



# BELTRAMI COUNTY

## 2021 County Fee Schedule

Adopted: December 1, 2020

### 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)	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		(Not otherwise addressed in Departmental Fee Schedules)
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	<b>Subscription Fee</b>	
Property and Tax Records Fees	\$50.00/month (3 month minimum) No transaction fee	
County Administration Building Meeting Room Reservation	\$50.00	
<b>Solid Waste Service Fee</b>	<b>Current Fee</b>	
Residential	\$152.00/year	
Seasonal	75% of residential/year	
Low income/disabled rate if application approved	50% of residential/year	
Out of County MSW	\$155.00/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	\$20.00/yard	
	\$155.00/ton	
Shredding	\$10 min	
	\$25.00/cart	
Commercial self haul license	\$5.00/year	
Bemidji & Blackduck Commercial self haul MSW w/License	Tier System	See Attachment A
Commercial Hauler License	\$100.00/year	Late fee \$25.00
Certified Scale Weight	\$5.00/each	
<b>Commercial Disposal Fee</b>		
Appliances	\$30.00/each	
Electronics	\$30.00/each	
	\$0.49/lb	
Tires	\$3.00/passenger	
	\$14.00/semi	
	\$225.00/ton	
	Commercial/Ag Off	
	Road Tires	
	\$400.00/ton	
Fluorescent tubes	\$0.25/each	
Ballasts	\$1.00/lb	
NSF Fee	\$30.00	
Late Payment Fee	1.5%/month after 30 days	
Minimum Transfer Site Clean-up Fee	\$250.00	

#### AUDITOR/TREASURER FEES

<b>Licenses:</b>	<b>Current Fee</b>
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

<b>Service</b>	<b>Current Fee</b>
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
Bulk Tax Roll	\$0.05/parcel
Refunds of Overpayment	Any amount over \$10
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 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

	<b>Current Fee</b>
Manual Split of Taxes	\$20.00
New Parcel Set-up	\$10.00/parcel
Assessment Fee for townships per parcel	Adjusted based on COLA
Bulk Assessment Roll	\$0.05/parcel

#### COUNTY RECORDER & REGISTRAR OF TITLES

	<b>Current Fee</b>
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
Electronic Bulk Images	\$0.20/image

**NATURAL RESOURCE MANAGEMENT**

	<b>Current Fee</b>
Agricultural Leases	2.5% 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	<b>Township</b> \$1.25 per cubic yard includes \$0.10 per cubic yard reclamation fee  <b>County Highway Dept</b> \$0.75 per cubic yard includes \$0.10 per cubic yard reclamation fee  <b>Natural Resource Management</b> \$0.10 per cubic yard reclamation fee
Movil Maze Shelter	\$65/day \$100/Damage deposit
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**

	<b>Current Fee</b>
Building Permit Fee (Commercial or Residential)	\$125/Minimum \$0.35/sf (footprint)
Accessory Buildings	\$0.25/sf
Decks	\$75.00
Fences	\$75.00
Violations – Work Without Required Permits	Regular fee plus administrative fee (minimum 2 hours)
Sanitary Sewer Permits (New)	\$200.00
Sanitary Sewer Permits (Repair)	\$150.00
Sanitary Permit Privy	\$50.00
Sanitary Permit for Holding Tank	\$250.00
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	\$550.00
After the fact Application	Double application fee
Variance Recording Fee	\$46.00
Shoreland Alteration	
• Shoreland Alteration Permit	\$125.00
Conditional Use Permit	\$550.00
Recording Fee	\$46.00
Plats (including PUD & CIP)	\$450.00 plus \$50.00 per lot
Division	
Preliminary Request	\$50.00 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
<b>Wetland Service Fees</b>	<b>Current Fee</b>
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

	<b>Current Fee</b>
Equipment Rental Cost Schedule (Intergovernmental Only)	<b>Blading, Snowplowing, Mowing</b> \$130.00/hour <b>Steaming Culverts</b> \$180.00/hour  <b>Other Equipment</b> Internal Equipment Rate +Operator Labor Rate  <b>Patching/Crack Filling</b> \$180.00/hour Plus Material
Labor (Intergovernmental Only)	Employee Labor Rate Plus Labor Benefit Additive
Materials (Intergovernmental Only)	<b>Salt &amp; Sand</b> <b>Culverts, Aprons, Bands</b> <b>Blades, Cutting Edges</b> Set Monthly by Dept. plus 8% handling & Admin Fee
Mail Box Support, includes installation	On County Roads \$75.00 Off County Roads \$150.00 (within Beltrami County only, Twp roads & State Hwy)

<b>Right-of-Way Management Fees</b>	<b>Current Fee</b>
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

	<b>Current Fee</b>
Notice of Intent to Redeem	\$100.00
Dangerous Dog	\$100.00
Civil Service, plus mileage	\$60.00
<ul style="list-style-type: none"> <li>• Duplicate certificate of service</li> </ul>	\$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	\$70.00
Legal Not Found, plus mileage	\$60.00
Securing Property in Replevin, Attachment or Execution, Escorts, Court Orders, Private Events	\$60.00 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	\$120.00 Additional funds may be needed
Deputy Time Based on Overtime Plus Benefits plus County Squad Costs	\$90.00/hr (2 hr minimum)
Lockout (remove evicted party) Based on Deputy Time (up to 2 Deputies)	\$90/hr/each Deputy (2 hr minimum) Plus mileage
Background Checks	\$5.00 per check
Handgun Permit	
<ul style="list-style-type: none"> <li>• New Permit</li> <li>• Renewal(up to 60 days before expire)</li> </ul>	\$100.00 \$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	\$50/hr to research, retrieve and burn to disc
<b>Boat &amp; Water Permit Admin Fees</b>	
• 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
Immobilization Removal	\$5,000.00
Security Video Research & Recording	\$50/hr to research, retrieve and burn to disc \$4/each per disc

