

**BOARD POLICY - SECTION NUMBER: 03.04.01.03**

**SUBJECT: REFUND POLICY FOR THE BUILDING SERVICES DIVISION**

**EFFECTIVE DATE: November 7, 2007**

**SUPERSEDES: JUNE 18, 1986**

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**Purpose:**

To establish guidelines for payment of refunds to customers of the Building Services Division.

**Policy:**

The Board of County Commissioners approves and authorizes the Building Services Division to refund payment of monies to customers of the Building Department who were issued building permits but who file a written request within the 60 days limitation for filing. Building permits may be cancelled and reissued for an established fee upon written request if filed within the required 60 day time frame.

The Refund Policy of the Building Services Division shall be as follows:

A. Permit Fees. If a written request for a refund is submitted within sixty (60) days of date of permit issuance, and construction activity has not commenced, the permit holder will be eligible to receive a refund of 50% of the original permit fees provided her or she complies with this policy and the refund amount due is \$100.00 dollars or greater. No refund will be provided for fees less than \$100.00 dollars. .

B. Plan Revisions. Plan revisions requested by the contractor(s) after the permit has been issued to the contractor(s) of record shall be charged in accordance with the most current version of the Building Services Division Permit Fee Schedule.

C. Clerical Errors. Errors resulting from overpayments are eligible for a refund of 100% of the overpayment amount if a written request is made within one year from the date of the overpayment occurrence.

**Responsibilities:**

The Building Services Division will approve and make payment of refunds for customers issued building permits that have applied in writing and complied with the provisions for a refund in accordance with approved Board policy.

**Approved By: Board of County Commissioners**

**Approval Date: November 7, 2007**