



Building Department

"Preserving Our Past, Enriching Our Present, Building Our Future"

33 Broadway, Jackson, CA 95642-2301
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Building Permit Refund Policy

Building permits that have been canceled by the applicant may be issued a refund for a portion of the fees. Permits that expire are not eligible for refunds.

1. State fees, permit fees and impact fees are available for refunds minus 20% to cover administrative costs up to \$500.
2. Permit Plan Check Fees are nonrefundable.
3. Fees are not eligible for refund if they have been realized. (I.E. Permit fees cannot be refunded if inspections or Impact fees for water and sewer if connections have been made)
4. Refunds will be issued by check and sent to the applicant through the mail.
5. Refund requests shall be made in writing and include all backup documents.
6. Refund requests are accepted at the Building Department. Upon review by the Building Inspector, requests will be forwarded to the City Manager for decision.
7. Depending on refund amount or circumstance, a refund request may require City Council approval.
8. Once approved, refunds will be issued by check and sent to the applicant through the mail. It usually takes 4 - 8 weeks to process a refund check.