

Cass County Fee Schedule
Effective – January 3, 2017

CASS COUNTY GENERAL FEES	
Copies - letter or legal, 100 pages or less	\$ 0.25
- ledger size	\$ 1.00
Database print screen	\$ 1.00
(Database print screen – taxpayer courtesy, no charge)	
Fax – outgoing base charge (includes cover sheet & 1 page)	\$5.00 plus \$.25 per addl. pages
\$5.00 \$.25 \$5.00 Email – outgoing base charge for data requests	\$5.00 plus \$.25 per page
Research fee	Variable hourly rate
ASSESSOR	
Data query-plus media costs	\$ 75.00
Abatement	\$50.00
Assessment field card	\$ 2.00
AUDITOR-TREASURER	
Auctioneers license	\$ 20.00
Audit verification	\$ 25.00
Birth Certificate	
-Certified Copy	\$ 26.00
Additional Copy	\$ 19.00
-Non-Certified Copy	\$ 13.00
Bond issue information - Auditor's certificate	\$200.00 - \$350.00
Cigarette license	\$175.00
Confession of judgment	
-Set-up fee	\$ 50.00
-Annual fee	\$ 15.00
-Court fee	\$ 5.00
Death Certificates	
-Certified Copy	\$ 13.00
Additional Copy	\$ 6.00
-Non-Certified Copy	\$ 13.00
Delinquent tax publication cost	\$ 25.00
Ditch lien release	\$ 25.00
Duplicate tax statement - on demand	\$ 2.00
Duplicate tax statement - automatic, statutory request	\$ 15.00
Escrow tape fee	\$ 500.00
Escrow account maintenance – per parcel	\$ 3.00
Fireworks permit	\$ 50.00
Liquor, Beer and Miscellaneous License Fees (Annual)	
-3.2 Beer On-Sale License	\$ 50.00
-3.2 Beer Off-Sale License	\$ 25.00
-3.2 Beer On & Off-Sale Combination License	\$ 75.00
-Temporary 3.2 On-Sale (maximum 3 days)	\$ 50.00
-Wine with Strong Beer License	\$300.00
-Set-Up (Bottle Club) License	\$100.00
(plus additional \$250 license fee to state)	
-Off-Sale Liquor License	\$500.00
-On-Sale Liquor License	\$1,500.00
-Temporary On-Sale Liquor License	\$150.00
-On & Off Sale Liquor Combination License	\$2,000.00
-Late Fee for Liquor License Renewals	\$100.00
-Transient Merchant License	\$150.00
-Lawful Assembly Permit	\$500.00
-Precious Metals Dealer License	\$ 50.00
Maps	
- Auditor's parcel map – B&W	\$ 3.00
- Color	\$ 5.00
- Parcel map with aerial photo – B&W	\$ 5.00
- Parcel map with aerial photo – Color	\$10.00
- Color infrared photo	\$10.00
Marriage	
-Certificate	\$ 9.00
Additional Copy	\$ 9.00

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-Marriage License	\$115.00
-Marriage License – with Education Statement	\$ 40.00
Nonsufficient funds checks	\$ 30.00
Notary	
-Recording	\$ 20.00
-Change	\$ 20.00
Notice of expiration of redemption	\$ 50.00
Ownership requests – variable	Hourly Rate
Repurchase fee - plus additional costs	\$100.00
Searches - current and delinquent taxes	
- With parcel identification number (PIN)	\$ 3.00
- Without PIN	\$ 6.00
Special assessment set-up – per parcel	\$ 10.00
Service fee	
-Courtesy split with survey	\$ 35.00
-Courtesy split without survey	\$ 60.00
Subdivision Fees	
-Per lot by certificate of survey -	\$ 75.00
-Per lot where certificate of survey not required	\$150.00
-First lot by minor subdivision plus \$20.00 per lot thereafter	\$100.00
-First lot by platted subdivision plus \$20.00 per lot thereafter	\$100.00
-Separating combined lots of record when permitted per lot	\$ 35.00
Tax estimates	\$ 10.00
Tax increment financing districts – setup	Up to \$500.00
- Annual	Min. \$125.00
DATA – COMPUTER OPERATIONS	
Color plot	\$ 30.00
Data query - plus media costs	\$ 75.00
Name/address labels - \$20 minimum up to 575	\$0.0175
Name/address listing - \$20 minimum up to 575	\$0.0150
Tax books-minimum up to 575 records, list charge>	\$ 25.00 Digital GIS Data for Commercial Sale
Parcel Data:	\$ 50.00 Setup fee
Unit Cost/parcel polygon = \$.02	
Minimum charge = \$100.00 (setup + up to 2500 parcels)	
Maximum charge= \$1000.00 (Setup + 47500+ parcels)	
Extra information/work charged at \$50 per hour	
Sales tax, media, and shipping at current rates for queries	
(Must sign a digital data agreement regarding use of Cass County data)	
Drivepoint Data:	\$ 50.00 Setup fee
Unit Cost/parcel polygon = \$.01	
Minimum charge = \$100.00 (setup + up to 5000 records)	
Maximum charge= \$300.00 (Setup + 25000+ records)	
Extra information/work charged at \$50 per hour.	
Sales tax, media, and shipping at current rates for queries.	
(Must sign a digital data agreement regarding use of Cass County data)	
Road Data: Setup & Partial or Full data set: \$200	
Extra information/work charged at \$50 per hour	
Sales tax, media, and shipping at current rates for queries	
(Must sign a digital data agreement regarding use of Cass County data)	
Other Datasets: Setup & Partial or Full data set: \$100	
Extra information/work charged at \$50 per hour	
Sales tax, media, and shipping at current rates for queries	
(Must sign a digital data agreement regarding use of Cass County data)	
(Data to collaborating agencies, units of governments, and for educational purposes at no or media/shipping cost. May have small charge if data manipulation is necessary.)	
(Data requests from non-profits will be at a setup charge of \$25 and 20% of commercial costs or at the discretion of the Cass County MIS department.)	

