

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	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 \$625, enter \$25, or	-\$	
4		Total surcharge fee, Line 1, is more than \$625, enter 4% 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 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 651-284-5857 or send an email to IMS.bldplb.dli@state.mn.us

Completed report (pg. 1) and check due by the 15th 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