PERMIT REFUND PROCEDURE

1. Applicant must request a refund in writing someone in the Building Department:
   a. Dennis Schilling (Chief Building Official)
      i. dschilling@wspmn.gov
   b. Building Permit Technician
      i. permits@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. If the permit was paid and issued and expires no refund will be issued.
      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.