

ORDINANCE NO.: 600-2

BALDWIN TOWNSHIP  
SHERBURNE COUNTY, MINNESOTA

AN ORDINANCE AMENDING THE TOWN FEE SCHEDULE

THE BOARD OF SUPERVISORS OF BALDWIN TOWNSHIP DOES HEREBY ORDAIN:

Section 1. Ordinance 600 is hereby amended establishing a fee schedule for Town services, permits and licenses for 2024:

FEE SCHEDULE  
EFFECTIVE JANUARY 1, 2024

General Fees		
Notary Fee		\$2.00
DVDs (if borrowed from the Town)		\$1.00
Electronic data		\$10.00
Tape/CD of Board Meeting		\$20.00
Photo Copies:		
a. First three copies		\$2.00
b. Letter	\$0.25/page or \$0.35/page color	
c. Legal	\$0.50/page or \$0.60 page color	
d. Ledger		\$1.00/page
Postage:		
a. First three copies		\$1.50
b. Each additional		\$0.25
Overdue Utility Fee	7% of delinquent balance plus \$25.00/month	
Special Assessment Charge		\$20.00
Research Fee		\$75.00/hr.
Road Right-of-Way Permit		\$500.00
Second Driveway Permit		\$300.00
EMS sign, post and hardware		\$70.00
Electronic payment	3% of transaction	
Public Hearing Fee		\$1,000.00
Canine Pick Up	\$150.00 plus \$5.00 if online payment	
Feline Pick Up		\$150.00
Development Applications		
<b>Comprehensive Plan Amendment</b>		
a. Base Fee		\$500.00
b. Escrow – Single Family		\$1,000.00
c. Escrow – All Others		\$3,000.00
<b>Zoning Amendment (map or text):</b>		
a. Base Fee		\$500.00

	b. Escrow – Single Family	\$1,000.00
	c. Escrow – All Others	\$3,000.00
	<b>Variance:</b>	
	a. Base Fee	\$500.00
	b. Escrow – Single Family	\$1,000.00
	c. Escrow – All Others	\$3,000.00
	<b>Conditional Use Permit:</b>	
	a. Base Fee	\$500.00
	b. Escrow – Single Family	\$1,000.00
	c. Escrow – All Others	\$3,000.00
	<b>Interim Use Permit:</b>	
	a. Base Fee	\$500.00
	b. Escrow	\$3,000.00
	<b>Administrative Permit and Appeals:</b>	
	a. Base Fee	\$200.00
	b. Escrow	\$400.00
	<b>Sign Permit:</b>	\$30.00
	<b>Grading Permit:</b>	\$1,000 escrow
	<b>Zoning Confirmation Letter</b>	\$30.00
	<b>Site Plan Review:</b>	
	a. Base Fee	\$200.00
	b. Escrow	\$3,000.00
	<b>Shoreland/WS Alteration Permit:</b>	
	a. Base fee	\$200.00
	b. Escrow	\$800.00
	<b>Subdivision Sketch Plan:</b>	
	a. Base Fee	\$200.00
	b. Escrow	\$2,000.00
	<b>Simple Plat:</b>	
	<b>Preliminary Plat:</b>	
	a. Base Fee	\$500.00
	b. Escrow	\$1,000.00
	<b>Final Plat:</b>	
	a. Base Fee	\$500.00
	b. Escrow	\$1,000.00
	<b>Plat:</b>	
	<b>Preliminary Plat:</b>	
	a. Base Fee	\$500.00
	b. Escrow	\$5,000.00
	<b>Final Plat:</b>	
	a. Base Fee	\$500.00
	b. Escrow	\$5,000.00
	<b>Administrative Subdivision:</b>	
	a. Base Fee	\$200.00
	b. Escrow	\$800.00
	<b>Registered Land Survey:</b>	

a. Base Fee	\$200.00
b. Escrow	\$800.00
<b>Environmental Assessment Worksheet Review</b>	
a. Base Fee	\$200.00
b. Escrow	\$3,000.00
<b>Development Contract Minimums</b>	
Legal Escrow	\$1,000.00
Engineering / Construction Observation Escrow	\$5,000.00
Town Administrative Fee	\$1,000.00
<b>Park Dedication</b>	
a. Residential	\$1,200.00/lot
b. Commercial/Industrial/Institutional	\$0.00/ac.
<b>Building Permits:</b> Building permit and inspection fees shall be as provided for by Appendix A of this Ordinance.	

