



Department of Building Safety

Policy and Procedure Statement

FROM: Chad Root, CBO

SUBJECT: Refund Policy for City Permits

DATE: December 7, 2020

(Revised 12/7/20)

Purpose: The intent of this policy is to follow the adopted code of the City in section 109.6 of the IBC and section R108.5 of the IRC where the building official is authorized to establish a refund policy.

Policy: Permit fees shall be refunded as follows:

Refunds for permits where work has not started can be given back at 100%, excluding the plan review and admin fee, which the City would keep for the cost of staff doing the plan review and the cost of administrative staff processing the permit.

No refunds on the permit fees will be given back after work has started.

No refunds will be given back on permits where the project has started or finished and the valuation came in less than the anticipated amount of the original project valuation.