



# BELTRAMI COUNTY

## 2025 PROPOSED Fee Schedule

Adopted:

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

	<b>Current Fee</b>	<b>Proposed change</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	\$171.00/year	<b>\$176.00/year</b>
Seasonal	75% of residential/year	
Low income/disabled rate if application approved	50% of residential/year	
Out of County MSW	\$171.00/ton	<b>185.00/year</b>
C & D (Demolition Landfill)	\$17.00/yard	<b>\$18.00/yard</b>

C & D (Demolition Landfill w/o solid waste ID/Fee)	\$38.00	\$40.00
Demo-Clean Shingles (Demo Landfill)	\$10.00/yard \$15/Non-resident	
Stumps (Landfill)	\$5.00/yard	
Non-Resident/Commercial Tree Debris	\$5.00/yard	
Crushed Concrete (when available at the Demo Landfill)	\$23.00/cubic yard	
C & D (Blackduck & Bemidji Transfer Stations)	\$20.00/yard	
Furniture, bypass & treated wood	\$20.00/yard \$171.00/ton	\$178.00/ton
Shredding	\$25.00 min \$75.00/cart	
Commercial self haul license	\$10.00/year	
Bemidji & Blackduck Commercial self haul MSW w/License	Tier System See Attachment A	
Commercial Hauler License	\$200.00/year Late fee \$25.00	
Certified Scale Weight	\$5.00/each	
E-Bike batteries	\$25.00/each	
<b>Commercial Disposal Fee</b>		
Appliances	\$30.00/each	
Compost	\$45/ton	
Electronics	\$0.60/lb	
Tires	\$3.75/passenger \$17.50/semi \$375.00/ton Commercial/Ag Off Road Tires \$475.00/ton	\$4.50/passenger \$19.00/semi \$450.00/ton \$500.00/ton
Commercial Oil filter	\$5.00/lb	
Lamps (Neon/UV/LED,HID)	Current State Contract price	
Fluorescent tubes	\$0.25/each/4 ft \$0.50/each More than 4 ft	
Ballasts	\$1.50/lb	
<b>Administrative Fees</b>		
Sorting/Clean-up Fee	\$100.00/hr	½ hr minimum
NSF Fee	\$30.00	
Late Payment Fee	1.5%/month after 30 days	
Min. Remote Transfer Site Clean-up Fee	\$250.00	
Haul Rate	\$2.56/mile	

## AUDITOR/TREASURER FEES

<b>Licenses:</b>	<b>Current Fee</b>	<b>Proposed change</b>
Ordination Filing Fee	\$35.00	
Duplicate Marriage License	\$25.00	
Marriage Certificate Amendment	\$20.00	\$40.00
<b>Marriage Ceremony</b>		\$50.00
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	
<b>Cannabis Registration</b>	<b>Initial \$500.00 or 50% of license fee, whichever is less</b>	
<b>Cannabis Registration Renewal</b>	<b>\$1,000.00 or 50% of license fee, whichever is less</b>	
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	
• 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	
• 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
Passport Photo	\$15.00
• Each Additional	\$5.00
Driver's License Manual	\$7.00
Motorcycle Manual	\$7.00
Commercial Driver's License Manual	\$15.00
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
Supplemental Certificate	\$100.00/plus recording fee

## COUNTY ASSESSOR

<b>Service</b>	<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>Service</b>	<b>Current Fee</b>
Plat Fee (copy or email)	\$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 \$20.00/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
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>Service</b>	<b>Current Fee</b>
Agricultural Leases	\$26.75/acre
Balsam Bough Permit	\$50.00
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> \$1.50/cubic yard includes \$0.10 per cubic yard reclamation fee  <b>County Highway Dept</b> \$1.00/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	\$75.00/day \$100/Damage deposit

Three Island Park Shelter	\$60.00/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>Service</b>	<b>Current Fee</b>
Building Permit Fee (Commercial or Residential)	\$125/Minimum \$0.38/sf (footprint)
Accessory Buildings	\$0.27/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
Soils Verification	\$100.00
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 Variance Recording Fee	Double application 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>	
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

Service	Current Fee	Proposed change
Equipment Rental Cost Schedule (Intergovernmental Only)	<b>Motor grader</b> blading/plowing \$180/hr <b>Tandem truck plowing</b> \$180/hr Mowing \$135/hr Steaming Culverts \$160/hr <b>Other Equipment</b> Internal Equipment Rate +Operator Labor Rate <b>Patching/Crack Filling</b> \$180.00/hr Plus Materials	
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 No Charge Off County Roads \$200.00	\$225.00

