

ORDINANCE 2025-01

**CITY OF BALDWIN
SHERBURNE COUNTY, MINNESOTA**

The Baldwin City Council hereby ordains:

Section 1. Fee Schedule. The following fees in the City of Baldwin shall be charged for the following materials, services, zoning and subdivision applications, licenses, and other matters as set forth herein:

**ORDINANCE NO.: 600
FEE SCHEDULE
EFFECTIVE JANUARY 6, 2025**

General Fees		
	Notary Fee	\$2.00
	DVDs (if borrowed from the City)	\$1.00
	Electronic data	\$10.00
	Tape/CD of Board Meeting	\$20.00
	Photo Copies:	
	Up to 100 copies of letter size paper	\$0.25 per page
	Over 100 pages, any size	Actual cost to copy and locate requested documents
	Letter	\$0.25/page or \$0.35/page color
	Legal	\$0.50/page or \$0.60 page color
	Ledger	\$1.00/page
	Postage:	Actual cost
	Overdue Utility Fee	7% of delinquent balance plus \$25.00/month
	Special Assessment Search Charge	\$20.00
	City Staff Research Fee	\$75.00/hr.
	Road Right-of-Way Permit	\$500.00
	Second Driveway Permit	\$300.00
	<u>Base Fee</u>	<u>\$200.00</u>
	<u>Escrow</u>	<u>\$800.00</u>
	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 (Ord. 2024-08)	\$50.00
	Administrative Citation Civil Fine (Ord. 2024-05)	\$50.00
Development Applications		
	Comprehensive Plan Amendment	
	Base Fee	\$500.00
	Escrow – Single Family	\$1,000.00
	Escrow – All Others	\$3,000.00

Zoning Amendment (Map or Text):	
Base Fee	\$500.00
Escrow – Single Family	\$1,000.00
Escrow – All Others	\$3,000.00
Variance:	
Base Fee	\$500.00
Escrow – Single Family	\$1,000.00
Escrow – All Others	\$3,000.00
Conditional Use Permit:	
Base Fee	\$500.00
Escrow – Single Family	\$1,000.00
Escrow – All Others	\$3,000.00
Interim Use Permit:	
Base Fee	\$500.00
Escrow – Single Family	\$1,000.00
Escrow – All Others	\$3,000.00
Administrative Permit and Appeals:	
Base Fee	\$200.00
Escrow	\$400.00
Sign Permit:	\$30.00
Grading Permit:	
<u>Engineering Review</u>	<u>\$1,000 escrow</u>
<u>Construction Escrow</u>	<u>\$3,000/disturbed acre</u>
Zoning Confirmation Letter	\$30.00
Site Plan Review:	
Base Fee	\$200.00
Escrow	\$3,000.00
Shoreland/WS Alteration Permit:	
Base fee	\$200.00
Escrow	\$800.00
Subdivision Sketch Plan:	
Base Fee	\$200.00
Escrow	\$2,000.00
Simple Plat:	
Base Fee	\$500.00
Escrow	\$1,000.00
Plat:	
Preliminary Plat:	
Base Fee	\$500.00
Escrow	\$5,000.00
Final Plat:	
Base Fee	\$500.00
Escrow	\$5,000.00
Administrative Subdivision:	
Base Fee	\$200.00
Escrow	\$800.00
Registered Land Survey:	

Base Fee	\$200.00
Escrow	\$800.00
Environmental Assessment Worksheet Review	
Base Fee	\$200.00
Escrow	\$3,000.00
<u>Wetland Reviews</u>	
<u>Base Fee</u>	<u>\$500.00</u>
<u>Delineation Escrow</u>	<u>\$1,500.00</u>
<u>Replacement Plan/Banking Plan Escrow</u>	<u>\$2,000.00</u>
<u>After the fact Review</u>	<u>2x of base fee and escrow</u>
Development Contract Minimums	
Legal Escrow	<u>Minimum</u> \$3,500.00
Engineering / Construction Observation Escrow	<u>Minimum</u> \$5,000.00
City Administrative Fee	\$1,000.00
Park Dedication	
Residential	\$1,200.00/lot
Commercial/Industrial/Institutional	\$0.00/acre
Liquor License Fees	
On-Sale Intoxicating Liquor	\$3,300.00 per year
On-Sale 3.2 malt liquor	\$100.00 per year
On-Sale wine	\$110.00 per year
On-Sale Taproom	\$210.00 per year
Off-sale intoxicating liquor	\$150.00 per year
Off-sale 3.2 malt liquor	\$100.00 per year
Temporary Intoxicating On-Sale (1 to 4 days)	\$100.00 per event
Temporary 3.2 malt On-Sale	\$10.00 per day
Background Investigation Fee	\$300.00
Consumption and display	State License fee
Building Permits: 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.

Total Valuation	Permit Fee
\$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, mechanical, 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	<u>\$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</u>
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	<u>\$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</u>
Water heater	\$125.00
Water conditioning system	\$125.00
Miscellaneous plumbing fixtures	\$125.00
Municipal sewer connection	\$125.00
Municipal water connection	\$125.00
<u>Water heater and water conditioning system units installed and inspected simultaneously</u>	<u>\$185.00</u>

Subd. 9. Other Permits and Fees.

Residential Accessory Structures	Refer to Subd. 1 table. A 65% plan review may apply, <u>maximum permit fee - \$850.00 which includes plan review</u>
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, <u>maximum permit fee = \$500.00 which includes plan review</u>
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 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
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 <u>or Replacement</u>	\$250.00 <u>\$350.00</u>
Septic System – Commercial New <u>or Replacement</u>	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
<u>Septic System - Operating Permit</u>	\$125.00 <u>200.00</u> Annually
<u>Maintenance/Pumping Permit</u>	\$10.00 Triennial

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

Section 3. Repealer. Any portion of any prior ordinance that conflicts with this ordinance is hereby repealed and replaced by this ordinance.


(remainder of page intentionally blank signatures follow)

ADOPTED by the Baldwin City Council this 6th day of January, 2025.

MOTION BY: *Rush*
SECONDED BY: *Case*
IN FAVOR: *All*
OPPOSED: *None*

Jeff Holm Absent

CITY OF BALDWIN


Jay Swanson, Mayor

ATTEST:


Joan Heinen, City Clerk/Treasurer



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Anoka, MN 55303
763.231.5840
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MEMORANDUM

TO: Baldwin Mayor and City Council

FROM: D. Daniel Licht

DATE: 31 December 2024

RE: Baldwin – City Code; Fee Schedule

TPC FILE: 269.01

BACKGROUND

The City Council adopted an updated fee schedule on 18 November 2024. City staff later identified that the updated ordinance did not include the most current Appendix A regarding building permit fees. A revised Fee Schedule Ordinance has been prepared to re-establish the correct building permit fees.

The proposed Fee Schedule Ordinance includes updated fees for second driveway permits to align with other administrative permits charging a base fee retained by the Town and an escrow for engineering, planning, and/or legal review.

The City Engineer has also recommended a base fee and escrow for review of wetland delineation and wetland impact plan review in accordance with the City's responsibilities to administer the Wetland Conservation Act.

Exhibits:

- Ordinance 2025-01

RECOMMENDATION

City staff recommends approval of an ordinance amending the Fee Schedule.

POSSIBLE MOTION

Motion to adopt Ordinance 2025-01 amending Ordinance 600 - Fee Schedule, as presented.

- c. Joan Heinen, City Clerk/Treasurer
Andy Schreder, Building Official
Shane Nelson/Matthew Kind, City Engineer