

**BUILDING PERMIT FEE REFUND POLICY**

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***CITY OF NEVIS  
REFUND POLICY FOR BUILDING PERMIT FEE.***

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**It shall be the policy that when a building permit holder requests a refund, the following guidelines shall govern the refund.**

- 1. 75% of the building permit fee may be refunded if a written request is made within 30 days of the application date. 25% of the building permit fee will be retained for administrative costs.**
  - 2. The plan review shall be non refundable.**
  - 3. If the state surcharge has been sent to the State, it shall be non-refundable.**
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Motion by Dierkhising, seconded by Schroeder, and carried unanimously to approve a Building Permit Fee Refund Policy.

Effective this 9th day of June, 2008.

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Mayor Ray Melander

Attest:

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Carol J. Fridgen, City Administrator