REFUND REQUEST PROCEDURE

In certain cases and within certain limits, a permit fee may be refunded:

* If plan review has not started, an administrative fee equal to $50.00 and the state surcharge fee of 0.0005 of the permit fee may be deducted from the refund amount.
* If plan review has been completed, but the work has not started, the plan review fee equal to 40% of the permit fee, and administrative fee equal to $50.00 and the state surcharge fee of 0.0005 of the permit fee may be deducted from the refund amount.
* If the authorized work has been started, the Division may retain additional fees for inspections conducted at the rate of $75.00 per hour.
* A refund may not be given after 180 calendar days of permit issued date.

Please e-mail your inspector the reason for your request along with the permit number.