



BELTRAMI COUNTY

2017 County Fee Schedule

Adopted: December 13, 2016

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	\$80/ton
Demo Landfill C&D (Landfill)	\$12/yard
Commercial Hauled Brush & Stumps (Landfill)	\$6/yard
Demo Landfill C&D (Blackduck)	\$14/yard
Furniture, Bypass & Treated Wood	\$19/yard

Shredding	\$10/minimum \$20/cart
Commercial Self-haul License	\$100/year
Commercial Hauler License	\$100/year

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
• New Investigation Fee In State	minimum \$100.00 maximum \$500.00
• New Investigation Fee Out of State	Actual Cost up to \$5,000.00
• 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 per month after January	
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 as Liquor License Fees

Service Fees:	Current Fee
Base Research Rate	\$50.00/hr
Registered Voter Certification	\$5.00
Wage Verification	\$5.00
Duplicate W2	\$5.00
Passport Photo	\$10.00
• Each Additional	\$5.00
Driver's License Manual	\$5.00
Motorcycle Manual	\$5.00
Commercial Driver's License Manual	\$10.00
Certified Bonding Information Request	\$100.00
Certified 10 Largest Taxpayer List	\$100.00
Certified Audit Reports	\$50.00
Delinquent Tax List	\$50.00
Bail Bond Accounting Fee	\$25.00
Unclaimed Property/Missing Heir Report	\$25.00
Tax Abatement	\$25.00
Escrow Annual Fee	\$5.00/parcel
Escrow Annual Fee – Local Bank	\$3.00/parcel
Escrow Noncompliant Submission	\$25.00
Escrow Refund/Correction Fee	\$25.00
Escrow Out of Balance Research Fee	\$50.00/hour
Special Assessment Delinquent Solid Wste	\$25/parcel
Special Assessment Initial Fee	\$100.00
Special Assessment Maintenance Fee (10+ parcels)	\$50.00 Plus \$1.00/parcel
Special Assessment Maintenance Fee (Less than 10 parcels)	\$1.00/parcel
Special Assessment Partial Payment Fee	\$25.00
Special Assessment Abatement/Adjustment	\$25/1-10 parcels \$50/11-25 parcels \$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 \$200.00
Land Exchange	\$500.00
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
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
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 (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 (1,000-2,400 GPD)	\$450.00
Large (2,500-9,999 GPD)	\$600.00
Variance Application	\$500.00
Variance Recording Fee	\$46.00
Reapplication Following Denial of Variance	\$125.00
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
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	\$60.00

SHERIFF'S OFFICE

Current Fee	
Dangerous Dog	\$100.00
Civil Service, plus mileage	\$50.00
• 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	\$50.00
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	\$80.00/hr (2 hr minimum)
Background Checks	\$5.00 per check
Handgun Permit	
• New Permit	\$100.00
• Renewal(up to 60 days before expire) (within 30/days after expire)	\$75.00 \$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	Free Download from GIS Web Page	
County Boundary	Free Download from GIS Web Page	
County Commissioner Districts	Free Download from GIS Web Page	
County Parks	Free Download from GIS Web Page	
Emergency Service Network	Free Download from GIS Web Page	
Forties	Free Download from GIS Web Page	
Indian Reservations	Free Download from GIS Web Page	

Lakes & Major Rivers	Free Download from GIS Web Page
Polling Sites	Free Download from GIS Web Page
Public Access Points	Free Download from GIS Web Page
Road Centerlines	Free Download from GIS Web Page
Sections	Free Download from GIS Web Page
Streams & Ditches	Free Download from GIS Web Page
Townships - Civil	Free Download from GIS Web Page
Townships - Congressional	Free Download from GIS Web Page
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
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911/Addressing Fees	Current Fee
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
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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
Web Map Advertising	\$30.00/month

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	\$75.00/hour

HEALTH & HUMAN SERVICES – Nursing Services

	Current Fee
Flu Vaccination	\$22.00
AdultHep B immunization	\$50.00
Child VFC/Adult UUAV	\$10.00
Mantoux	\$10.00
Child & Teen Checkups Sliding Fee	\$80.00
Hep A	\$30.00
Pneumonia Vaccination	\$50.00
Tetanus Diphtheria	\$25.00
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	\$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