



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 for Department of Development and Permits

Refunds for permits/record submittals that have been issued for proposed work, that is not completed will be levied as specified in the Department Policy. Based on the progress of the work completed, there may be a reduction in the refund amount allowed. The permit holder may request a refund by submitting this form to the Director of the Department of Development and Permits or designee, stating the reason for the request.

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 \$50.00 or less. All refunds will be subject to a processing fee of \$50.00 and must be approved by the Director or designee.

****Some fees are non-refundable based on Code requirements. Some typical examples are Tech Fee and Plan Review Fee.*

Office Use ONLY:

Approved _____ Denied _____ Date: _____ Notes: _____

Refund amount calculation:

Permits with inspections, indicating that a certain level of work has been performed, will be allowed a refund as determined by the Director of Development and Permits or designee. If a percentage of refund would be allowed, the chart below would be followed.

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

Refund Policy (Zoning)

- A.** 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.
- B.** A refund of \$25.00 may be made for applications for hearings before the Board or Zoning Appeals, when 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 No refund will be made if the appeal or variance request is withdrawn after advertisement has been arranged.
- C.** 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.
- D.** Situations not defined above, will be handled as per Department policy.

Revised 5/3/22 WT