ORDINANCE 2026-01

CITY OF BALDWIN
SHERBURNE COUNTY, MINNESOTA

The Baldwin City Council hereby ordains:

Section 1. Section 600.01(B) of Ordinance 600 (Fee Schedule) is hereby repealed in its entirely and amended to read as follows:

(B) **Building Permit and Inspection Fees.** The administration and issuance of permits, along with the collection of fees and services administered by the City of Baldwin's Designated Building Official shall be conducted in accordance with the Baldwin City Code, Minnesota Statutes and Administrative Rules, and as provided in this section. Fees are to be commensurate with the service provided. Permit fees not specifically identified within this section are based on the valuation determined in section 600.01(B)(8).

(1) **Fee Multiplier Table (FMT).** The following table establishes permit and inspection fees for all projects that require plan review or are not otherwise specifically identified within this fee schedule, including non-residential and multi-family mechanical permits. The minimum fee for these permits is $125. The cost of plan review is separate, if applicable.

Valuation	Permit Fee
$1 to $4,000	$125.00
$4,001 to $25,000	$125.00 for the first $4,000 plus $16.55 for each additional $1,000.00 or fraction thereof, to and including $25,000.00
$25,001 to $50,000	$464.15 for the first $25,000.00 plus $12.00 for each additional $1,000.00 or fraction thereof, to and including $50,000.00
$50,001 to $100,000	$764.15 for the first $50,000.00 plus $8.45 for each additional $1,000.00 or fraction thereof, to and including $100,000.00
$100,001 to $500,000	$1,186.65 for the first $100,000 plus $6.75 for each additional $1,000.00 or fraction thereof, to and including $500,000.00
$501,000 to $1,000,000	$3,886.65 for the first $500,000.00 plus $5.50 for each additional $1,000.00 or fraction thereof, to and including $1,000,000.00; and
$1,000,001 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) **Plumbing Permit Fees for Non-residential or Multi-Family Structures Regulated under the Minnesota State Building Code and Minnesota Rules Chapter 1305.** The following permit fee table is based upon the construction valuation of the plumbing system. The cost of plan review is separate, if applicable.

Valuation/Project Details	Permit Fee
$0 to $1,500	$135.00

Valuation/Project Details	Permit Fee
$1,501 to $2,500	$135.00 for the first $1,500.00, plus $43.00 for each additional $500.00 or fraction thereof, to and including $2,500.00;
$2,501 to $5,000	$221.00 for the first $2,500.00, plus $28.00 for each additional $500.00 or fraction thereof, to and including $5,000.00;
$5,001 to $25,000	$361.00 for the first $5,000.00, plus $53.00 for each additional $1,000.00 or fraction thereof, to and including $25,000.00;
$25,001 to $50,000	$1,421.00 for the first $25,000, plus $51.00 for each additional $1,000.00 or fraction thereof, to and including $50,000.00;
$50,001 to $500,000	$2,696.00 for the first $50,000.00, plus $47.00 for each additional $10,000.00 or fraction thereof, to and including $500,000.00;
$500,001 to $3,000,000	$4,811.00 for the first $500,000.00, plus $61.00 for each additional $50,000.00 or fraction thereof, to and including $3,000,000.00; or
$3,000,001 and over	$7,861.00 for the first $3,000,000.00, plus $51.00 for each additional $100,000.00 or fraction thereof;
Manufactured home park or campground	$25.00 for each site, minimum charge of $135.00
Single fixture permit	$210.00

(3) **Plumbing Permit Fees for Structures Regulated under the Minnesota Residential Code.** The following table establishes plumbing permit fees for one and two-family residential structures.

Type of Plumbing Permit	Permit Fee, Per Dwelling Unit
New construction	$150.00
Addition, alteration, remodel, or replacement	$125.00
Basement finish – Owner-occupied, non-rental (owner performed work)	Included with building permit provided inspections are performed together (e.g. framing, rough-in plumbing and mechanical)
Basement finish – Rental property and/or contractor-performed work	$125.00
Water heater, conditioning system, sewer or water connection, irrigation, backflow prevention, miscellaneous plumbing improvement	$125.00 each
Two or more improvements installed and inspected at the same time: Water heater, conditioning system, sewer or water connection, irrigation, backflow prevention, other miscellaneous plumbing improvements	$185.00, provided work is installed and inspected simultaneously

(4) **Mechanical Permit Fees for Structures Regulated under the Minnesota Residential Code.** The following table establishes mechanical permit fees for one and two-family residential structures:

