

FINAL INSPECTION DEPOSIT REFUND POLICY

TO OWNERS & CONTRACTORS:

AFTER A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED THE BUILDING OFFICIAL WILL AUTHORIZE THE REFUND AMOUNT FOR THE FINAL INSPECTION DEPOSIT AMOUNT. A LETTER WILL BE SENT TO THE OWNER TO VERIFY WHAT PERSON (THE OWNER OR CONTRACTOR) IS TO RECEIVE THE REFUND AMOUNT THAT WAS PAID AT THE TIME THE PERMIT WAS ISSUED. THE OWNER WILL COMPLETE, SIGN AND MAIL BACK THE BOTTOM PORTION OF THE REFUND LETTER INDICATING WHO THE APPROPRIATE PAYEE IS (WHOEVER PAID FOR THE PERMIT).

THE BUILDING PERMIT FEE INCLUDES 10 INSPECTIONS PER PROJECT. FOR ANY INSPECTION EXCEEDING THAT 10 THERE WILL BE \$50 FOR EACH ADDITIONAL INSPECTION DEDUCTED FROM THE FINAL INSPECTION REFUND AMOUNT.

AFTER THE ACCOUNTING DEPARTMENT RECEIVES THE BOTTOM PORTION OF THE REFUND LETTER, STATING TO WHOM RECEIVES THE REFUND AMOUNT, SHE WILL THEN MAKE A CHECK OUT TO THE PAYEE INDICATED. THE CITY DISTRIBUTES CHECKS TWICE A MONTH. IT IS IMPERATIVE THAT THE CORRECT INFORMATION IS FILLED OUT ON THE BUILDING PERMIT APPLICATION.

IF YOU HAVE ANY QUESTIONS REGARDING THIS POLICY, PLEASE DON'T HESITATE TO GIVE ME A CALL AT (208) 788-9815, EXTENSION 20.

BECKY MEAD
PLANNING & BUILDING STAFF ASSISTANT
BECKY.MEAD@HAILEYCITYHALL.ORG