



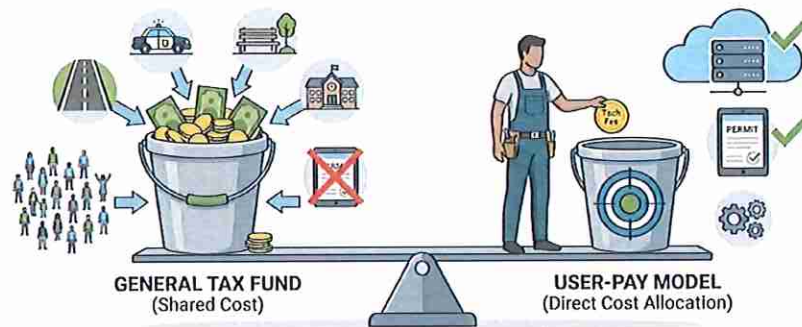
AGENDA FOR APRIL 13TH, 2026
BALDWIN CITY COUNCIL SPECIAL MEETING
RUM RIVER CONSULTANTS
7:00 p.m.
(Revised 04/09/2026)

- I. Call to Order
- II. Pledge of Allegiance
- III. Discuss Technology Service Charge
- IV. Discuss Fee Schedule
- V. Discuss Septic Administration Program
- VI. Discuss City Council Liaison for Rum River Consultants
- VI. Adjourn

Disclaimer: This agenda has been prepared to provide information regarding an upcoming meeting of the Baldwin City Council. This document does not claim to be complete and is subject to change. A quorum of the Baldwin City Council must be present. Five Copies of the agenda and one copy of the packet materials are available for review by the public. The meeting will be video and audio recorded for transcription purposes only.

WHAT IS A TECHNOLOGY SERVICE CHARGE?

A Technology Service Charge is a small, application specific cost due at the time of permit payment. Unlike general taxes, this service fee is paid specifically by the applicants who utilize and benefit from the City's digital permitting infrastructure.



WHY IT IS NEEDED

Sustainable Funding for Modern Infrastructure

The Technology Service Charge supports the ongoing costs required to maintain a secure and modern permitting environment, including support, data security, and system updates. Development and annual licensing costs are incorporated into Rum River Consultants' services and would otherwise be the responsibility of the jurisdiction.

HOW IT IS USED: KEY BENEFITS

Operational Efficiency (City)

- **24/7 Access:** Digital intake allows for simultaneous review by multiple departments.
- **Risk Mitigation:** Reduced paper handling and fewer lost records.
- **Transparency:** Clear digital footprints for audits and public records requests.

Enhanced Service (Applicants)

- **Convenience:** Eliminate the need to mail or drive applications and payments to City Hall.
- **Real-Time Tracking:** Instant access to application status and digital document uploads.
- **Time Savings:** The speed of online submission and review typically offsets the nominal fee.

SUMMARY

Equity for Taxpayers, Efficiency for Users

The Technology Service Charge provides a straightforward way to help fund modern software without relying solely on the City's General Fund. This approach allows the City to offer reliable online services while keeping technology costs funded by the users, rather than from all general operating budgets.

Baseline 101

What Your Jurisdiction Receives Through Baseline

Baseline is the digital infrastructure your jurisdiction uses to manage permitting, inspections, payments, and property records.

It is not simply a software platform. It is an operational system supported through an ongoing partnership with Rum River Consultants.

Core Operational Capabilities

Your Jurisdiction currently utilizes Baseline for:

- Online permit applications
- Digital plan uploads and centralized document storage
- Real-time status tracking for staff and applicants
- Property-level record management
- Digital audit trails and reporting

These capabilities reduce paper handling, improve internal coordination, and increase transparency for residents and contractors.

Ongoing System Support

In addition to the platform itself, your jurisdiction receives:

- Secure cloud hosting and infrastructure management
- Continuous software updates and improvements
- Data protection and backup
- Jurisdiction-specific configuration
- Direct technical support and troubleshooting

The system remains current and responsive because it is actively maintained and refined.

A Shared Service Partnership

Baseline and Rum River Consultants work in coordination with your staff to:

- Refine workflows
- Improve reporting tools
- Adjust processes as policies evolve
- Incorporate feedback from daily users

This partnership model ensures the system continues to align with how your jurisdiction operates.





To: Honorable Mayor and City Council Members
From: Andy Schreder, Chief Building Official
Roxanne Schreder, Director of HR and Finance
Subject: Proposed 2026 Fee Schedule Update
Date: March 25, 2026

Overview

This memo addresses proposed recommendations regarding the 2026 Fee Schedule.

2026 Fee Schedule Recommendation:

The proposed 2026 fee schedule suggestions were originally presented at the December 15, 2025 council meeting.

As there continued to be discussion regarding some of the information shared, additional supplemental documentation was developed and included in the council packet for review for this meeting. This will assist and support the city council's decision regarding any of the proposed changes.

As a refresher, the following is a short synopsis of recommended updates to the fee schedule. A helpful document also supplied is the *"2026 Baldwin Fee Schedule Summary"* which simplifies and outlines any fees adjusted (whether they have increased, are budget neutral, or decreased) with the below updates.:

Significant Format Change. Over the past year, RRC received consistent feedback from permit applicants, contractors, jurisdiction staff, and elected officials that the previous format made it difficult to quickly identify permit types and understand how certain fees were applied. In response, we completed a comprehensive formatting update for 2026.

