



# BELTRAMI COUNTY

## County Fee Schedule

Adopted: November 17, 2009

### GENERAL ADMINISTRATIVE FEES & CHARGES (Unless Higher Fee is Approved for Department)

<b>Current Fee</b>	
Photocopying (County business)	5 pages or less: no charge Over 5 pages: \$0.25/page
Photocopying (Non-County business)	\$3.00 plus \$0.25/page
Photocopying (Archive Book copy fee)	\$5.00/page
Fax (County business)	5 pages or less: no charge Over 5 pages: \$0.25/page
Fax (Non-County business)	\$3.00 plus \$0.25/page
Notary Fee	\$1.00
NSF Fee	\$30.00
General Research & Computer Generated List Fees	
Base Research Rate	\$35.00
Personnel Time	Hourly Rate plus Benefits
• 10 pages or under	\$10.00
• 11 to 100 pages	\$25.00
• Additional pages	\$.02/page
Computer Time	\$0.00
Supplies: Computer Paper	\$0.02/page
Computer Disks	\$2.00/disk
Copies	\$0.25/copy if over 5 Pages
Labels	\$0.02/label
Shipping	Actual Cost to Send Results
Property Management Portal	<b>Subscription Fee</b>
Property and Tax Records Fees	\$40.00/month (3 month minimum)
	No transaction fee
County Administration Building Meeting Room Reservation	\$50.00

### AUDITOR/TREASURER FEES

<b>Forfeiture and Land Contract Fees:</b>	<b>Current Fee</b>
Auditor/Treasurer	\$100.00
Sheriff Service	\$60.00
Eviction Attorney Fee	\$50.00

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Eviction Court Filing	\$250.00
Eviction Writ Fee	\$40.00
Bail Bond Accounting Fee	\$25.00
Unclaimed Property/Missing Heir Report	\$25.00
Repurchase Application Fee	\$100.00
Confession of Judgment Fee	\$100.00
Delinquent Tax Publication Fee	\$25.00
<b>Services to Cities and Townships:</b>	<b>Current Fee</b>
Certification Forms for Audit Reports	\$50.00
<i>Special Assessment Fees</i>	
Initial Fee	\$100.00 plus \$1/parcel
Maintenance Fee	\$50.00/year plus \$1/parcel
Partial Payment on Certified Assessments	\$25.00
Abatement/Addn Adjustment Fee	\$25/parcel
<i>TIF Fees</i>	
Initial Fee	\$400.00
Maintenance Fee	\$250.00
Bonding Information Request	\$200.00/\$50.00
<b>County License and Permit Fees:</b>	<b>Current Fee</b>
Fireworks Permit	\$25.00
Pawn/Second Hand Goods License	
• Pawn/Second Hand Goods License	\$75.00
• New Applicant Investigation Fee	\$100 minimum
	In State – not to exceed
	\$500
	Out of State – not to exceed
	\$10,000
• Renewal Investigation Fee	\$60.00
Cigarette License	\$100.00
Cigarette License Transfer Fee	\$25.00
Transient Merchant	\$150.00
• Late Application Fee	\$25.00 additional
Transient Merchant Renewal	\$50.00
Auctioneer License	State: \$0.00
	County: \$20.00
Gambling Permit Fees	\$10.00
Passport Photos	\$10.00
Ordination Filing Fee	\$20.00
Duplicate Marriage License	\$25.00
Liquor Licenses	
• On Sale	\$1,250.00*
• On Sale near Bemidji	\$2,000.00*
• Off Sale	\$500.00*
• Sunday Sale	\$200.00
• Seasonal	75% of License Fee
• Northern & Turtle Lake Township	Plus 20%
• Set-up (Club Licenses)	\$250.00 – State
	\$100.00 – County

- Wine/Strong Beer \$300.00
- New Investigation Fee – in state \$100 minimum not to Exceed \$500
- New Investigation Fee – out of state Actual cost not to Exceed \$5,000
- Renewal Investigation Fee \$60.00
- License Transfer Fee \$50.00
- Duplicate Display License Fee \$10.00
- Late Application Fee Up to \$100.00
- Temporary License \$75.00

\*Prorated by month after January, minimum. \$300.00

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Beer Licenses

On Sale	\$75.00
Off Sale	\$25.00
Combination On/Off	\$100.00
Late Application Fee	\$20.00
Temporary Beer – On Sale	\$25.00
Transfer Fee	\$25.00
Investigation Fee	Same Fees as Liquor

