provision of Section 108.8	\$50 per hour
Inspections for which no fee is specifically indicated (1/2 hour minimum charge)	\$50 per hour
Additional plan review required by changes, additions or revisions to plans	\$50 per hour
Use of outside consultants for plan checking, inspections, or both (Actual costs include administrative and overhead costs)	Actual Costs
Basement Unfinished (New Home)	Fee determined at \$15 per sq. ft. valuation
Basement Rough In (Framed, Plumbing, Mech)	Fee determined at \$20 per sq. ft. valuation
Basement Full Finished (New Home)	Fee determined at \$25 per sq. ft. valuation
Basement Finish (Existing Home)	Fee determined at \$10 per sq. ft. valuation
Plumbing permit (New home)	\$50 plus \$9 per fixture plus 0.0005 times the fee for state surcharge
Plumbing plan review fee	65% of permit fee

Fixed Fees

Item	Fee
Demolition Permit	\$100 per permit
Erosion Control Permit	\$50 per permit
Erosion Control Inspections	\$50 per inspection
Fireplace	\$99 plus \$1 State surcharge
Fence	Based on valuation or \$99 plus State Surcharge (whichever greater)
Gas Mechanical (Gas line, Heaters, Move Existing)	\$49 plus \$1 State surcharge

Item	Fee
Furnace	\$49 plus \$1 State surcharge
Water Heater	\$49 plus \$1 State surcharge
Installation of a Pre-Fabricated Building	\$150 minimum
Overhead Garage Door	\$49 plus \$1 State surcharge
Plumbing Permit / Changing Existing Plumbing Location	\$99 plus \$1 State surcharge
Re-Inspection Fee	\$50 per hour
Re-Roof	\$99 plus \$1 State surcharge
Re-Siding Inspection	\$99 plus \$1 State surcharge
Replacement & Egress Windows	\$99 plus \$1 State surcharge
Basement/Foundation Repair (Engineered Fix)	\$49 plus \$1 State surcharge
Basement Drain Tile Retrofit/Radon Mitigation	\$49 plus \$1 State surcharge
Deck Maintenance	\$49 plus \$1 State surcharge
Retaining Wall (over 4 feet in height)	\$75 plus \$1 State surcharge
Swimming Pool Above Ground (permanent)	\$95 plus \$1 State surcharge
Swimming Pool In-Ground	\$120 plus \$1 State surcharge

Septic Systems

Residential and Commercial Permit Fee includes plan review and two (2) to four (4) inspections for installation

Item	Fee
Additional Septic Inspections or Site Visits	\$45 per inspection or visit
Septic Design Change Review (not a new location just design)	\$150
Collector Sewage Treatment System	\$1,000 per permit
Holding Tank Permit and Monitoring Agreement	\$300 per permit

Septic Tank Replacement Permit and Tank Inspection

Item	Fee
SSTS Type I and II Permit	\$450

Item	Fee
	per permit
SSTS Type III Permit	\$600 per permit
SSTS Type IV and V Administrative Processing Fee	\$200 per permit
SSTS Type IV and V Systems Septic Escrow (Fee will cover contractor's hourly rate plus mileage for design review, soil verification and required inspections. Any additional costs beyond the escrow will be billed to the applicant)	\$2,500 per escrow
SSTS Operating Permit Type IV and V	\$350 for first 5 years
SSTS Operating Renewal Permit Type IV and V	\$50 per year

Item	Fee
Sewer Line Hook-Up Inspection	\$45 per hook-up
MSTS Sewer Systems (Fee will cover contractor's hourly rate plus mileage for design review, soil verification and required inspections. Any additional costs beyond the escrow will be billed to the applicant)	\$3,000 per escrow
MSTS Operating Permit	\$350 per permit
MSTS Operating Permit Yearly Renewal	\$50 per permit
After-the-Fact Permit	Double the regular
County Septic Loan Origination Fee (Does not include recording fees)	\$100