



# CITY OF BURLINGTON

## INSPECTIONS DEPARTMENT

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Jay L. Mebane  
Inspections Director

### Memorandum

To: Inspections Staff  
From: Jay L. Mebane, Inspections Director  
Date: March 5<sup>th</sup>, 2020  
Subject: Building Permit Refund Policy

#### I. Purpose

This policy establishes the authority for refunding building permit fees and setting the limits of such transactions.

#### II. Procedure

##### a. Plan Review

- i. Refunds will not be granted for any plan reviews that have been submitted to the City of Burlington Inspections Department.

##### b. Issued Permits

- i. If no work has begun, a minimum permit fee of \$52.00 will be retained by the City of Burlington Inspections Department
- ii. If work has begun all fees will be retained by the City of Burlington Inspections Department

##### c. Credits/Refunds

- i. No credit or refund will be applied to other accounts.
- ii. All refunds shall be issued to the permit holder.
- iii. The void of any permit will not constitute as a reason for a refund (i.e. change of contractor, 6 month expiration, 1 year expiration, etc.)

#### III. Process

##### a. Contractor

- i. The request for refund shall be made in writing to the City of Burlington Inspections Department on the contractor's company letterhead. If a letterhead is not available, the letter must accompany a business card scanned with the letter.

The request shall include the reason for the request and the permit number that is being refunded.

b. Homeowner

- i. The request for refund shall be made in writing to the City of Burlington Inspections Department. The refund letter must state your name, address, phone number, and signature. It must also include a reason for the permit refund and the permit number.

c. Notification

- i. The refund letter can be mailed, faxed, emailed, or hand delivered to the office. Refunds will be processed within 30 days.