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## MEMORANDUM

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TO: City Council  
FROM: Shawna – City Clerk  
SUBJECT: **Building Permit refund request**  
DATE: February 10, 2022

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In April 2021, Charlene with Peak Exteriors pulled 33 permits to reroof the Townhomes in Meadowview Estates. Staff spent a considerable amount of time numbering and making 4 copies for each permit (original goes in the property file, copy for customer, copy to Finance, copy for Planning and zoning, and one to the building inspector).

I received a call from Charlene last week requesting a refund as the insurance company did not approve the work.

Our Fee Schedule states under Building permit refunds that the “City retains the Plan Check fee”. In the case of a reroof permit, it is a flat rate fee and there is no plan check fee.

The bottom of the Building permit where the applicant signs reads as such:

*This permit shall expire if work authorized by this permit is not commenced within 180 days from the date of this permit, or if the work is suspended for a period of 180 days.*

*Enforcement and administration of the Minnesota State Building code is a public service and is limited in nature. This building permit and the subsequent building inspections are not to be construed or relied upon as any type of warranty, guarantee, or representation on the part of the City that the plans, construction, or finished product are in conformance with the provisions of the Minnesota State Building Code or other applicable construction standards. Further, the City assumes no responsibility or liability for damages of any nature allegedly arising out of the issuance of this permit or subsequent inspections.*

*Approval of this permit does not authorize the breaking of any law, resolution, or code.*

**ACKNOWLEDGMENT AND  
SIGNATURE:**

*The undersigned hereby agrees that, In case such permit is granted, that all work which shall be done and all materials which shall be used shall comply with the plans and specifications herewith submitted and with all the ordinances of said City of Princeton applicable thereto.*

Staff requested Charlene put her request in writing on letterhead and it would be forwarded to the City Council to determine if a refund would be approved.

Last year, the flat rate fee for a Reroof was \$50, plus a \$1 surcharge that was paid to the state.