

PERMIT REFUND PROCEDURE

1. Applicant must request a refund in writing someone in the Building Department:
 - a. Dennis Schilling (Building Official)
 - i. dschilling@wspmn.gov
 - b. Bruce Wightman (Building Inspector)
 - i. bwightman@wspmn.gov
 - c. Grace Walmsley (Building Permit Technician)
 - 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.