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ENVIRONMENTAL SERVICES	
Residential Structures	
Including mobile homes, recreational vehicles, and also including attached garages	\$0.15 per square foot using the overall footprint of the structure, minimum is \$100.00
Addition to any Residential Structure (including attached garage)	
\$0.35 per square foot using the overall footprint of the structure, minimum is	\$ 85.00
Accessory Structures or addition to Accessory Structures	
\$0.20 per square foot using the overall footprint of the structure, minimum is	\$ 85.00
Enhanced 911 – address sign	\$ 55.00
Deck(s)	\$ 85.00
Boundary Fence(s)	\$ 55.00
Shoreland & or Land Alteration	\$140.00
Advertising Sign(s)	\$ 90.00
Residential Septic Systems	
*Residential Sewage System + surcharge	\$250.00
*Drainfield + surcharge	\$150.00
*Tank only + surcharge	\$150.00
Privy (outhouse) + surcharge	\$ 50.00
Holding Tank (annual permit)	
*Community Sewage System + surcharge	\$ 50.00
Per Lot Fee	\$150.00
Flow <1000 GPD	\$365.00
1001 – 3999 GPD	\$530.00
4000 – 6999 GPD	\$680.00
7000 – 9999 GPD	\$840.00
*includes a \$50 surcharge to cover the costs of a final inspection.	
Commercial Structure or Addition to structure's in a Resort	
\$0.20 per square foot.	
Minimum	\$150.00
Maximum	\$1,500.00
Commercial Sewage System + surcharge	
Alteration	\$250.00
Flow <1000 GPD	\$365.00
1001 – 3999 GPD	\$525.00
4000 – 6999 GPD	\$680.00
7000 – 9999 GPD	\$835.00
RV Site/Camping cabin First Site	\$190.00
Additional Sites	\$ 80.00
Decks	
First Deck	\$ 80.00
Additional Decks	\$ 40.00
Variance	\$395.00
Land Reclassification	\$395.00
Conditional Use Permit (CUP)	\$395.00
Communication Towers (in addition to CUP)	\$630.00
Subdivided Lands: Fees assessed by ESD	
Plats \$750.00 for preliminary plat and \$750.00 for final plat + plat check surveying costs	\$ 50.00/per lot
Minor Subdivisions (per lot)	\$210.00
Wetland Conservation Act – Replacement Plan Review	\$385.00
Appeal of Decision	\$500.00 Bond
Administrative Fees (per hour, minimum 2 hours)	\$ 50.00
CUP Plats, Variances, etc. Recording fee	\$46.00
HIGHWAY DEPARTMENT	
Culvert and delivery-minimum, more for larger sizes	\$350.00
Approved Mailbox Support	\$ 35.00
County-Installed Mailbox Support	\$ 70.00
County-Installed Mailbox Support and Removal of Old Support	\$ 80.00

