



## Legislation Text

---

**File #:** Ord 23-32, **Version:** 1

---

Amending Chapter 310 of the Legislative Code to correct license fee tables and implement annual license fee increases.

THE COUNCIL OF THE CITY OF SAINT PAUL DOES ORDAIN:

### SECTION 1

WHEREAS, on November 19, 2022, the City Council adopted ORD 22-46, herein incorporated as Exhibit 1, which along with other changes included updated Licensing Fee Tables for class R, T and N License types; and

WHEREAS, it was later discovered that the wrong Licensing Fee Tables had been attached; and

WHEREAS, the Department of Safety and Inspections (Department) has created corrected Licensing Fee Tables, herein incorporated as Exhibits 2, 3, and 4; and

WHEREAS, the Department also wishes to update the fees charged for licenses in support of Mayor Carter's 2023 budget; and

WHEREAS, the Department has included the updated fees in the new Licensing Fee Tables; and

WHEREAS, the Department believes that the fee increases proposed more accurately reflect the cost of the individual licenses related to investigation, support services, and enforcement; and

WHEREAS, the Department continues to experience substantial growth in personnel costs such as health care and wages; and

WHEREAS, General Fund pressures create the need to decrease the gap between licensing fee revenue and program expenses; now, therefore be it

RESOLVED, that the Council of the City of Saint Paul does ordain:

SECTION 2

Chapter 310.01 of the Saint Paul Legislative Code is hereby amended as follows:

***Chapter 310. Uniform License Procedures***

The procedures in this chapter are meant to govern the issuance of all licenses and certain permits in the City of Saint Paul unless a different process is required by statute. The requirements laid out in this chapter are meant to supersede all requirements laid out in ordinance related to Applications for the Grant or Issuance of a License, New Application Investigation and Review, Application Denial, Notice, Levels of Approval, Objections, and Renewal Procedures.

Sec. 310.01. Definitions.

For the purposes of this chapter, any chapter of the Legislative Code pertaining to licenses as hereinafter mentioned, and subsequently enacted ordinances establishing or relating to the requirements for Class R; for routinely issued licenses, Class T for temporary licenses and Class N for licenses in which neighbors are required to be notified, under authority of the City of Saint Paul, the terms defined in this section shall have the following meanings ascribed to them:

*Adverse action* means the revocation or suspension of a license, the imposition of conditions upon a license, the denial of an application for the grant, issuance or renewal of a license, the imposition of a fine, the assessment of the costs of a contested hearing, and any other disciplinary or unfavorable action taken with respect to a license, licensee, or applicant for a license. "Adverse action" includes any of the foregoing directed at one (1) or more licenses held by a licensee at any location in the city. "Adverse action" also includes disapproval of licenses issued by the state under statutory provisions which permit the governing body to disapprove the issuance of the license.

*Bond* means a bond meeting the requirements of section 310.05 and indemnifying the city against all claims, judgments or suits caused by, resulting from or in connection with any licensed business, activity, premises, thing, facility, occurrence or otherwise under these chapters.

*Building official* means the official in the department of safety and inspections charged with the responsibility of enforcement of the building code.

*Chapters and these chapters* shall mean this uniform license ordinance, any chapter of the Legislative Code pertaining to licenses as hereinafter mentioned, and subsequently enacted ordinances establishing or relating to the requirements for class R, class T<sub>1</sub> and class N licenses under authority of the city.

*Class R licenses* means those licenses and certain permits which can be issued by the Director without council approval if no conditions are imposed upon the license and which do not require a hearing if there is an objection. Class R Licenses follow the Procedures for Application for the Grant or Issuance of a License, New Application Investigation and Review, Application Denial, Notice, Levels of Approval, Objections, and Renewal Procedures laid out in Section 310.02(1). The following licenses are so classified, and the numbers shown opposite them correspond to the chapters in the Legislative Code pertaining to each license:

**REMOVE THIS TABLE AND INSERT CLASS R LICENSE FEE TABLE - EXHIBIT 2**

Class R Licenses	Legislative Code Chapter
Alarm Systems (Burglar) for Emergency Calls	329
Amusement Rides	317
Animal Day Care and Animal Boarding Facilities	348
Mechanical Amusement Devices	318
Animal Foods Manufacturing and Distributing	316
Amusement Rides	317
Auctioneer	390
Bed and Breakfast Residence	378
Bituminous Contractors	320
Bowling Centers; Pool Halls	322
Building Contractors	326
Building Trades Licenses	369
Building Trades Certificates of Competency	370
Rooming and Boardinghouses; Dormitories	321
Christmas Tree Sales	323
Cigarettes/Tobacco	324
Commercial Pedal Car Driver	374
Commercial Vehicles	167
Building Contractors	326
Courtesy Benches	127
Dry Cleaning Establishments and Pickup Stations; /Laundries	327
Alarm Devices	329
Finishing Shops	371
Food Protection Standards	331A
Vending Machines	363
Fuel Dealers-Liquid Fuel	332

Fuel Dealers-Solid Fuel	333
Game Rooms	406
Pest Control	334
House Sewer Contractors	338
Keeping of Animals	338
Lawn Fertilizer and Pesticide Application	377
Massage and Bodywork Centers	412
Massage and Bodywork Practitioners	414
Mechanical Amusement Devices	318
Mercantile Broker	340
Mobile Retail	346
Motor Vehicle and Parts Dealer	401
Oil-Bulk Storage	342
Peddlers	345
Pedicabs	375
Solicitors	345
Pest Control	334
Pet Grooming Facility Facilities	382
Pet Shops/Animal Facilities	347
Pool Halls	322
Public Pools	360
Solid Waste Hauler	357
Rental of Hospital Equipment	350
Rental of Kitchenware	351
Rental of Trailers	352
Roller Rinks	353
Rooming and Boardinghouses; Dormitories	321
Sanitary Disposal Vehicle	354
Secondhand Dealers – (Single Location, Multiple Dealers)	355
Short Term Rentals	379
Sidewalk Cafe	106
Sidewalk Contractors	356
Solid Waste Transfer Station	357
Sign and Billboard Construction	66 and 33
Sound Trucks and Broadcasting Vehicles	359
Public Swimming Pools	360
Tanning Facility Facilities	380
Taxicab Drivers-Taxicabs	376

