



COUNTY OF NEVADA BUILDING DEPARTMENT POLICES

Original Policy: February 10, 2007
Revised: August 21, 2008

Policy Number: BD-ADM-07-0001
Building Department Fee Refunds

Section Index:	1. Purpose
	2. Policy
	3. Definitions
	4. Procedures

1. Purpose

The purpose of this policy is to establish a clear and concise set of procedures for the Building Department staff in processing requests for building permit refunds. This is needed in order to ensure accurate accounting of monies received and credited towards building permits. For this policy, money refers to cash (including currency, checks, money orders, and bank drafts) and all bonds (including surety bonds, trust funds or irrevocable letters of credit).

2. Policy

- 2.1 The permit fee paid, less a refund-processing fee, permit processing fee, and any permit administration fee established by Resolution by the Board of Supervisors, may be refunded when requested prior to commencing work for which the permit has been obtained.
- 2.2 The plan review fee paid, less a refund-processing fee, permit processing fee, and any permit administration fee established by Resolution by the Board of Supervisors, may be refunded when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any examination time has been expended.
- 2.3 The refunding of any fee paid shall not be authorized except upon written application (see attached Request for Refund form), filed by the original permittee, not later than 180 days after the date of fee payment.

3. Definition

Refund is defined as: to give back or pay back (money, etc); repay. The act of refunding or the amount refunded; repayment.

4. Procedures

- 4.1 Refund requests are subject to a refund-processing fee and are net of any non-refundable fees, unless the refund is due to a Department error. Amounts of less than \$30.00, shall not be refunded.

- 4.2 Refunds may only be made to the permittee. The permittee shall be that person who paid fees on the permit. Contractors or sub-contractors obtaining permits shall be considered to be the permittee.
- 4.3 A Request for Refund will include the refund form, or letter, completed by the permittee and submitted to the front counter Permit Processing Technician for processing.
- 4.4 The Permit Processing Technician will check to verify no inspections have been completed. If there has been any inspection time recorded, no refund will be made.
- 4.5 The Permit Processing Technician shall give the Request for Refund Form to CDA Fiscal Staff for processing.

Policy Initiated By: Brian Washko

Policy Approved: 
Brian Washko, C.B.O.
Chief Building Official

Date: 8/21/08



COUNTY OF NEVADA COMMUNITY DEVELOPMENT AGENCY

950 MAIDU AVENUE, SUITE 170, NEVADA CITY, CA 95959-8617
(530) 265-1222 FAX (530) 265-9854 www.mynevadacounty.com/cda

Planning Department
Fax (530) 265-9851

Environmental Health
Fax (530) 265-9853

Building Department
Fax (530) 265-8794

Code Compliance
Fax (530) 265-9851

Housing Division
Phone (530) 265-1388
Fax (530) 265-9845

Agricultural Commissioner
255 S. Auburn Street
Grass Valley, CA
Phone (530) 273-2648
Fax (530) 273-1713

PERMIT REFUND APPLICATION

Date: _____

Permit #: _____

Name: _____

Department: _____

Mailing Address: _____

APN: _____

City _____ State _____ Zip Code: _____

Reason for Request: _____

Signature: _____

Phone # _____

FOR INTERNAL USE ONLY

Date Originally Paid _____

Amount Originally Paid _____

Non-Refundable Amount (_____)

Plan Check Fee (_____)

Inspection Fee (_____)

Total Amount Paid if Plan Checks or
Inspections Performed

Zero (0) if no plan checks performed
Zero (0) if no inspections

Refundable Amount _____

X 80% _____

Admin Charge **(\$30.00)** _____

Total Refund _____

Approved _____ Denied _____

Department Head Signature _____ Date _____

SECTION 107.6 OF THE CALIFORNIA BUILDING CODE ALLOWS FOR REFUNDS UP TO 80% OF FEES PAID