



MEMORANDUM OF POLICY

Building Codes

FROM: Tony Fusaro, Pitkin County Chief Building Official

DATE: July 6, 2009

REVISED: January 21, 2011
Tony Fusaro

APPROVED: Tony Fusaro
Chief Building Official

SUBJECT: **Fee Refund Policy**

2009 IRC section R108.5 and 2009 IBC section 108.6 authorizes the building official to establish a refund policy. The policy is as follows:

The building official may authorize refunding of any fee paid hereunder which was erroneously paid or collected.

The building official may authorize refunding of not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with the adopted code.

The building official may authorize refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done.

The building official shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than six months after the date of payment.

Revision:

In the event of a refund request for the **Commercial Renewable Energy Mitigation Program (CREMP)** or **Residential Renewable Energy Mitigation Program (REMP)** 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 for administrative processing fees.

The Chief Building Official may authorize such refund upon documentation that mitigation of exterior energy use has been provided and that a refund is appropriate. The building official shall not authorize refunding any fee paid except on written application filed by the original permittee filed not later than six months after the Certificate of Occupancy or Letter of Completion is issued for the permit.