

CITY OF DENTON

REFUND POLICY FOR PERMITS

SECTION: Development Services/Building Safety Division	REFERENCE NUMBER: 001.001
SUBJECT: Building Permits	INITIAL EFFECTIVE DATE: 7/20/2022
TITLE: Refund Policy	LAST REVISION DATE: 11/3/2022

POLICY STATEMENT

In accordance with the currently adopted *International Building Code, Section 109.6 Refunds*, the building official is authorized to establish a refund policy. The building official has implemented the following policy for the City of Denton. Applicants/owners/contractors shall contact the building official to resolve payments caused by administrative errors or for permit cancelations not covered in this policy. To contact the building official call (940) 349-8360 or email building@cityofdenton.com.

REFUND POLICY

Permits Under Review

Permits that have not been issued are not subject to refunds as fees are not yet paid. Applicants/owners/contractors can cancel permits at any point in the review process without penalty.

Permits Issued

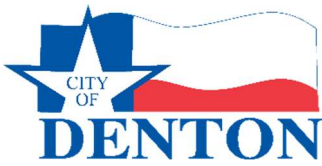
A refund will be issued for permits when a construction project has been canceled *before* any work has been completed within 180 days after issuance. If work has been completed on the site, no permit fees will be refunded. The plan review fee will *not* be refunded after a permit has been issued. Permits that have expired will not receive a refund. To request an extension, see the *International Building Code, Section 105.6 Expiration*, for more information on permit expiration and the process to request an extension.

If a permit does not have a separate plan review fee:

- The payer will receive a 75% refund for permits with no plan review fee, with a minimum of \$50 not refunded.
- Mechanical/electrical/plumbing/roof permits issued “Over-the-Counter” will *not* receive a refund except with approval from the building official.
- Certificate of Occupancy application fees are non-refundable.

Refund Process

To request a refund for a permit, send a written request to the Customer Support and Permit Administrator or send the request to email address building@cityofdenton.com. The permit administrator will process the request and refund within 2 weeks. Any delays will be communicated to the payer.



CITY OF DENTON REFUND REQUEST

All refund requests must be submitted in written form by the original applicant or permittee no later than 180 days after the date of permit issuance. Please complete this form and follow the instructions at the bottom to submit a refund request.

REFUND POLICY

A minimum processing fee of \$50 dollars or 25% will be retained, whichever is greater, unless the fees were collected due to a system error on behalf of the City of Denton. All plan review fees will be retained for permits where a plan review was performed.

Permit number:	Permit property address:
Reason for refund request:	
Name of recipient:	Address of recipient:

I, the applicant/permittee, verify I have read and understand the policies and procedures for requesting a refund and agree to comply with the terms. I understand that submitting an incomplete refund request (not providing the necessary information) will result in a delay of my requested refund.

Applicant Name (Print Clearly) _____

Signature of Applicant:

Date:

Attach this form to the written request

Send all refund requests to building@cityofdenton.com. You will receive a written response for approval or denial of your refund request and the processing time for this. Refunds are processed within 2 weeks after approval has been granted. Please call the Building Safety Division at (940) 349-8360 if you have any questions.