

ORDINANCE NO.: 600

BALDWIN TOWNSHIP  
SHERBURNE COUNTY, MINNESOTA

FEE SCHEDULE  
EFFECTIVE MAY 6, 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
	Fire Report	\$20.00
	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
	Parking Violation	\$50.00
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*

*Formatted in a way that is Understandable, Explainable, and Defendable*

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 fee schedule. Fees are to be commensurate with the service provided. Permit fees not specifically identified within this fee schedule 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.

Total Valuation	Permit Fee
\$1.00 to \$2,000.00	\$100.00 Minimum
\$2,001.00 to \$25,000.00	\$83.50 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.**

(A) 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.

(B) 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.

(C) Plan review fees for all public, commercial, and industrial plumbing permits shall be:

- (a) Systems with both water distribution and drain, waste, and vent systems and having:
  - (i) 25 or fewer drainage fixture units, \$150
  - (ii) 26 to 50 drainage fixture units, \$250
  - (iii) 51 to 150 drainage fixture units, \$350
  - (iv) 151 to 249 drainage fixture units, \$500
  - (v) 250 or more drainage fixture units, \$3 per drainage fixture unit to a maximum of \$4,000; and
  - (vi) Interceptors, separators, or catch basins, \$70 per interceptor, separator, or catch basin design

(b) Building sewer service only, \$150

- (c) Building water service only, \$150
  - (d) Building water distribution system only, no drainage system, \$5 per supply fixture unit or \$150, whichever is greater
  - (e) Storm drainage system, a minimum fee of \$150 or
    - (i) \$50 per drain opening, up to a maximum of \$500; and
    - (ii) \$70 per interceptor, separator, or catch basin design
  - (f) Manufactured home park or campground, one to 25 sites, \$300
  - (g) Manufactured home park or campground, 26 to 50 sites, \$350
  - (h) Manufactured home park or campground, 51 to 125 sites, \$400
  - (i) Manufactured home park or campground, more than 125 sites, \$500
  - (j) Revision to previously reviewed or incomplete plans:
    - (i) Review of plans for which the city has issued two or more requests for additional information, per review, \$100 or ten percent of the original fee, whichever is greater
    - (ii) Proposer-requested revision with no increase in project scope, \$50 or ten percent of original fee, whichever is greater
    - (iii) Proposer-requested revision with an increase in project scope, \$50 plus the difference between the original project fee and the revised project fee--
- (D) In the event a permit applicant submits an application that requires plan review and decides not to proceed with the project after the plan review has been completed, the plan review fee will be billed by the jurisdiction to the permit applicant.
- (E) Plan review fees for similar plans are set forth in Minnesota Rules 1300.0160.
- (F) Where a plan review fee is performed and charged, the minimum plan review fee for all permits is \$50.00.

**Subd. 4. State Surcharge on Building, Mechanical, and Plumbing Permits.** In addition to the permit fees established in this fee 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 business days of receipt, the Building Official must review the refund request and determine the amount to be refunded or deny the refund request for 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 specified in MN Rules 1300.0160, Subpart 8. Investigative fees are identified in Subp. 10 of this fee schedule.

**Subd. 7. Validity, Expiration and Suspension or Revocation of Permits.** The validity, expiration, and suspension or revocation of permits shall be as provided by MN Rules 1300.0120, Subparts 10, 11, and 12.

**Subd. 8. 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 dwelling unit
Addition, alteration, remodel, or replacement mechanical	\$125.00
Basement finish mechanical	\$125.00, if not a rental property and the owner is performing the work, the mechanical permit fee is included with their building permit fee
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. 9. Residential Plumbing Permit Fees for Structures Regulated Under the Minnesota Residential Code.**

New construction plumbing	\$150.00 per dwelling unit
Addition, alteration, remodel, or replacement	\$125.00
Basement finish plumbing	\$125.00, if not a rental property and the owner is performing the work, the plumbing permit fee is included with their building permit fee
Water heater	\$125.00
Water conditioning system	\$125.00
Miscellaneous plumbing fixtures	\$125.00
Municipal sewer connection	\$125.00
Municipal water connection	\$125.00
Water heater and water conditioning system units installed and inspected simultaneously	\$185.00