This includes consolidating similar permits, removing repetitive language, reorganizing items into clear subdivisions, and aligning terminology with current Minnesota laws. The intent is to provide a clean, logical structure that improves usability, reduces confusion, and demonstrates the direct connection between state-mandated requirements and local fee implementation.

Subd. 1 – Fee Multiplier Table (FMT). The FMT continues to mirror the State of Minnesota permit fees outlined in [Minnesota Statute § 326B.153](#) following the minimum fee line.

Subd. 2 – Non-Residential & Multi-Family Plumbing. [Minnesota Statutes § 326B.49](#) was amended during the 2025 legislative session regarding plan review and permit fees for plumbing work in public and state-licensed facilities. The recommended schedule reflects these statutory changes and includes a single-fixture permit option to help keep costs low for small-scope projects.

Subd. 3 – Residential Plumbing. Plumbing permit fees are waived for basement finishes when the home is owner-occupied, non-rental, the owner performs the work, and inspections occur in coordination with rough-in inspections. Clarified language also distinguishes between singular fixture permits and combined fixture permits for additional savings.

Subd. 4 – Residential Mechanical. Mechanical permit fees are waived under the same conditions described in Subd. 3. Language was clarified to distinguish singular appliance permits from combined for coordinated installations resulting in lower fees for combined permits.

Subd. 5 – Fire Construction Permits. This mirrors the structure and approach used in Subdivision 2. Operational permits were added as required under the MSFC. A single-fixture fee is included to keep smaller projects affordable.

Subd. 6 – Plan Review Fees. Minimum fees were evaluated based on actual time and certification requirements. Residential plan reviews use a minimum equal to 65% of the base permit fee (\$81.25), and non-residential plan reviews use a \$150 minimum due to required certifications and complexity. Updates also incorporate abandoned application provisions, and outline plan revisions.

Subd. 7 – Industrialized Modular or Prefabricated Buildings. A new statute ([§ 326B.154](#)) was enacted for these building types, necessitating this addition. The subdivision reflects state-required plan review and inspection processes.

Subd. 8 – Valuation Determination. Language references state law and clarifies valuation methodology.

Subd. 9 – Other Permits and Fees. This subdivision is now organized alphabetically. Key items include:

- Maximum fee caps for basement finishes, accessory structures, and decks. These caps help reduce costs for larger projects.
- Combined residential basement finish plumbing and mechanical permits for owner-performed work, eliminating the need for separate permits, saving money and simplifying the process for homeowners.

- Technology Service Charge (retained by RRC and provided to Baseline Technologies Inc.) consolidating digital administration, including secure data processes and contractor license verification.
- Cost for service when external professional services exceed standard fees.
- Balanced demolition and moved-in structure fees.
- Manufactured home set-up permit fees were adjusted to include plan review, mechanical, and plumbing work which results in the fee being lowered by \$162.50.

Subd. 10 – 13: Surcharge, Refunds, Work Without a Permit, and Application Abandonment. Language was clarified to align with best practices and state law.

Subd. 14 – Subsurface Sewage Treatment System (SSTS). These permit types were moved to their own subdivision and adjusted to match the type of system. Fees were adjusted to be commensurate with the service provided that is required in [Minnesota Rules 7080](#). This is recommended by the Minnesota Pollution Control Agency (MPCA) and is considered best practices.

Next Steps

RRC respectfully requests the City to:

- To review the information regarding the proposed updates to the 2026 Fee Schedule and approve the recommended changes which include formatting and language changes, along with fee adjustments, as described in the attached documents.

Supporting Documents Referenced:

1. 2026 Baldwin Fee Schedule Summary
2. Technology Service Charge Information Sheet
3. 2026-01_FeeSchedule_RRC_ord - Clean Copy - Updated 2026.03.11
4. 2026-01_FeeSchedule_RRC_ord - Red-Lined Copy - Updated 2026.03.11
5. Original Current Fee Schedule - December 2025 - Red Lined for Reference - Updated 2026.03.11
{Included as a reference only for the overall reformatting that occurred of the document}

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 entirety 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 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 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
\$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
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

Description	Cost (FMT = Fee Multiplier Table)
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
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
Technology Service Charge (includes contractor license verification)	\$10.00 per permit

- (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;

- (6) Technology Service Charge, unless canceled within the same business day; or
 - (7) Contractor license verification.
- (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

Description	Fee
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
Maintenance Permit	\$20.00
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 18th day of March, 2026.

MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer

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 ~~repleaded-repealed~~ in its entirety 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)(28).

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(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.

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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 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 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, <u>miscellaneous plumbing improvement or minor work</u>	\$125.00 <u>each</u>
<u>Two or more improvements installed and inspected at the same time:</u> Water heater, conditioning system, sewer or water connection, irrigation, backflow prevention, <u>other miscellaneous plumbing improvements and other minor work</u>	\$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 or other minor work	\$125.00 <u>each</u>
<u>Two or more improvements installed and inspected at the same time:</u> Furnace, fireplace, air conditioner, garage heater, gas lines, miscellaneous appliance, <u>other miscellaneous HVAC improvement and other minor work</u>	\$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
Single fixture permit <u>Minor Fire Protection (sprinkler/fire alarm)</u>	\$210.00, <u>includes plan review and shall apply:</u> • <u>Relocation or installation of 20 sprinkler heads or fewer</u>

Valuation/Project Details	Permit Fee
	Modification or replacement of a fire alarm control panel

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- (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.

