



Permit Fee Refunds Request

When **no work** has been done under a permit issued in accordance with the building code and the permit application is withdrawn, a portion of the permit fee may be refunded.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When a permit application is withdrawn before any plan reviewing is done, a portion of the plan review fee may be refunded.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.

Refunding of any fee will only be considered 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.

Permit Fee Refund Request Form

Date of Request

Permit Number

Permit Type

Applicant Name

Applicant Signature

Job Address

Date of Payment

Method of Original Payment

- Credit Card
- Cash or Check

Reason for Refund Request

Office Use

- Refund approved
- Ineligible Reason ineligible
- 80% (max withholding \$100)
- 100%

Refund method

- A.net
- PAF via Finance

Date Processed