**Subd. 10. Other Permits and Fees.**

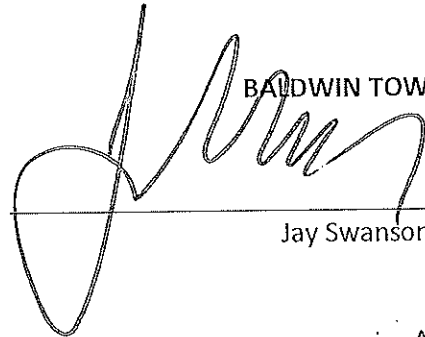
Residential Accessory structures	Refer to Subd. 1 table. A 65% plan review may apply, maximum permit fee - \$850.00 which includes plan review
Structure additions, alterations	Refer to Subd. 1 table. A 65% plan review may apply
Structure remodel	Refer to Subd. 1 table. A 65% plan review may apply
Basement finishes	Refer to Subd. 1 table. A 65% plan review may apply, maximum permit fee = \$500.00 which includes plan review
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 (additional fees incurred exceeding 60 miles from the jurisdiction)	\$250.00
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

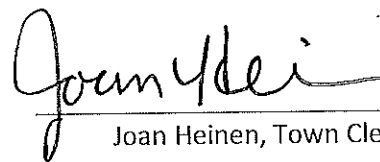
Solar/Photovoltaic Systems Residential (up to 3.5kW)	\$175.00
Solar/Photovoltaic Systems Residential (over 3.5kW)	Refer to Subd. 1 table. 65% plan review may apply
Solar/Photovoltaic Systems Commercial	Refer to Subd. 1 table. 65% plan review may apply
Residential irrigation system, including backflow prevention	\$125.00
Association, commercial, industrial, multi-family irrigation system	Refer to Subd. 1 table. 65% plan review may apply
Miscellaneous commercial or residential building permits for which no fee is specifically indicated	Refer to Subd. 1 table, 65% plan review may apply
Non-Residential 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)
Investigative Fee, Minnesota Rules 1300.0160, Subp. 8	In addition to the required permit fee, but may not exceed the permit fee.
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 or Replacement	\$350.00
Septic System - Commercial New or Replacement	Refer to Subd. 1 table. 65% plan review may apply
Septic System - Tank Replacement/Holding Tank	\$175.00
Operating Permit	\$200.00 Annually

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  
\_\_\_\_\_  
Jay Swanson, Chair

ATTEST:  
  
\_\_\_\_\_  
Joan Heinen, Town Clerk/Treasurer



ORDINANCE NO.: 2024-01

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 to add the following charges:

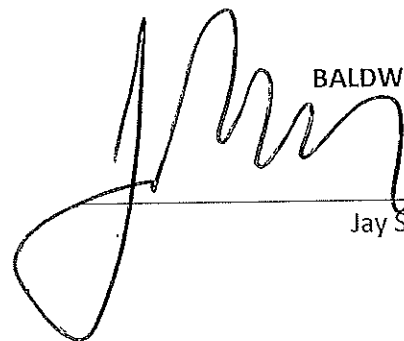
General Fees	
Fire Report	\$20.00
Parking Violation	\$50.00

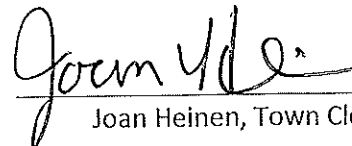
Section 2. Appendix A of Ordinance 600 is hereby amended to read as provided for by Exhibit A.

Section 3. This Ordinance shall become effective after passage and publication.

ADOPTED by the Board of Supervisors of Baldwin Township this 6<sup>th</sup> day of May, 2024.

MOTION BY:  
SECONDED BY:  
IN FAVOR:  
OPPOSED:

  
BALDWIN TOWNSHIP  
\_\_\_\_\_  
Jay Swanson, Chair

ATTEST:  
  
\_\_\_\_\_  
Joan Heinen, Town Clerk/Treasurer

**SUMMARY OF ORDINANCE NO.: 2024-01**

**BALDWIN TOWNSHIP  
SHERBURNE COUNTY, MINNESOTA**

**AN ORDINANCE AMENDING BALDWIN TOWNSHIP FEE SCHEDULE.**

**NOTICE IS HEREBY GIVEN** that on May 6, 2024, Ordinance 2024-01 was adopted by the Town Board of Supervisors of Baldwin Township, Minnesota.

**NOTICE IS FURTHER GIVEN** that the ordinance adopted by the Town Board amends the Baldwin Township Fee Schedule adding a fees for a Fire Report and parking violations and amending Appendix A related to building permit fees.

**ADOPTED** by the Board of Supervisors of Baldwin Township this 6<sup>th</sup> day of May, 2024.

**BALDWIN TOWNSHIP**

BY: Jay Swanson, Chair

ATTEST: Joan Heinen, Town Clerk/Treasurer

Pursuant to Minnesota Statutes 412.191, Subd. 4 and 331A.01, Subd.10, this Ordinance is published in summary form. Complete copies of the ordinance are available for inspection by contacting the Town Clerk, Baldwin Town Hall, 30239 128th St., Baldwin Township, MN 55371 during regular office hours.