



BELTRAMI COUNTY

2025 Proposed 2026 Fee Schedule

Adopted: December 3, 2024

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

	Current Fee	Proposed
Photocopying (County-business)	5 pages or less: no charge	<u>\$0.25/page</u>
	Over 5 pages: \$0.25/page	
Photocopying (Non-County-business)	\$3.00 plus \$0.25/page	
Photocopying (Archive Book-copy fee)	\$5.00/page	
<u>Color Printing (8-1/2 x 11)</u>		<u>\$1.00/page</u>
Fax (County-business)	25 pages or less: no charge	<u>\$5.00</u>
	Over 25 pages: \$0.25/page	
Fax (Non-County-business)	\$3.00 plus \$0.25/page	
Notary Fee	\$2.00	<u>\$5.00</u>
NSF Fee	\$30.00	<u>\$50.00</u>
General Research & Computer Generated		
List Fees		
Base Research Rate/Public Data Request	\$50/hour (1 hr minimum)	(Not otherwise addressed in Departmental Fee Schedules)
— Personnel Time	Hourly Rate plus Benefits	
• 10 pages or under	\$10.00	<u>\$100/hour (1 hr minimum)</u>
• 11 to 100 pages	\$25.00	
• Additional pages	\$0.02/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	
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	Proposed
Residential	<u>\$176.00/year</u>	<u>\$181.00/year</u>
Seasonal	75% of residential/year	
Low income/disabled rate if application approved	50% of residential/year	
Out of County MSW	<u>\$185.00/ton</u>	<u>\$191.00/ton</u>
<u>Commercial MSW</u>		<u>\$181.00/ton</u>

C & D (Demolition Landfill)	\$18.00/yard	\$20.00/yard
C & D (Demolition Landfill w/o solid waste ID/Fee)	\$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	
Out of County Recycling		\$85.00/ton
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	
	\$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	
Commercial Disposal Fee		
Appliances	\$30.00/each	
Compost	\$45/ton	
Electronics	\$0.60/lb	
Tires	\$4.50/passenger	
	\$19.00/semi	
	\$450.00/ton	
	Commercial/Ag Off	
	Road Tires	
	\$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	
Administrative Fees		
Sorting/Clean-up Fee	\$100.00/hr	with ½ hr minimum
NSF Fee	\$30.00	Included in general fees
Late Payment Fee	1.5%/month after 30 days	

Min. Remote Transfer Site Clean-up Fee	\$250.00	
Haul Rate	\$2.56/mile	\$3.00/mile
AUDITOR/TREASURER FEES		
Licenses:	Current Fee	Proposed
Ordination Filing Fee	\$35.00	
Duplicate Marriage License	\$25.00	
Marriage Certificate Amendment	\$40.00	
Marriage Ceremony	\$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	
• Renewal Investigation Fee	\$10,000.00 \$60.00	
Cannabis Registration	Initial \$500.00 or 50% of license fee, whichever is less	
Cannabis Registration Renewal	\$1,000.00 or 50% of license fee, whichever is less	
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**	\$1,500**
• On Sale near Bemidji	\$2,000.00**	
• On/Off Sale Combo		\$2,000**
• 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	\$500.00
• 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	\$100.00
**Prorated per month after January		
Beer Licenses		
• On Sale	\$75.00	\$100.00
• Off Sale	\$25.00	\$50.00
• Combination On/Off	\$100.00	\$150.00
• Late Application Fee	\$20.00	

- Temporary Beer – On Sale \$25.00
- Investigation Fee Same as Liquor License Fees
- On Sale Tap Room \$400.00
- Off Sale Brew Pub \$265.00

Service	Current Fee	Proposed
Base Research Rate	\$50.00/hr	\$100.00/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	\$200.00
Repurchase Application Fee	\$100.00	\$150.00/plus recording fee
Delinquent Tax Publication Fee	\$25.00	\$35.00
Forfeiture Auditor Treasurer Fee	\$100.00	\$300.00
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	Proposed
Manual Split of Taxes	\$20.00	
New Parcel Set-up	\$10.00/parcel	\$20/hr plus labor
Assessment Fee for townships per parcel	Adjusted based on COLA	
Bulk Assessment Roll	\$0.05/parcel	
Homestead Abatement		\$25/\$10 per additional parcel
Local Assessor Training (May be waived if local assessor trains w/county staff)		\$60.00/hr
Local Assessor Parcel Admin Fee		\$2.00/parcel
Local Assessor Rework Fee		\$60.00/hr

COUNTY RECORDER & REGISTRAR OF TITLES

Service	Current Fee	Proposed
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	\$125.00/month \$25.00/month
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	\$150
Electronic Bulk Images	\$0.20/image	\$0.25/image

NATURAL RESOURCE MANAGEMENT

Service	Current Fee	Proposed
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	Proposed
Building Permit Fee	\$150/Minimum	
(Commercial or Residential)	\$0.39/sf (footprint)	\$0.40/sf
Accessory Buildings	\$0.28/sf	\$0.29/sf
Decks	\$80.00	\$90.00
Fences	\$80.00	\$90.00
Violations – Work Without Required Permits	Regular fee plus administrative fee (minimum 2 hours)	
Sanitary Sewer Permits (New)	\$225.00	\$250.00
Sanitary Sewer Permits (Repair)	\$175.00	
Sanitary Permit Privy	\$100.00	\$120.00
Sanitary Permit for Holding Tank	\$300.00	
Soils Verification	\$125.00	
Administrative Fee	\$65.00/hr	