Taxicab Vehicle	376
Theatres and Movie Theatres	415
Tire Recapping Plants	372
Tobacco Shops/Tobacco Product Shops	324
Transportation Network Company	373
Tree Trimming	362
Food Vending Machines	363
Vehicle Immobilization Services	383
Veterinary Hospital	364
Window Cleaning	365
Block Parties	366
Wreckers/Tow Trucks	361
Wrecking of Buildings	368
Building Trades Business License	369
Building Trades Certificates of Competency	370
Finishing Shop	371
Tire Reccaping Plants	372
Massage Center	412
Therapeutic Massage Practitioner	414
Vehicle Immobilization Services	383
Short-term Rental Platform	379
Short-term Rental Host	379

*Class T licenses* means those licenses which can be approved or denied by the Director, if no conditions are imposed upon the license and which do not require a hearing if there is an objection. Class T Licenses follow the Procedures for Application for the Grant or Issuance of the License, New Application Investigation and Review, Application Denial, Notice, Levels of Approval, Objections, and Renewal Procedures laid out in Section 310.02(3). The following licenses are so classified, and the numbers shown opposite them correspond to the chapters in the Legislative Code pertaining to each license:

**REMOVE THIS TABLE AND INSERT CLASS T LICENSE FEE TABLE - EXHIBIT #3**




Gambling Hall	278
Game Rooms	406
Gambling in Liquor Establishments	409
Gas Station	424
Gambling Location	409
Gas Station	424
Hotel/Motel	407
Health/Sports Club	427
Infectious Waste Processing Facilities	429
Intoxicating Liquor On and Off Sale	409
Liquor - Extension of Service Hours	409
Liquor Outdoor Service Area (Patio)	409
Recycling Collection Center/Recycling Processing Center	408
Second Hand Dealer-Motor Vehicle Parts	401
Motor Vehicle and Parts Dealer	401
Motor Vehicle Salvage Dealer	422
Motion Picture Drive-In Theatres	416
Intoxicating Liquor - On and Off Sale	409
Brewpub/Off-Sale	409
Nonintoxicating Malt Liquor - On and Off Sale	410
Off-Sale Brewery	409
Parking Lots and Parking Garages	417
Motorcycle Dealer	401
Pawn Shop	344
Private Clubs - Liquor	409
Recycling Collection Center/ Recycling Processing	408
Nonintoxicating Liquor - On and Off Sale	410
Entertainment	411
Conversation/Rap Parlors	413
Steam Room/Bathhouse	428
Theatres and Movie Theatres	415
Motion Picture Drive-In Theatres	416
Parking Lots and Parking Garages	417
Second Hand Dealer-Motor Vehicle	401
Scrap and Metal Processor	420
Liquor Extension of Service Hours	409
Liquor Outdoor Service Area (Patio)	409
Currency Exchange	381

*Department* means the Department of Safety and Inspections.

*Director* means the Director of the Department of Safety and Inspections and/or the Director's designee or designees.

*Fee* means and includes both the license fee and application fee unless otherwise provided.

*License* means and includes all licenses and permits provided for or covered by these chapters. License also includes licenses issued by the state under statutory provisions which permit the governing body to disapprove the issuance of such licenses, for the purposes of making procedures in chapter 310 of the Legislative Code applicable to the approval or disapproval of such licenses.

*Class N License District Council Notification Form* means the form, provided by the Department to the license applicant as part of the Class N License application packet, which must be mailed or personally delivered to the District Council by the license/applicant prior to the submission of the application for a license.

*Person* means and includes any person, firm, corporation, partnership, company, organization, agency, club or any group or association thereof. It shall also include any executor, administrator, trustee, receiver or other representative appointed by law.

*Zoning Administrator* means the official in the Department of Safety and Inspections charged with responsibility for enforcement of the zoning code.

### SECTION 3

Section 310.02 is amended as follows:

Sec. 310.02. Uniform Procedures for Application for the Grant or Issuance of the License, New Application Investigation and Review, Application Denial, Notice, Levels of Approval, Objections and Renewal Procedures by License Type.

#### 2) Class N Licenses

b) 1. Verification of Class N License District Council Notification Form. The Director must take reasonable efforts to ensure that the District Council has notified the Department by email that the Class N License District Council Notification Form has been received.



SECTION 4

Section 310.15 is amended as follows:

Sec. 310.15. License fee schedule.

Notwithstanding the provision of any other ordinance or law to the contrary, the following fees contained in the fee tables laid out in section 310.01 are hereby provided for all the licenses listed herein. These fees supersede all inconsistent provisions, including, but not limited to, graduated fee provisions, in these chapters and in other ordinances and laws, and include the fee for the license application as part of the license fee; provided, however, that this section does not amend or modify sections 310.07(a) or 310.07(d) of the Legislative Code with respect to exempt organizations or late fees. Pursuant to section 310.07(b) of the Legislative Code, these schedules will be posted online. These fees are effective for license renewals and new license applications on the effective date of this section, provided, however, that with respect to all licenses whose renewal dates occur after the effective date of this new schedule, there must be no increases in, nor offsets or refunds of, the existing fees paid, or due and owing.

SECTION 5

This ordinance will take effect and be in force thirty (30) days following passage, approval, and publication.