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- (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, either:

- (1) Elects not to proceed following completion of the review, or
- (2) The application is deemed abandoned by the Designated Building Official pursuant to

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Minnesota Rules 1300.0120, Subpart 9;

(3) ~~The 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.~~

- (d) **Non-Residential or Multi-Family Plumbing and Fire Construction Permit Plan Review:** ~~the~~ 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
\$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, Plan Review and Inspection Fees.** ~~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:~~

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- (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. fees for industrialized modular or prefabricated buildings will be assessed at \$125.00 per hour.~~
- (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. The following fees are for plan review and inspections of industrialized or modular buildings as defined in Minnesota Statutes §~~

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~~326B.103, subdivision 8a, and prefabricated buildings as defined in Minnesota Statutes § 326B.103, subdivision 10a.~~

~~(1) Fees for the review of quality control manuals, systems manuals, and related documents submitted are \$125.00 per hour.~~

~~(2) Fees for the review of building plans, specifications, installation instructions, and related documents submitted include sixty-five percent (65%) of the fee, minimum plan review fee of \$150.00. Plan review is determined by Designated Building Official or their designee.~~

(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.~~It must be based on the contract value with tables published by the State of Minnesota or the International Code Council (ICC).~~

(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
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 <u>Subsection B.1</u> 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

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Description	Cost (FMT = Fee Multiplier Table)
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 Sub section ^{section} 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
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
Technology <u>Service Charge</u> fee (includes contractor license verification)	\$10.00 per permit

- (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;
 - (6) Technology Service Charge-fee, unless canceled within the same business day; or
 - (7) Contractor license verification.

(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.910 of this ordinance. This fee is in addition to the permit fee and is due whether or not a permit is ultimately issued.

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(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:

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- (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, ~~commencing on the first day the work was suspended or abandoned.~~

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

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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
<u>SSTS Alteration or extension</u>	<u>\$200.00</u>
Operating Permit	\$200.00 annually, <u>or as determined by the Designated Building Official or their designee</u>
Maintenance Permit	\$20.00
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 18th day of March, 2026.

MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer

2026 Fee Schedule Summary Updates for the City of Baldwin

This summary outlines proposed 2026 fee schedule updates for council review, using color-coded notes: **YELLOW** (budget neutral/undetermined impact), **PURPLE** (anticipated increase), and **GREEN** (anticipated decrease). Language has been clarified throughout the proposed Fee Schedule.

KEY CHANGES:

Subd.1 Fee Multiplier (Residential / Non-Residential Building / Mechanical Permits)

- Minimum valuation fee increased to \$125 for projects up to \$4,000.
- Potential impacts for Applicant (and year 2025 historical data for reference of issued permits):
 - Increase of \$25 for projects that range from \$1 to \$2,000 (4 projects in 2025)
 - Increase of \$8.45 for projects that range from \$2,001 to \$3,000 (2 projects in 2025)
 - Decrease of \$8.10 for projects that range from \$3,000 to \$4,000 (2 projects in 2025)

Subd. 2 - Non-Residential & Multi-Family Plumbing Permit Fees

- Rum River provides services related to code administration for certain plumbing installations. These are historically governed by state agencies. This partnership with Rum River allows for greater local control and sharing of resources. Internal review is typically days versus months with contractors and building owners benefiting from improved services.
- Fees now based on construction value (per 2025 legislative session) instead of fixtures, matching state fees for Rum River's delegated services. Single fixture permit incorporated. Impact undetermined.

Subd. 3 - Residential Plumbing and Subd. 4 - Residential Mechanical

- Owner-occupied, non-rental properties are eligible for fees to be waived when the homeowner completes the basement finish work. This results in a fee reduction of \$125 for individual fees, or up to \$250 when combined.

Subd. 5 Fire Protection System Permits: Added operational permits (MN State Fire Code) and mirrored approach listed in Subd. 2 (New): Single fixture permit incorporated. Impact undetermined.

Subd. 6 Plan Review Fees: Minimums are based on time and certification required.

- Residential plan review minimum increased to \$81.25 (65% of \$125 permit minimum).
 - This is an increase of \$16.25.
 - Note: The 2025 fee schedule minimum states \$50. As permit fees initiated at \$100, this would result in a \$65 minimum fee in 2025.
- Non-Residential plan review minimum set at \$150 (New).
- Hourly rates have been clarified to include \$95.00 per hour for residential and \$125.00 per hour for non-residential and multi-family services. Additionally, billing methods are recorded per quarter hour, with a minimum of ½ hour.
- Non-Residential/Multi-Family Plumbing Plan Review (New): Matched updated state fees based on construction value for delegated services. Impact undetermined.
- Non-Residential/Multi-Family Fire Construction Plan Review (New): Fees based on construction value for delegated services. Impact undetermined.

Subd. 7 Industrialized Modular/Prefabricated Buildings (New): The inclusion of this subdivision is a result of new statutory language passed during the 2025 legislative session.