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<i>Due to liability concerns, the Cass County Highway Department will only install Mailbox Supports at locations along roadways under the County's jurisdiction (County State Aid Highways and County Roads)</i>		
LAND DEPARTMENT		
Salvage firewood permit		\$ 25.00
Land Sale list – 5 years		\$ 10.00
HEALTH, HUMAN AND VETERANS SERVICE (HHVS)		
Human Services Division - Complete fee schedule available upon request		
Collection Fee		\$ 35.00
Corporate Foster Care – New License Fee (1 Year)		\$500.00
- Corporate Foster Care – Renewal Fee		\$250.00
- Detox Fee		Sliding fee
Parental Fees		Sliding fee
Background Check-Licensed Child Care		\$50.00
Background Check-Non-Licensed Child Care		\$50.00
Custody Study-Court Ordered		\$200.00
-Add- Licensed Child Care – New License Fee (1 Year)		\$50.00
-Add -Licensed Child Care – Renewal Fee		\$75.00
Rep. Payee Fees-10% of recipients monthly benefits	Not to exceed	\$39.00/mo.
Rule 25 Assessment		\$200.00
Public Health Division		
Blood Lead Test		\$ 17.00/test
Child & Teen Checkup		\$419.00/screen(effective April 5, 2016)
Clinic Medication Management (PH Clinics)		\$ 10.30/15 minutes
Dental Varnishing		\$ 14.00/visit
Early Childhood Screening		\$420.00/day(effective April 5, 2016)
Foot Care (PH Clinics)		\$ 25.00/visit
Public Health Nurse Clinic – Clinic Visit		\$ 85.00/visit(effective March 1, 2015)
Public Health Nurse Clinic – Home Visit		\$170.00/visit(effective March 1, 2015)
Home Health Aide		\$ 35.00/hr. or \$70.00/visit
Immunizations (Administration only slide fee)		\$ 5.00/immunization
Influenza (Flu) Shots		\$ 25.00/shot
Mantoux Screening		\$ 20.00/screening
Relocation Services		\$ 15.53/15 minutes
School Services		\$ 44.00/hour
Skilled Nursing Visits		\$175.00/visit (effective Aug 1, 2016)
Therapy - Physical Therapy, Occupational Therapy, and Speech Therapy		\$180.00/visit(effective Aug 1, 2016)
PROBATION DEPARTEMENT		
Unsupervised Probation fee per year		\$ 60.00
Supervised Probation fee per year		\$120.00
Probation transfer fee		\$ 60.00
Domestic violence inventory fee		\$125.00
Chemical test fee per test		\$ 20.00
ETG Urinalysis/Saliva fee per test		\$ 30.00
Confirmation test		\$ 25.00
Synthetic drug test		\$ 40.00
RECORDER'S OFFICE		
Non-certified copies		
- from photocopy machine		\$ 1.00 per page
- from digital image or microfilm		\$ 1.00 per page
Faxed copies/Emailed copies		\$ 4.00 for 1st page
		\$ 3.00 per page thereafter
Large copies made w/plat copier (maximum size is 24x36)		
(such as copies of surveys, architects drawings, building plans, etc.)		\$ 5.00 per copy/page
Reports (such as all mortgages recorded for a period of time, etc.)		\$50.00 minimum or
	plus \$10.00 to cover the cost of postage, if mailed	\$1.00 per page
Weekly reports (for all documents recorded)	\$500.00/year plus \$5.00/ week to cover postage	

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(\$260.00/year or postage)		
Searches to accompany the certificate of condition for torrens property	\$ 5.00 per parcel for current real estate taxes	
	\$ 5.00 per parcel for delinquent real estate taxes	
	\$ 5.00 per parcel for special assessments	
Subscription for remote access to real estate documents website: www.idocmarket.com		
PASSPORTS		
-Book		
Adult (16 & over)		\$110.00
Child (15 & under)		\$ 80.00
-Card		
Adult (16 & over)		\$ 30.00
Child (15 & under)		\$ 15.00
-County Fee		\$ 25.00
-Expedite Fee		\$ 60.00
-Express Mail		\$18.95
-Return Express Mail		\$14.85
SHERIFF'S OFFICE		
Alarm system fee – annual		\$ 20.00
Alarm system false alarm fee		\$ 25.00
Permit to carry gun –permit 5 year permit		\$100.00 / \$75.00 Renewals
Ice racing event permit		\$20.00
Raft permit		\$10.00 / 2 years
CIVIL PROCESS		
Service fee (includes fees and mileage)		\$75.00 per person
Service fee – not found		\$75.00
Legal - not found (Quiet Title Action)		\$75.00
Mileage - per mile roundtrip		\$Flat fee
Posting		\$75.00
Real Estate Sales		\$75.00
Redemption fee delete		\$250.00
*Non-refundable redemption fee (-re-pay)		\$75.00
After Redemption Fee		\$20.00
Notice of Intent to Redeem		\$100.00
EXECUTIONFEES		
Execution Commission		5%
Execution Deposit Fee		\$100.00
Dangerous Dog Registration Fee		\$400.00/year
Levy fee		\$20.00
Deputy time		\$40.00/hour
RECORDS		
Reports (ICR) /case files –	< 100 pages	\$0.25/page
	> 100 pages	\$0.25/page + time \$14.40/hr.
	Audio, Video, Photo copies or 35mm film copies	\$10.00 /CD or DVD
Photos (Printed)		\$3.00/printed photo

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