



BELTRAMI COUNTY

2018 County Fee Schedule

Adopted: November 7, 2017

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

	Current Fee
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)	25 pages or less: no charge Over 25 pages: \$0.25/page
Fax (Non-County business)	\$3.00 plus \$0.25/page
Notary Fee	\$2.00
NSF Fee	\$30.00
General Research & Computer Generated List Fees	
Base Research Rate/Public Data Request	\$50/hour (1 hr minimum)
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	Subscription Fee
Property and Tax Records Fees	\$50.00/month (3 month minimum) No transaction fee
County Administration Building Meeting Room Reservation	\$50.00
Solid Waste Service Fee	Current Fee
Residential	\$132.00/year
Seasonal	75% of residential/year
Out of County MSW	\$140.00/ton
C & D (Demolition Landfill)	\$12.00/yard
Demo-Clean Shingles (Demo Landfill)	\$8.00/yard
Stumps 20 yds or more (Landfill)	\$50/LOAD
Commercial Tree Debris (20 yds or more)	\$50/LOAD
C & D (Blackduck & Bemidji Stations)	\$14.00/yard

Furniture, bypass & treated wood	\$24.00/yard \$140.00/ton
Shredding	\$10 min \$20.00/card
Commercial self haul license	\$5.00/year
Blackduck Commercial self haul MSW w/License	\$24.00/yard
Bemidji Commercial self haul MSW w/License	Tier System
Commercial Hauler License	\$100.00/year
Certified Scale Weight	\$5.00/each
Commercial Waste Management Fee	
Appliances	\$30.00/each
Electronics	\$30.00/each \$0.37/lb
Tires	\$13.00/each \$140.00/ton
Fluorescent tubes	\$1.50/each
Ballasts	\$1.30/lb

AUDITOR/TREASURER FEES

Licenses:	Current Fee
Ordination Filing Fee	\$20.00
Duplicate Marriage License	\$25.00
Fireworks Permit	\$25.00
Pawn/Second Hand Goods	
• Pawn/Second Hand Goods License	\$75.00
• Pawn – Manually Entered Monthly	\$3 per transaction \$100 minimum
• New Applicant Investigation Fee	In State maximum \$500.00 Out of State maximum \$10,000.00
• Renewal Investigation Fee	\$60.00
Cigarette License	\$100.00
Cigarette License Transfer Fee	\$25.00
Transient Merchant	\$150.00
Transient Merchant Late Application Fee	\$25.00 additional
Auctioneer License	\$20.00
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)	State \$250.00 County \$100.00
• Wine/Strong Beer	\$300.00

	\$100/26+ parcels
TIF Initial Fee	\$400.00
TIF Maintenance Fee (10+ parcels)	\$250.00
Confession of Judgment Fee	\$100.00
Repurchase Application Fee	\$100.00
Delinquent Tax Publication Fee	\$25.00
Forfeiture Auditor Treasurer Fee	\$100.00
Forfeiture Sheriff Service	\$60.00
Forfeiture Eviction Attorney Fee	\$50.00
Forfeiture Eviction Court Filing	\$250.00
Forfeiture Eviction Writ Fee	\$40.00

COUNTY ASSESSOR

	Current Fee
Manual Split of Taxes	\$20.00
New Parcel Set-up	\$10.00/parcel
Assessment Fee for townships per parcel	Adjusted based on COLA

COUNTY RECORDER & REGISTRAR OF TITLES

	Current Fee
Whole Plat Fee	\$10.00
Mail/E-mail Request Fee	\$5.00 plus \$1.00/page
Partial Plat Photocopy Fee	\$5.00
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	\$5.00 plus \$1.00/page
Copy Charge from Books	\$5.00 per copy
CIC Document Review for other governing agencies	\$100.00