## **JAIL**

	<b>Current Fee</b>
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**

<b>General</b>	<b>Current Fee</b>
Special Requests & Technical Services	\$60.00/hour
County Surveyor Plat Checking Fee	\$80.00/hour
Labels	\$1.00/sheet
Data written to CD-R/DVD-R	\$5.00/disc

<b>911/Addressing Fees</b>	<b>Current Fee</b>
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

<b>Maps</b>	<b>Current Fee</b>
Aerial Photo/GIS Map- 8-1/2"x11"	Property Owner: First Copy Free Add'l = \$1.00/each Non-Property Owner = \$1.00/each
Aerial Photo/GIS Map 11"x17"	Property Owner: First Copy Free Add'l = \$2.00/each Non-Property Owner= \$2.00/each
Large Format Aerial Photo/GIS Map (larger than 11"x17")	\$10.00/each

<b>County Highway Maps</b>	
County Highway Map	\$4.00/each (includes tax)

<b>Plat Books</b>	
Plat Book, printed or PDF on CD	\$40.00/each (includes tax)
Plat Book and CD combo	\$44.00/each (includes tax)
Plat Book, Individual Pages	\$5.00/each (includes tax)

<b>Plat Book Advertising:</b>	
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

## HEALTH & HUMAN SERVICES – Nursing Services

	<b>Current Fee</b>
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

	<b>Current Fee</b>
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

**Attachment A: 2021 Commercial Fee Schedule**  
**Adopted**

<b>TIER LEVEL</b>	<b>TONNAGE</b>	<b>Yards</b>	<b>2020 ANNUAL BASE CHARGE</b>	<b>2021 5% Increase</b>	<b>SURCHARGE TAX</b>	<b>TOTAL CHARGE</b>	<b>QUARTERLY BASE CHARGE</b>	<b>QUARTERLY SURCHARGE</b>	<b>QUARTERLY TOTAL</b>
1	0 - 1	10	\$136.25	\$143.06	\$2.79	<b>\$145.85</b>	\$35.77	\$0.70	<b>\$36.46</b>
2	1 - 2	10-20	\$204.38	\$214.60	\$8.36	<b>\$222.96</b>	\$53.65	\$2.09	<b>\$55.74</b>
3	2 - 3	20-30	\$340.63	\$357.66	\$13.94	<b>\$371.60</b>	\$89.42	\$3.49	<b>\$92.90</b>
4	3 - 5	30-50	\$545.00	\$572.25	\$22.30	<b>\$594.55</b>	\$143.06	\$5.58	<b>\$148.64</b>
5	5 - 7	50-70	\$817.50	\$858.38	\$36.04	<b>\$894.42</b>	\$214.59	\$9.01	<b>\$223.60</b>
6	7 - 9	70-90	\$1,090.00	\$1,144.50	\$44.61	<b>\$1,189.11</b>	\$286.13	\$11.15	<b>\$297.28</b>
7	9 - 11	90-110	\$1,362.50	\$1,430.63	\$55.76	<b>\$1,486.39</b>	\$357.66	\$13.94	<b>\$371.60</b>
8	11 - 13	110-130	\$1,635.00	\$1,716.75	\$66.91	<b>\$1,783.66</b>	\$429.19	\$16.73	<b>\$445.92</b>
9	13 - 15	130-150	\$1,907.50	\$2,002.88	\$84.04	<b>\$2,086.92</b>	\$500.72	\$21.01	<b>\$521.73</b>
10	15 - 17	150-170	\$2,180.00	\$2,289.00	\$89.22	<b>\$2,378.22</b>	\$572.25	\$22.30	<b>\$594.55</b>
11	17 - 19	170-190	\$2,452.50	\$2,575.13	\$108.08	<b>\$2,683.21</b>	\$643.78	\$27.02	<b>\$670.80</b>
12	19 - 21	190-210	\$2,725.00	\$2,861.25	\$111.52	<b>\$2,972.77</b>	\$715.31	\$27.88	<b>\$743.19</b>
13	21 - 23	210-230	\$2,997.50	\$3,147.38	\$122.67	<b>\$3,270.05</b>	\$786.84	\$30.67	<b>\$817.51</b>
14	23 - 25	230-250	\$3,270.00	\$3,433.50	\$133.82	<b>\$3,567.32</b>	\$858.38	\$33.46	<b>\$891.83</b>
15	OVER 25	over 250	\$141.70	\$148.79	\$5.58	<b>\$154.36</b>			

Tax formula = Tier 1 - 14 figured at center of tier (tonnage) multiplied by \$32.80 X 17%.

Tier 15 =\$32.80 X 17%.

\$32.80 Being considered the fair market value per ton of refuse disposal.