

PERMIT REFUND

I. PURPOSE:

The following guideline establishes policies and procedures for determining the amount of a fee to be refunded on canceled permits by the Planning and Development Department Building Codes Division.

II. POLICY:

It will be the responsibility of the Building Codes Division Manager to monitor costs and procedures required by this guideline and the refund section. The Building Codes Division Manager, through the Planning and Development Department will recommend changes in the guideline as needed.

III. DEFINITION:

- A. Building:
- B. Electrical:
- C. Plumbing and Gas:
- D. Mechanical:
- E. Miscellaneous:

IV. POLICY:

Permit refunds will be issued to the following criteria:

- A. Permits issued in error by the City will be refunded in full.
- B. A minimum of \$15.00 will be retained for administrative costs.
- C. For permits of \$50.00 up to \$250.00, \$25.00 will be retained.
- D. For permits more than \$250.00, 10% will be retained with the exception of refunds for permits issued in error.
- E. No refunds will be issued after a permit expires.
- F. Data processing fees will not be refunded.

V. PROCEDURE:

- A. Application for permit refunds will be made to the Permit and Records Supervisor, Permits and Records Assistant or Office Assistant II. A Permit Refund Form will be completed and submitted along with the original permit.

- B. The Permit and Records Supervisor, Permits and Records Assistant or Office Assistant II will compute the amount of the refund and forward to the Building Codes Manager for approval of the request to be forwarded to the Finance Department for payment. Copies of all refunds will be maintained by the cashier and Department bill payer upon refund.
- C. A copy of the Department permit refund policy will be available to permit applicants upon request and will be posted in the Building Codes Division.

Approved:



Bruce T. Moore
City Manager