NATURAL RESOURCE MANAGEMENT

	Current Fee
Agricultural Leases	3% of land Value
Balsam Bough Permit	\$25.00/ton 2 ton minimum 4 ton maximum
Easements	Land value and timber value within easement, plus recording fee Application fee \$250.00
Land Exchange	Application fee: \$250.00
Maple Syrup Permit	\$25.00 per requested area
Salvage Permit	\$25.00
Sand and Gravel Permit	Township \$1.25 per cubic yard includes \$0.10 per cubic yard reclamation fee County Highway Dept \$0.75 per cubic yard includes \$0.10 per cubic yard reclamation fee Natural Resource Management \$0.10 per cubic yard reclamation fee
Three Island Park Shelter	\$50/day \$100/ Damage deposit Plus \$25/day for additional space for tents, etc.
Timber Stumpage Base Rates	Set Annually by Department
Timber Trespass (M.S. 90.301)	Double Stumpage (casual & involuntary) Triple Stumpage (willful)
Harvest Extension (1-year when authorized)	10% of un-cut balance (based on bid price)
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 15 days of sale date.
Special Use Leases	Reviewed individually and set by County Board
Recreation Map	\$4.00
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 (free on website)	
• Responsible Operators	Free
• Other interested parties	\$3.00/copy

ENVIRONMENTAL SERVICES

	Current Fee
Building Permit Fee (Commercial or Residential)	\$100.00/Minimum \$0.30/sf (footprint)
Accessory Buildings	\$0.20/sf
Decks	\$75.00
Fences	\$75.00
Violations – Work Without Required Permits	Regular fee plus administrative fee (minimum 2 hours)
Sanitary Sewer Permits (New)	\$150.00
Sanitary Sewer Permits (Repair)	\$100.00
Sanitary Permit Privy	\$25.00
Sanitary Permit for Holding Tank	\$200.00
Administrative Fee	\$60.00/hr
Commercial Sanitary Sewer Permit	
Small (0-999GPD)	\$300.00
Medium (1,000-2,499 GPD)	\$450.00
Large (2,500-9,999 GPD)	\$600.00
Variance Application	\$500.00
After the fact Application	Double application fee
Variance Recording Fee	\$46.00
Shoreland Alteration	
• Shoreland Alteration Permit	\$100.00
Conditional Use Permit	\$500.00
Recording Fee	\$46.00
Plats (including PUD & CIP)	\$400.00 plus \$50.00 per lot
Division	
Preliminary Request	\$25.00 per parcel
Approved Division	\$75.00 per parcel

Public Gathering Permit (plus actual costs if they exceed permit fee)	Tier 1: \$1,000 Tier 2: \$2,500 Tier 3: \$5,000
Wetland Service Fees	Current Fee
Completed Combined WCA Project Application	\$300 (\$900 if application issued after the fact)
Exemption Certificate	\$20.00
Wetland Onsite Replacement	\$300.00
Appeal on Wetland Decision	\$500.00
Wetland Bank Concept Plan Review Part A	\$300.00
Wetland Bank Full Application	\$1200.00 (Additional hours over 20, \$60.00/hr)

HIGHWAY DEPARTMENT

	Current Fee
Equipment Rental Cost Schedule	Blading, Snowplowing, Mowing \$120.00/hour Minimum Charge = \$60.00
	Steaming Culverts \$180.00/hour Minimum Charge = \$90.00
	Other Equipment Internal Equipment Rate +Operator Labor Rate
	Patching/Crack Filling \$180.00/hour Minimum Charge \$90.00 Plus Material
Labor	Employee Labor Rate Plus Labor Benefit Additive
Salt & Sand	Set Monthly by Department
Mail Box Support, includes installation	On County Roads \$75.00 Off County Roads \$150.00 (within Beltrami County only, Twp roads & State Hwy)
Right-of-Way Management Fees	Current Fee
Registration Fee	\$0
Excavation Permit Fee	\$0
Obstruction Permit Fee	\$500.00/day

