



City of Tampa

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CSD POLICY AND PROCEDURE

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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- The permit must not have been revoked.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.