Subd. 9 Other Permits and Fees:

- Maximum fees set for basement finishes (\$500), Accessory Structures (\$850), and Decks (\$675) (Decrease for high-valuation projects).
- Technology Fee (New):
 - A Technology Fee is a small, application specific cost charged at the time of permit issuance which is paid specifically by the applicants who utilize and benefit from the City's digital permitting infrastructure.
 - i. These funds support the ongoing resources needed to maintain a secure and modern permitting environment including portal access, live updates, contractor licensing verification, support, data security, and system updates for the users.
 - Development and annual licensing costs are incorporated into Rum River Consultants' services and would otherwise be the responsibility of the jurisdiction.
 - This is a budget-neutral item as applicants are charged \$10.00 per permit which is provided to Baseline for services outlined above.
- Agriculture permit exemption administrative application (New): \$250 (includes preliminary site plan review).
- Consultants, cost for service when external professional services exceed standard fees (New). (Budget-neutral).
- Demolition Permit: Residential increase of \$100 (includes two site inspections and administrative plan review; Non-Residential now a set fee (impact undetermined)).
- Manufactured home set-up permit decreased by \$165 (includes mechanical/plumbing permits and plan review).
- Moved-In Structure (Residential): Adds \$95/hour plus mileage outside the City of Baldwin.
- Reissuance/Renewal of (Expired) Permit (New): Minimum \$50 (Up to \$75 decrease for maintenance permits and varies for value-based permits due to remaining work.)
- Inspections with no fee indicated: Decrease by \$30.

Subd. 14 - Subsurface Sewage Treatment System (SSTS) Fees: Fees categorized by system type.

- Standard residential system: Increase of \$100 (includes soil verification).
- Alteration or Extension (omitted accidentally from original proposed draft). Added back in - no fee change.
- Holding Tank: Decrease for first year (operating permit included).
- Soil Site Review (New): Increase of \$250 + \$100 per lot if requested for plat approval.
- SSTS Abandonment/Removal (New): Increase of \$125.
- Maintenance Permit (New): Increase of \$20 per permit (covers a three year period).



To: Honorable Mayor and City Council Members

From: Andy Schreder, Chief Building Official
Roxanne Schreder, Director of HR and Finance

Subject: Septic Administration Program Proposal

Date: March 25, 2026

Overview

This memo addresses the Septic Administration Program Proposal for the City of Baldwin.

Septic Administration:

Rum River Consultants (RRC) currently administers a portion of the City of Baldwin's Subsurface Sewage Treatment System (SSTS) program, including permitting and inspection services. Some of these services have previously been provided at no cost. As we now are in the first quarter of 2026, we would like to provide a proposal to administer Baldwin's SSTS program in its entirety.

Construction Permits

SSTS construction permits are submitted electronically through Baseline. RRC currently completes permit intake, plan review, field inspections, and compliance documentation. This service remains budget neutral for the City. Construction permitting would continue to be fully administered by RRC under this model.

Compliance Report Tracking and Enforcement

SSTS professionals submit compliance reports after system evaluations. Compliant reports are recorded for tracking purposes, while non-compliant reports require notification to the property owner, citation of applicable codes, timelines for corrective action, and follow-up documentation. If compliance is not achieved, enforcement measures must be initiated. This function is currently being administered by RRC to ensure deadlines are met and reporting remains accurate for annual MPCA requirements.

Maintenance and Operating Permit Administration

Maintenance (pumping) and operating permits obtained by contractors with documentation should be filed upon completion. RRC can administer these permits, file all records, and communicate with property owners as needed regarding documentation or renewal. The program would operate similar to SSTS construction permitting, with maintenance and operating permit fees collected via Baseline once the SSTS module is ready to launch.

Annual Minnesota Pollution Control Agency (MPCA) Reporting

Each year, the MPCA requires jurisdictions to submit a full program report documenting new construction, repairs, maintenance activities, compliance and enforcement actions, installer data, and tracking needs. RRC can continue to

compile all program records and prepare the annual MPCA report on behalf of the City of Baldwin. This ensures consistency between program administration and State reporting requirements.

Because SSTS program oversight is tied to the Designated Building Official, Andy Schreder will remain responsible for reviewing and signing the MPCA reports. If compliance monitoring is retained by Baldwin staff, RRC would need electronic access to the City's record management system to maintain State-required workflow continuity for permitting.

Proposal

SSTS Program Component	Scope	Initial Cost	Ongoing Cost
Permits & Inspections <i>(Service currently provided by RRC)</i>	Intake, review, inspection, and documentation.	\$0 budget impact	Percentage of permit
Compliance Reports <i>(Service currently provided by RRC)</i>	Notification, tracking, follow-up, enforcement coordination, recordkeeping.	Hourly	~2 hours for non-compliance (Average is .8 hours if addressed after initial communication) & no charge for compliance reports
Maintenance & Operating Permit Administration <i>(New Service Option)</i>	Issue permits, record receipt of documentation, homeowner communication.	\$0 budget impact	Permit fee retained by RRC
Annual MPCA Reporting <i>(Service currently provided by RRC)</i>	Compile data, complete & submit annual SSTS program report. Due each February.	Hourly <i>(RRC has not invoiced for this service in the past three years. RRC would appreciate the ability to invoice for the 2025 report that was submitted in January 2026 and in the future, should our office continue to provide this service for the city.)</i>	Estimated 10 – 16 hours (annually) UPDATED Estimate is 2 to 4 hours (annually)* Due to the use of the Baseline Software Platform, this has significantly decreased the manual compilation of information for this report.

Next Steps

RRC respectfully requests the City to:

- Review the information, along with supporting documentation presented.
- If the council supports the proposal, a motion and second to approve the proposal as presented.



