



CITY OF PRIEST RIVER
BUILDING DEPARTMENT


552 High Street PO Box 415 • Priest River, ID 83856 • Phone 208-448-2123 • Fax 208-448-2232

BUILDING PERMIT REFUND
POLICY AND PROCEDURE

- 1) Applicant shall submit a building permit application with the following:
 - Scope of work/plans
 - Statement explaining why the work consists of normal maintenance or repair
- 2) Building department will review the documents, prepare permit, and mark as refund eligible OR non-eligible.
- 3) The Applicant shall pay for and receive the permit to do the work prior to the commencement of work.
- 4) The Applicant must call for inspections at appropriate phases and pass inspections (City re-inspection fees may apply).
- 5) The Applicant must receive final inspection.
- 6) The refund amount, if any, will be calculated by the Building Department and approved by the City Council.
- 7) In the event that multiple re-inspections occur, all fees due must be paid, or they will be withheld from any amount approved for refund.
- 8) The Building Department will issue a Certificate of Compliance. Upon issuance of the Certificate of Compliance, the City Clerk/Treasurer will prepare and mail the refund to the applicant, less any multiple re-inspection fees left unpaid.
- 9) Any determination made by the Building Department can be appealed to the City Council.

Approved by the City Council on the 2nd day of May, 2011.


James L. Martin
Mayor


Laurel Knoles
City Clerk/Treasurer