



Permitting and Inspections Department
Michael A. Russell, MS, Director

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.