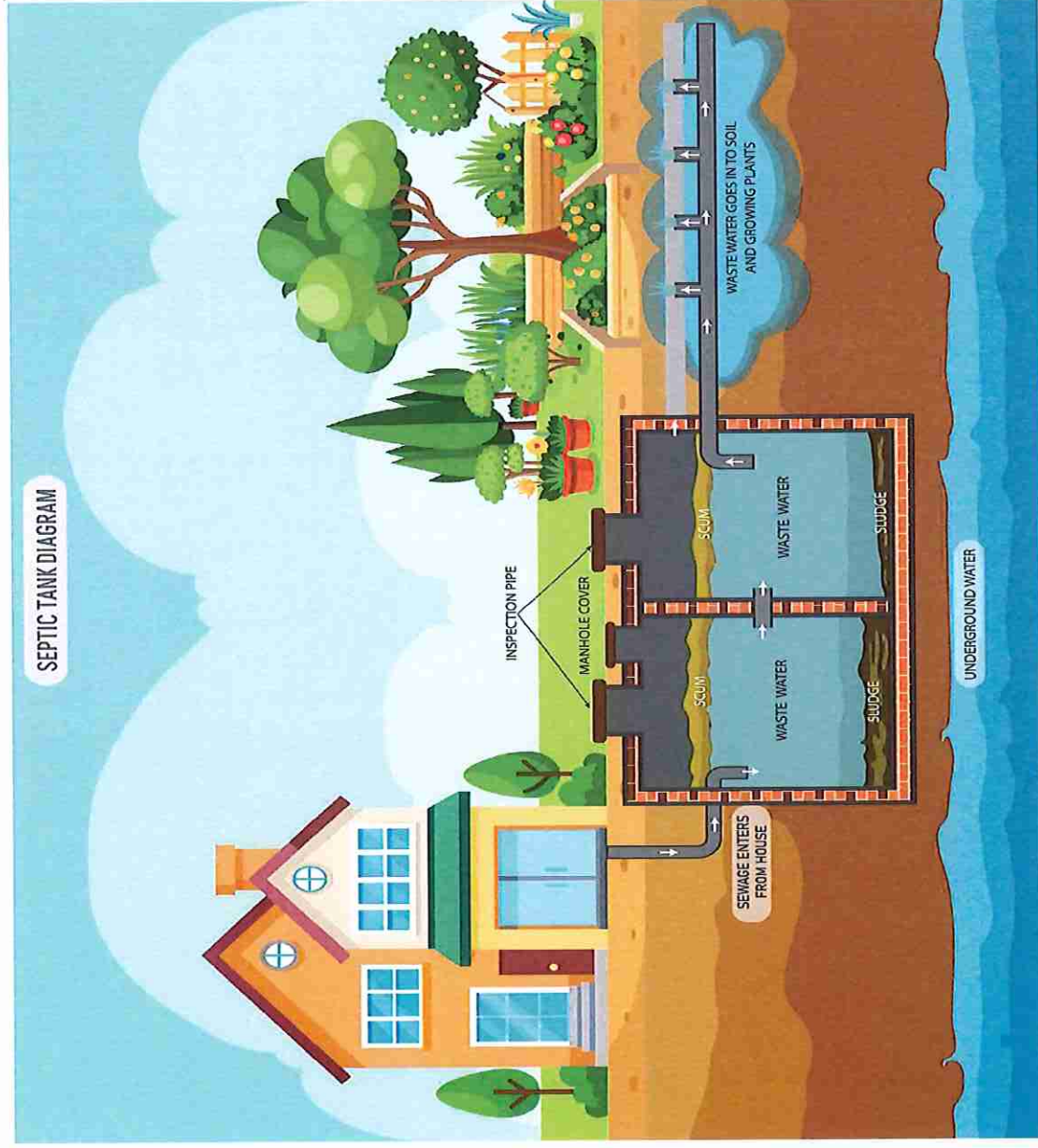
Subsurface Sewage Treatment System Administration

Presented by Rum River Consultants

Baldwin City Council Meeting

April 15, 2026





Purpose & Intent

To ensure the proper location, design, installation, use, and maintenance of subsurface sewage treatment systems (SSTS).

Which protects the public health, safety, and general welfare by adequately discharging treated sewage to groundwater

What is a Tank Assessment?

A tank assessment is an evaluation of your septic tank to answer two basic questions:

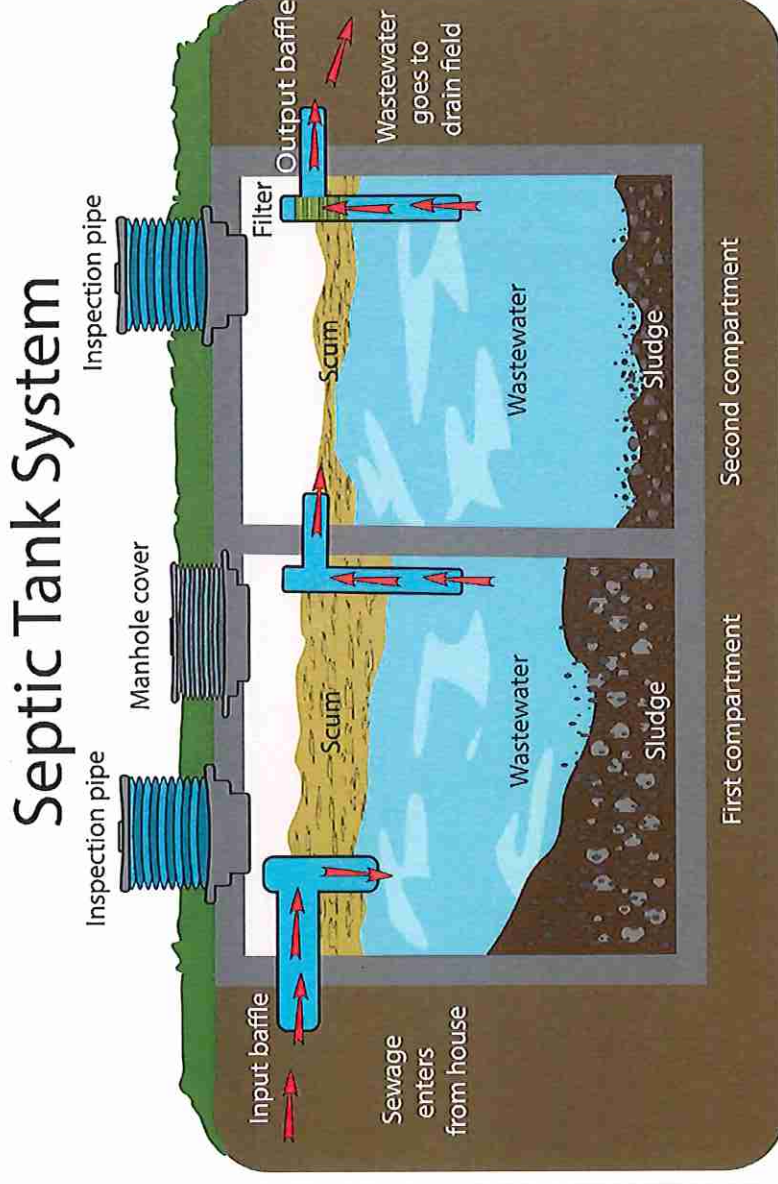
1. Is the septic tank watertight?
 - a. Water must not be leaking out of the tank into the surrounding ground.
 - b. Excess water should not be leaking into the tank as this can overload the system.
2. Are the levels or amounts of solids inside the tank within operating parameters?

These solid layers are:

- a. Scum – material floating at the top of the tank; and
- b. Sludge – material sitting at the bottom of the tank

What is a Tank Assessment?

Solids are held inside the tank by baffles (see diagram). The *Maintainer* should verify the presence and condition of the baffles while completing on site work.



Tips for Tank Assessments

If the tank's contents are removed (pumped out) as a matter of practice or abundance of caution, measurement (assessment) of the tank's solids is not required.

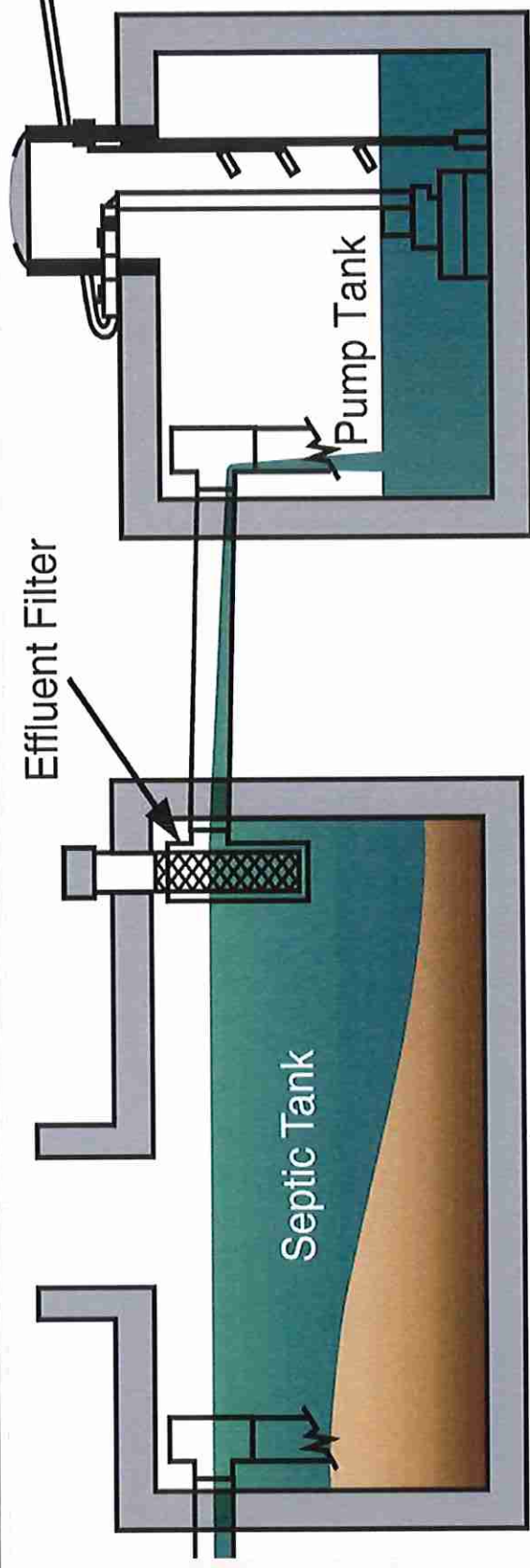
If the occupants have been consistently taking care of their septic system by monitoring what is disposed of and controlling water usage, they may choose to communicate with the *Maintainer* upon scheduling their triennial appointment that an assessment is requested rather than a full service of removal of the tank's contents.