Type of Mechanical Permit	Permit Fee, Per Dwelling Unit
New construction (HVAC, mechanical ventilation system, and gas lines)	$150.00
Addition, alteration, remodel, or replacement	$125.00
Basement finish – Owner-occupied, non-rental (owner performed work)	Included with building permit provided inspections are performed together (e.g. framing, rough-in plumbing and mechanical)
Basement finish – Rental property and/or contractor-performed work	$125.00
Furnace, fireplace, air conditioner, garage heater, gas lines, miscellaneous appliance, miscellaneous HVAC improvement	$125.00 each
Two or more improvements installed and inspected at the same time: Furnace, fireplace, air conditioner, garage heater, gas lines, miscellaneous appliance, other miscellaneous HVAC improvement	$185.00, provided work is installed and inspected simultaneously

(5) **Fire Protection System Permits.** The following table establishes permit and inspection fees for administration of fire protection permits as regulated according to Section 105.7.1 through 105.7.25 of the Minnesota State Fire Code (MSFC). The cost of plan review is separate, if applicable.

Valuation/Project Details	Permit Fee
$0 to $1,500	$135.00
$1,501 to $2,500	$135.00 for the first $1,500.00, plus $43.00 for each additional $500.00 or fraction thereof, to and including $2,500.00;
$2,501 to $5,000	$221.00 for the first $2,500.00, plus $28.00 for each additional $500.00 or fraction thereof, to and including $5,000.00;
$5,001 to $25,000	$361.00 for the first $5,000.00, plus $53.00 for each additional $1,000.00 or fraction thereof, to and including $25,000.00;
$25,001 to $50,000	$1,421.00 for the first $25,000.00, plus $51.00 for each additional $1,000 or fraction thereof, to and including $50,000.00;
$50,001 to $500,000	$2,696.00 for the first $50,000.00, plus $47.00 for each additional $10,000 or fraction thereof, to and including $500,000.00;
$500,001 to $3,000,000	$4,811.00 for the first $500,000.00, plus $61.00 for each additional $50,000 or fraction thereof, to and including $3,000,000.00; or
$3,000,001 and over	$7,861.00 for the first $3,000,000.00, plus $51.00 for each additional $100,000.00 or fraction thereof;
Operational permits	$350.00, duration of permit determined by the Fire Code Official or their designee
Minor Fire Protection (sprinkler/fire alarm)	$210.00, includes plan review and shall apply: • Relocation or installation of 20 sprinkler heads or fewer • Modification or replacement of a fire alarm control panel

(6) **Plan Review Fees.** The following fees apply when an administrative or technical plan review is completed for all projects that are not otherwise specifically identified within this fee schedule. Plan review is determined by the Designated Building Official or their designee. A permit applicant will be assessed one hundred percent (100%) of the plan review fee, for plan review and processing services, whether or not a permit is issued.

(a) **Building and Mechanical Permit Plan Review:**

(1) Sixty five percent (65%) of the permit fee as calculated in the FMT in subsection B.1.

(2) Plan review fees for similar plans are set forth in Minnesota Rules 1300.0160.

(3) Where a plan review fee is performed and charged for residential, the minimum fee for plan review is $81.25.

(4) Where a plan review fee is performed and charged for non-residential and multi-family, the minimum fee is $150.00.

(b) **Plan Revisions.** Applicant-submitted changes:

(1) **Non-Residential or Multi-Family Projects**:

(i) Review of plans for which the Designated Building Official or their designee has issued two (2) or more requests for additional information: $125.00 per hour with a minimum of one-half (1/2) hour.

(ii) Additional plan review required for changes, additions, or revisions to previously approved plans: $125.00 per hour with a minimum of one-half (1/2) hour.

(2) **Residential Projects**:

(i) Review of plans for which the Designated Building Official or their designee has issued two (2) or more requests for additional information: $95.00 per hour with a minimum of one-half (1/2) hour.

(ii) Additional plan review required for changes, additions, or revisions to previously approved plans: $95.00 per hour with a minimum of one-half (1/2) hour.

(c) **Abandoned Permit Applications**. When an application requiring plan review is submitted, and the applicant elects not to proceed following completion of the plan review or the Contractor deems the application abandoned pursuant to Minnesota Rules 1300.0120, Subp. 9, plan review services rendered shall be billed in accordance with this fee schedule.

