

**CITY OF BALDWIN
SHERBURNE COUNTY
STATE OF MINNESOTA**

ORDINANCE 2025-16

The Baldwin City Council hereby ordains:

Section 1. Ordinance 600 (Fee Schedule) is hereby repealed in its entirety and amended to read as follows:

Section 600.01 Fee Schedule. The following fees in the City of Baldwin shall be charged effective January 1, 2026 for the following materials, services, zoning and subdivision applications, licenses, and other matters as set forth herein:

(A) General Fees, Permits, Development Applications, and Liquor Licenses:

General Fees		
Animals		
Canine Pick Up		\$150.00 plus \$5.00 if online payment
City Staff Research Fee		\$75.00/hr.
DVDs (if borrowed from the City)		\$1.00
EMS sign, post, and hardware		\$70.00
Electronic data		\$10.00
Electronic payment		2.9% of transaction + \$0.30 for each successful transaction
Fines and Penalties		
Administrative Citation Civil Fine		\$50.00
Overdue Utility Fee		7% of delinquent balance plus \$25.00/month
Parking Violation		\$50.00
Fire Report		\$20.00
Notary Fee		\$2.00
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
Public Hearing Fee		\$1,000.00
Special Assessment Search Charge		\$20.00
Tape/CD of Meeting Recording		\$20.00
Zoning Confirmation Letter		\$65.00
Permits		
Fence Permit		\$50.00
Gambling Permit		
Local Premises		\$100.00
Donation of Net Profits		10%
Right-of-Way Permit		\$500.00
Sign Permit		\$65.00
Development Applications		

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

Environmental Assessment Worksheet Review		
Fee		\$200.00
Escrow		\$3,000.00
Vacation Petition		
Fee		\$500.00
Escrow		\$1,000.00
Wetland Review		
Fee		\$500.00
Delineation Escrow		\$1,500.00
Replacement Plan/Banking Plan Escrow		\$2,000.00
After the fact Review		2x of base fee and escrow
Other Development Fees		
Development Contract Minimums		
Legal Escrow		Minimum \$3,500.00
Engineering / Construction Observation Escrow		Minimum \$5,000.00
City Administrative Fee		\$1,000.00
Driveways		
First Access Permit		
Fee		\$200.00
Inspection Escrow		\$100.00
Second Access Permit		
Fee		\$200.00
Inspection Escrow		\$800.00
Construction Escrow:		
Lots Platted after April 3, 2023		\$15,600.00
All Other Lots and Unplatted Parcels		\$10,700.00
Park Dedication		
Residential		\$1,200.00/lot
Commercial/Industrial/Institutional		\$0.00/acre
Residential Construction Escrows:		
Landscaping		\$300.00/tree required
Liquor License Fees		
Background Investigation Fee		\$100.00/name
Club		\$300.00 per year
Consumption and display		State License fee
Off-sale intoxicating liquor		\$500.00 per year
Off-sale 3.2 malt liquor		\$100.00 per year
On-Sale Intoxicating Liquor		\$2,500.00 per year
On-Sale Intoxicating Liquor, Sunday		\$200.00 per year
On-Sale Taproom		\$210.00 per year
On-Sale wine		\$200.00 per year
On-Sale 3.2 malt liquor		\$100.00 per year
On-Sale wine		\$200.00 per year
Setup sale (not including State Fee)		\$50.00
Temporary Intoxicating On-Sale (1 to 4 days)		\$100.00 per event
Temporary 3.2 malt On-Sale		\$10.00 per day

- (B) Building Permit and Inspection Fees. The administration and issuance of permits, along with the collection of fees shall be in Building Ordinance Minnesota Statutes Administrative Rules as provided 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 subsection (2) of this section.

- (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

- (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.
- (3) Plan Review Fees.
- (1) 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.
- (2) 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.
- (3) 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.
- (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.
- (5) Refunds.
1. 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.
2. 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.

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

(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

(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

(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 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	\$250.00 \$350.00
Septic System – Commercial New	Refer to Subd. 1 table. 65% plan review may apply
Septic System – Residential Alternation/Repair	\$200.00
Septic System – Commercial Alternation/Repair	Refer to Subd. 1 table. 65% plan review may apply
Operating Permit	\$125.00 \$200.00 Annually
Maintenance/Pumping Permit	\$10.00 Triennial

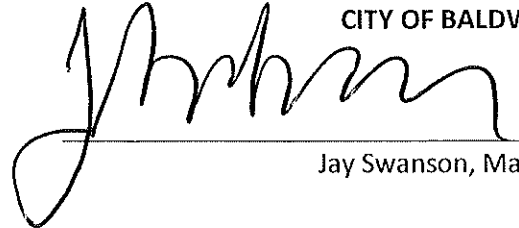
Section 2. Effective Date. This Ordinance shall become effective 1 January 2026 after passage and publication.

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

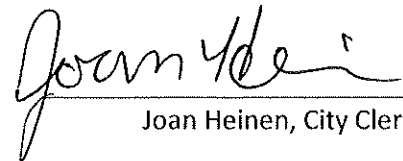
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ADOPTED by the Baldwin City Council this 15th day of December, 2025.

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

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:


Joan Heinen, City Clerk/Treasurer