This may be less expensive and can be performed timelier as it requires different/less costly equipment.

Pump Tanks

If your system has a pump tank (where the effluent is pumped to the drainfield), it must also be assessed or pumped/cleaned every three years.

- ❑ The same criteria for water tightness also applies to pump tanks.
- ❑ Solid material should not be in the pump tank
 - ❑ If significant amounts of scum or sludge are present, the source/cause should be determined while the *Maintainer* is on site.
 - ❑ Solid material in this tank can cause significant damage to the pump and is a serious risk of plugging in the drain field.



Assessment vs. Pumping

If the *Maintainer* measures the tank's contents in an assessment and find the measurements indicate the tank is **beyond allowable levels**, pumping/removing the tank contents will then be **required**.

Pumping cannot be performed through the inspection ports. Fully compliant pumping activities can only be performed through the maintenance/access holes.

Pumping will entail either backflushing or agitation by mechanical means to ensure solids become suspended in the liquid for thorough removal/cleaning.

State vs. Local



State Responsibilities



- ☐ State Laws
- ☐ Certifications
- ☐ Registrations

Minnesota Rules
Chapters 7080 through 7083
Subsurface Sewage Treatment
Systems Program



Excerpted from Minnesota Rules 2014
regulating revisions adopted through December 2020

Text prepared by the University of Minnesota
and is not the official version compiled by the
Office of the Revisor of Statutes

The official rule language for
Minn. Rules chs. 7080, 7081, 7082 and 7083
can be found at the Revisor's website at
revisor.mn.gov

State Requirements

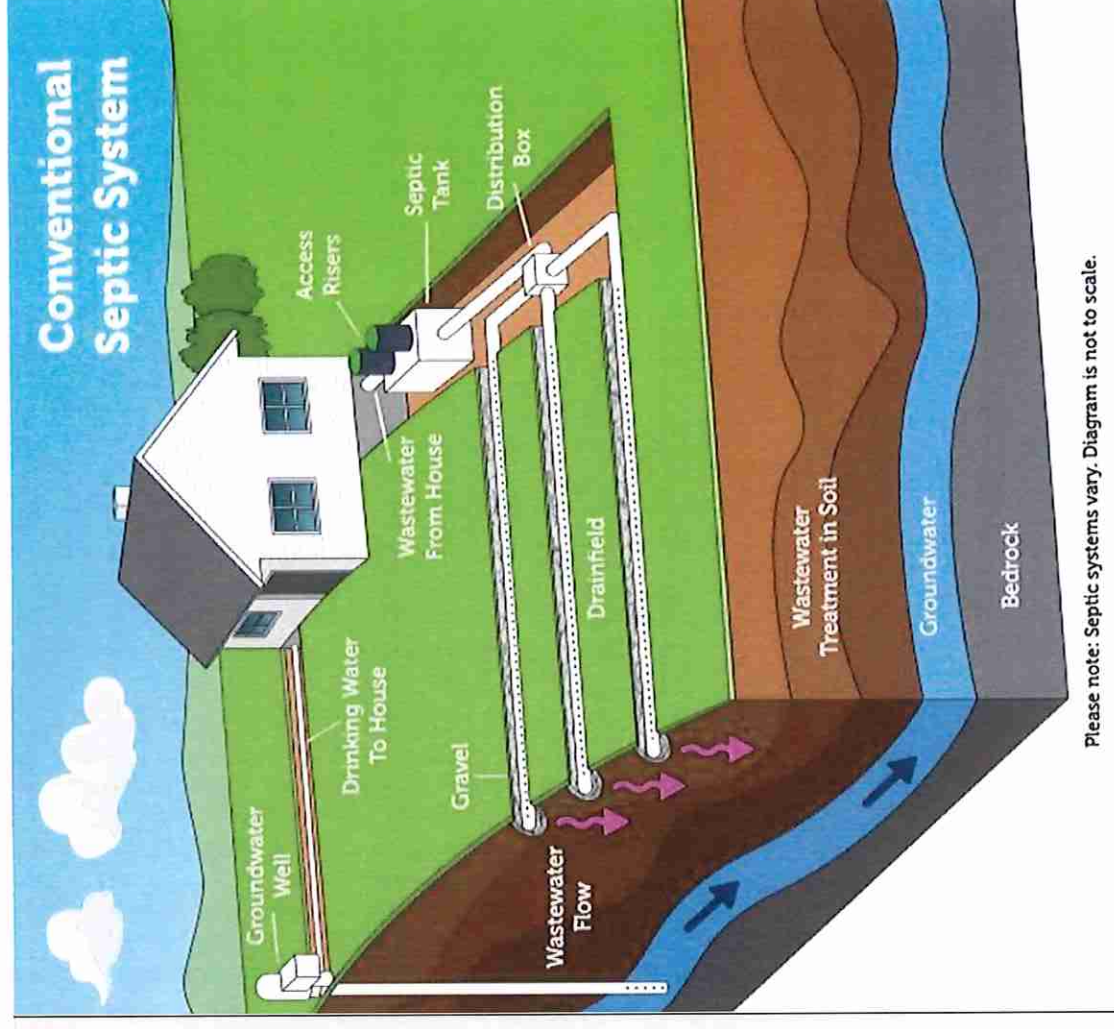
- SSTS are governed by Minnesota Rules 7080 through 7083.
- Minnesota Rule 7082: Local ISTS Programs has 9 Chapters
 - 7082.0010: Purpose & Intent
 - 7082.0020: Definitions
 - 7082.0040: Regulatory Administration Responsibility
 - 7082.0050: General Requirements for Local Ordinances
 - 7082.0100: Requirements for Local Ordinances
 - 7082.0300: Local Program Administration
 - 7082.0500: Permit Program for SSTS
 - 7082.0600: System Management
 - 7082.0700: Inspection Program for SSTS

State Requirements

Tanks must be assessed or emptied/cleaned at least every 3 years by a licensed septic *Maintainer*.

