

NORMAN COUNTY

MINNESOTA

Fee Schedule

Resolution 02-03-2026-06

Effective February 4, 2026

Unless otherwise stated

Norman County Board of Commissioners, Ada MN 56510

RESOLUTION CR 02-03-2026-06

Motion by Commissioner Jacobson Seconded by Commissioner Hall

RESOLUTION ADOPTING THE NORMAN COUNTY
FEE SCHEDULE

WHEREAS, Minnesota Statute 373.41 states a county may charge a fee to record, file, certify, or provide copies of any instrument, document, or paper that is required by law to be filed or which may be filed in any county office; and

WHEREAS, MS 373.41 also states a county may charge fees for service provided by any county office, official, department, court, or employee; and

WHEREAS, MS 373.41 states a county board may, after a public hearing, establish the amounts of fees to be charged for the services, unless a statute has specified the amount; and

WHEREAS, MS 373.41 states there must be reasonable relation between the fee and the cost of providing the service.

WHEREAS, MS 373.41 states a county may also impose a fee or an interest charge on payments of money to the county that are more than 90 days overdue, provided that late property tax payments remain subject only to the penalty and interest provisions of chapters 277 and 279.

NOW, THEREFORE, BE IT RESOLVED, by the County Commissioners of Norman County, Minnesota, hereby adopt the Norman County Countywide Fee Schedule as presented with said fees that become effective February 4, 2026.

Voting in favor		Voting against	
Andersen	✓	Andersen	
Hall	✓	Hall	
Jacobson	✓	Jacobson	
Lee	✓	Lee	
Oistad	✓	Oistad	

Jesse M. Lee
Jesse Lee, Chairman
Norman County Board of Commissioners

I, Amanda Riegert, Auditor/Treasurer of the County of Norman, State of Minnesota, do hereby certify that the foregoing resolution is a true copy of a resolution duly passed at a meeting of the Norman County Board of Commissioners held the 3rd day of February, 2026.

Dated 2/3/2026

Amanda Riegert
Amanda Riegert, Norman County Auditor/Treasurer

Norman County, Minnesota
Countywide Fee Schedule

Countywide Fees

Note: There are certain fees and charges that are set by statute or ordinance. Sales tax included where applicable.

Photo copies 1-10	$0.25 plus tax
Photo copies 11-20	$0.20 plus tax
Photo copies 21 or more	$0.15 plus tax
Postage or Package Rate	Actual Cost (charges added as required)
Public Record Request	Per Data Practices Policy

Assessor's Office

Split Fee	$150.00/parcel
Tax Estimates for Splits	$20.00
	- Written estimate additional fee applies
Written /e-mailed estimate	$5.00

Auditor-Treasurer's Office

Certified Mailing	Cost
NSF Fee	$30.00
Passport Application Fee	Contact Auditor-Treasurer's Office
Passport Execution Fee	$35.00
Passport Photo	$20.00
Plat Books	$40.00 plus tax
Deed Tax ($1.65 if consideration is $3,000 or less)	Purchase Price x $.0033
Mortgage Registration	Mortgage Amount x $.0023
Electronic Payment Convenience Fee-Credit Card*	2.55% of amount paid ($2.00 minimum)
Electronic Payment Convenience Fee-Debit Card*	1.95% of amount paid
Electronic Payment Convenience Fee-E-Check*	$2.00 for up to $50,000
Auditor's Certificate	$200.00 plus tax
Plat Book	$40.00 plus tax
County Map	$3.00 plus tax
Public Record Request	Per Data Practices Policy
Tax Search (per PIN/per year)	$3.00 minimum
Escrow Fee	$5.00/parcel
Minimum Charge	$15.00
*Note: since the electronic payment fee is paid to an outside processor and not to Norman County, we are unable to waive or refund the fee. Fee is subject to change by outside processor without notice.	