**Appendix A**  
**Building Permit and Inspection Fees**

The administration and issuance of permits and the collection of fees shall be as authorized in Minnesota Statutes, Chapter 326B, Minnesota Administrative Rules 1300.0120 and 1300.0160, and as provided by this Ordinance. Fees are to be commensurate with the service provided. Permit fees not specifically identified within this Ordinance are based on the valuation determined by Subdivision 2.

**Subd. 1. Permit and Inspection Fees for Residential Building, Commercial Building, Fire Suppression, Fire Alarm, Commercial Mechanical, and Commercial Plumbing.** The minimum fee for processing these permits is \$100.00.

<b>Total Valuation</b>	<b>Permit Fee</b>
\$1.00 to \$2,000.00	\$100.00 Minimum
\$2,001.00 to \$25,000.00	\$100.00 for the first \$2,000.00 plus \$16.55 for each additional \$1,000.00 or fraction thereof, to and including \$25,000
\$25,001.00 to \$50,000.00	\$464.15 for the first \$25,000.00 plus \$12.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000
\$50,001.00 to \$100,000.00	\$764.15 for the first \$50,000.00 plus \$8.45 for each additional \$1,000.00 or fraction thereof, to and including \$100,000
\$100,001.00 to \$500,000.00	\$1,186.65 for the first \$100,000.00 plus \$6.75 for each additional \$1,000.00 or fraction thereof, to and including \$500,000
\$500,001.00 to \$1,000,000.00	\$3,886.65 for the first \$500,000.00 plus \$5.50 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000; and
\$1,000,001.00 and up	\$6,636.65 for the first \$1,000,000.00 plus \$4.50 for each additional \$1,000.00 or fraction thereof

**Subd. 2. Project Valuation Determination.** The Designated Building Official has the authority and responsibility to determine project valuation for the purposes of establishing applicable plan review and permit fees. Valuation data may be referenced from the State of Minnesota and/or the International Code Council.

**Subd. 3. Plan Review Fees.** Where a plan review fee is performed and charged, the minimum plan review fee for all permits is \$50.00. Plan review fees for building, fire suppression, and fire alarm permits shall be sixty-five percent (65%) of the building permit fees as set forth in Subdivision 1 of this Section. Plan review fees for similar plans are set forth in Minnesota Rules 1300.0160.

Plan review fees for all commercial mechanical permits shall be ten percent (10%) of the permit fee when a project job valuation is determined to exceed \$30,000.00.

In the event a permit applicant submits an application that requires plan review and decides not to proceed with the building project after the plan review has been completed, the plan review fee will be billed by the jurisdiction to the permit applicant.

**Subd. 4. State Surcharge on Building, Mechanical, and Plumbing, Permit Fees.** In addition to the permit fees established in this fees schedule, a surcharge fee shall be collected on all permits issued for work governed by the Minnesota State Building Code in accordance with Minnesota Statutes, Section 326B.148.

**Subd. 5. Refunds.** The jurisdiction may refund up to 80% of the permit fees in which no work has been done and no inspections have been made. Requests for refunds must be made by the permit applicant in writing within 180 days of issuance. Within 10 days of receipt, the Building Official must review the refund request and determine the amount to be refunded or deny the refund request for just cause.

No refunds will be approved or granted for the following: plan review fees, state surcharge fees, re-inspection fees, or any other services that have previously been rendered.

**Subd. 6. Work Without a Permit.** Work commenced without a permit may result in additional fees as specific in MN Rules 1300.010, Subpart 8.

