

Cass County Fee Schedule  
Effective – January 1, 2023

<b>CASS COUNTY GENERAL FEES</b>	
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	\$30.00/hour
<b>ASSESSOR</b>	
Data query-plus media costs	\$75.00
Abatement	\$50.00
Assessment field card	\$2.00
<b>AUDITOR-TREASURER</b>	
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	Up to \$350.00
Cigarette license	\$175.00
Confession of judgment	
Set-up fee	\$55.00
Annual fee	\$20.00
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	\$3.00
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
On-Sale Tap Room	\$400.00
3.2 Beer Off-Sale License	\$25.00
Brewpub Off-Sale (Growlers)	\$265.00
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 (plus additional \$250 license fee to the State)	\$100.00
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
Auditor's parcel map - 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

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Marriage Certificate	\$9.00
Additional Copy	\$9.00
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	\$150.00
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 tax recalculation	
Split with survey	\$35.00
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/ Special Assessment certification	\$5.00
Tax estimates	\$10.00
Tax increment financing districts – setup	Up to \$500.00
Annual	Min. \$125.00
<b>CENTRAL SERVICES</b>	
Query setup	\$75.00
Printed Maps	
Letter or Tabloid size (\$.025 per page for additional copies)	\$3.00
Plotter size (D or E)	\$30.00
Township Maps/ Platbook (Spiral bound)	\$35.00
Additional map setup	\$50.00 per hour
Name/address labels	\$0.02 per label
Tax books	\$25.00
Extra information/ work	\$50/hour
Sales tax, media, and shipping charged at current rates	
Data requests from non-profits will be charged 50% of commercial costs or at the discretion of the Cass County MIS department	
<b>ENVIRONMENTAL SERVICES</b>	
Site Inspection Request	\$150.00 per visit
Residential Structures (including mobile homes, recreational vehicles, and also including attached garages)	
\$.30 per square foot using the footprint of the structure	\$150.00 minimum
Addition to any Residential Structure (including attached garage)	
\$.40 per square foot using the footprint of the structure	\$100.00 minimum
Accessory Structures or addition to Accessory Structures	
\$.25 per square foot using the footprint of the structure	\$100 minimum; no maximum
Deck(s)	\$100.00
Boundary Fence(s)	\$100.00
Shoreland & or Land Alteration	\$150.00
Advertising Sign(s)	\$100.00
Enhanced 911 Address Sign – new address assignment	\$80.00
Enhanced 911 Address Sign Replacement – change of address	\$45.00
Enhanced 911 Address Sign Replacement – damaged or missing – <i>Please Contact the Highway Department for Details</i>	\$45.00
Land Use Permit Extensions (at discretion of Environmental Services)	\$75.00
<b>All After the Fact Land Use Permits will be charged at 3x the regular rate</b>	

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<b>ENVIRONMENTAL SERVICES (continued)</b>	
Variance (includes \$46 recording fee)	\$1,000.00
Conditional Use Permit (CUP) (includes \$46 recording fee)	\$1,000.00
Communication Tower (in addition to CUP)	\$830.00
After the Fact Variance or Conditional Use Permit (includes \$46 recording fee)	\$2,000.00
Land Reclassification (includes \$46 recording fee)	\$496.00
Wetland Conservation Act – Replacement Plan Review	\$385.00
Environmental Assessment Worksheet (EAW) Review	\$1,500.00 bond
Administrative Fees	\$50 per hour (\$100 minimum)
Appeal of decision	\$500.00 bond
<b>Residential Septic Systems</b>	
Residential Sewage System	\$300.00 *
Type III System	\$300.00
Drainfield	\$200.00 *
Tank only	\$200.00 *
Privy (outhouse)	\$150.00 *
Holding Tank (annual permit)	\$50.00
Reinspection fee SSTS	\$150.00 per visit
<b>Community Sewage System</b>	
Alteration or Tank Addition	\$300.00 *
Flow <1000 GPD	\$400.00 *
1001 – 2500 GPD	\$600.00 *
2501 – 5000 GPD	\$700.00 *
5001 – 9999 GPD	\$900.00 *
Operating Permit - Initial	\$300.00
Operating Permit/ Renewal (every 3 years)	\$150.00
<b>Commercial Structure or Addition to commercial structure using footprint of the structure</b>	
<501 Sq Ft.	\$300.00
501 – 1500 Sq Ft.	\$325.00
1501 – 2500 Sq Ft.	\$460.00
>2500 Sq Ft.	\$545.00
Resort Structure or Addition to a structure in a Resort	
\$0.25 per square foot	Minimum is \$150.00; maximum is \$1,500.00
<b>Commercial Sewage System</b>	
Alteration	\$300.00 *
Flow <1000 GPD	\$400.00 *
1001 – 2500 GPD	\$600.00 *
2501 – 5000 GPD	\$700.00 *
5001 – 9999 GPD	\$900.00 *
*Includes a \$50 surcharge to cover the costs of a final inspection.	
Advanced and Intermediate SSTS System Design Review/Final Inspection	\$500.00
<b>RV Site/Camping cabin - First Site</b>	
Additional Sites	\$100.00
<b>Commercial Decks</b>	
First Deck	\$100.00
Additional Decks	\$50.00
<b>Subdivided Lands: Fees assessed by ESD</b>	
Plats and PUD's and Minor Subdivisions	Initial Fee is \$1,000 and \$100 per lot
<b>HIGHWAY DEPARTMENT</b>	
Culvert and delivery-minimum, more for sizes over 15-inches	\$700.00
Approved Mailbox Support	\$60.00
County-Installed Mailbox Support	\$95.00
County-Installed Mailbox Support and Removal of Old Support	\$105.00
<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>	
Construction Performance Bond	\$5,000 per mile or \$5,000 per road crossing or \$500 per obstruction
Civil Penalty for Violation	\$500 per violation

