



THE CITY OF ASPEN

MEMORANDUM OF POLICY

Building Codes

FROM: Stephen Kanipe, City of Aspen Chief Building Official

DATE: August 26, 2004
Revised January 10, 2011- Mike Metheny

APPROVED: Stephen Kanipe

DATE: August 26, 2004

SUBJECT: **Fee Refund Policy**

2003 IRC section R108.5, 2003 IBC section 108.6, 2003 IPC section 106.6.3 and 2003 IMC section 106.5.3 authorizes the building official to establish a refund policy. The policy is as follows:

Upon written request of the applicant, refunds may be approved for up to 80% of the fee paid for an IRC, IBC, IPC or IMC permit. No refund will be approved when requested more than 180 days after the Certificate of Occupancy or Letter of Completion is issued for the permit.

In the event of a refund request for the **Commercial Renewable Energy Mitigation Program (CREMP)** or **Residential Renewable Energy Mitigation Program (RREMP)** payment option, the Building Code official is authorized by section 107.5 of the 2009 IECC to establish a refund policy. It shall be the policy of this jurisdiction to refund 100% of the monies less \$750.