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**County Employment Related Fees:**

**Current Fee**

Wage Verification	\$5.00
Duplicate W-2	\$5.00

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**General Customer Fees:**

**Current Fee**

Registered Voter Certification	\$5.00
Pre-Payment Error Refund Fee (non-required)	\$10.00
Abatement Fee	\$25.00/1 <sup>st</sup> parcel \$10.00/addn parcel

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**Commercial Real Estate Fees:**

**Current Fee**

Annual Escrow Maintenance Fee	\$5.00/parcel
Escrow Fee for Non-Compliant Submissions (in addition to annual escrow fee)	\$25/company plus \$5.00/parcel
Assessment Fee – Delinquent Solid Waste	\$25/parcel
Escrow Refund/Correction Fee	\$25.00
Tax Search or Certification	\$3.00/parcel
Out of Balance Payment Fee/Escrow	\$50.00/hour

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**COUNTY ASSESSOR**

**Current Fee**

Manual Split of Taxes	\$20.00
New Parcel Set-up	\$10.00/parcel

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**COUNTY RECORDER & REGISTRAR OF TITLES**

**Current Fee**

Whole Plat Fee	\$10.00
Mail/E-mail Request Fee	\$3.00 plus \$1.00/page
Partial Plat Photocopy Fee	\$5.00

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Report Fee	\$100.00/month all docs or \$10.00/month per doc type
Refunds of Overpayment	Any amount over \$10.00
Deposit of Papers (MS 600.23)	\$200.00/year
Certified Mail	\$5.00 or Actual Cost
CD Fee	\$400.00/month
CD with Information	\$5.00 plus \$.25 per image
Recorder Fax Fee	\$3.00 plus \$1.00/page
Copy Charge from Books	\$3.00 per copy
Genealogy Research	\$30/hour
CIC Document Review for other governing agencies	\$100.00

## NATURAL RESOURCE MANAGEMENT

	<b>Current Fee</b>
Agricultural Leases	3% of land Value
Balsam Bough Permit	\$25.00/ton – 2 ton minimum
Easements	Land value and timber value within easement, plus recording fee Application fee \$200.00
Maple Syrup Permit	\$10.00 per requested area
Salvage Permit	\$10.00
Sand and Gravel Permit	<b>Township</b> \$0.50 per cubic yard + \$0.10 per cubic yard reclamation fee
	<b>County Highway Dept</b> \$0.30 per cubic yard + \$0.10 per cubic yard reclamation fee
	<b>Natural Resource Management</b> \$0.10 per cubic yard reclamation fee
Timber Stumpage Base Ranges	Set Annually by Department
Timber Trespass (M.S. 90.301)	Double Stumpage (casual & involuntary) Triple Stumpage (willful)
Harvest Extension (1-year when authorized)	10% un-cut balance
Overrun Accounts (Logger harvests more timber than was estimated and paid for)	Timber Overrun Payment due 30 days from date of overrun – 10% annual interest for overruns

	exceeding 30 days
Timber Sale Down Payment	15% of appraised value day of auction sale. Balance of 15% “bid-up” value due with 14 days of sale date.
Special Use Leases	Reviewed individually and set by County Board
Recreation Map	\$3.00
Timber Auction Booklet (free on website)	
• Responsible Operators	Free
• Agencies/other interested parties	\$20.00 for 2-year subscription
Plans (Free on website)	
• Forest Management Plan	\$10.00/copy
• Recreation Trails Plan	\$10.00/copy
• Park Plan	\$10.00/copy
Timber Sale Permits/maps	
• Responsible Operators	Free
• Other interested parties	\$3.00/copy

## ENVIRONMENTAL SERVICES

	Current Fee
Building Permit Fee	\$75.00 for first \$10,000 \$2.00 for each \$1,000.00 after \$10,000
Building Violation – Building Without Required Permits	Triple the Regular Permit Fee
Sanitary Sewer Permits (New)	\$150.00 (\$450 if permit issued after the fact)
Sanitary Sewer Permits (Repair)	\$75.00 (\$225 if permit issued after the fact)
Public Health/Nuisance	\$100.00 per violation
Commercial Sanitary Sewer Permit	
Small Place of Business	\$250.00
Resorts, Mobile Home Parks, Larger	\$500.00
Planned Unit Development Review Fee	
Fewer than 10 units	\$500.00
10 units or more	\$750.00
Variance Application	
Non MHB	\$400.00
MHB	\$425.00
Variance Recording Fee	
Non MHB	\$46.00
MHB	\$46.00
Reapplication Following Denial of Variance	\$125.00
Shoreland Alteration	
• Less than 20 cy	\$75.00
• More than 20 cy	\$150.00

