CITY OF
WEST ST. PAUL

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PERMIT REFUND PROCEDURE

1. Applicant must request a refund in writing someone in the Building Department:
    a. Doug Whitney (Building Official)
        i. dwhitney@wspmn.gov
    b. Paul Swett (Building Inspector)
        i. pswett@wspmn.gov
    c. Grace Walmsley (Building Permit Clerk)
        i. gwalmsley@wspmn.gov

2. Refund Calculations:
    a. Pre-Issuance
        i. If the project is canceled before the permit was approved, received payment and then issued, the applicant can receive ***at most*** a refund of 80% of the ***permit*** fee.
        ii. If a review was done there can be a percent of the ***plan review*** fee paid.
    b. Post-Issuance
        i. If the payment was collected and the permit was issued, the applicant can receive ***at most*** a refund of 80% of the ***permit*** fee.
        ii. If a ***plan review*** was done, the plan review fee ***cannot*** be refunded.
        iii. If the surcharge ***has not*** been paid to the state, the fee of the surcharge ***can be*** refunded
        iv. If the surcharge ***has been*** paid to the state, the fee of the surcharge ***cannot*** be refunded.