



CITY OF
SHOREWOOD

BUILDING PERMIT FEE REFUND POLICY

PURPOSE

The City of Shorewood recognizes that some refunds of building permit fees may be appropriate but the City must balance those requests with the need to protect the community against subsidizing the cost of processing building permits and refunds. This policy sets forth the conditions under which fees paid for building permits may be refunded.

DEFINITIONS

The following definitions shall apply:

Building permit: any zoning permit and any permit issued under the authorization of the State Building Code, including, but not limited to, building, mechanical, plumbing, sign, water and sewer, and grading.

Pass-through charges: any fee that is collected by the City of Shorewood and sent to another governmental agency, including but not limited to surcharge fees and sewer availability charges (SAC).

Plan review fee: a fee that is collected by the City of Shorewood to pay for the cost of the building, planning, engineering and legal staff to review a specific project.

GUIDELINES

1. The following fees shall be non-refundable:
 - Fees for building permits that were issued and paid for 60 days or more in the past
 - Fees for building permits where any work has been completed or any inspections have been conducted
 - Fees collected for plan review
 - Fees for building permits that are less than \$80
2. Pass-through charges shall be refundable only if the fee or monthly/quarterly report has not been sent to the applicable government agency. If neither the fee nor the report has been submitted, the fee may be refunded in its entirety.
3. Eligible fees shall be refunded as follows:
 - If the original building permit fee was at least \$80 but not more than \$500, 50 percent of the fee shall be refunded
 - If the original building permit fee was over \$500, 80 percent of the fee shall be refunded

This policy shall become effective April 1, 2020

Policy adopted on February 24, 2020