Permit Extension Fee	\$0
Delay Penalty	\$500.00/day plus any damages charged by the construction contractor and including any liquidated damages consistent with the contract
Work done without Permit Fee	\$1000.00 plus costs to correct damages (both excavation & obstruction fees will be considered to be \$500 for this item)
	Municipalities of Beltrami County must register but shall be exempt from fees

SHERIFF'S OFFICE

	Current Fee
Notice of Intent to Redeem	\$100.00
Dangerous Dog	\$100.00
Civil Service, plus mileage	\$60.00
• Duplicate certificate of service	\$10.00/each
Mileage Rate, based on round trip	Current IRS Rate, minimum fee \$10
Collections after Execution	8% of amount collected
Filing Fee	\$46.00
Sale Notices, posting three times	\$60.00
Legal Not Found, plus mileage	\$60.00
Securing Property in Replevin, Attachment or Execution, Escorts, Court Orders, Private Events	\$50.00 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	\$50.00
Writ of Execution Deposit in Advance of Service	\$110.00
Deputy Time Based on Overtime Plus Benefits plus County Squad Costs	\$90.00/hr (2 hr minimum)
Background Checks	\$5.00 per check
Handgun Permit	
• New Permit	\$100.00
• Renewal(up to 60 days before expire)	\$75.00
(within 30/days after expire)	\$85.00
(31 days after expire)	\$100.00
• Gun Transferee Permit	N/C
• Replace lost or stolen permit	\$10.00

Intake of Firearms – Domestic violence & court ordered	\$26/firearm (due immediately) thereafter \$26/month/firearm. 90 days w/0 payment, weapon is considered abandoned
Explosives Permit	\$0.00
Report Fee	\$0.25/page
Research Fee – minimum \$8.50 (1/4 hr)	\$35.00/hour
Transcription fee (non-County business) minimum \$8.50 (1/4 hr)	\$35.00/hour
Transcription fee 911 calls (non-County business)	\$35.00/hour (\$17.50 minimum charge)
Photos	\$1.00 per picture
• Photos/audio statements placed on CD	\$5.00 per disk
Video copy to DVD	\$6.00 plus established research fee (includes 911 calls, digital ally, future body cameras)
Boat & Water Permit Admin Fees	
• Swim raft or object that constitutes a hazard to navigation	\$10.00/2 yrs
• Races, competitions & Exhibitions	\$20.00/event N/C for non-profits
Forfeited Vehicle Storage Fees	\$50/first 24 hrs \$10/day thereafter Plus actual towing expense

JAIL

	Current Fee
Booking Fee	\$25.00
Fingerprinting Fee	\$25.00
• Duplicate copies	\$5.00/each
Portable Breath Test (PBT)	\$10.00
Huber Work Release Fee	\$20.00
Medical Co-Pay/Doctor/Nurse visit	\$5.00 nurse/\$10.00/doctor
Jail Photo Copying Fees	\$0.25 per page
Prescription Service Fee	Actual cost of prescription
OTC Medications	\$1.00
Electronic Monitoring	\$15.00-\$17.00/day
Drug Testing Fee –	\$5.00 for subsequent test, \$25.00 for appeals/requests to send to Medtox for testing
Out of County – Court Ordered Drug Test	\$25.00
Research, copying & other related expenses	See Sheriff Fees

