



DEPARTMENT OF COMMUNITY DEVELOPMENT

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REFUND POLICY

The Department of Community Development Director is responsible for establishing fee and refund policies, consistent with applicable local and state laws, regulations, and policies.

Authority: 18.05.040 Jefferson County Code. Department of Community Development – Duties and responsibilities. Duties and responsibilities of the director.

Policy:

- A. All fee refunds shall be authorized by the Jefferson County Department of Community Development Director (DCD Director) or their designee.
- B. Refund amounts will be determined by the amount of work completed by the Department of Community Development, not to exceed 80% of the initial fee.
- C. Refund requests must be received within one year of the original payment date.
- D. Refund requests can only be processed on applications or active permits. Refunds will not be granted for expired, cancelled, or abandoned permits.
- E. Refunds shall be issued within 60 calendar days of the refund request date, once authorized.
- F. Refunds shall only be issued to the original 'payee'. If property is sold or transferred the fees are forfeited.
- G. The following items shall not be eligible for refund:
 - Fees previously collected for expired permits or applications;
 - Fees expended to satisfy public notification requirements;
 - Fees associated with expended staff hours for application review notification, processing or inspection;
 - Hearing examiner fees once the hearing has been conducted;
 - State Building Code Council surcharges;
 - Fees or actions expressly prohibiting refunds under local or state laws, regulations, or policies; and
 - Fees on approved or issued land use permits.

Credits for canceled building permits when a new building permit is received.

1. All policies above will be applicable to cancelled permits.

2. If the application for a new building permit does not exceed the approved building footprint then no new land use or septic environmental health review are typically required or charged; however in all cases:
 - a. A new water review and plan check review fee will be charged on the new application.
 - b. The building base fee from the canceled permit will be credited at 90% and transferred to the new permit if:
 - i. If the applicant is the original applicant.
 - ii. No inspections or building review have been performed.
 - c. Fees for the new permit will be charged at current rates.
 - d. The permit that is being cancelled is not more than two years old.