

CITY OF DOTHAN, ALABAMA

CITY COMMISSION POLICY - NO. 6

REFUND ON BUILDING PERMIT FEES

I. PURPOSE

To establish the authority for refunding building permit fees and setting the limits of such refunds.

II. PROCEDURE

A. Fee permits issued by the Building Official for which no construction has commenced within six months, may be refunded upon recommendation by the Department Head or his designee to the Finance Director. In addition, refunds will be predicated upon the following:

1. The construction has not commenced.
2. The permittee has requested a refund in writing and has shown cause why the permit would not be used.
3. No refunds will be made on permits costing \$50.00 or less or older than 90 days.
4. Refunds for permits costing \$50.00 or more will be refunded, less 20% of the permit fee or \$10.00, whichever is greater.

B. All refunds will be made by the Finance Department.

III. RESERVATION OF AUTHORITY

The City Commission reserves the authority to amend, modify or change this policy.

COMMISSION POLICY - NO. 6 - continued

IV. APPROVAL AND EFFECTIVE DATE

This policy is adopted and approved in Regular Session of the City Commission on this 26th day of August, 2013.

RECOMMENDED BY:

Dennis L. Rubin
CITY MANAGER

APPROVED BY:

Chris Small
MAYOR

Jan H. Reed
COMMISSIONER

Jeff Phelan
COMMISSIONER

Don Clemente
COMMISSIONER

Tom Pugh
COMMISSIONER

ATTEST BY:

Pam McCoy
CITY CLERK

Pat R
COMMISSIONER

Matt Buller
COMMISSIONER