City of Wheat Ridge
Community Development Department

Building Inspection Division

Policy and Procedure Statement

FROM: **John C. Schumacher, Jr., CBO**

SUBJECT: **Requests for refund of plan review and permit fees BD-08-001**

DATE: **January 31, 2008**

Purpose: To establish policies and procedures concerning requests for refunds of plan review and permit fees

Policy: In accordance with the 2003 International Building Code, 2003 International Residential Code and the City of Wheat Ridge Municipal Code 5-76 Section 108.6, the following fee refund policies and procedure are established:

General: All refund requests shall be submitted in writing by the permittee no later than 180 days after collection of the fee requested to be refunded, and shall be approved by the Building Official prior to processing. Requests for refund of fees not in writing or made more than 180 days after date of collection of the fee shall not be granted.

Plan Review Fees: Requests for refund of plan review fees for which **no plan review has been initiated** shall be granted, if the request has been submitted in writing no later than 180 days after the date the plan review fee was collected, with the amount to be refunded to be fifty percent (50%) of the collected fee.

Requests for refund of plan review fees for which **plan review has been initiated but is not completed** shall be granted, if the request has been submitted in writing no later than 180 days after the date the plan review fee was collected, with the amount to be refunded to be determined by evaluation of incurred costs by the City of Wheat Ridge, but in no case shall the amount of the refund exceed fifty percent (50%) of the collected fee.

Written requests for refund of plan review fees for which **plan review has been completed by any division or department of the City** shall not be granted.

Written requests for refund of plan review fees for which **plan review has been performed by an outside agency** shall not be granted.

Requests for refund of plan review fees that are **not in written form or that are received more than 180 days after the date of collection of fees** shall not be granted.

All requests for refund of plan review fees shall be approved by the Building Official prior to processing.

<u>Building Permit Fees</u>: *Requests for refund of building permit fees for projects on which **no work has been initiated** shall be granted, if the request has been submitted in writing no later than 180 days after the date the permit fee was collected, with the amount to be refunded to be eighty percent (80%) of the collected fee.

*Written requests for refund of building permit fees for which **work has been initiated but is not completed** shall not be granted.

* Verification of project status by the Building Division may be required.

Requests for refund of building permit fees that are **not in written form or that are received more than 180 days after the date of collection of fees** shall not be granted.

All requests for refund of building permit fees shall be approved by the Building Official prior to processing.