



Construction Services & Inspections Division

Planning & Economic Development Department

218-730-5240 | permittingservices@duluthmn.gov

Room 100 | 411 West First Street | Duluth, Minnesota 55802

www.duluthmn.gov

Permit Fee Refund Request Form

Submittal Information

Date of Request: _____

Permit Number: _____ Permit Type: _____

Project Address: _____

Date of Payment: _____

Invoice Number: _____ Invoice Amount: _____

Payment Method: _____

Reason for Refund: _____

Applicant Name: _____ Applicant Signature: _____

Refund Policy

Credit card processing fees are not refundable.

Refunding any fee will only be considered upon written request filed by the applicant **no later than 180 days** after the fee was paid.

When a permit application is withdrawn **before any plan review is done**, a portion of the plan review fee may be refunded. 20% of the **plan review fee** (up to \$100.00) shall be retained by the City of Duluth.

When **no work** has been done under an issued permit and the permit is withdrawn, a portion of the permit fee may be refunded. 20% of the **permit fee** (up to \$100.00) shall be retained by the City of Duluth.

An increased refund may be approved by the Building Official if extenuating circumstances apply.