(d) **Non-Residential or Multi-Family Plumbing and Fire Construction Permit Plan Review**: The following table establishes plan review and audit fees, unless otherwise indicated. These fees are based on the construction valuation of the performed work. This does not include the cost of the permit.

Valuation/Project Details	Plan Review Fee
$0 to $1,500	$135.00

Valuation/Project Details	Plan Review Fee
$1,501 to $2,500	$135.00 for the first $1,500.00, plus $28.00 for each additional $500.00 or fraction thereof, to and including $2,500.00;
$2,501 to $5,000	$191.00 for the first $2,500.00, plus $25.00 for each additional $500.00 or fraction thereof, to and including $5,000.00;
$5,001 to $25,000	$316.00 for the first $5,000, plus $33.00 for each additional $1,000.00 or fraction thereof, to and including $25,000.00;
$25,001 to $50,000	$976.00 for the first $25,000, plus $31.00 for each additional $1,000.00 or fraction thereof, to and including $50,000.00;
$50,001 to $500,000	$1,751.00 for the first $50,000.00, plus $23.00 for each additional $10,000 or fraction thereof, to and including $500,000.00;
$500,001 to $3,000,000	$2,786.00 for the first $500,000.00, plus $41.00 for each additional $100,000.00 or fraction thereof, to and including $3,000,000.00; and
$3,000,001 and over	$3,811.00 for the first $3,000,000.00, plus $33.00 for each additional $100,000.00 or fraction thereof;
Manufactured home park or campground (plumbing only)	One to 25 sites: $300.00 26 to 50 sites: $350.00 51 to 125 sites: $400.00 More than 125 sites: $500.00

(7) **Industrialized Modular or Prefabricated Buildings.** The following fees apply to plan review and inspections for industrialized or modular buildings as defined in Minnesota Statute § 326B.103, Subd. 8a, and prefabricated buildings as defined in Minnesota Statute § 326B.103, Subd. 10a:

(a) **Inspections and Audit Fees.** Inspection and audits for industrialized modular or prefabricated buildings shall be billed at $125.00 per hour, with a one (1) hour minimum per inspection or audit.

(b) **Plan Review Fees.** Plan review of buildings, specifications, installation instructions, quality-control manuals, systems manuals, and other documents reasonably necessary for review shall be billed at $125.00 per hour, with a one (1) hour minimum per review.

(8) **Project/Construction Valuation Determination.** Valuation shall be assessed in accordance with Minnesota Rules 1300.0160. Valuation is determined using information published by the State of Minnesota, the International Code Council (ICC), and based on regional market conditions.

(9) **Other Permits and Fees.** The following table identifies costs for permits or fees associated with administration of either the Minnesota State Building Code or Baldwin City Codes. The minimum fee for the following permits is $125.00. Plan review is charged according to Section B.6 of this ordinance, unless otherwise identified.

Description	Cost (FMT = Fee Multiplier Table)
Accessory structure building permit, residential	Refer to the FMT in subsection B.1 Maximum fee: $850.00, includes plan review

Description	Cost (FMT = Fee Multiplier Table)
Addition, alteration, remodel, or repair building permit	Refer to the FMT in subsection B.1
Agriculture permit exemption administrative application	$250.00, includes preliminary site plan review
Basement finish building permit	Refer to the FMT in subsection B.1 Maximum fee: $500.00, includes plan review
Change of use/occupancy	Refer to the FMT in subsection B.1 Minimum fee: $300.00
Consultants, cost for service	If the actual cost to the City of Baldwin for services provided by a contracted consultant is greater than indicated by this fee schedule, the greater rate shall be paid.
Deck building permit	Refer to the FMT in Subsection B.1 Maximum fee: $675.00, includes plan review (pertains only if a residential deck is attached to the primary dwelling)
Demolition building permit, residential, non-residential, or multi-family	$300.00, includes two (2) site inspections and administrative plan review
Fence building permit, over seven (7) feet high	Refer to the FMT in subsection B.1
Inspection, no fee specifically indicated	$95.00 per hour, one (1) hour minimum
Inspection, outside normal business hours	$150.00 per hour, two (2) hour minimum
Inspection, reinspection	$95.00 per hour, one (1) hour minimum
Investigation	In addition to, but not to exceed, the original permit fee.
Manufactured home set-up building permit	$375.00, includes mechanical and plumbing inspections and plan review
Mechanical single appliance permit, non-residential or multi-family	$210.00
Mechanical temporary heating equipment, non-residential or multi-family	$210.00
Miscellaneous building permit, no fee specifically indicated	Refer to the FMT in Subsection B.1
Moved-in structure building permit, residential	$250.00 if the structure being moved is within the City of Baldwin; or $250.00 plus $95.00/hour plus mileage at the current IRS standard rate if the structure is located outside the City of Baldwin
Reissuance or renewal of a permit	Refer to the FMT in subsection B.1 and determined based on the remaining work to be completed. Minimum fee: $50.00
Roof building permit, one and two-family residential	$125.00

