

**ORDINANCE NO.: 2025-05**

**CITY OF BALDWIN  
SHERBURNE COUNTY, MINNESOTA**

**AMENDMENT OF ORDINANCE 100 AND ORDINANCE 920 ADDRESSING PLUMBING PERMIT ADMINISTRATION,  
PLAN REVIEW, INSPECTIONS, AND FEES**

**THE BALDWIN CITY COUNCIL ORDAINS:**

**Section 1.** Appendix A, Subd. 1 of City of Baldwin Ordinance 100 (Fee Schedule) is hereby amended to read as follows:

**Subd. 1. Permit and Inspection Fees for Residential Building, Commercial Building, Fire Suppression, Fire Alarm, Commercial Mechanical, and Commercial Plumbing.**

A. 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

B. Plumbing system plans and specifications that are submitted to the City of Baldwin for review shall be accompanied by the appropriate plan examination fees and shall be paid prior to plan approval. The city shall charge the following fees for plan reviews and audits of plumbing installations for public, commercial, and industrial buildings:

1. Systems with both water distribution and drain, waste, and vent systems and having:

Drain Fixtures	Permit Fee
25 or fewer units	\$150.00
26 to 50 units	\$250.00
51 to 150 units	\$350.00
151 to 249 units	\$500.00
250 or more units	\$3.00 per drainage fixture unit (maximum \$4,000.00)
Interceptors, separators, or catch basins	\$70.00 per interceptor, separator, or catch basin design

2. Building sewer service only: \$150.00
3. Building water service only: \$150.00
4. Building water distribution system only, no drainage system: \$5 per supply fixture unit or \$150, whichever is greater
5. Storm drainage system:
  - a. Minimum fee: \$150.00, or
  - b. \$50.00 per drain opening, up to a maximum of \$500.00, and
  - c. \$70.00 per interceptor, separator, or catch basin design
6. Manufactured home park or campground:
  - a. One to 25 sites: \$300.00
  - b. 26 to 50 sites: \$350.00
  - c. 51 to 125 sites: \$400.00
  - d. More than 125 sites: \$500.00
7. Revision to previously reviewed or incomplete plans:
  - a. Review of plans for which the city has issued two or more requests for additional information, per review, \$100.00 or 10 percent of the original fee, whichever is greater.
  - b. Proposer-requested revision with no increase in project scope, \$50.00 or 10 percent of original fee, whichever is greater.

- c. Proposer-requested revision with an increase in project scope, \$50.00 plus the difference between the original project fee and the revised project fee.

**Section 2.** Section XX-2-3.C of City of Baldwin Ordinance 920 (Building Ordinance) is hereby amended read as follows:

**C. Plan Approval Required:**

- 1. Site and construction plans will be required and shall be submitted to and approved by the building official prior to the issuance of any building permit.
- 2. No construction shall proceed except in accordance with the approved plans.

**Section 3.** City of Baldwin Ordinance 920 (Building Ordinance) is hereby amended to add the following provisions and renumber subsequent sections accordingly:

**XX-2-3: PLUMBING, PERMIT ADMINISTRATION, PLAN REVIEW, AND INSPECTIONS.**

- A. Compliance Required. All plumbing on private property within the city must comply with the provisions of the state building and plumbing code and this article.
- B. Plans and specifications. Prior to the installation of a system of plumbing other than for a single-family dwelling, complete plans and specifications, together with any additional information that the building official may require, must be submitted and reviewed by the building official or their designee prior to permits and installation. Construction cannot proceed except in accordance with approved plans and specifications. Any alteration, extension, or repair of an existing system is subject to these same requirements, unless waived by the building official in accordance with Minn. Rules, part 1300.0215.
- C. Exceptions. Pursuant to Minn. Stat. § 326B.43, subd. 2(n), plumbing plans and specifications for the following projects must be submitted to the Minnesota Department of Labor and Industry for a full plan review:
  - 1. State-licensed facilities as defined in Minn. Stat. § 326B.103, subd. 13;
  - 2. Public buildings as defined in Minn. Stat. § 326B.103, subd. 11; and
  - 3. Projects of a special nature for which department review is requested by either the municipality or the state.
- D. Inspections. New plumbing systems or parts of existing plumbing systems that have been altered, extended, or repaired shall be inspected, tested, and approved by the building official or their designee in accordance with Minn. Rules, part 1300.0215 before the plumbing system is put into use. The building

official or their designee shall perform the final inspection and witness the test. The building official shall approve the plumbing system if the system complies with the requirements of this Code, any permit requirements, and the requirements of any approved plans and specification. Plumbing system tests shall comply with Minn. Rules, Chapter 4714.

- E. Covering of work. No building drainage or plumbing system or part thereof shall be covered until it has been inspected, tested, and approved as herein prescribed.

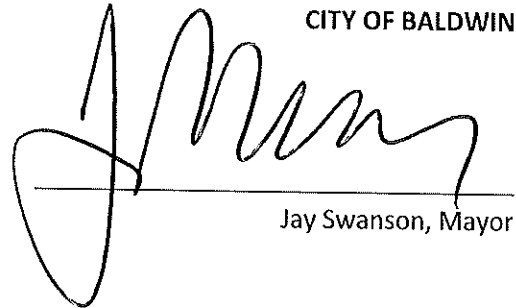
**Section 4.** This ordinance shall be effective upon its passage and publication.

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ADOPTED by Baldwin City Council this 3<sup>rd</sup> day of February, 2025.

MOTION BY: Rush  
SECOND BY: Walker  
ALL IN FAVOR: All  
THOSE OPPOSED: None  
Absent- Holm

CITY OF BALDWIN

A handwritten signature in black ink, appearing to read "Jay Swanson", written over a horizontal line.

Jay Swanson, Mayor

ATTEST:

A handwritten signature in black ink, appearing to read "Joan Heinen", written over a horizontal line.

Joan Heinen, City Clerk/Treasurer