Septic tanks are examined to ensure they are watertight and operating as designed to protect the drainfield from clogging and becoming overloaded.

Adequate maintenance helps avoid costly repairs and potentially hazardous situations of surfacing raw sewage and/or pollution to the environment.



- ☐ Ordinance
- ☐ Permits
- ☐ Maintenance
- ☐ Compliance
- ☐ Reporting

Local Responsibility



Ordinance

Chapter 4 SUBSURFACE SEWAGE TREATMENT SYSTEMS

SECTION:
XX-4-1: Purpose
XX-4-2: Authority
XX-4-3: Definitions
XX-4-4: General Provisions
XX-4-5: General Requirements
XX-4-6: SSTS Standards
XX-4-7: SSTS Permitting
XX-4-8: Management Plans
XX-4-9: Compliance Management
XX-4-10: Enforcement

Baldwin City Code Chapter 4 Subsurface Sewage Treatment Systems

- ☐ Must be at least as restrictive as state rules – can be more restrictive.
- ☐ Must require that all SSTS design, installation, and repair be performed by an appropriately licensed business with at least one certified employee.
- ☐ Must require the remediation of noncompliant systems.
- ☐ Must enforce all local ordinances.
- ☐ Must prohibit surface discharge of sewage.
- ☐ Must describe when a holding tank is allowed.
- ☐ Must require management plans and operating permits, as needed.
- ☐ All changes to local ordinances must be reviewed by the MPCA.

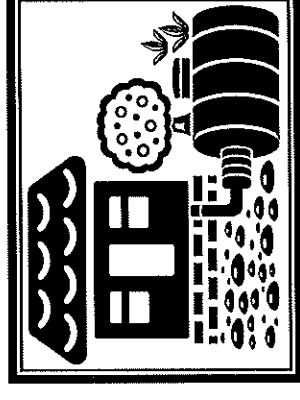
Permit Program



-
- ☐ Required for all new and replacement SSTs constructions.
 - ☐ All permits and construction documents must be reviewed and approved by an appropriately certified individual.
 - ☐ Must maintain permit applications and issued permits.
 - ☐ Verify that designs have an accurate measurement of the depth to limiting conditions.
 - ☐ Inspections performed by a certified SSTs inspector and performed during critical stages of installation to ensure the system is installed in accordance with all applicable regulations. Up to 7 inspections per system.
 - ☐ Management plan is reviewed.
 - ☐ SSTs permit applications must:
 - ☐ Be submitted by a certified individual
 - ☐ Contain a site evaluation, design report, and management plan.
 - ☐ Have soil observations that are verified by a certified inspector

Compliance Program

- Compliance Inspections
 - Performed by private inspection companies that have certified SSTS Inspectors.
 - Performed at property point of sale.
 - Required when adding a bedroom.
 - Verify the system's tanks are watertight.
 - Verify the system has sufficient vertical separation above the seasonal high-water table.
- Local government must maintain records of:
 - Certificates of Compliance
 - Notices of Noncompliance



Annual Reporting

State law requires that every Local Unit of Government that has an SSTS program, submit an annual report every January. The annual report must include:

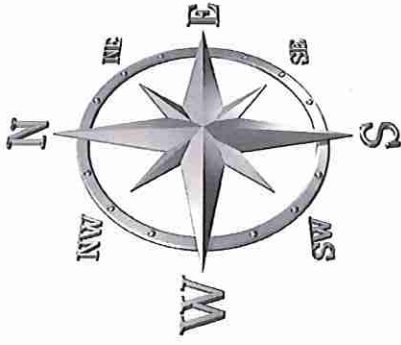
- The number of compliant and noncompliant systems in the City of Baldwin.
- The number of systems installed of each type.
- What tanks are being installed (including the number and manufacturer).
- The number of systems serving non-residential buildings and seasonal dwellings.

Maintenance Program

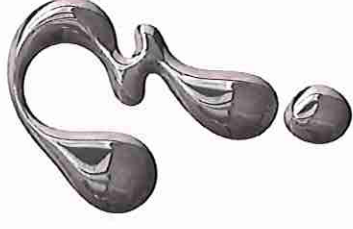


- Maintenance, monitoring, and operational requirements are included in the management plan.
- Operating permits for advanced systems or special situations.
- Residential system management

- Maintenance Permits for Tank Assessment
 - State code requires SSTs are maintained (pumped) every 2 – 3 years.
 - Helps to ensure pumping is happening at the required frequency.
 - Reminders are sent to homeowners when their system is coming due.
 - Maintenance is tracked, including the frequency and any results or findings from the pumping.
 - Program funded by a small permit fee paid by SSTs Maintainers



Direction



Questions