

**CITY OF KIMBALL**  
**MUNICIPAL POLICY NUMBER 01-2008**  
**BUILDING PERMIT POLICY**

**DATE COUNCIL APPROVED:** March 17, 2008

**UPDATED:** June 7, 2016

**I. Issuance Criteria:**

All construction projects are prohibited from starting until a building permit has first been applied for, paid for and issued to an applicant for a project.

No applications for future permits will be accepted unless all prior permits have been paid. If a construction project has been cancelled, the applicant is still responsible for paying plan review fees when applicable.

It is the applicant's responsibility to pay for and pick up the permit upon notification that it has been returned to the City by the Building Inspector.

**II. Refunds:**

When a building permit applicant requests a refund, the following guidelines shall govern the refund in accordance with the Building Inspector's Refund Policy:

1. If a building permit fee was erroneously paid or collected, the incorrect amount will be returned.
2. If the State surcharge has been sent to the State, it shall not be refundable.
3. The Building Inspector will retain 20% of the building permit fee to cover administrative costs for permits submitted for processing and then cancelled. A maximum of 80% will be refunded to the applicant.
4. If any portion of the plan review was performed, the plan review fee will not be refunded.
5. The City's share of the refunded amount will be refunded back to the City at the next billing period.
6. The applicant must submit their request for a refund in writing. No refund will be made upon a verbal request.
7. The refund will be processed within 30 days of the written request.
8. No refund will be paid for permits that have expired. Expired permits are permits that have had no activity in 180 days.