

| | | |
|--|---|--|
|  | City of Casa Grande Development Center Policies & Procedures | Effective Date: July 1, 2016 |
| | Title: Building Division Permit Fee Refund Policy | Date Reviewed: July 1, 2016 |
| | | Department of Primary Responsibility: Building Safety |
| | | Policy Number: B - GP - 015 - 2016 |

The City recognizes that, sometimes, proposed construction projects do not become completed structures. When this happens some of the fees paid the City for the project may be refundable.

In order to process any refund request the applicant must:

1. Provide a written request stating the reason(s) for the refund
2. Provide the permit number, project name, and address.

City of Casa Grande Building and Technical Administrative Code Section 109.6 Refunds, authorizes the Chief Building Official to formulate a refund policy. The refund policies are as follows:

Building, Mechanical, Electrical, Gas, Low Voltage, Plumbing permits

1. Any permit withdrawn before plan review has started will receive a full refund of permit and plan review fees, less \$100.00 processing fee.
2. Any permit withdrawn after plan review has started will receive the permit fee, less \$100.00 processing fee. Plan review fees are refundable as follows:
 - a. If the initial plan review is started, but not completed - 50% of the plan review fee.
 - b. If the initial plan review is completed - 0% of the plan review fee.
3. Any permit withdrawn after permit issuance, but before inspections have started, will receive the permit fee, less \$100.00 processing fee. Plan review fees are not refundable.
4. Once inspections have started permit fees are not refundable.

Solar Permits. As solar permit fees are flat fees based on A.R.S. 9-468 as refunds shall be as follows:

1. A residential permit withdrawn before plan review has started will receive a \$100.00 refund.
2. A commercial permit withdrawn before plan review has started will receive a \$200.00 refund.
3. Any permit withdrawn after plan review has started will not receive a refund.