



BELTRAMI COUNTY

2024 County Fee Schedule

Adopted: December 12, 2023

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		(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	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	\$171.00/year	
Seasonal	75% of residential/year	
Low income/disabled rate if application approved	50% of residential/year	
Out of County MSW	\$171.00/ton	
C & D (Demolition Landfill)	\$17.00/yard	

C & D (Demolition Landfill w/o solid waste ID/Fee)	\$38.00
Demo-Clean Shingles (Demo Landfill)	\$10.00/yard \$15/Non-resident
Stumps (Landfill)	\$5.00/yard
Non-Resident/Commercial Tree Debris	\$5.00/yard
C & D (Blackduck & Bemidji Transfer Stations)	\$20.00/yard
Furniture, bypass & treated wood	\$20.00/yard \$171.00/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
Commercial Disposal Fee	
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
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
Administrative Fees	
Sorting/Clean-up Fee	\$100.00/hr
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

Licenses:	Current Fee
Ordination Filing Fee	\$35.00
Duplicate Marriage License	\$25.00
Marriage Certificate Amendment	\$20.00
Fireworks Permit	\$25.00

Licenses:	Current Fee
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
• Renewal Investigation Fee	\$10,000.00 \$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
• 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

Service	Current Fee
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

Service	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
Bulk Assessment Roll	\$0.05/parcel

COUNTY RECORDER & REGISTRAR OF TITLES

Service	Current Fee
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

Service	Current Fee
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	Township \$1.50/cubic yard includes \$0.10 per cubic yard reclamation fee County Highway Dept \$1.00/cubic yard includes \$0.10 per cubic yard reclamation fee Natural Resource Management \$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

Service	Current Fee
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
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

Service	Current Fee
Equipment Rental Cost Schedule (Intergovernmental Only)	Motor grader blading/plowing \$180/hr Tandem truck plowing \$180/hr Mowing \$135/hr Steaming Culverts \$160/hr Other Equipment Internal Equipment Rate +Operator Labor Rate Patching/Crack Filling \$180.00/hr Plus Materials
Labor (Intergovernmental Only)	Employee Labor Rate Plus Labor Benefit Additive
Materials (Intergovernmental Only)	Salt & Sand Culverts, Aprons, Bands Blades, Cutting Edges Set Monthly by Dept. plus 8% handling & Admin Fee
Mail Box Support, includes installation	On County Roads No Charge

	Off County Roads \$200.00
Specific Service Sign	\$300/each
Adopt-a-Highway Sign	\$0.00
Right-of-Way Management Fees	Current Fee
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
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
• 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	\$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	
• New Permit	\$100.00
• Renewal(up to 90 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 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
(transcription)	\$35.00/hour
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
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

Service	Current Fee
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

Service	Current Fee
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
911/Addressing Fees	
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
Maps	
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
County Highway Maps	
County Highway Map	\$4.00/each (includes tax)
Plat Books	
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
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

	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 Child & Adult Foster Care Licensing Inspection Fees	Actual cost of inspection, not to exceed \$250.00 annually
Nursing Services	
Flu Vaccination	\$22.00
Child VFC/	\$10.00
Adult UUA V	\$15.00
Mantoux	\$15.00
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

Attachment A: 2024 Commercial Fee Schedule

Adopted

TIER LEVEL	TONNAGE	Yards	2024	SURCHARGE TOTAL TAX	QUARTERLY TOTAL CHARGE	QUARTERLY BASE CHARGE	QUARTERLY SURCHARGE	QUARTERLY TOTAL
1	0 - 1	10	\$159.31	\$2.89	\$162.21	\$39.83	\$0.72	\$40.55
2	1 - 2	10-20	\$241.42	\$8.68	\$250.11	\$60.36	\$2.17	\$62.53
3	2 - 3	20-30	\$402.37	\$14.47	\$416.84	\$100.59	\$3.62	\$104.21
4	3 - 5	30-50	\$643.78	\$23.15	\$666.94	\$160.95	\$5.79	\$166.73
5	5 - 7	50-70	\$965.67	\$36.04	\$1,001.71	\$241.42	\$9.01	\$250.43
6	7 - 9	70-90	\$1,287.56	\$46.31	\$1,333.87	\$321.89	\$11.58	\$333.47
7	9 - 11	90-110	\$1,609.45	\$57.89	\$1,667.34	\$402.36	\$14.47	\$416.83
8	11 - 13	110-130	\$1,931.34	\$69.46	\$2,000.81	\$482.84	\$17.37	\$500.20
9	13 - 15	130-150	\$2,253.23	\$84.04	\$2,337.27	\$563.31	\$21.01	\$584.32
10	15 - 17	150-170	\$2,575.13	\$92.62	\$2,667.74	\$643.78	\$23.15	\$666.94
11	17 - 19	170-190	\$2,897.02	\$108.08	\$3,005.10	\$724.25	\$27.02	\$751.27
12	19 - 21	190-210	\$3,218.91	\$115.77	\$3,334.68	\$804.73	\$28.94	\$833.67
13	21 - 23	210-230	\$3,540.80	\$127.35	\$3,668.14	\$885.20	\$31.84	\$917.04
14	23 - 25	230-250	\$3,862.69	\$138.92	\$4,001.61	\$965.67	\$34.73	\$1,000.40
15	OVER 25	over 250	\$167.38	\$5.79	\$173.17			

Tax formula = Tier 1 - 14 figured at center of tier (tonnage) multiplied by \$34.05 X 17%.

Tier 15 = \$34.05 X 17%.

\$34.05 Being considered the fair market value per ton of refuse disposal.