GIS/MAPPING

Digital	Current Fee	
Parcels (Does not include City of Bemidji or Red Lake Indian Reservation)	\$0.20/parcel (\$0.10/parcel non-profit) Minimum charge of \$10.00	No fee for Govt Agencies <u>Included w/Portal Subscription</u>
Subdivisions (Does not include City of Bemidji or Red Lake Indian Reservation)	\$0.10/subdivision (\$0.05/subdivision non-profit) Minimum charge of \$10.00	No fee for Govt Agencies <u>Included w/Portal Subscription</u>
Blocks within Subdivisions (Does not include City of Bemidji or Red Lake Indian Reservation)	\$0.10/block (\$0.05/block non-profit) Minimum charge of \$10.00	No fee for Govt Agencies <u>Included w/Portal Subscription</u>
Lots within Subdivisions (Does not include City of Bemidji or Red Lake Indian Reservation)	\$0.10/lot (\$0.05/lot non-profit) Minimum charge of \$10.00	No fee for Govt Agencies <u>Included w/Portal Subscription</u>
Address Points (Does not include City of Bemidji or Red Lake Indian Reservation)	County-wide data \$1000.00 (\$500.00 non-profit) \$0.10/point (\$0.05/point non-profit) Minimum charge of \$10.00	No fee for Govt Agencies <u>Included w/Portal Subscription</u>
PLSS Grid – Points	\$1.00/point (\$0.50/point non-profit) Minimum charge of \$10.00	No fee for Govt Agencies <u>Included w/Portal Subscription</u>
PLSS Grid – Photos of Remonumentated locations	\$0.10/image (\$0.05/image non-profit) Minimum charge of \$10.00	No fee for Govt Agencies <u>Included w/Portal Subscription</u>
Cemeteries	No Charge	
County Boundary	No Charge	
County Commissioner Districts	No Charge	
County Parks	No Charge	
Emergency Service Network	No Charge	
Forties	<u>No Charge</u>	
Indian Reservations	No Charge	
Lakes & Major Rivers	No Charge	
Polling Sites	No Charge	
Public Access Points	No Charge	
Road Centerlines	No Charge	
Sections	No Charge	
Streams & Ditches	No Charge	

Townships - Civil	No Charge
Townships - Congressional	No Charge
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

911/Addressing Fees	Current Fee
Locatable Address Application Fee	\$55.00
Noncompliant Address Assessment Fee (individuals who do not follow application process to obtain an address)	\$55.00 if paid by end of current tax year, \$110 after that time and certified to property taxes to ensure payment
911 Assessment Fee	\$10.00/year

Other Charges	Current Fee
Plat Books (Printed or Non-Printable Digital (pdf) Plat Book on CD)	\$40.00/each (includes tax)
Plat Books (Printed or Non-Printable Digital (pdf) Plat Book on CD - Resale)	\$30.00/each (no tax)
Plat Book with Non-printable Digital Plat Book (pdf) on CD	\$44.00/each (includes tax)
Plat Book with Non-printable Digital Plat Book (pdf) on CD - Resale	\$34.00/each (no tax)
Individual Plat Book Pages	\$5.00/each (includes tax)
Plat Book Advertising:	
Outside Back Cover Full Page (7.5" x 10")	\$500.00
Outside Back Cover Half Page (7.5" x 5")	\$375.00
Inside Cover Full Page (7.5" x 10")	\$400.00/ad
Inside Cover Half Page (7.5" x 5")	\$300.00/ad
Inside Full Page (7.5" x 10")	\$300.00/ad
Inside Half Page (7.5" x 5")	\$200.00/ad
Inside Business Card (3.5" x 2")	\$100.00/ad

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 ½" 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/each
Mail, Fax or E:mail Documents	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	\$80.00/hour

HEALTH & HUMAN SERVICES – Nursing Services

	Current Fee
Flu Vaccination	\$22.00
AdultHep B immunization	\$60.00
Child VFC/Adult UUAV	\$10.00
Mantoux	\$15.00
Child & Teen Checkups Sliding Fee	\$80.00
Hep A	\$30.00
Tetanus Diphtheria	\$30.00
Paper copies/page	\$0.25

HEALTH & HUMAN SERVICES

	Current Fee
Out of Home Placement Fee	Varies According to Approved Dept Fee Policy
Chemical Health Assessments	\$200.00
Detoxification Services	\$0 to 100% 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	\$0 to 100% Full Cost of Service, Dependent on Income & Assets
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