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<b>LAND DEPARTMENT</b>		
Salvage firewood permit		\$25.00
<b>HEALTH, HUMAN AND VETERANS SERVICE (HHVS)</b>		
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		\$500.00
Detox Fee		Sliding fee
Parental Fees		Sliding fee
Custody Study-Court Ordered		\$200.00
Add- Licensed Child Care – New License Fee (1 Year)		\$50.00
Add -Licensed Child Care – Renewal Fee		\$100.00
Rep. Payee Fees-10% of recipient's monthly benefits		Not to exceed \$48.00 per month
Comprehensive Use Assessment		Up to \$300.00
<b>Public Health Division</b>		
Blood Lead Test		\$17.00 per test
Child & Teen Checkup		Up to \$465.00 per screen
Dental Varnishing		\$14.00 per visit
Early Childhood Screening		Up to \$465.00 per day
Public Health Nurse Clinic – Clinic Visit		\$85.00 per visit
Public Health Nurse Clinic – Home Visit		Up to \$190.00 per visit
Home Health Aide		Up to \$40.00 per hour or \$80.00 per visit
Immunizations (Administration only slide fee)		\$5.00 per immunization
Influenza (Flu) Shots		Up to \$65.00 per shot High dose up to \$115.00 per shot
Mantoux Screening		\$25.00 per screen
School Services		Up to \$60.00 per hour
Skilled Nursing Visits		Up to \$190.00 per visit
Therapy - Physical Therapy, Occupational Therapy		Up to \$200.00 per visit
<b>PROBATION DEPARTMENT</b>		
Unsupervised probation fee per year		\$60.00
Misdemeanor supervised probation fee per year		\$120.00
Gross misdemeanor supervised probation fee per year		\$240.00
Juvenile diversion fee		\$50.00
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
Alcohol/ electronic monitoring fee		\$2.00 per day
<b>RECORDER'S OFFICE</b>		
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 1st page, \$3.00 thereafter
Large copies made w/plat copier (maximum size is 24x36) (such as copies of surveys, architect drawings, building plans, etc.)		\$5.00 per copy per page (B&W) \$10.00 per copy per page (Color)
Reports (such as all mortgages recorded for a period of time, etc.)		\$50.00 minimum or \$1.00 per page (\$10.00 postage if mailed)
Weekly reports (for all documents recorded)		\$500.00 per year plus \$5.00 per week if mailed
Searches to accompany the certificate of condition for torrens property	current real estate taxes	\$5.00 per parcel
	delinquent real estate taxes	\$5.00 per parcel
	special assessments	\$5.00 per parcel
Subscription for remote access to County recorded legacy land records through ArcaSearch website: <a href="http://gov.arcasearch.com/usmncse/">http://gov.arcasearch.com/usmncse/</a>		\$10.00/24-hours; \$30 per month
Subscription for remote access to real estate documents website: <a href="http://www.idocmarket.com">www.idocmarket.com</a>		Visit idocmarket website for subscription options

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<b>RECORDER'S OFFICE (continued)</b>	
<b>PASSPORTS – FEES ARE CHARGED IN ACCORDANCE WITH WWW.TRAVEL.STATE.GOV</b>	
Passport Book	
Adult (16 & over)	Currently \$130.00
Child (15 & under)	Currently \$100.00
Passport Card	
Adult (16 & over)	\$30.00
Child (15 & under)	\$15.00
<b>PASSPORT MAILING VIA USPS – FEES IN ACCORDANCE WITH USPS</b>	
Expedite Fee	see usps.com
Priority Express	see usps.com
Return Express Mail	see usps.com
Passport County Fee	\$35.00
Passport photos	\$12.00
<b>SHERIFF'S OFFICE</b>	
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
<b>CIVIL PROCESS</b>	
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
<b>EXECUTION FEES</b>	
Execution Commission	5%
Execution Deposit Fee	\$100.00
Dangerous Dog Registration Fee	\$400.00 per year
Levy fee	\$20.00
Deputy time	\$60.00/hour
<b>RECORDS</b>	
Reports (ICR) /case files – < 100 pages	\$0.25 per page
> 100 pages	\$0.25 per page + time \$18.17/hr.
Digital Data - Audio, Video, Photocopies or 35mm film copies	\$5.00 per CD or DVD
Data Submitted Electronically - < 100 pages	\$5.00 per email
> 100 pages	\$5.00 per email + time \$18.17/hr.
Photos	\$3.00 per printed photo
<b>SOLID WASTE TRANSFER STATIONS</b>	
<b>GARBAGE</b>	
Small bag (13 gallon)	\$2.00
Large bag (33 gallon)	\$4.00
Lawn Bag (over 33 gallons)	\$6.00
By weight over scale at Pine River	\$85.03 per ton +tax
Yard Waste (County Residents)	First 3 yards - free Over 3 yards - \$3.00/yard
Construction materials (demo waste)	\$25 per yard or by weight at Transfer Station (\$85.03/ton+ tax)
Mattress/Box Springs/Furniture	\$5.00 each piece
Passenger/Light Truck Tires (County Residents)	4 free per month/ additional per month \$3.00 each or \$350/ton
Truck or Tractor Tires	\$15.00 each
Appliances (County Residents)	1 free per month/ additional per month \$5.00 each
Scale Service for non-customers	\$5.00 per trip over the scale

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