



Permitting and Inspections Department

## Building Permit Refund Policy

### I. Purpose

To establish the authority for refunding building permit fees and setting the limits of such refunds.

### II. Procedure

A. Fees for permits issued by the Permitting and Inspections Department are eligible for partial refund only under the following circumstances:

1. The permittee requests a refund in writing and provides cause why the permit is no longer required;
2. The permit was not an Internal Plumbing & Subsurface Wastewater Disposal System permit;
3. The permit was issued no more than 180 days prior to the refund request; and
4. Construction has not commenced under the permit.

B. Permit fees are eligible for partial refund in the following amounts:

1. No refunds will be made for permit fees of \$25.00 or less;
2. Refunds will be made for permits that require review by Permit Technicians only in the full amount of the permit fee, less 10% of that fee, or \$25.00, whichever is greater;
3. Refunds will be made for permits that require review by Permit Technicians and Zoning Staff only in the full amount of the permit fee, less 25% of that fee, or \$50.00, whichever is greater; and
4. Refunds will be made for permits that require review by a Plan Reviewer in the full amount of the permit fee, less 50% of that fee, or \$100.00, whichever is greater.

C. All refunds will be recorded through the Department's accounting software.

### III. Reservation of Authority

The Director of Permitting and Inspections Department reserves the authority to amend, modify, or change this policy with 30 days' notice.