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Community Development Department  
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## **BUILDING PERMIT FEES REFUND POLICY**

Revised: 01/2019

### **Policy Statement**

The Chief Building Official is authorized to establish a refund policy and procedures for building permits. Reference section [A]109.6 of the International Building Code and section R108.5 of the International Residential Code, as adopted by the Town of Vail.

### **Departments Affected**

Community Development  
Finance Department

### **Purpose**

To establish a policy for building permit fees refunds within the Town of Vail.

### **Procedures**

- **Permit/Plan Review Fees**
  - **Prior to issuance of permit:**
    - A. Applicant may request a return of fees paid by submitting a written request to the Chief Building Official. The request will effectively withdraw the permit application.
    - B. If the plans examiner has not performed the plan review, eighty percent of the permit and plan review fees may be returned to the applicant.
    - C. If the plans examiner is currently involved in, or has completed, the plan review, eighty percent of the permit fee may be refunded to the applicant and no refund of the plan review fees will be granted.
  - **After issuance of permit (plan review fees refund not eligible):**
    - A. Applicant may request a return of fees paid by submitting a written request to the Chief Building Official. The request will effectively withdraw the permit application.
    - B. If no inspections have been performed, eighty percent of the permit fees may be returned to the applicant.
    - C. If inspections have been performed, no refund of the permit fees will be granted.
- **Valuation Modification/Reduction Request**

- A valuation modification/reduction request must be made prior to issuance of the building permit.
- Refunds may be requested by the permit applicant for a reduction in construction valuation by submitting a written request to the Chief Building Official. The request must contain justifiable and supporting documentation that details the reduction in value of the project.
- Any refund granted will be at the sole discretion of the Chief Building Official and written notification will be provided of any determination including appropriate adjustments or refunds.
- **Construction Use Tax**
  - A refund of the construction use tax may be requested by the permit applicant by submitting a 'Use Tax Paid Application' form to the Community Development Department. The form is located on the Community Development website and at [www.vailgov.com](http://www.vailgov.com) and must include supporting documentation.
  - Any refund granted will be at the sole discretion of the Finance Director.

All correspondence relating to refunds/returns of any and all fees associated with building permits shall be uploaded and stored in the corresponding permit file within the electronic permitting software system.