



**City of Duluth**  
**Construction Services & Inspections Division**

411 West First Street • Room 100 • Duluth, Minnesota • 55802-1194  
218-7300-5300 • Fax: 218-730-5901 • [www.duluthmn.gov/onestop/](http://www.duluthmn.gov/onestop/)

An Equal Opportunity Employer

Policy CSI 055-1017

## Policy for Permit Fee Refunds

Updated 10.12.2017

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 with minor modifications.

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

When no work has been done under a permit issued in accordance with the building code and the permit application is withdrawn, a portion of the permit fee may be refunded. Twenty-percent (20%) of the permit fee but not more than \$100.00 shall be retained by the city of Duluth.

When a permit application is withdrawn before any plan reviewing is done, a portion of the plan review fee may be refunded. Twenty-percent (20%) of the plan review fee but not more than \$100.00 shall be retained by the city of Duluth.

The manager shall not authorize refunding of any fee except upon 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 an online permit applicant demonstrates that all instructions for online permit applications have been followed and that a duplicate permit was not obtained due to user error, an increased refund amount may be authorized.