• Alteration Without Required Permit	Triple the Regular Fee
Commercial CDU	\$500.00
Re-zone Requirement	\$500.00
Plats	\$400.00 plus \$50.00 per lot
Division	
Preliminary Request	\$25.00 per parcel
Approved Division	\$75.00 per parcel
PUD/CIC Application Fee	\$400.00 plus \$50.00 per unit
PUD/CIC Review Fee	
• Less than 10 units	\$500.00
• 10 or more units	\$750.00
<b>Wetland Service Fees:</b>	<b>Current Fee</b>
Completed Combined WCA Project Application	\$300 (\$900 if application issued after the fact)
Appeal WCA	\$400.00
Wetland Banking Application Submittal	\$300.00

### HIGHWAY DEPARTMENT

	Current Fee	Proposed Fee
Equipment Rental Cost Schedule	<b>Trucks</b> RT = \$80.00/hour OT = \$90.00/hour Minimum Charge = \$45.00	
	<b>Equipment, Loaders, Dozer, Grader, Backhoe, Mower, Bobcat</b> RT = \$85.00/hour OT = \$95.00/hour Minimum Charge = \$45.00	
	<b>Sign Truck</b> RT = \$75.00/hour OT = \$85.00/hour Minimum Charge = \$45.00	
	<b>Vehicle Repair</b> Mechanic = \$30.00/hour OT = \$40.00/hour Shop Foreman = \$38.00/hour OT = \$48.00/hour	
Labor	Employee Labor Rate Plus Labor Additive	
Salt & Sand	Set Monthly by Department	

### SHERIFF'S DEPARTMENT

	Current Fee
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Dangerous Dog	\$100.00
Civil Service, plus mileage	\$45.00
Mileage Rate, based on round trip	Current IRS Rate, minimum fee \$10
Collections after Execution	8% of remaining amount
Filing Fee	\$46.00
Sale Notices, posting three times	\$60.00
Legal Not Found, plus mileage	\$45.00
Securing Property in Replevin, Attachment or Execution, Escorts, Court Orders, Private Events	\$40.00 per document served plus (2) Deputy's time (2 hour min) plus mileage
Sheriff's Sale, per sale held	\$60.00
Certificate of Sale	\$50.00
Redemption of Property	\$250.00 (\$50.00 non- refundable)
Levy	\$45.00
Writ of Execution Deposit in Advance of Service	\$100.00
Deputy Time Based on Overtime Plus Benefits plus county squad costs	\$60.00
Background Checks	\$5.00 per check
Handgun Permit	
• New Permit	\$100.00
• Renewal	\$75.00
• Gun Transferee Permit	\$10.00
• Replace lost or stolen permit	\$10.00
Explosives Permit	\$0.00
Report Fee	\$0.25/page
Photos	\$1.00 per picture

## JAIL

	Current Fee
Booking Fee	\$25.00
Fingerprinting Fee	\$25.00
Portable Breath Test (PBT)	\$10.00
Huber Work Release Fee	\$20.00
Medical Co-Pay	\$5.00
Jail Photo Copying Fees	\$0.25 per page
Prescription Service Fee	\$5.00
Electronic Monitoring (Based on a sliding fee scale)	\$5.00 minimum, up to \$20.00 per day
Electronic Monitoring w/Alcohol Sensor (Based on a sliding fee scale)	\$5.00 minimum, up to \$20.00 per day
Drug Testing Fee – Retest for Work Release eligibility	\$10.00 minimum charge for 1 <sup>st</sup> test, \$5.00 for each additional test, \$25.00 for appeals/requests to send to

	Medtox for testing
Juveniles Electronic Monitoring Fees	\$10 bracelet, \$10 alcohol, \$13 both \$15 GPS alcohol No hook up fee \$45 damage to equipment
Juveniles E.M. w/Alcohol Sensor w/GPS	\$10.00-\$15.00/day
Out of County Electronic Monitoring	Minimum \$8.50 Maximum \$20.00
Out of County – Court Ordered Drug Test	\$25.00