Specific Service Sign	\$300/each	
Adopt-a-Highway Sign	\$0.00	
		<b>Proposed change</b>
<b>Right-of-Way Management Fees</b>	<b>Current Fee</b>	
Registration Fee	\$0	
Excavation/Obstruction/Utility Permit Fee	\$100 up to 1 mile \$50 each additional mile	
Construction Performance Bond	\$100,000 for utility companies \$1,500 Commercial \$500 Residential	
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	
Entrance Permit	\$100 Residential Plus \$500 construction performance deposit \$250 Commercial Plus \$1,500 construction performance deposit	<b>\$150.00</b>
Moving Permit	\$25/oversize single trip w/legal axel weight \$200/annual oversize up to 14' H x 14.5' W x 95" L/legal axel weight \$50/single trip overweight Plus \$500 each bridge load rating review \$300/annual for 6 axel 90,000 construction materials & raw agricultural products \$500/annual for 7 axel 97,000 construction materials & raw agricultural products	
Special Event Permit	\$0 Government Sponsored \$100 Private/Non- Govt Sponsored	



## SHERIFF'S OFFICE

Service	Current Fee
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	\$100.00/hr (2 hr minimum)
Lockout (remove evicted party) Based on Deputy Time (up to 2 Deputies)	\$100.00/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> </ul>	\$100.00
<ul style="list-style-type: none"> <li>Renewal(up to 90 days before expire)</li> </ul>	\$75.00
(within 30/days after expire)	\$85.00
(31 days after expire)	\$100.00
<ul style="list-style-type: none"> <li>Gun Transferee Permit</li> </ul>	N/C
<ul style="list-style-type: none"> <li>Replace lost or stolen permit</li> </ul>	\$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 for Govt entity or Contractor for Govt entity	\$0.00
Explosives Permit for Non-Govt entity	\$15.00
To Members of the public: Copies, photographs, video, audio, data on CD or DVD, data stored electronically	Actual Cost
	Actual Cost includes search & retrieval (research fee), printing costs, employee time to print/copy or transfer and cost of CD, DVD or jump drive

To Data Subject: Copies, photographs, video, audio, data on CD or DVD, data stored electronically	Actual Cost
	Actual Cost no matter how many copies & includes employee time to make copy (includes paper or copy to electronic medium), cost of storage medium, no charge for search and retrieval
Employee time (search & retrieval)	\$28.00/hour
	<b>Billed at the rate of the lowest paid employee able to complete the task \$33.00-88.00/hr</b>
(transcription)	\$35.00/hour
<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
Fingerprinting	\$25.00
• Duplicate copies (2)	\$5.00
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 & save to usb thumb drive \$13/per drive

## JAIL

<b>Service</b>	<b>Current Fee</b>
Booking Fee	\$25.00
Portable Breath Test (PBT)	\$10.00
Huber Work Release Fee	\$20.00
Medical Co-Pay/Doctor/Nurse visit	\$5.00 nurse/\$10.00/doctor
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

<b>Service</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

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**911/Addressing Fees**

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Locatable Address Application Fee	\$100.00
Noncompliant Address Assessment Fee (individuals who do not follow application process to obtain an address)	\$100.00 if paid by end of current tax year, after that \$200.00/time and certified to property taxes to ensure payment
911 Assessment Fee	\$10.00/year

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**Maps**

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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

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**County Highway Maps**

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County Highway Map	\$4.00/each (includes tax)
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**Plat Books**

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Plat Book, printed	\$40.00/each (includes tax)
PDF on CD	\$20/each (includes tax)
Plat Book and CD combo	\$45.00/each (includes tax)
Plat Book, Individual Township or City	\$5.00/each (includes tax)
Plat Book, Resale	\$30/each (no tax)
Plat Book, Mail Order	Postage varies based on current USPS rate

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**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

**HEALTH & HUMAN SERVICES**

	<b>Current Fee</b>	<b>Proposed change</b>
Out of Home Placement Fee	Varies According to Approved Dept Fee Policy	
Chemical Health Assessments	\$200.00	
Data requests from data subject – copies, photographs, videos, audio, data on electronic storage	Actual cost no matter how many copies including electronic storage device	
Search and Retrieval	Employee time \$28.00/hour	
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	\$44.00 per person, no maximum
Child Care Provider Change of Premises Inspection Fee	\$150.00	
Guardianship Fees	The lesser of 5% of monthly income or \$100/month	
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 Child & Adult Foster Care Licensing Inspection Fees	Actual cost of inspection, not to exceed \$250.00 annually	

**Health & Human Services - Nursing Service Fees**

Flu Vaccination	\$22.00	
Child VFC/	\$10.00	
Adult UUAV	\$15.00	
Mantoux	\$15.00	\$15.00/Adult \$10.00/Child
Child & Teen Checkups Sliding Fee	\$80.00	
Hair Follicle 5-panel	\$125.00	
Hair Follicle 30/60/90	\$225.00	
Paper copies/page	\$0.25	