



# City of Tampa

*Jane Castor, Mayor*

## Development & Growth Management Construction Services Division

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## CSD POLICY AND PROCEDURE

Updated 10/11/2020

### CSD POLICY

Refund Requests

### REFERENCE

Division Policy

### DEFINITION

This policy is intended to establish the guidelines for validating and authorizing refunds.

The current fee schedule was ratified by Tampa City Council in Resolution No. 2008-1165 on October 16, 2008.

- Trade permits carry a flat fee.
- Permit fees for projects that require plan review are comprised as follows:
  - Application Fee = \$50.00 (applied towards Plan Review fee upon acceptance)
  - Permit fee = Plan Review fee (40%), and
  - Inspection fees (60%) and Florida Building Permit Surcharge (3% or \$4 min, collected per Florida Statute 553.721 and 468.631)

### PROCEDURES

To be considered for approval, refund requests must include the following documents and meet the prescribed conditions:

- Submission of a completed Refund Request form.
- If applicable, copy of cancelled check (front and back).
- Refunds must be requested no later than 60 days after date of payment.
- Services must not have been rendered.
  - Plan Review fees – refunds must be requested before plan review is performed.
  - Inspection fees – refunds must be requested before any inspection is conducted.
- Work must not have commenced under the authority of the permit.
- The permit must not have been revoked.

### DETERMINATION OF REFUND AMOUNTS

#### Trade/Express Permits (no plan review)

- If the conditions listed above are met, 100% of the trade/express permit fees are refundable.

#### All Other Project Types (with plan review)

- If the conditions listed above are met, projects with plan review are refundable in part, with the following exclusions and assessments:
  - The \$50 application fee is non-refundable.
  - The Florida Building Permit Surcharge is non-refundable.
  - The City shall retain, for repayment of administrative costs, \$61.00 of any fee to be refunded unless staff error has occurred, in which case, this fee shall be waived.