

**TOWN OF FARMINGTON
OFFICE OF THE TOWN MANAGER**

MANAGER POLICY AND PROCEDURE

SUBJECT: Building Permit Refund Policy

DATE: April 1, 2024

POLICY NO: MPP- 2401

PURPOSE: To establish a formal refund policy for building permits.

POLICY: The Building Department may issue permit refunds within 180 days from a building permit application submission as follows:

Building permit application without plan review	75% Refund
Building permit application with plan review	50% Refund
Building permit application expiration (180 days)	0% Refund

Refunds issued will be less than the State fee (\$0.26 per \$1,000) on all building permit applications.

This policy is in accordance with:

- 2022 Connecticut State Building Code
- 2021 International Building Code
- 2021 IBC Section 109.6
- 2021 IRC Section R108.5

PROCEDURE: Any party who seeks a refund for a building permit application must send by mail or drop off a hard copy letter to the Building Department with an original signature requesting a refund within 180 days of submission of their application.

Once received, the refund request will be reviewed by the Building Official. Once reviewed by the Building Official and signed off by the Director of Public Works/Town Engineer, the refund will be submitted to the Town Manager for final approval.

Payments made via credit card are able to be processed immediately after approval from the Town Manager. Check refunds will be coordinated between the Building Department and the Finance Department after approval from the Town Manager.

DISTRIBUTION: Development Wing
 Finance Department
 Town Manager's Office

APPROVAL: 