SPECIAL ASSESSMENT FEES	
Amortized Special Assessment Set-Up and One-time Maintenance Fee	
Less than 25 parcels	$50.00 Master + $5.00/parcel
25 parcels or more	$100.00 Master + $5.00/parcel
Amortized Projects over 15 years	$300.00 Master + $5.00/parcel
Special Assessment Set-Up	$25.00
Special Assessments Maintenance	$3.00/parcel/annual
TIF District Set-Up	$250.00
DELINQUENT PROCESSING	
Confession of Judgement: per parcel	$100.00
2nd Confession of Judgement -same owner & parcel as previous COJ	$200.00
Notice Expiration of Redemption	$100.00
Expiration of Redemption Sheriff Service	$65.00
Expiration of Redemption Sheriff Mileage	cost
Tax Forfeited Repurchase Fees: per parcel	$200.00
Tax Forfeit Sale Fee	$200.00
Delinquent Tax Listing	minimum $25.00
PERMITS AND LICENSES	
Tobacco License	$25.00
Liquor License + Bond	
- Intoxicating	$250.00
- Off-Sale	$75.00
- Sunday Sales	$75.00
Late fee for License Application Renewals	$100.00
Auctioneer's License	$20.00

ADULT-USE CANNABIS LICENSE	
County Application Fee	$250.00
Initial Retail Registration Fee	Shall not exceed $500 or half the amount of an initial state license fee under M.S. 342.11. whichever is less
Renewal Retail Registration Fee	Shall not exceed $1,000 or half the amount of an initial state license fee under M.S. 342.11. whichever is less
LOWER-POTENCY HEMP EDIBLE RETAILER LICENSE	
Initial Registration Fee	$125.00 per location
Renewal Registration Fee	$125.00 per location
TEMPORARY CANNABIS EVENTS	
Registration Fee	$50.00

Demolition Landfill-Tipping Fees May Apply

Non-Demolition Materials	
- Box Springs/Mattresses/Furniture	$10.00
- Tv & Monitors	$10.00
- Appliances	Free when open/$10.00 by appointment
- Carpet	$15.00 per room
- Large Quantity of MSW	$25.00 per yard
- Tires	$5.00 car $7.50 on rim $10.00 truck $18.00 and up for tractor tires
- Metals	No charge during regular hours
- All other items	Charged Accordingly
- Household Garbage	$2.00 per bag
Above items that are accepted at the landfill will be charged a rate of $50.00/hour to be separated at the site.	

Acceptable Materials-All items from either Construction or Demolition

- Bituminous	- Plumbing Fixtures	- Concrete Blocks and Chunks
- Earth, Stone	- Molded Fiberglass	- Sheetrock, wall board ceiling tile
- Lumber (untreated)	- Metals, wire and duct work	- Recognizable portions of burned structures
- Siding	- Plaster, Wood and Vinyl Flooring	- Plastic Conduit, Drain Tile and Pipe
- Glass (building only)	- Roofing Materials	- Affixed Carpet and Padding
- Rubber	- Asbestos (must be prearranged)	

Unacceptable Materials

- Aerosol Cans	- Animal Remains	- Appliances	- Ashes
- Batteries	- Bio-Hazardous Wastes	- Box Springs	- Carpeting
- Caulking Tubes	- Radioactive Wastes	- Sofas	- Street Sweepings
- Fuel Containers	- Used Engine Oil	- Fluorescent lights	- Ballasts
- Poly	- Inflammable Liquids	- Liquid Wastes	- Mattresses
- Paints	- Tarps (all kinds)	- Industrial Waters	- Propane Tanks
- Chairs	- Chemical Containers	- Empty Paint Cans	- Food & Beverage Containers
- Treated Wood	- Household Garbage	- Others at operator's discretion	

The days and hours of operation are every Saturday (8:00 am – 1:00 pm) from April 15 through December 14. Starting December 15 through April 14, all loads will be by appointment only. Closed holiday weekends. To make an appointment call (218) 784-2069 or (218) 415-0190.

Extension

PPAT Book	$10.00

Highway

Moving Permit	$30.00
Harvest Permit	$65.00
Annual Transportation Permit	
- 6 axles	$300.00
- 7 axles	$500.00
- Oversize/Overweight	$300.00

Planning & Zoning

Building Permits	Fee per Structure
- Residential Dwelling	$75.00
- Accessory Structure > 250 Sq. Ft.	$50.00
- Addition/Alteration	$25.00
- Grain Storage Bin	$25.00
- Accessory Structure < 250 Sq. Ft.	$25.00
Septic Permits (Includes Inspection)	$100.00*
- Additional Site Visit/Soil Check	$25.00
Conditional Use Permit	$300.00
Variance	$250.00
After the Fact Permit	Double Permit Fee + $150.00**

* Septic inspections must be completed on all new septic systems and will be completed by the Environment Service Officer unless other arrangements are made ahead of time.

