

## Quarterly Permit Surcharge Report

### Building, Electrical, Mechanical, Plumbing, Other

**Population of Jurisdiction is 20,000 or less**

(Use monthly reporting form if greater than 20,000)

Municipality		
REPORTING UNIT/MUNICIPALITY	REPORTING QUARTER	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	<b>Retention</b> Total surcharge fee, Line 1, is less than \$25, enter total surcharge amount, <b>or</b>	-\$
3	(Use Line 3, Total surcharge fee, Line 1, is between \$25 and \$625, enter \$25, <b>or</b>	-\$
4	4, <b>or</b> 5) Total surcharge fee, Line 1, is more than \$625, enter 4% of total surcharge	-\$
5	<b>Refund adjustments, if applicable</b> (include explanation below):	-\$
6	<b>Total Surcharge Due:</b>	\$

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			\$
<b>Totals (New)</b>			\$

I hereby certify the information contained herein to be true and correct		
PRINT or TYPE NAME OF PERSON SIGNING	PHONE	E-MAIL
SIGNATURE	TITLE	DATE

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

## Instructions

### Municipality

Enter information requested. Include primary (main) phone and email address.

### Total Surcharge Fees Collected – Minus Retention and Adjustments (if applicable)

- Line 1: Enter total surcharge fees collected during the reporting period (quarter).
- Line 2: If the total surcharge fees in Line 1 are less than \$25, enter the total surcharge amount collected.
- Line 3: If the total surcharge fees in Line 1 are between \$25 and \$625, enter \$25.
- Line 4: If the total surcharge fees in Line 1 are \$625 or more, multiple Line 1 by 4% and enter this amount.
- Line 5: Enter total amount of adjustments in prior reporting periods and provide explanation. Example: \$100 permit refund reported in May 2021.
- Line 6: Line 1, minus Line 2, 3, **OR** 4, minus Line 5, if applicable, enter Total Surcharge Due.
- Line 7: New single-family dwellings
- Line 8: New two-family dwellings
- Line 9: New townhouse buildings
- Line 10: New multi-family buildings
- Line 11: New commercial, industrial, and institutional buildings
- Line 12: Enter total number of permits, units, and total valuation for the reporting period (quarter).

### Certification

Enter the name, phone, email address, and title of the person completing the form, sign, and date.

---

Click [HERE](#) for Fee Calculator or to access the online Surcharge Report system.

Click [HERE](#) to view the Guide to Collecting and Reporting a Surcharge Report

Click [HERE](#) to subscribe for email updates about the Permit Surcharge Report

Click [HERE](#) to view statute requirements

For assistance, call 651-284-5411 or send an email to [stacy.jeffrey@state.mn.us](mailto:stacy.jeffrey@state.mn.us)

### Completed report (pg. 1) and check due by the 15<sup>th</sup> day of the month following the reporting quarter.

- Make checks payable to Department of Labor and Industry.
- Mail completed report and check to:
  - Department of Labor and Industry
  - Attn: Financial Services
  - 443 Lafayette Road North
  - St. Paul, MN 55155