## GIS/MAPPING

<b>Digital</b>	<b>Current Fee</b>
Parcel Maps w/o AS 400 data	\$0.10/parcel (\$0.05/parcel non-profit) Minimum charge of \$10.00
Parcel Maps with AS 400 data	\$0.20/parcel (\$0.10/parcel non-profit) Minimum charge of \$10.00
Road Centerline Data	County-wide data \$200.00 (\$100 non-profit) \$0.10/mile (\$0.05/mile non-profit) Minimum charge of \$10.00
Address Point Data	County-wide data \$1,000.00 (\$500.00 non-profit) \$0.10/address point (\$0.05/pt non profit) Minimum charge of \$10.00
Municipal Boundaries	County-wide data \$35.00 (\$17.50 non-profit) \$1.00/city (\$0.50/district non-profit), minimum charge of \$10.00
Fire Districts	County-wide data \$35.00 (\$17.50 non-profit) \$1.00/city (\$0.50/district non-profit), minimum charge of \$10.00
School Districts	County-wide data \$35.00 (\$17.50 non-profit) \$1.00/city (\$0.50/district non-profit), minimum charge of \$10.00
Digital scan of non-copyright material to CD	\$5.00
Special Requests	\$50.00/hour
Large Scale Plot up to 36"x36"	\$7.00/each
<b>E-911/Addressing Fees</b>	<b>Current Fee</b>

Locatable Address Application Fee	\$40.00
Noncompliant Address Assessment Fee (individuals who do not follow application process to obtain an address)	\$40.00 if paid by end of current tax year; \$80.00 after that time and certified to property taxes to ensure payment.
911 Assessment Fee	\$10.00/year
Road Name Change Fee	\$200.00
<b>Other Charges</b>	<b>Current Fee</b>
Plat Books (Printed or Non-Printable Digital (pdf) Plat Book on CD)	\$40.00/each (includes tax)
Plat Book with Non-printable Digital Plat Book (pdf) on CD	\$44.00/each (includes tax)
Road/Air Photo Atlas	\$35.00/each (includes tax)
Road Atlas	\$15.00/each (includes tax)
County Highway Map	\$4.00/each (includes tax)
County Highway Map - Resale	\$3.50/each (no tax)
County Highway Map (Internal Use Only)	\$3.30/each (includes tax)
Aerial Photo (8 1/2" x 11" to 11" x 17")	Property Owner = First Photo Free, Add'l \$1.00/each Other = \$3.00/each
GIS Maps (8 1/2" x 11" to 11" x 17")	Property Owner = First Map Free, Add'l \$1.00/each Other = \$2.00/image
E-mail of Parcel Images	Property Owner = free Other = \$3.00/image
Labels	\$0.02/label
AS400 Data Extracts	\$50.00/hour Minimum Charge of \$50.00
Plat Checking Fees	\$60.00/hour

## HEALTH & HUMAN SERVICES

	Current Fee
Flu Vaccination	\$22.00
Adult/child Hep B immunization	\$50.00 each, \$7.00 each
Mantoux	\$7.00
Pneumonia Vaccination	\$50.00
Foot Care	\$20.00
Paper copies/page	\$0.25
Skilled Nurse Sliding Fee/visit	\$65.00
Home Health Aid/hour	\$40.00

## HEALTH & HUMAN SERVICES

	Current Fee
Out of Home Placement Fee	Varies According to Approved Dept Fee Policy
Chemical Health Assessments	\$0 or \$100.00

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	Dependent on Income & Assets
Detoxification Services	\$0 or Full Cost of Service, Dependent on Income & Assets
Child Care Licensing Fees	\$50.00-100.00 Dependent upon whether it is an initial license or a renewal
Child Care Background Study Fees	\$25.00 per person, up to a maximum of \$100.00 per year
Child Care Provider Change of Premises Inspection Fee	\$150.00
Mental Health Service Fees	Varies According to Approved Dept Fee Policy
Representative Payee Fees	Up to Maximum Allowed by Social Security Association
Corporate Adult Foster Care Licensing Inspection Fees	Actual cost of inspection, not to exceed \$500.00 annually
Corporate Adult Foster Care Background Study Fees	Actual cost of background study