**DENMARK TOWNSHIP**
**WASHINGTON COUNTY, MINNESOTA**
**Resolution No. 2026-___**

# RESOLUTION ADOPTING A BUILDING PERMIT AND PLAN REVIEW FEE REFUND POLICY

**WHEREAS,** Denmark Township ("Town") has adopted the Minnesota State Building Code ("Building Code"), which requires those engaging in certain construction activities within the Town to have the Town's Building Inspector to conduct a plan review and to obtain a building permit;

**WHEREAS**, Minnesota Rules, part 1300.0160, subpart 9, requires those communities that administer the Building Code to establish a written policy governing refunds of building permit and plan review fees; and

**WHEREAS**, the Town Board desires to adopt a policy for refund requests submitted by building permit or plan review applicants.

**NOW, THEREFORE, BE IT RESOLVED**, that the Denmark Town Board hereby adopts the following Building Permit and Plan Review Fee Refund Policy:

1. Written Request Required. Fee refund requests must be submitted in writing. Verbal requests will not be accepted.

2. Erroneous Payments. If a building permit fee or plan review fee was erroneously paid or collected, the incorrect amount shall be refunded.

3. State Surcharge. Any State surcharge is nonrefundable once remitted to the State.

4. Plan Review Fee. If the Town Building Inspector has not started a plan review when the Town receives the written refund request, the plan review fee will be refunded. If the Town Building Inspector has initiated the plan review when the Town receives the written refund request, no portion of the plan review fee will be refunded.

5. Building Permit Fee. The Town Building Inspector will retain 20% of the building permit fee to cover administrative costs for permits submitted for processing and then cancelled. A maximum of 80% will be refunded to the applicant.

6. Processing Timeline. Refunds will be processed within 30 days of receipt of a written request.

7. Expired Permits. No refund will be issued for expired permits. A permit is considered expired when no activity has occurred for 180 days.

Adopted this 1st day of June, 2026.

**BY THE TOWN BOARD**

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John Strohfus, Chairperson

Attest:_____
Jessica Maurer, Clerk-Treasurer