Description	Cost (FMT = Fee Multiplier Table)
Siding building permit, one and two-family residential	$125.00
Solar/Photovoltaic system building permit, one and two-family residential up to 3.5kW	$175.00
Solar/Photovoltaic system building permit, one and two-family residential over 3.5kW	Refer to the FMT in subsection B.1
Solar/Photovoltaic system building permit, non-residential or multi-family	Refer to the FMT in subsection B.1
Window same size replacement building permit, one and two-family residential	$125.00 per dwelling unit

(10) **State Surcharge.** In accordance with Minnesota Statutes § 326B.148, a state surcharge shall be charged on all permits, if applicable.

(11) **Refunds.** The Designated Building Official may authorize refunds of up to eighty percent (80%) of the issued permit fee when no work has commenced and no inspections have been performed.

(a) Requests must be submitted in writing by the permit applicant within one hundred eighty (180) days of permit issuance.

(b) Within (10) business days of receipt, the Designated Building Official or their designee shall review the request and determine the amount to be refunded or provide written justification if the request is denied.

(c) Fees retained shall cover expenses incurred for services rendered by the city and/or its consultant(s).

(d) Refunds shall only be issued to the original payee.

(e) No refunds shall be granted for the following:

(1) Plan review fees;

(2) Re-inspection fees;

(3) State surcharge fees;

(4) Fraudulent applications;

(5) Expired, revoked, suspended, or invalid permits;

(12) **Work Without a Permit.** If work requiring a permit under state law, rule, or the Baldwin City Code has commenced without first obtaining a permit, an investigation shall be conducted before a permit may be issued. Investigation fees are identified in subsection B.9 of this ordinance. This fee is in addition to the permit fee and is due whether or not a permit is ultimately issued.

(13) **Abandonment, Expiration, Revocation/Suspension, or Validity.** The validity, expiration, suspension, and revocation of permits shall be governed by Minnesota Rules 1300.0120 and the following:

(a) An application for a permit for any proposed work shall be considered abandoned one hundred eighty (180) days after the date of filing, except in the following cases:

(i) The application has been actively pursued in good faith by the applicant, as determined by the Designated Building Official or their designee; and

(ii) A written request for an extension, not to exceed one hundred eighty (180) days, has been submitted with justifiable cause demonstrated, and the extension has been approved by the Designated Building Official or their designee.

(b) Every permit issued shall expire unless the authorized work is commenced within one hundred eighty (180) days of issuance. The Designated Building Official or their designee may grant written extensions of time, not to exceed one hundred eighty (180) days, if the applicant demonstrates justifiable cause.

(c) The Designated Building Official or their designee may suspend or revoke a permit if it was issued in error, if the application contained incorrect, inaccurate, or incomplete information, or if there is a violation of any state law, rule, or ordinance.

(d) The issuance of a permit, or the approval of plans, specifications, or computations, shall not be construed as authorization for any violation of this code or any other ordinance of the City of Baldwin. Any permit purporting to authorize work in violation of the code or other ordinances shall be invalid. A permit also becomes invalid if the authorized work is suspended or abandoned for more than one hundred eighty (180) days.

(14) Subsurface Sewage Treatment System (SSTS) Fees. The following table identifies costs associated with SSTS administration and permits.

Description	Fee
SSTS: Type I, II, or III (new or replacement)	$450.00 (includes soil verification)
SSTS: Type IV or V (new or replacement for performance or engineered systems)	$375.00 + Actual Cost
Holding Tank (additional maintenance and operating permits required)	$350.00 (includes first years' operating permit)
Soil Site Review (charged in addition to the land use application)	$250.00 + $100.00 per lot
SSTS Abandonment/Removal	$125.00
SSTS Alteration or extension	$200.00
Operating Permit	$200.00 annually, or as determined by the Designated Building Official or their designee
SSTS Reinspection	$95.00 per hour, 1 hour minimum

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 15th day of April 2026.

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