



City of Duluth
Construction Services & Inspections Division

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Policy for Permit Fee Refunds

Updated February 2013

Effective March 23, 2003 Minnesota State Building Code Section 1300.0160 Subp. 9 requires that each municipality shall establish a permit and plan review refund policy. The City of Duluth will continue to retain the policy established in previous editions of the state building code.

In accordance with the following guidelines, the Construction Services & Inspections Division supervisor may authorize refunding of any fee paid hereunder which was erroneously paid or collected.

Not more than 80 percent of the permit fee shall be refunded when no work has been done under a permit issued in accordance with this code when the permit application is withdrawn.

Not more than 80 percent of the plan review fee shall be refunded when the permit application is withdrawn before any plan reviewing is done.

State surcharge fees are not refundable.

The supervisor shall not authorize refunding of any fee except on written request filed by the original permittee not later than 180 days after the date of fee payment.

Refunds of fees paid for online permits, including duplicate permit applications, shall be in accordance with this policy.

Except: When online permit applicants can demonstrate that all instructions for online permit applications have been followed, the supervisor may authorize refund of more than 80% of the permit fee. State surcharge fees are not refundable.