**Subd. 7. Residential Mechanical Permit Fees for Structures Regulated under the Minnesota Residential Code.**

New construction mechanical (includes HVAC system, mechanical ventilation system, and gas lines)	\$150.00 per unit
Addition, alteration, remodel, or replacement mechanical	\$125.00
Basement finish mechanical	\$125.00
Fireplace	\$125.00
Garage heater	\$125.00
Gas lines	\$125.00
Miscellaneous mechanical appliance	\$125.00
All other minor mechanical work	\$125.00
Furnace and air conditioner units installed and inspected simultaneously	\$185.00

**Subd. 8. Plumbing Permit Fees for Structures Regulated under the Minnesota Residential Code.**

New construction plumbing	\$150.00 per unit
Addition, alteration, remodel, or replacement	\$125.00
Basement finish	\$125.00
Water heater	\$125.00
Water conditioning system	\$125.00
Miscellaneous plumbing fixtures	\$125.00
Municipal sewer connection	\$125.00
Municipal water connection	\$125.00

**Subd. 9. Other Permits and Fees.**

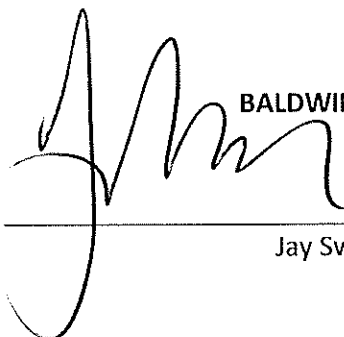
Accessory structures	Refer to Subd. 1 table. A 65% plan review may apply.
Structure additions, alterations	Refer to Subd. 1 table. A 65% plan review may apply
Structure remodel	Refer to Subd. 1 table. A 65% plan review may apply
Basement finishes	Refer to Subd. 1 table. A 65% plan review may apply
Deck	Refer to Subd. 1 table. A 65% plan review may apply
Fence over 7 feet high	Refer to Subd. 1 table. A 65% plan review may apply
Residential structure moving (exceeding 60 miles from	\$250.00

the jurisdiction)	
Residential roofing	\$125.00
Residential siding	\$125.00
Residential window replacement (same size)	\$125.00
Commercial demolition	Refer to Subd. 1 table. 65% plan review may apply
Residential demolition	\$200.00
Manufactured home set-up (foundation and connections only)	\$175.00
Solar/Photovoltaic Systems Residential (up to 3.5kW)	\$175.00
Solar/Photovoltaic Systems Residential (over 3.5kW)	Refer to Subd. 1 table. 65% plan review may apply
Solar/Photovoltaic Systems Commercial	Refer to Subd. 1 table. 65% plan review may apply
Residential irrigation system, including backflow prevention	\$125.00
Miscellaneous commercial or residential building permits for which no fee is specifically indicated	Refer to Subd. 1 table, 65% plan review may apply
Temporary Heating Equipment	\$150.00
Inspections which no fee is specifically indicated	\$125.00 per hour
Additional plan review required by changes, additions, or revisions to previously approved plans	\$95.00 per hour
Re-inspection fees	\$95.00 per hour/inspection – whichever is greater (minimum charge of 1 hour)
Inspections outside of normal business hours	\$150.00 per hour (minimum charge of 2 hours)
Change of Use/Occupancy	Refer to Subd. 1 table. 65% plan review may apply (minimum fee of \$300.00)
Septic System - Residential New	\$250.00
Septic System – Commercial New	Refer to Subd. 1 table. 65% plan review may apply
Septic System – Residential Alternation/Repair	\$200.00
Septic System – Commercial Alteration/Repair	Refer to Subd. 1 table. 65% plan review may apply
Operating Permit	\$125.00 Annually
Maintenance/Pumping Permit	\$10.00 Triennial

**Section 2.** This Ordinance shall become effective after passage and publication.

**ADOPTED** by the Board of Supervisors of Baldwin Township this 4<sup>th</sup> day of December, 2023.


**MOTION BY:**  
**SECONDED BY:**  
**IN FAVOR:**  
**OPPOSED:**

  
**BALDWIN TOWNSHIP**  


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 Jay Swanson, Chair

ATTEST:

  
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Joan Heinen, Town Clerk/Treasurer