



Community Planning Department Policy for Taking Permit Applications and Fee Refunds

Taking a permit application:

1. An owner listed on the property records may apply for any building permit.
2. An owner listed on the property records may apply for a residential plumbing permit, provided he actually resides at that address (rental properties do not qualify).
3. An owner may not apply for a commercial plumbing permit; only a licensed plumber can.
4. A person claiming to be an owner but not listed on the property records must bring a warranty deed to prove ownership.
5. Any person may apply for a building permit if a power of attorney or a written request/approval listing this person's name (from the owner of records) is shown or submitted.

Refunds:

1. If a refund request is due to the Department's determination that a permit is not required by the Code, a full refund will be issued.
2. If a plan review is required and a refund is requested before the plan review is started, all fees shall be refunded (less state surcharge if already paid to the State).
3. If a plan review is required and a refund is requested after the plan review is started, only building permit fee shall be refunded (less state surcharge if already paid to the State).
4. If a plan review is not required and if a refund is requested before construction is started, 75% of the building permit fee shall be refunded (less state surcharge if already paid to the State) but no more than \$250 shall be held by the City.
5. No refund is due after start of construction.
6. All refunds will be issued only if a request is made and will be done by check only which may take a month or more. All refund requests shall be made prior to permit application expiration (generally, 180 days after application date unless an extension is requested).