



THE CITY OF
WATERTOWN

BUILDING, SAFETY & ZONING DEPARTMENT

AND

ENGINEERING DEPARTMENT

REFUND OF PERMIT FEES POLICY

I. PURPOSE

To provide clarity and direction for refund issuance pertaining to all permits issued by the City of Watertown Building, Safety and Zoning Department and Engineering Department.

II. PROCEDURE

A. The City of Watertown Engineering and Building, Safety and Zoning Departments will consider a refund of permit fees paid in accordance with the following procedure:

1. The customer shall formally request a refund of fees paid in writing or email correspondence to the department who issued the permit in question (Building, Safety and Zoning Department or Engineering Department).
2. Staff shall research the status of the permit and calculate the approximate amount of work conducted.
3. If the permit has been processed, issued a permit number, is still within one (1) year of issuance (per City of Watertown Code Section 253-17) and a final inspection has not yet been completed, a refund may be granted minus the Administration/Plan Review Fee of said permit. Said Administration/Plan Fee shall be retained by the City of Watertown to cover taxpayer costs for processing and issuance of the permit.
4. If the permit has expired without appropriate renewal, per City of Watertown Code Section 253-17, or a final inspection has already been completed on said project no refund shall be granted.
5. Once a final determination has been made by the applicable department's staff and approved by their Department Head or the Department Head's designee, written notice shall be supplied to the customer via mail or email (with delivery and read receipts) and all applicable refund requests shall be forwarded from the applicable department to the City of Watertown Clerk/Treasurer Department for processing.
6. A minimum 30-day time period shall be granted to complete the refund determination process.
7. To appeal the final determination of the Engineering or Building, Safety & Zoning Department Head or the Department Head's designee, a written request of appeal shall be submitted to the applicable department within thirty (30) days of the notice of final determination per City of Watertown Code Section 10-8. Said appeal will be submitted and reviewed by the City of Watertown Finance Committee. Final determination of said appeal shall be supplied to the customer via mail or email.