Commercial Sanitary Sewer Permit		
Small (0-999GPD)	\$325.00	\$350.00
Medium (1,000-2,499 GPD)	\$475.00	\$550.00
Large (2,500-9,999 GPD)	\$625.00	\$750.00
Variance Application	\$600.00	\$650.00
After the fact Application	Double application fee	
Variance Recording Fee	\$46.00	
Shoreland Alteration		\$150.00
• Shoreland Alteration Permit	\$125.00	
Conditional Use Permit	\$600.00	\$650.00
Recording Fee	\$46.00	
Plats (including PUD & CIP)	\$600.00	
	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	
Short-Term Rental Application Fees	Type A: \$200.00	
After-the-fact applications are	Type B: \$400.00	
double the normal fee	Type C: \$800.00 plus recording fee	
Wetland Service Fees		
Completed Combined WCA Project Application	\$300 (\$900 if application issued after the fact)	\$350 (\$1050 if after the fact)
Exemption Certificate	\$40.00	\$50.00
Wetland Onsite Replacement	\$500.00	
Appeal on Wetland Decision	\$500.00	
Wetland Bank Concept Plan Review Part A	\$300.00	
Wetland Bank Full Application	\$1300.00 (Additional hours over 20, \$65.00/hr)	

HIGHWAY DEPARTMENT

Service	Current Fee	Proposed
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	Salt & Sand	

(Intergovernmental Only)	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 \$225.00	
Specific Service Sign	\$300/each	
Adopt-a-Highway Sign	\$0.00	
Right-of-Way Management Fees	Current Fee	Proposed
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	\$150 Residential Plus \$500 construction performance deposit \$250 Commercial Plus \$1,500 construction performance deposit	\$200 Residential \$300 Commercial
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
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Road Maintenance Fees for Townships & Small Cities

Service	Proposed Fee
Snow Plowing Gravel Roads	\$650/mile
Snow Plowing Paved Roads	\$2,050/mile
Gravel Road Blading	\$850/mile
Bridge Safety Inspections for Townships & Small Cities	
Service	
Bridge Inspection	\$400/each
Contract Administration for Grants	
Service	
Grant Administration for Grants	10% of grant w/\$3,000/minimum

SHERIFF'S OFFICE

Service	Current Fee	Proposed
Notice of Intent to Redeem	\$100.00	
Dangerous Dog	\$100.00	
Civil Service, plus mileage	\$60.00	\$75.00
Short notice paper services (received less than 3 days before deadline)		\$100.00
• 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	\$90.00
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)	\$125.00/hr
Lockout (remove evicted party) Based on Deputy Time (up to 2 Deputies)	\$100.00/hr/each Deputy (2 hr minimum) Plus mileage	\$125/hr/deputy
Background Checks	\$5.00 per check	

Handgun Permit		
• New Permit	\$100.00	
• <u>Veteran - New Permit or Renewal</u> <u>(DD213 required for verification)</u>		<u>\$50.00</u>
• Renewal(up to 90 days before expire) (within 30/days after expire) (31 days after expire)	\$75.00	
• Gun Transferee Permit	\$85.00	
• Replace lost or stolen permit	\$100.00	
	N/C	
	\$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 Data Request from the Public	Actual Cost includes search & retrieval (research fee) Includes cost of employee time, make, certify & electronically transmit all data	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 Data Request from Data Subject	Actual Cost no matter how many copies & includes employee time to make copy (includes paper or copy to electronic medium), cost of storage medium, and no charge for search and retrieval	
Employee time (search & retrieval) Billed at the rate of the lowest paid employee able to complete the task	\$33.00-\$88.00/hr Billed at the rate of the lowest paid employee able to complete the task	
(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	Proposed
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	\$15-\$22/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	Proposed
Special Requests & Technical Services	\$60.00/hour	\$100.00/hr
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	\$200.00
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	\$200.00 if paid by \$400.00 after that
911 Assessment Fee	\$10.00/year	
Road Name Signage in new subdivision		\$300/each intersection

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	\$1.00/page
Aerial Photo/GIS Map 11"x17"	Property Owner: First Copy Free Add'l = \$2.00/each Non-Property Owner = \$2.00/each	\$2.00/page
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)	\$50.00/each
PDF on CD	\$20/each (includes tax)	
Plat Book and CD combo	\$45.00/each (includes tax)	\$60.00/each
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	Proposed
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 & license renewal Fee	\$50.00	
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	
Child Care-Adult Foster Care Background Study Fees	\$44.000 per person No maximum	
Corporate Child & Adult Foster Care and Community Residential Setting Licensing and Inspection-Renewal Fees	Actual cost of inspection, not to exceed \$250.00 annually	

Health & Human Services - Nursing Service Fees		
	Current Fee	Proposed
Flu Vaccination	\$22.00	
Child VFC/	\$10.00	
Adult UUAV	\$15.00	
Mantoux	\$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	
Contracted Nursing		\$52.00/hr