



Community Development  
6301 Shingle Creek Parkway  
Brooklyn Center, MN 55430

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## Fee Refund Form

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Payee

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

Permit Number: \_\_\_\_\_

Issue Date: \_\_\_\_\_

How was permit paid: \_\_\_\_\_

Reason for Refund: \_\_\_\_\_

Amount Refunded: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Building Official Signature, Dan Grinsteinner

- There shall be no refund of any permit fee collected when the work has been abandoned or permit is canceled after start.
- For permits which are canceled after issuance, where no authorized work has been done, a refund of eighty percent (80%) of the permit fees collected may be granted; in no case shall the fees retained exceed \$150.
- Plan review fees are not refundable.
- State surcharge fees are not refundable.
- All claims for refunds shall be made in writing by the original permittee and shall be made within one hundred and eighty (180) calendar days from the payment of said fees.
- **ALL REFUNDS ARE PENDING BUILDING OFFICIAL APPROVAL.**

Staff only	
Cash	<input type="checkbox"/>
ACH Check	<input type="checkbox"/>
In Person Check	<input type="checkbox"/>
Card Knox	<input type="checkbox"/>
Front Desk Card	<input type="checkbox"/>
Code:	_____