

## 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](mailto:dschilling@wspmn.gov)
  - b. Building Permit Technician
    - i. [permits@wspmn.gov](mailto: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.