

**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