



THE CITY OF ASPEN



MEMORANDUM OF POLICY

Building Codes

FROM: Stephen Kanipe, City of Aspen Chief Building Official
Tony Fusaro, Pitkin County Chief Building Official

DATE: August 26, 2004

APPROVED: Stephen Kanipe
Tony Fusaro

DATE: August 26, 2004

SUBJECT: **Fee Refund Policy**

2003 IRC section R108.5 and 2003 IBC section 108.6 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 or IBC 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."