

## TOWN OF WINDSOR POLICY MEMORANDUM

**Subject:** Building Permit Refunds

**No:** II-B1

**Distribution:** All Service Units

**Date:** July 1, 2016

**By:** Robert Ruzzo, Building Official

**Approved:**



Town Manager

### I. Purpose

The purpose of the Building Permit Refund Policy is threefold. First, it provides customers the opportunity to receive full or partial refunds on qualified projects. Second, it encourages applicants to pursue the completion of their projects in a timely manner. Third, it provides for the Building Department to receive revenue in accordance with levels of professional service rendered.

### II. Procedures

1. Customers shall be issued full refunds of building permit fees unless any of the following apply:
  - a) The permit is expired, as defined by the State Building Code. In this situation, no refund shall be issued.
  - b) The permit has resulted in Town of Windsor Building Department staff completing at least one on-site inspection. In this situation, no refund shall be issued.
  - c) The permit has generated a plan review, but has not yet resulted in an inspection taking place. In this situation, a 70% refund shall be issued.