

HOW TO FILE A PERMIT SURCHARGE REPORT

Minnesota Department of Labor and Industry

What is a Permit Surcharge Report?

A Permit Surcharge Report is the documentation of all permit fees and surcharges collected from permits issued by municipalities in connection with the construction of new and remodeled buildings, including related equipment and appurtenances. The Permit Surcharge Report is required by [Minnesota Statute 326.148](#).

Who is required to submit the report?

All municipalities, regardless of population size, are required to complete and submit a Permit Surcharge Report to the Minnesota Department of Labor and Industry (DLI).

What must be reported?

The total combined number of building, electrical, mechanical, and plumbing permits issued, including their valuations, fees, and surcharges collected during the previous month or quarter. This information will determine the portion of surcharge required to be paid to DLI and the amount retained by the municipality.

When is the Permit Surcharge Report and payment due?

- **Monthly report:** Municipalities with a population of 20,000 or more must submit monthly by the 15th day following the month in which surcharges are collected.
- **Quarterly report:** Municipalities with a population of less than 20,000 must report quarterly by the 15th day following the quarter in which surcharges are collected.

How do I submit the Permit Surcharge Report and payment?

Option 1 – submit online:

The [Permit Surcharge System](#) is available to municipalities to complete, submit and pay online. Previous reports can also be viewed.

Option 2 – complete and mail:

Download a [monthly reporting form](#) if your municipality has a population of 20,000 or more.

Download a [quarterly reporting form](#) if your municipality has a population of less than 20,000.

Questions?

- [Learn more about the building permit surcharge.](#)
- [Sign up for building permit surcharge reminders/updates.](#)
- Contact Stacy Jeffrey at stacy.jeffrey@state.mn.us or call 651-284-5411.

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DEPARTMENT OF LABOR AND INDUSTRY

Monthly Permit Surcharge Report
Building, Electrical, Mechanical, Plumbing, Other
Population of Jurisdiction is greater than 20,000
(Use quarterly reporting form if 20,000 or less)

Municipality			
REPORTING UNIT/MUNICIPALITY	REPORTING MONTH	YEAR	
ADDRESS	COUNTY	TELEPHONE (include area code)	
CITY/TOWNSHIP	ZIP CODE	MUNICIPAL EMAIL ADDRESS	
Total Surcharge Fees Collected – Minus Retention and Adjustments (If applicable)			
1	Total Surcharge Fees collected for reporting period		\$
2	Retention	Total surcharge fee, Line 1, is less than \$25, enter total surcharge amount, or	\$
3	(Use Line 3, 4, or 5)	Total surcharge fee, Line 1, is between \$25 and \$1,250, enter \$25, or	\$
4		Total surcharge fee, Line 1, is more than \$1,250, enter 2% of total surcharge	\$
5	Refund adjustments, if applicable (include explanation below):		\$
6		Total Surcharge Due:	\$
Building Types, Number of Permits/Units, and Valuation			
Building Types	Number of Permits	Number of Units	Valuation
7	New single-family dwellings		\$
8	New two-family dwellings		\$
9	New townhouse buildings		\$
10	New multi-family buildings		\$
11	New commercial, industrial, and institutional buildings		\$
12	Totals (New)		\$
I hereby certify the information contained herein to be true and correct			
PRINT OF TYPE NAME OF PERSON SIGNING	PHONE	E-MAIL	
SIGNATURE	TITLE	DATE	

Please include your email address to receive Surcharge reporting reminders/updates.

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