




Counter Services Policy

POLICY #

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FC310

EFFECTIVE DATE	SUBJECT	MANAGER APPROVAL:
4-12-2016	Refund of Building Permit Fees	

PURPOSE/SCOPE:

The current versions of California Building Code no longer outline refund rules. For this reason this policy is to provide a mechanism to determine and clarify when refunding of permit/application fees is appropriate and to what extent permit fees can be refunded.

ANALYSIS:

Under the previously adopted 2001 California Building Code, Chapter 1, and more specifically Section 107.6, language was provided that established under what circumstances paid permit/application fees could be refunded and to what degree fees would be refunded with consideration of administrative costs incurred.

2013 California Building Code in Section 108.6 is silent on specific criteria for the refunding of fees, but gives the Building Official the authority to establish a refund policy.

POLICY:

All requests for cancellations of permits and/or refunds of fees must be in writing on the Placer County request for refund form. The request must include a copy of the original permit and the reason why the refund is being requested. The request must come from the person, firm, or corporation that paid the original fees. Most permit/application refunds will be less 20% to cover administrative costs. **No refund will be considered once plan review has been performed, once the permit has been issued and work has commenced or if a refund is requested more than 180 days from the date of original payment.**

100% of permit fees may be refunded when a fee was erroneously paid or collected. Examples include fees paid for a permit for an incorrect address or fees paid for a permit when it is later determined a permit is not required. This does not include situations where a contractor has obtained a permit and the building owner chooses to use a different contractor or cancel the project.

When an application has been submitted but no permit has been issued: no plan check refund will be granted once plan review has commenced.

Once the permit has been issued but no work has started, and a refund has been requested within 180 days from date of issuance, if the fee paid is \$125.00 or more, 80% of **permit fees** may be refunded, 20% is non-refundable for cost recovery of administrative work. When the fee paid is less than \$125, the refund shall be the fee paid minus \$40.00 (example: \$75 fee paid minus \$40 equal's \$35 refund). Plan check fees are only eligible for refund when no plan check has occurred.

If unusual circumstances occur, and refund has been requested prior to expiration of the permit, the Chief Building Official may consider refund requests on a case by case basis based on the merits of the request and work performed.

If multiple permits are applied for, or required, for a project or projects on the same property, a refund from one permit cannot be applied to the charges for any other permit(s).

Note: This refund policy only addresses requests for refunds of building plan check and inspection fees.

Note: Policies are to be used as a guide and are subject to updates from time to time, please review the law specifically and do not solely rely upon this policy.