



## **Building Permit Application and Building Permit Expiration, Refund & Transfer Policy**

### **Building Permit Application Policy**

A portion of the application is refundable if the application is withdrawn. Any credit card fees are not refundable.

## **Building Permits**

### **Expiration Policy**

The Town of Sterling Building Department issues building permits for all properties located within its' Town limits. Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance or if the work authorized by such permit is abandoned for a period of 180 days after work has commenced.

### **Extension Policy**

Building Permits may be extended for 180 days at the discretion of the Town of Sterling Building Official if requested in writing *prior* to the expiration date and justifiable cause is demonstrated. Note: Financial hardship or other financial difficulty is not grounds to request a building permit extension.

### **Refund Policy**

Building Permit fees will only be refunded within the first 180 days or during the approved extension period. A request for the refund must be made in writing to the Building Official using the Refund Request Application. The Building Official may authorize a refund minus a 20% fee or \$100.00 (one hundred dollars) processing fee, whichever is greater. A refund will not be approved if any work has started or if the permit has been revoked or expired.

### **Transfer Policy**

A permit remains valid even if the ownership of the property or the contractor changes. As such, building permits may be transferred from the original applicant to a new permittee. The new permittee must provide all licensing and insurance information for tradesmen if they have changed from the original permit. The transfer of a building permit does not automatically grant an expiration date time extension.



## Building Permit Refund Request Application

The Building Permit applicant's copy of the original building permit and/or a copy of the cancelled check, must be submitted with the refund request. If the building permit applicant is not the person listed on the check and/or the building permit, then the person requesting the refund MUST get a letter of authorization from the person listed on the check or building permit to receive the refund.

*Please print legibly or type.*

Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Building Permit Applicant's Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Requesting Refund for the following reason: \_\_\_\_\_

\_\_\_\_\_

Make Check payable to:

\_\_\_\_\_

Payee

\_\_\_\_\_

Permit Number

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

Telephone Number

\_\_\_\_\_

City/Town

State

Zip

\_\_\_\_\_

Email Address

I hereby certify that I am the Owner of Record of the above named Project Address, or that the refund request is authorized by the Owner of Record to make this refund request as their authorized agent. I additionally certify that no work has been performed associated with this permit.

\_\_\_\_\_

Applicants Signature

\_\_\_\_\_

Dated

\*\*\*\*\*

**FOR TOWN USE ONLY**

Approved \$ \_\_\_\_\_ Denied \_\_\_\_\_ Comment \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Title \_\_\_\_\_