

MEMORANDUM

September 1, 2021

The following policy will be in effect until further notice.

Permit Cancellation and Refund Policy

Building Permit Cancellations/Refunds

- Building permits may be cancelled within 180 days of issuance if no work has started and no inspections have been performed
- The permit holder may be allowed a refund of 80% of the permit fee above \$125.00
- Plan review fees are non-refundable
- Requests for cancellations and refunds must be made in writing and addressed to the Building Official

Electrical, Plumbing, Mechanical, Gas Permit Cancellations/Refunds

- Electrical, Plumbing, Mechanical, and Gas permits may be cancelled within 180 days of issuance if no work has started and no inspections have been performed
- The permit holder may be allowed a refund of fees paid in excess of the \$50.00 administrative fee
- Requests for cancellations and refunds must be made in writing and addressed to the Building Official

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Supt. of Building Standards