**An After the Fact Permit is issued if a construction project has begun or is completed without first obtaining a zoning permit. The penalty fee may be reduced at Zoning Administrator's discretion. If permit is not issued, permit fee will be refunded minus $150.00 penalty.

Public Health

Foot Care (no one will be refused service for inability to pay)	$25.00

Recorder's Office

Record a document	$46.00
Multiple fee for Sat's, Part Rlse & Assignments	$10.00 for each additional after 4
Certified Birth Certificate – 1st Copy	$26.00
Birth - Additional copy of same record	$19.00
Non-certified Birth Certificate	$13.00
Certified/Non-certified Death Certificate – 1st Copy	$13.00
Death - Additional copy of same record	$6.00
Certified/Non-certified Marriage Certificate	$9.00
Marriage License Fee	$125.00
Reduced Marriage License Fee	$50.00
Marriage Credentials	$20.00
Notary Filing Fee	$20.00
State Tax Lien	$30.00
Federal Tax Lien	$46.00
Copies of recorded documents	$5.00

Certified copies of recorded documents	$10.00
Copies of plat maps	$10.00
Well Disclosure	$54.00
Real Property Notice - MS §480.50	$75.00
Consent to Share - MS §480.50	$75.00
Request to Release - MS §480.50	$75.00
Consent to Terminate - MS §480.50	$75.00
Reprint a Marriage License	$25.00
Amend Marriage Certificate	$40.00
Driver's License Fee	Visit https://dps.mn.gov/divisions/dvs

Sheriff's Office

Serving a Summons – includes up to 4 attempts - Emailed Documents - Rushed Service	$65.00 plus mileage $0.25/page for printing and processing $85.00 plus mileage
Posting of Notice of Sale – 3 postings - Not Found – No service - Executions Returned – Not satisfied	$65.00 plus mileage $65.00 plus mileage $65.00 plus mileage
Securing Property in Seizure, Attachment, Execution & Restitution	$85.00 minimum (fees may vary depending on property)
Report of Sale	$75.00 plus mileage
Preparing a Levy	$50.00
Writ of Execution Deposit in Advance of Service	To be set at Sheriff discretion
Notice of Intent to Redeem M.S. 580.24	$100.00
Services not herein enumerated	$65.00 plus mileage
Incident/Accident Reports	As set by M.S. 13.03 & 13.04
Nationwide Domestic Abuse Orders	No Fee
Out of State Harassment Orders	Set on Case-by-Case Basis
Impound Fees	$20.00/day plus actual towing expense
Fingerprints – 2 copies - Duplicate copies - 2	$15.00 $5.00
Data Request - CD/DVD - Flash Drive	 $5.00/disc plus initial data request $10.00/drive plus initial data request
Deputy Time -Events, Escorts, Etc – 2 hr minimum	$85.00/hr/deputy plus mileage
Transportation Restitution – 2 hr minimum	$85.00/hr/deputy plus mileage
Portable Breath Test (PBT)	$5.00/day up to 2 times a day

Sheriff's Sales	
Judgement and Decree	$75.00 plus mileage
Execution	$75.00 plus mileage
Mortgage Foreclosure by Advertisement	$75.00 plus mileage
Lien (Mechanic or Other)	$75.00 plus mileage
Uniform Commercial Code	$75.00 plus mileage
Abandoned Property	$75.00 plus mileage

Redemption	
Fee Owner	$250.00
Creditor	$250.00
Permit to Carry	
New Application	$100.00
Renewal	$75.00
Expired – Less than 30 days	$85.00
Expired – Over 30 days	$100.00
Current/Retired Law Enforcement/Dispatch	$10.00
Change of Information/Replacement	$10.00

Solid Waste Assessment – per year

Class I Municipalities - Tier 1: 1000+ tons per year - Tier 2: 300 tons to 999 tons per year - Tier 3: 299 tons and less per year	 $750.00 $450.00 $225.00
Class II Apartment	 $68.00/apartment
Class III Nursing Homes, School Districts & Hospitals	 $1,500.00
Class IV Residential	 $100.00
Commercial - Group 1 - Group 2 - Group 3 - Group 4 - Group 5 - Group 6	 $110.00 $225.00 $335.00 $450.00 $550.00 $900.00