

REFUND REQUEST

Date: _____

Reason for Refund: _____

Permit Holder Name: _____

Mailing Address: _____

Telephone: _____ Receipt# _____ Permit# _____

Signature: _____ *****Please attach the original receipt with this request.**

Refund Policy (Building, Electrical, Plumbing, Mechanical/Gas)

Refunds for permits that have been issued for proposed work that is not completed will be levied as specified in the refund chart following. The permit holder may request a refund by submitting a letter to the director of the Department of Development and Permits stating the reason for the request. The percentage of allowable refund permitted is listed in the chart. Please note, only under specific circumstances is a 100 percent refund granted, as determined by Development and Permits and **there will be no refunds of \$40.00 or less. All refunds will be subject to a processing fee of \$35.00** and must be approved by the Director or designee. This policy is in accordance with the Uniform Statewide Building Code.

Inspections Completed	% of Refund Allowed	Inspections Completed	% of Refund Allowed
BUILDING:		ELECTRICAL:	
Permit issued, no inspections	75	Permit issued, no inspections	75
Foundation inspections	50 <small>Of applicable fee</small>	Rough-in	35 <small>Of applicable fee</small>
Framing and Foundation	25		
MECHANICAL/GAS:		PLUMBING :	
Permit issued, no inspections	75 <small>Of applicable fee</small>	Permit issued, no inspections	75 <small>Of applicable fee</small>
Rough-in	35	Rough-in	35

Refund Policy (Zoning)

- A. Refund requests are subject to an administrative processing fee of \$25.00. No refunds shall be issued for fees, costs, charges or expenses of \$25.00 or less.
- B. A refund of \$25.00 may be made for temporary outdoor sales permits where the permit holder provides an affidavit stating that no outdoor sales were conducted under this permit.
- C. A refund of \$25.00 may be made for applications for hearings before the Board or Zoning Appeals where the applicant withdraws the appeal or variance request prior to the City having arranged to advertise the hearing in the newspaper. No refund will be made if the appeal or variance request is withdrawn after advertisement has been arranged.
- D. Signs – if a permit is issued but the permit holder decides not to erect the sign(s) and no work authorized by this permit has been performed and no inspections have been performed, the permit fee except for \$35.00 shall be refunded provided the appropriate request is made within 6 months of issuance.

Office Use ONLY:

Approved _____ Denied _____ Date: _____ Notes: _____

Refund amount calculation: